

**CONSTITUTION AND BYLAWS
JEFFERSON COUNTY
4-H LEADERS ASSOCIATION**

ARTICLE I. NAME

- Section 1 The name of the organization shall be the Jefferson County 4-H Leaders Association. From this point on it shall be referred to as the Association.

ARTICLE II. PURPOSE

- Section 1 The purpose of the Association in cooperation with the Jefferson County 4-H Educator is to provide the essential opportunities and supports for positive youth development through quality educational 4-H programs.
- Section 2 The Association shall support the 4-H Educator in 4-H programing in Jefferson County:
- a. To promote positive youth development through the 4-H educational program in Jefferson County.
 - b. To provide a forum for 4-H leaders and youth to discuss ideas and make suggestions relative to the Jefferson County 4-H activities and program opportunities.
 - c. To serve as a communication link between the local 4-H clubs, 4-H projects, 4-H affiliates, and the county Extension Office.
 - d. To promote good public relations and service to the Jefferson County community.
 - e. To advocate and educate the public on the benefits of joining 4-H
 - f. To accept and generate funds and other support for the Jefferson County 4-H educational programming.
- Section 3 The Association is a non-profit educational organization. Any funds received by the Association shall be used for carrying out its purposes and shall not accrue to the benefit of individual members.

ARTICLE III. MEMBERSHIP

- Section 1 Membership in the Association is open to all adult volunteer 4-H leaders of Jefferson County who have been certified through the Youth Protection Program as established by the Extension 4-H Youth Development Program, have read and signed the required Wisconsin 4-H Volunteer Behavior Agreement, and have completed the annual enrollment process.
- Section 2 Membership in the Association is open to all 4-H members of Jefferson County who are enrolled as youth leaders.
- Section 3 Membership is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-job program related conviction record, qualified disability, or social economic level. All 4-H Clubs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the American Disabilities Act.
- Section 4 The Jefferson County 4-H Educator shall serve as advisor to the Association with no voting power. The Jefferson County Extension staff shall serve in an advisory capacity in their fields of study. These positions hold no voting power.
- Section 5 Membership in the Association shall be terminated immediately upon separation as a 4-H adult leader or youth leader within Jefferson County, whether separated voluntarily or involuntarily.

ARTICLE IV. BOARD OF DIRECTORS

- Section 1 The Board of Directors of the Association shall consist of 9-11 directors, number will change based on term for president and past president. No more than two directors may be from the same 4-H club with the exception of treasurer position. The club to which the treasurer belongs does not count towards the two director limitation.
- Section 2 The Board of Directors of the Association shall have no more than two youth serving on the board at any time. Youth members are called Youth Liaisons. Youth Liaisons are chosen based on the procedures outlined in the Junior Leaders bylaws.
- Section 3 Election of Directors. A Nominating Committee consisting of three members and chaired by the Past President shall recruit and present the candidates for office at the April Board meeting and shall publish their statement of candidacy in the 4-H newsletter or emailed prior to the election of directors at the May Association meeting. Nominations of members present at the meeting will also be taken from the floor. Candidates must be members in good standing who have served as a leader or youth leader for at least one year immediately preceding the election. Directors shall be elected by a majority vote of the members present. Voting shall be done by ballot.
- Section 4 The treasurer of the Association shall be elected for a three-year term by the Board of Directors at the April meeting. The treasurer may serve as a Board of Director for multiple years in a row and the gap year does not apply to this elected position.
- Section 5 The term of office for adults shall be three years in length (except for the Officer Term of President). The term of office for youth shall be one year in length. Directors (youth or adult) may be re-elected to succeed upon completing their elected term. After the second term, Directors will take a one-year gap period. After a one-year gap period, former Directors may run again for the Leaders Association Board.
- Section 6 Board members who do not comply with the purpose of the Jefferson County Leaders Association as stated in the Constitution or board members who violate the Wisconsin 4-H Volunteer Behavior agreement may be removed from office at the discretion of the board or membership as provided in the parliamentary authority.
- Section 7 Whenever any vacancies occur within the Board of Directors by separation, resignation, death or otherwise, the position will be filled without delay by a majority vote of the Board of Directors to complete the unexpired term of office at the next regularly scheduled meeting.

ARTICLE V. OFFICERS

- Section 1 The Board of Directors shall elect their officers at the first board meeting following the election of directors. Voting shall be done by ballot. The Officers of the Association shall consist of President, President-Elect, Past-President, Secretary, and Treasurer.
- Section 2 Officer Term of Office
- a. The President shall be elected for one three-year term consisting of President-Elect, President, and Past President. Even if their term on the board ends during their time in office the President shall remain on the board until all three years of their term as an officer is complete without having to run for an additional term.
 - b. The Secretary shall be elected for a one-year term.

Section 3 Duties of the Officers.

- a. Officers (President, President-Elect, Past-President, Secretary and Treasurer) shall regularly attend all Board of Director and Association meetings. Absence from more than three consecutive Association and Board meetings shall be cause for expulsion from the Board of Directors.
- b. President: Shall preside at all executive, regular, board and special meetings of the Association; shall work with the board and the 4-H Educator to set the agenda for all meetings; shall act as chairperson of the executive committee and board of directors; shall also be an ex-officio member of all standing or appointed committees; shall work with the 4-H Educator to act on Association situations which in their judgment would not require board action.
- c. President-Elect: Shall preside in the absence of the president and take care of all the duties of the president during the president's absence.
- d. Past-President: Shall preside in the absence of the president and president-elect shall serve as chair of the Nominating Committee.
- e. Secretary: Shall keep an accurate record of the proceedings of all Board and Association meetings; shall be responsible for all Association correspondence and communications; shall send minutes of meetings to president and Extension Office within **seven** working days after a meeting.
- f. Treasurer: Shall take charge of all money taken in by the Association; shall keep accurate up-to-date records of all monies received and paid out; shall pay only those bills as authorized by the Association and/or the Association board; shall prepare a monthly financial statement at the end of each month for review by the Association; shall have financial records audited annually using procedures authorized by the board of directors. The treasurer shall prepare, or have prepared, as approved by the board, all necessary County, State and Federal reports, returns, and forms legally required. The retiring treasurer is obligated to complete all year end requirements.

Section 4 Executive Board

The Executive Board shall consist of President, President-Elect, Past-President, Secretary, and Treasurer.

The duties of the Executive Board:

- a. Budget implementation, verify annual audit completion, provide recommendations for bookkeeping and reporting procedures, and provide leadership for long-range fiscal security for the Association.
- b. To assist the 4-H Leaders Association in creating an awareness of the Jefferson County 4-H Endowment Fund and its benefits.
- c. To provide a communication network between the 4-H Leaders Association and 4-H Junior Leader organization.

ARTICLE VI. STANDING COMMITTEES

Section 1 Standing committees include those committees that have their own budget line items as part of the Leaders Association. Failure to maintain a working committee structure, after an 18-month grace period, shall result in all monies being turned over to the general operating budget of the Leaders Association.

Section 2 Standing committees are composed of 4-H leaders and members. If members of other partner organizations are on a committee, they cannot vote on financial matters per the Wisconsin 4-H program. Each committee should elect a chair and a recorder / secretary.

- Section 3 Standing committees shall be responsible for establishing guidelines for their respective committees.
- Section 4 Standing committees shall file reports with the 4-H Educator in the form of minutes or meeting notes. Standing committees shall report to the Leaders Board / Association when necessary.
- Section 5 The Board of Directors has the right to remove any committee, committee member, or committee chair for just cause.

ARTICLE VII. MEETINGS

- Section 1 The Association shall hold four meetings per year on the third (3rd) Thursday of August, October, March and May.
- a. All Jefferson County 4-H Clubs are required to have representation at the August (enrollment) and March (fair) meetings.
 - b. The budget shall be presented by the Treasurer for the next fiscal year at the March meeting.
 - c. Election of directors shall be held at the May meeting.
 - d. A quorum shall consist of member representative from at least one-fourth (1/4) of the 4-H clubs who are recognized as a Charter 4-H Club in Jefferson County.
- Section 2 The Board of Directors shall hold five meetings per year on the third (3rd) Thursday of September, November, February, April and June, with a January flex meeting scheduled- determined by need.
- a. Directors shall regularly attend all Board of Director and Association meetings. Absence from more than three consecutive board meetings shall be cause for expulsion from the Board.
 - b. Budget shall be presented by the Treasurer for the next fiscal year at the February meeting.
 - c. Election of officers shall be held at the June meeting; shall be a joint meeting of new and outgoing directors.
 - d. A quorum shall consist of five (5) directors.

ARTICLE VIII. FISCAL YEAR

- Section 1 The fiscal year of the Association shall begin July 1 and run through the following June 30.

ARTICLE IX. DUES

- Section 1 A change in the amount of dues assessed shall be made only when deemed necessary.

ARTICLE X. FINANCES

- Section 1 The Association Board of Directors is authorized to allocate up to and not more than \$200 of non-budgeted Association funds per countywide 4-H program, event or project without approval from the Association membership. All appropriate requests for Association funds, which exceed \$200, must be brought before the Association membership for a vote.
- Section 2 The annual budget shall be developed by the President, Treasurer and 4-H Educator and submitted to the Board of Directors for approval, with final approval from the Association.
- Section 3 The Board of Directors shall approve the official depository on an annual basis at the June Board meeting.

ARTICLE XI. 4-H Endowment Fund

- Section 1 The Jefferson County 4-H Endowment Fund is established through the Wisconsin 4-H Foundation.
- Section 2 The purpose of the Jefferson County 4-H Endowment Fund shall be to receive gifts and bequests to support, expand and promote the 4-H program in Jefferson County.
- Section 3 The earnings of the Jefferson County 4-H Endowment Fund are to be used for scholarships and other educational opportunities.
- Section 4 Funds can be forwarded by the Wisconsin 4-H Foundation to the Association as requested but is optional. Principle cannot be dispersed.
- Section 5 The fiscal year for the Fund is July 1 through June 30.

ARTICLE XII. PARLIAMENTARY AUTHORITY

- Section 1 The Association and Board of Directors meetings shall be conducted in accordance with and governed by Robert's Rules of Order (latest revised edition) except as otherwise stated in the Bylaws.
- Section 2 Observance of the Constitution and Bylaws adopted by the Association is essential for orderly conduct of business. Officers, directors, and members should be familiar with the rules they have adopted. A copy of the Constitution and Bylaws of the Jefferson County 4-H Leaders Association shall be available at every meeting. This is the responsibility of the Secretary.

ARTICLE XIII. AMENDMENTS

- Section 1 The Constitution and Bylaws may be amended at any meeting of the Association by a quorum and a two-thirds majority vote of the members present provided notice of the proposed amendment(s) have been presented at the previous meeting, and through notification by mail and/or email ten (10) days before the vote and provided the amendment is not in conflict with the Constitution and By-Laws.

ARTICLE XIV. DISSOLUTION OF ORGANIZATION

- Section 1 Upon dissolution of the Association, 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 the members entitled to vote.

Original Constitution Adopted 1946 –

Revised 1948, 1968, 1979, 1982, 1993, 1998, 2002, 2007, 2008, 2012, 2014, 2015, 2016, 2019, 2021, 2023

Voted on and Adopted: August 2023

President
Jefferson County 4-H Leaders Association

Secretary
Jefferson County 4-H Leaders Association

4-H Educator
Extension Jefferson County