



Langlade County 4-H Leaders Association By-Laws

September 2023

Article I. Name

The name of this 4-H Club shall be Langlade County 4-H Leaders Association. This organization is chartered under the University of Wisconsin–Madison Division of Extension Langlade County.

Article II. Purpose

The purpose of this Association shall be:

- a. to assist in the coordination of learning experiences and financial support of Langlade County 4-H youth members, 4-H Volunteers/leaders in county, District, State, Regional, National and International events.
- b. raise funds and manage a budget to support 4-H youth development educational programs
- c. to assist the UW Extension office in planning, helping, advising and promoting the 4-H program in Langlade County
- d. to ensure the development of positive adult and youth relationships/partnerships
- e. represent and advocate 4-H youth development to the community including;
 - i. engaging stakeholders, elected officials, the media and potential participants to develop an understanding and appreciation of the Extension and 4-H

Article III. Membership

Membership in the association shall consist of:

Section 3.1 Voting membership in this Association shall be open for participation to any adult 4-H Leader who has completed the Extension Volunteer requirements (subject to change) and any enrolled 4-H member grade 6 and above enrolled in Youth Leadership.

Section 3.2 The Association agrees that the membership or participation in 4-H will follow the Wisconsin 4-H Youth Development Policies and to be changed when the State amends their guidelines.

Section 3.3 This association is required to complete an Annual Financial Review and hold a 4-H charter and be recognized as a 4-H Club in Wisconsin 4-H as found here: **4-H Name, Emblem & Club Policies**

<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/4-h-name-and-emblem/>

Clubs must comply with:

- i. All [Wisconsin 4-H Youth Development Policies](https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/)
- ii. All federal, state, and local laws

Article IV. Executive Board

Section 4.1 The purpose of the Executive Board is to make recommendations on issues for discussion and action by the organization's members. The Executive Board is accountable to the membership of the organization. The responsibilities of the board include: organizational planning, policy making that relates to the 4-H Leaders Association, enforcement of policies and grievance handling related to Association policy, legal responsibilities and financial responsibilities.

Section 4.2 The Board shall consist of nine adult directors and 4 youth directors and are all considered voting members. The elected officers of the Association shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 4.3 Election of Officers

- The officers shall be elected annually by simple majority vote at the annual meeting held in October of each year.
- Officer positions shall be held for 2 years, for a maximum of 2 terms (totalling 4 years). One year must be taken off before the next office position after those 2 terms are served but can continue being a board member.
- Nominations will be taken starting with President, then Vice President, Secretary, Treasurer, Youth officers and any additional offices.
- A nomination committee shall be appointed to seek eligible and willing candidates as well as advertising for the annual meeting.
- Any 4-H member or Volunteer may nominate 4-H enrolled adults and youth members for an Executive Board position to the nomination committee prior to the election.
- Additional nominations may come from the floor with a second; nominee must be present to accept or decline.
- All members as stated in section 3.1 and in attendance of the annual meeting are eligible to cast one vote.
- All chartered clubs and projects must have 1 member present to receive priority for funding. Member(s) present may not be a current board member or officer. Clubs and projects that are in attendance will receive funding for experiences first and others as financially available.
- In the event of a tie, a new vote will be called and voting will continue until the tie is broken **OR** flip a coin/use rock, paper, scissors/pick a number.

Section 4.4 Duties of Officers

- President
 - The president shall preside at all club meetings.
 - The president shall approve the agenda with input from the board and sent to the Extension office for print.
 - The president shall be the principal officer representing the Association on matters concerning the Association business.
- Vice-President
 - In the absence of the president, the vice-president/president-elect shall conduct the business meeting.
 - In coordination with the president, helps facilitate the Annual Charter Application process with the Association.
 - The vice president/president-elect shall help the president in their duties as needed.
 - Responsible for organization and communication with appointed committees.
- Secretary
 - The secretary shall keep a record of all proceedings of the Association.

- The secretary shall keep attendance records for each meeting and send them to the Extension Office.
- Per county policy, submit minutes to the Extension Office no later than one week after the meeting.
- Treasurer
 - The treasurer shall comply with all financial policies:
 - <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>
 - The treasurer shall receive and deposit money belonging to the Association.
 - The treasurer shall pay money out upon approval of the Association.
 - The treasurer shall keep an accurate record of all money received and paid.
 - The treasurer shall keep a record of all budget items and work with the Extension Educator to complete the Annual Financial Report.
- Directors
 - Attend meetings, provide input, fundraiser support, committee responsibilities
 - The directors shall have the duty of liaison between the Leaders Association and all other Leaders/Volunteers in the county 4-H program and shall advise on fundraising and program events.
 - Directors shall serve 2 year terms
- Junior Directors (youth)
 - Shall work with their desired counterpart to fulfill positions
 - The youth shall have the duty of liaison between the Leaders Association and all other youth leaders in the county 4-H program and shall advise on youth events.
 - Youth directors shall serve 1 year terms

Article V. Meetings

Section 6.1 The Association shall hold monthly meetings, except for November. The December meeting will include yearly mandatory Extension Educator led training and date may vary based on schedule availability.

Section 6.2 A quorum must be present when business is transacted. A quorum will be met when more than 50% of the officers and directors are present at the meeting.

Section 6.3 The President may call special meetings of the Association upon giving notice to the organization and Extension Office by email or phone, no less than seven days before.

Section 6.4 Robert's Rules of Order shall be considered as satisfactory guidance in conducting meetings.

Article VII. Amendments

The By-Laws may be amended, enacted or repealed by a $\frac{2}{3}$ majority vote of the total membership attending that regular meeting, provided notice of such changes shall have been given at a previous meeting and the Association membership has been notified by email to the amendments. By-Laws will be reviewed yearly at the January meeting.

Article VIII. Committees

Section 8.1 Awards Committee

The awards committee shall consist of 5 adult members. Members serve a three-year term. Newly elected committee members begin their term on December 1 of the current year.

Section 8.2 Nomination Committee

The nomination committee shall consist of at least 2 adult members, with a maximum of 4. Members serve a one-year term. Newly elected committee members begin their term at the first meeting following the annual meeting and will work in coordination with the Vice-President.

Section 8.3 Other committees

As specified by the President and elected members as needed.

Article IX. Removal from Executive Board

Any member of the Executive Board may be removed from the board with just reason by a ballot vote of the majority of the board members present at the meeting. Members will be notified and a written voting notice will be provided on the next meeting's agenda. Reasons for removal, but not limited to include:

- 2 unexcused absences from meetings in a row
 - Absences are excused if office is notified prior to next meeting
- not fulfilling the duties of their position

Vacancies occurring on the Board shall be filled through the following procedure. The nomination committee will invite, by mail and personal phone contact, regarding Association members willingness to fulfill the duties of the vacated office. Their names and the office they are willing to fulfill will then be announced at the next regularly scheduled Association meeting and a vote will be taken for each vacated office. Newly elected officers, filling vacated positions will serve the unexpired term following that vote.

Article X. Dissolution Clause

Upon dissolution of the Langlade County Leaders Association, any assets must be turned over to a recognized 4-H Youth Development program, with the approval of the county 4-H Program Educator consistent with Wisconsin 4-H in the Institute for Positive Youth Development approved financial practices and policy, as selected by the affirmative vote of the majority of Association members eligible to vote. Club dissolutions must be recorded in the 4-H club meeting minutes and communicated with the 4-H Program Educator.

Review and Approval Signatures

Club bylaws should be reviewed annually with the Club membership. The 4-H Program Educator must review and sign these bylaws after they are updated and voted on for approval.

Date Approved by Membership: _____

_____ *President*
 (printed name) Date

_____ *Secretary*
 (printed name) Date

These bylaws have been approved and are consistent with WI 4-H Policy, Mission, and Values.

_____ *Educator*
 (printed name) Date

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