

## **Bylaws of the Waukesha County 4-H Leaders' Association, Inc.**

### **ARTICLE 1**

#### **Articles of Incorporation**

The provisions of the Articles of Incorporation of the Association are hereby made a part of these By-Laws.

### **ARTICLE II**

#### **Name**

The name of this 4-H Group shall be The Waukesha County 4-H Leaders' Association.

### **ARTICLE III**

#### **Purpose**

The purpose of the Waukesha County 4-H Leaders' Association is to:

- Conduct or Support county level programs with youth
  - Establish or support opportunities for youth beyond the club level, such as camp, project activities, and other educational experiences
  - Support volunteer development and education
- Raise funds and manage a budget to support 4-H youth development educational programs
  - Fundraise to support the approved budget
  - Consider how funds raised support 4-H youth development programs:  
Funds raised in the name of 4-H are publicly accountable and must be used for 4-H educational purposes.
  - Coordinate county level recognition: Develop meaningful recognition for members and volunteers
- Represent 4-H youth development to the community: Establish and support a promotion committee or ambassador program.
- Advocate for 4-H youth development
  - Engage stakeholders, elected officials, the media, and potential participants to develop an understanding and appreciation of the public value 4-H youth development.
  - Explore and support new 4-H youth development opportunities based on county level needs and interests.
  - Work to ensure that all youth have equal access and opportunity to 4-H youth development programs.

### **ARTICLE IV**

#### **Membership**

##### **Section 1**

Membership shall consist of all registered adult 4-H volunteers and 4-H youth in leadership roles with the Waukesha County 4-H program.

##### **Section 2**

Membership is open to all (per Section 1), regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.

## **Bylaws of the Waukesha County 4-H Leaders' Association, Inc.**

### **Section 3**

An adult volunteer must be 18 years of age or older. No individual may serve as a 4-H club youth member and adult volunteer simultaneously.

### **Section 4**

A 4-H adult volunteer or youth leader must be registered with the University of Wisconsin Extension-Waukesha County 4-H Program and are required to meet all registration requirements to be active membership status in good standing.

## **ARTICLE V**

### **Executive Board**

#### **Section 1- Executive Board Members**

The Executive Board shall consist of five active adult association members, including President, Vice-President, Secretary, Treasurer and Member at Large.

#### **Section 2 – Executive Board Term and Election**

To be eligible to run for the Executive Board, the candidate must have been an active participant in the organization for at least one year and is actively registered at the time of election. Adult members of the Executive Board shall be elected by majority vote of the association members participating in the vote each fall. Nomination and election process instructions must be distributed to all Association members. The Executive Board will be elected for a one year term, beginning January 1. If an Executive Board member does not complete his/her elected term, a replacement may be appointed by the remaining Board members to complete that term.

#### **Section 3 Removal from Office**

An Executive Board member may be removed from the position for “just cause” by a 3/4 majority vote of the remaining Executive Board members, upon consultation with the UW Extension staff. “Just cause” may include but is not limited to inappropriate use of funds, conduct detrimental to the Association, and/or not substantially fulfilling the duties of the position.

#### **Section 4-Duties of Executive Board**

##### **President -**

- Preside over all the membership and Executive Board meetings of the Association.
- Prepare agendas for all meetings with consultation from the 4-H Youth and Family Educator.
- Distribute agendas to the membership at least 24 hours prior to the meeting.
- Collaborate and partner with the 4-H Youth and Family Educator in educational programming for the County 4-H Program.
- Represent the Waukesha County 4-H Leaders' Association and County 4-H Program upon request.
- Recruit, appoint, or assure that the Waukesha County 4-H program is represented at Region or State 4-H meetings, workshops, or other functions.
- Monitor efforts of the 4-H Strategic Plan and make sure that necessary follow-up happens.
- Serve as ex-officio member of all Waukesha County 4-H Leaders' Association Standing Committees. Develop communication with committee chairs.

## **Bylaws of the Waukesha County 4-H Leaders' Association, Inc.**

- Serve as one of the checks co-signers of the Waukesha County 4-H Leaders' Association.
- Sign member recognition certificates.
- Attend and participate in Member and Volunteer Leader Recognition events.
- Ensure Association meeting dates, times and locations are available on the Waukesha County 4-H website.
- Complete Annual Charter, including setting annual goals.
- Is an active member of the Leadership Committee and if possible, attends Leadership committee meetings.

### **Vice President**

- Preside over the meetings if the President cannot or if President resigns.
- Serve as ex-officio member of all Waukesha County 4-H Leaders' Association Standing Committees. Develop communication with committee chairs.
- Monitor outcomes of the Standing Committees in the County 4-H Program.
- Monitor member lists and verify active registration status Standing Committee members.
- Monitor Standing Committee meeting dates and ensure they are distributed to the membership.
- Is an active member of one or more: Promotions & Activities, Camp, Food Stand or Awards and if possible, attends committee meetings.

### **Secretary:**

- Take and maintain the official record of the proceedings of all Association membership and Executive Board meetings
- Distribute the previous meeting's minutes to the membership, at least 24 hours prior to the next Board meeting.
- Receive and ensure timely filing of all standing committee minutes.
- Write and receive correspondence on behalf of the Waukesha 4-H Leaders' Association.
- Is an active member of one or more: Promotions & Activities, Camp, Food Stand or Awards and if possible, attends committee meetings.

### **Treasurer**

- Serve as the principle financial officer of the Waukesha County 4-H Leaders' Association, which includes maintenance of checking, savings accounts, and investments.
- Prepares and presents a quarterly financial statement/report for the Association meetings.
- Co-sign the checks of the Leaders' Association and ensures payments are done in a timely manner.
- After the fall meeting, prepares the following documentation for change of signers on signature cards for financial institutions:
  - Minutes stating the new Executive Board (get minutes from Secretary)
  - A letter on official letterhead stating which officers (names and titles) will be added to the signature cards as well as which names are to be removed as signers.

## **Bylaws of the Waukesha County 4-H Leaders' Association, Inc.**

- Maintains and monitors the list of Leaders' Association credit card holders and is the person on record with the credit card company.
- Deposits all funds..
- Participate with the Bookkeeper in reconciling the monthly bank statements. Bank statements should be mailed by the bank to the 4-H Extension Office.
- Ensure proper and timely filing of Federal and State tax, raffle and other regulatory filings.
- Coordinate annual audit.
- Is a member of the Finance/ Fundraising Committee, and if possible, attends Finance/ Fundraiser committee meetings. Partners with the Finance/ Fundraising Committee in budget preparation, auditing of books and fundraising.

### **Member at Large:**

- Provide support and guidance to the organization and activities.
- Is an active member of one or more: Promotions & Activities, Camp, Food Stand or Awards and if possible, attends committee meetings.

### **Section 5 – Executive Board Meetings**

The Executive Board may call for special Executive Board meetings as needed for urgent business between regularly scheduled membership meetings.

### **Section 6**

The Executive Board shall serve as whole Association on matters of business between Association membership meetings, if necessary.

## **ARTICLE VI**

### **Meetings**

#### **Section 1**

The association shall hold membership meetings quarterly. Chartered group General Leaders, Youth Presidents, Executive Board Members, and Standing Committee chairpersons are expected to attend, or their designee; however the meetings shall be open and encouraged to all active adult volunteers, club officers and youth leaders. All membership (adult volunteers and youth leaders) in good standing shall have a vote. Additional participants such as non-volunteer parents and community members may participate without a vote, in compliance with UW Extension guidelines.

#### **Section 2**

Roberts Rules of Order shall govern the meetings.

## **ARTICLE VII**

### **Quorum**

#### **Section 1**

A quorum of the Association shall consist of the members present at a duly called membership meeting.

#### **Section 2**

A quorum of a duly called Executive Board meeting shall consist of at least 3

## **Bylaws of the Waukesha County 4-H Leaders' Association, Inc.**

members of the Executive Board.

### **ARTICLE VIII**

#### **Committees**

##### **Section 1**

The Board of Directors may appoint committees and conduct county 4-H programs upon consultation with the 4-H Youth and Family Educator. Voting members on committees must be Association members in good standing, however additional committee members such as parents and community members may participate on committees in compliance with UW Extension guidelines.

##### **Section 2**

Standing committees will consist of 1) Awards 2) Camp 3) Finance/ Fundraising 4) Food Stand 5) Leadership 6) Promotions & Activities. Additional committees may be added as directed by the Executive Board.

##### **Section 3**

All Standing Committee Chairpersons will be elected in the fall annually by the active members of the committee. To be eligible to be a standing committee chair, the person must be an active 4-H volunteer in good standing, and have been a member of that committee for at least 6 months if possible.

### **ARTICLE IX**

#### **Bonding and Audit**

##### **Section 1**

The Association shall furnish and pay for bond in such amount as the Association or Board of Directors may determine for the Treasurer and for any other person designated by the Association to whom funds of the corporation are entrusted.

##### **Section 2**

The Board of directors shall arrange for an audit of all accounts annually.

### **ARTICLE X**

#### **Amendments**

These By-Laws may be amended by a vote of a majority of the membership present at any regular or special meeting of the Association. Proposed amendments must previously be approved by the Executive Board.

### **ARTICLE XI**

#### **Dissolution Clause**

Upon dissolution of the association, any remaining assets shall be conveyed to a 4-H youth development program or the Wisconsin 4-H foundation, as selected by the affirmative vote of the majority of association members entitle to vote.

**Bylaws of the Waukesha County 4-H Leaders' Association, Inc.**

(First Organized in 1935: Incorporated in 1954) Last Amended: 11/2023