

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

## ARTICLE I 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 too:

- Conduct county level programs with youth
  - Establish 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 adults volunteering in leadership roles and working with 4-H youth in the Waukesha County 4-H program and Waukesha County 4-H Youth and Family Educator.

### Section 2

Volunteer leadership is open to all adults, regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy,

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marital or parental status.

### Section 3

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

### Section 4

A 4-H adult volunteer must be registered with the University of Wisconsin Extension-Waukesha County 4-H Program and are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H volunteer.

### Section 5

The following are requirements to hold a 4-H charter and be recognized as a 4-H chartered group in Waukesha County, Wisconsin.

- Club or group/committee name
- Five or more youth from a least three families
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by member to govern the club or group/committee
- Successfully complete the 4-H annual charter renewal packet that includes critical communication, legal, financial, and educational accountability requirements. All blanks must be completed and submitted to the county office annually not later than the due date set by the 4-H Youth and Family Educator
- Must comply with all Wisconsin 4-H youth development policies
- 4-H National headquarters policies
- All federal and state laws

## ARTICLE V Board of Directors

### Section 1- Board Members

The Board of Directors shall consist of a minimum of five and a maximum of nine active association members elected by the association and preferably an equal number of youth. County 4-H Youth and Family Educators are ex-officio members of the board.

### Section 2 - Director Term and Election

Adult members of the Board of directors shall be elected by the association. Members will be elected for a three year term. Directors will be elected in staggered rotation with three position open for election or reelection each year. If an existing director declines to complete his/her elected term, a replacement should be elected to complete that term at the next annual meeting. A director may be elected for two consecutive terms followed by a required one year break.

### Section 3 – Officers

The Board of Directors shall elect, by a majority vote, the following officers from among the adult directors: President, Vice-President, Secretary, and Treasurer. For the office of President, the director must have served on the board for at least one year.

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### **Section 4-Duties of Officers**

#### **President - *Must have completed one year of term on the Board of Directors***

- Preside over all the meetings of the Board of Directors, Annual Meeting and other meetings of the Board
- Prepare agendas for all meetings with consultation from the 4-H Youth and Family Educator.
- Collaborate and partner with the 4-H Youth and Family Educator in educational programming for the County 4-H Program.
- 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 relationship with committee chairs.
- 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.
- Email the Board meeting agenda at least 24 hours prior to the next Board meeting to all Board members, Youth and Family Educator, and Recorder.
- Ensure future board meeting dates, times and locations are available on the Waukesha County 4-H website.

#### **Vice President**

- Preside over the meetings if the President cannot or if President resigns.
- Monitor outcomes of the Standing Committees in the County 4-H Program.
- Represent the Waukesha County 4-H Leaders' Association and County 4-H Program as upon request.
- Make sure that a quorum (one more than half of current membership) of Board members is present for the Board of Directors meetings.
- Member lists and VIP verification documentation for Standing Committees
  - Request from the chairperson of every committee/group a list of all members (if list is by email retain signature of chairperson and date of email) and send the lists to the county 4-H office for verification of VIP status of all committee/group members.
  - Provide a copy of the lists to the Board President and Board Secretary.

#### **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 monthly financial statement/report for the Board of Directors monthly meetings.
- Co-sign the checks of the Leaders' Association and ensures payments are done in a timely manner.
- Is a member of the Finance Committee, and if possible, attends Finance committee

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meetings. Partners with the Finance Committee in budget preparation, auditing of books and with the fundraising group.

- After the December Board meeting, needs to prepare/gather the following documentation for change of signers on signature cards for financial institutions:
  - Minutes stating the new officers (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.
- Accompany new officers/signers on visit to financial institutions for change of signers
- Maintains and monitors the list of Leaders' Association credit card holders and is the person on record with the credit card company.

### **Secretary:**

- Take and maintain the official record of the proceedings of all meetings of the of Directors and at the Annual meeting.
- Post the previous meeting's minutes in Leaders Board SharePoint site, at least 24 hours prior to the next Board meeting.
- Post the corrected and approved minutes within three days following the Board meeting.
- Write correspondence on behalf of the Board of Directors and for the Waukesha 4-H Leaders' Association.
- If there is no Recorder, then the Board Secretary will carry out the following responsibilities of the Recorder.

### Section 5 - Board Meetings

The Board of Directors shall meet at least ten times per year and at such other times as the President and 4-H Youth and Family Educator shall deem necessary.

### Section 6 - Board Committees

The Board of Directors may appoint committees and approve the County 4-H programs upon advice of the 4-H Youth and Family Educator.

### Section 7

The Board of Directors shall serve as whole Association on matters of business between Association meetings.

## ARTICLE VI Meetings

### Section 1

The Association shall hold one annual meeting each year at such time as designated by the Board of Directors.

### Section 2

Roberts Rules of Order shall govern the meetings.

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**ARTICLE VII  
Quorum**

**Section 1**

A quorum of the Association shall consist of 25% of active status volunteers. A majority of the Board of Directors shall constitute a quorum at Board Meeting.

**ARTICLE VIII  
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 prior to the regular annual meeting of the Corporation.

**ARTICLE IX  
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 Board of Directors.

**ARTICLE X  
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.

(First Organized in 1935: Incorporated in 1954) Last Amended: 11/11/2012: 9/24/2020