

Langlade County 4-H Leaders Association By-Laws

(Amended December 2019)

Article I – Name and Purpose

Section 1. The name of this corporation shall be the Langlade County 4-H Leaders, Inc.

Section 2. The purpose of this corporation shall be:

- A. To assist the county University of Wisconsin-Extension Office in planning, implementing, and evaluating the year's 4-H Youth Development program.
- B. To bring up for discussion problems and ideas of the community 4-H clubs and their leaders.
- C. To arrange for project education and leadership development training.
- D. To further in all ways the Langlade County 4-H Youth Development program.
- E. To accept funds for the advancement of the 4-H Youth Development program, educational activities and awards.
- F. Langlade County 4-H Leaders, Inc. follows Wisconsin 4-H policies.

Article II – Board of Directors

Section 1. Membership to the Board of Directors

The 4-H Board of Directors of the Langlade County 4-H Leaders Association shall have nine adult directors and 4 youth directors.

Section 2.

Adult directors shall be certified 4-H leaders, having completed the required trainings and background checks as mandated by the Wisconsin 4-H program. The adult directors may have up to three members from the same club on the board at a time. Countywide leaders will be considered as one club when elected to a position on the 4-H Board of Directors.

Youth Directors shall have participated in one year in the 4-H Youth Leadership project, be in the seventh grade or older of the current school year, and be currently enrolled in the youth leadership project.

Section 3. Terms for Adult and Youth Directors.

- A. Adult directors shall serve three-year terms. Adult directors may serve unlimited consecutive terms and must be nominated at the end of each 3-year term and win the election in order to be re-elected to the board.
- B. The treasurer is an Adult Director-At-Large position.
- C. Youth directors shall serve a one-year term and may not succeed themselves unless there are less than 4 youth running. Youth Directors shall be from different 4-H Clubs.
- D. County Liaison from Ag & Extension is a committee representative on the 4-H Leaders Board and is a non-voting member.

Section 4. Absences.

Any adult or youth board member with three or more unexcused absences in a year will be asked to leave the board and the board will appoint a new director. The notice of absence should be made to either the board President or the UWEX Office prior to the meeting day.

Section 5. Method of Nomination and Election of 4-H Board of Directors

- A. Outgoing directors, any 4-H leader, or a 4-H member shall nominate adult and youth directors for a 4-H Board of Directors position. Additional nominations may come from the floor with a second; however, the nominee must be present to accept or decline the nomination.
- B. Directors shall be elected at the fall Annual 4-H meeting of leaders and members.
- C. One ballot shall be given to each 4-H club present at the meeting. Club membership is defined by the WI 4-H Youth Development Policies. Countywide 4-H leaders are considered one club.
- D. Three adult directors (unless there are more positions available due to premature term expirations) and four youth directors receiving the most votes shall be directors.
- E. Adult officers shall be elected at the next 4-H Board meeting following the fall 4-H Annual Leaders meeting. Elected officers are President, Vice President, and Secretary. The director-at-large is automatically the Treasurer.

Article II – Duties of the Officers

Section 1. President

The principal duties of the President of the 4-H Board of Directors shall be to preside at all meetings of the Board of Directors, to have general supervision of the affairs of the corporation, and to sign any documents for the corporation.

Section 2. Vice-President

The principal duties of the Vice-President of the 4-H Board of Directors shall be to discharge the duties of the president in the event of absence and disability, for any cause whatever, of the latter.

Section 3. Secretary

The principal duties of the Secretary of the 4-H Board of Directors shall be to keep a record of the proceedings of the Board of Directors and to safely and systematically keep all books, papers, records, and documents belonging to the corporation or in any way pertaining to the business thereof. Minutes of the Board of Directors shall be kept at the County Extension Office.

Section 4. Treasurer

The principal duties of the Treasurer of the 4-H Board of Directors shall be to keep and account for all monies, credits, and property of any and every nature of the corporation, which shall come into his/her hands; to keep an accurate account of all monies received and disbursed, and of all monies

and property on hand, and to countersign with the President, all deeds, leases, and conveyances executed by the corporation.

Section 5. Married couples, significant others, or immediate family members cannot serve as officers (member of the Executive Board) at the same time.

Article IV – Membership

Section 1. Membership in the 4-H Leaders Association is granted to each leader and member who enrolls in the Langlade County 4-H program. Adult leaders must enroll yearly and complete the required steps for certification as laid out by the WI 4-H program to be considered a certified 4-H leader.

Section 2. The Langlade County 4-H Youth Development program provides equal opportunities in employment and programming. The policy states: An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX, and ADA requirements. Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity.

Section 3. All 4-H members and leaders are required to sign a behavior expectation statement through their yearly 4-H enrollment.

Section 4. Each 4-H club is required to pay an enrollment fee per member to the 4-H Leaders Association. This monetary amount will be set on a yearly basis and is due by June 30th. Monies collected will be used to defray the cost of materials and programming for 4-H members.

Article V – Cancellation of Dissolution of Membership

Section 1. Individuals

- A. Whenever a member of 4-H Leaders Association ceases to be actively engaged in the conduct, promotion, or assistance of 4-H club work, he/she shall automatically cease to be a member. 4-H club organizational leaders are responsible for reporting these individuals to the UWEX office.
- B. Adults will be recognized as a certified 4-H leader when they have completed the requirements established by the WI 4-H program.
- C. A member may be discharged or expelled from the association by a 2/3 vote of the 4-H Board or Directors at any called meeting. Such expulsion is to take place when it is proven that said member is guilty of acts and conduct detrimental to the best of interest of the association and its programs.

Section 2. Dissolution of the Following 4-H Group Membership

- A. 4-H Leaders Association or County 4-H Committees
 - a. Upon dissolution of the association, 4-H club, and/or 4-H Youth Development committee, any assets remaining shall be conveyed to a 4-H Youth Development

program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of committee members entitled to vote.

B. 4-H Clubs

- a. Upon dissolution of the 4-H Club, any assets must be turned over to a recognized 4-H club or the 4-H Leaders Association, with the approval of the 4-H Leaders Association and the 4-H Program Coordinator.

Article VI – Financial Reporting

Section 1. 4-H Clubs and Chartered Groups

- A. All 4-H clubs and chartered groups are required to submit a financial record and audit report to the county UWEX office once each year. Additional reports required by law must also be submitted to the respective agencies with a copy filed with the 4-H Program Coordinator.

Section 2. Federal regulations governing the use of the 4-H name and emblem require annual reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H purposes. Failure to annually submit the financial report could result in loss of approval to use the 4-H name and emblem.

Article VII – Committees

Section 1. Executive Board

The Executive Board of the 4-H Board of Directors shall consist of the officers including President, Vice-President, Secretary, and Treasurer. The President and/or the 4-H Program Coordinator may request a meeting with the Executive Council if deemed necessary.

Section 2. Awards Committee

Awards Committee members shall be elected at the annual meeting. Awards Committee members serve a three-year term. Newly elected Awards Committee members begin their term on December 1 of current year.

Section 3. Project and County Committee

Project and County Committees shall be named by the Executive Board. Adult and youth leaders shall serve on committees. A committee chairperson and secretary shall be selected among the members of each committee. Committee members will give overall leadership to designated committees. The 4-H Program Coordinator will serve as an educational advisor to committees.

Section 4. Special Committees may be appointed by the President when authorized by the corporation or the Executive Board.

Article VIII - Meetings

Section 1. The 4-H Board of Directors shall hold monthly meetings, except for November. A quorum must be present before any legal matters can be acted upon.

Section 2. Roberts Rules of order will be followed unless stated otherwise in these by-laws, which indicate the President is a voting member.

Section 3. The Langlade County 4-H Leaders Association shall meet in the fall of each year. All other Association meetings shall be designated as special meetings and may be called by the President upon recommendation of the Executive Board or by the 4-H Program Coordinator.

Section 4. Only 4-H members or leaders may request funds from the Leaders Association by following the Financial Request Policy. The policy is available from the UW-Extension office and all policy directions must be followed for requests to be acted upon.

Section 5. All agenda items must be approved by the President.

Section 6. Emergency funding up to \$100 must be approved by a majority vote by the Executive Board (4 members).

Article IX - Amendments

Section 1. Amendments to the 4-H By-laws and/or the 4-H Rules and Regulations may be proposed by an Association member during an Association or 4-H Board of Directors business meeting and then discussed at that next business meeting.

Section 2. At the next 4-H Board of Director's business meeting, proposed changes are discussed once again and then two-thirds of the board present. Members must approve said changes.

Article X – Capital Structure

Section 1. All contributions shall be income to the corporation.

Section 2. All earnings from groups' effort shall be income to the corporation.

Section 3. Audit

At the close of each fiscal year, or at such time as the officers of the corporation shall determine, the books and accounts of the corporation shall be carefully examined by the committee existing of three or more members of the Executive Board or a qualified auditor who shall make a detailed written report thereon.

Section 4. Fiscal year of the corporation shall end on June 30.