



Article I - Name

The name of this organization shall be the Winnebago County 4-H Leaders' Association, Inc. For the remainder of this document the organization shall be referred to as the Association.

Article II - Purpose

The Association shall:

- A. Develop annual youth programming in cooperation with the UW-Madison Division of Extension in Winnebago County office staff
- B. Provide opportunities for youth to create activities and event for other 4-H youth
- C. Evaluate and adopt policies related to 4-H work on a county level
- D. Expand the visibility of 4-H youth activities throughout Winnebago County
- E. Provide input to improve regional and state 4-H programs
- F. Partner with youth and adults to develop leadership skills

Article III - Membership

Section 3.01 – Eligibility

Membership of the Association shall consist of:

- A. 4-H adult affiliated, organizational, project, or activity leaders
- B. County 4-H key leaders
- C. 4-H youth leaders in a project or activity
- D. Youth enrolled in the Youth Leadership project

Section 3.02 - Accessibility

Any youth or adult within the above parameters shall be a member of the Association regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital, or parental status.

Section 3.03 – Requirements

The following requirements must be met for the Association to hold a 4-H charter and be recognized as a 4-H group or committee in Winnebago County, Wisconsin:

- A. Club or group must have a formal name
- B. Membership contains five or more youth from a minimum of 3 families
- C. Adult leadership that has been approved through the Youth Protection process
- D. Educational plan which meets the purposes of the 4-H Youth Development program
- E. Youth involvement in leadership and decision-making
- F. Meet on a regular and continuing basis
- G. Have written guidelines, bylaws, or constitution approved by the members to govern the club or group

- H. Successfully complete the 4-H Annual Charter Renewal packet that includes critical communication, legal, financial, and educational accountability requirements. All charters must be completed and submitted to the county UW-Madison Division of Extension office annually no later than the due date set by the 4-H Program Coordinator for Winnebago County.
- I. Must comply with the following:
 - a. All Wisconsin 4-H Youth Development Policies which can be found at <https://fyi.extension.wisc.edu/wi4hvolunteers/files/2017/12/WI4HYouthDevelPoliciesJune2017.pdf>
 - b. All 4-H National Headquarters policies which can be found at <https://nifa.usda.gov/program/4-h-positive-youth-development>
 - c. Use of the 4-H logo and branding which can be found at <https://nifa.usda.gov/sites/default/files/resource/fy-2019-4-h-name-emblem-use-guide-20191108.pdf>
 - d. All federal and state laws

Article IV – Board of Directors

Section 4.01 – Membership

The Association is managed by a board of directors which shall consist of the following:

- A. Maximum of 14 members comprised of the following:
 - a. 10 adults
 - b. 2 youth enrolled in the Leadership Project
 - c. 2 at-large members which can be adults or youth enrolled in the Leadership Project
- B. 4-H Program Coordinator acting as an advisor
- C. Treasurer – appointed by the board of directors and is a non-voting member
- D. All board of director members shall meet the membership requirements outlined in Article III.
- E. All current 4-H adult and youth leaders that are members of the Association are eligible for the board and must remain an active 4-H leader throughout their term on the board.

Section 4.02 – Election of Board Members

A. Term of Office

- a. Adult members of the board shall be elected for a three-year term.
- b. Adult members of the board may be elected for a maximum of two consecutive terms.
- c. After completing two consecutive terms, a former board member may run again for election after a minimum of a one-year absence from the board.
- d. Youth leader members of the board shall be elected for a one-year term or be appointed by the President of the board of directors with approval from the majority of the board.
- e. Members begin their term at the conclusion of the Annual Leaders' Recognition Banquet

B. Nominations

- a. Board of director members shall be nominated by self-nomination or by another member of the Association

- b. Nominations should be made prior to the Annual Leaders' Recognition Banquet held in October
- c. A brief resume for each candidate will be prepared and distributed in the newsletter prior to and/or in the program for the Annual Leaders' Recognition Banquet
- d. Additional nominations shall be allowed from the floor during the Annual Leaders' Recognition Banquet

C. Election

- a. Election of board members shall be conducted at the Annual Leaders' Recognition Banquet held in October
- b. Board members begin their terms at the conclusion of the Annual Leaders' Recognition Banquet
- c. All members of the Association may vote who are present at the Annual Leaders' Recognition Banquet if they have not voted absentee prior to the Annual Leaders' Recognition Banquet
- d. Members of the Association may vote absentee by requesting a ballot from the UW-Madison Division of Extension office. All absentee ballots must be addressed to the 4-H Ballot Clerk and received at the office via postal mail or electronic mail anytime up until 1:00 PM on the last business day prior to the Annual Leaders' Recognition Banquet.
- e. Each ballot must be submitted by an individual. No joint ballots will be accepted.
- f. Ties for the election for board of director members shall be broken by a second ballot between the candidates receiving the same number of votes.

D. Replacement/Resignation of Members

- a. Board members should notify the UW-Madison Division of Extension office and/or the President of the board if they are unable to attend a board of directors meeting
- b. A board member may be replaced by appointment after being absent from three consecutive board meetings.
- c. A board member may resign by submitting a letter of resignation to the board President and/or the 4-H Program Coordinator.
- d. In the event of a replacement or resignation, the individual who received the next highest vote total during the previous Annual Leaders' Recognition Banquet will be asked to fill the vacant position. If this person is unable to fill the vacancy, the board of directors will discuss other candidates until an appropriate replacement is found. The Chair of the Ballot Counters will maintain the information on vote counts completed at the Annual Leaders' Recognition Banquet.

Section 4.03 – Officers

A. Officers

- a. The board of directors shall elect a President, Vice-President, and Secretary.
- b. The board of directors shall appoint a Treasurer or Co-treasurers who shall be non-voting members of the board.
- c. The board of directors shall elect a youth board member to partner with the above officers as part of leadership development in a role desired by the youth board member

B. Officer Term of Office

- a. Officers shall be elected annually by the board members at the first meeting after the Annual Leaders' Recognition Banquet.

- b. Officers may serve no more than two consecutive terms in the same office
- c. The office of President shall be a member with a minimum of one year on the board prior to taking office
- d. The offices of Vice-president and Secretary shall be eligible for board members in any year of their term on the board of directors

C. Nominations

- a. Nomination and election of officers will proceed in the following order: President, Vice-president, Secretary, Youth
- b. Nominations for each officer position will be taken from the floor during the first meeting after the Annual Leaders' Recognition Banquet
- c. Members of the board can self-nominate
- d. Nominated members will be given the option to decline the nomination

D. Officer Election

- a. All board of director members are eligible to vote for officers
- b. Ties for election of officers are to be broken by a second ballot between those candidates that are tied.
- c. If the second ballot results in a tie, a coin toss will determine the winner. The candidate who would be listed first alphabetically will call the coin toss.

E. Replacement/Resignation of Officers

- a. An officer may resign by submitting a letter of resignation to the board President and/or the 4-H Program Coordinator.
- b. In the event of a replacement or resignation, the individual who received the next highest vote total during the previous board officer election will be asked to fill the vacant position. If this person is unable to fill the vacancy, the board of directors will discuss other candidates until an appropriate replacement is found. The Chair of the Ballot Counters will maintain the information on vote counts completed at the board of directors meeting.
- c. If the President of the board resigns, the Vice-president will assume the role of President and the board will appoint or elect a new Vice-president.

Section 4.04 – Duties of Officers

A. President

- a. Shall preside at all meetings of the Association and board of directors
- b. Shall act as chair of the Executive Committee
- c. Shall work with the Executive Committee and the 4-H Program Coordinator to decide and address organizational problems which, in their judgement, would not require a full board of directors meeting
- d. Shall partner with the youth leader member, when elected, to develop leadership skills

B. Vice-President

- a. Shall preside at meetings in the absence of the president
- b. Shall succeed the president in the event of a vacancy of the office
- c. Shall partner with the youth leader member, when elected, to develop leadership skills

C. Secretary

- a. Shall keep minutes of all meetings of the Association and board of directors
- b. Shall distribute minutes to the 4-H Program Coordinator and the board president

- c. Shall partner with the youth leader member, when elected, to develop leadership skills

D. Treasurer

- a. Shall keep accurate financial records of the Association
- b. Shall provide monthly reports to the board of directors
- c. Shall handle all financial transactions to complete Association business
- d. Shall complete all required financial documents needed by the Association

E. Directors

- a. All other board members not elected above shall be considered directors
- b. Shall attend meetings and provide support for county programs and activities
- c. Shall be members of standing committees to support the responsibilities of the board

Article V – Meetings

Section 5.01 – Association Meetings

A. Schedule

- a. The Association shall hold a minimum of two regular meetings each year
- b. Meetings are typically held the fourth Tuesday of January, April, and August in addition to the Annual Leaders’ Recognition Banquet in October
- c. Changes to the meeting schedule shall be communicated to Association members as necessary

B. Rules of Order

- a. Robert’s Rules of Order shall govern the meetings of the Association
- b. A quorum is required to pass motions at Association meetings
- c. A quorum is all membership present at an Association meeting

Section 5.02 – Board of Director Meetings

A. Schedule

- a. The board of directors shall hold a minimum of six regular meetings each year
- b. Meetings are typically held the third Tuesday of each month except in December
- c. Additional meetings may be called by the Executive Committee
- d. Changes to the meeting schedule shall be communicated to Association members as necessary
- e. Any member of the Association may attend a board of directors meeting

B. Rules of Order

- a. Robert’s Rules of Order shall govern the meetings of the Association
- b. A quorum is required to pass motions at board of director meetings
- c. A quorum is a minimum of 8 members of the board of directors

Article VI – Committees

Section 6.01 – Purpose

- A.** Standing committees shall plan and carry out Association functions as related to the responsibilities outlined below. This shall include activity plans, budget requests, rules, regulations, time frames, and financial reports.
- B.** Committee chairs are responsible for communicating progress and decisions to the board of directors on a regular basis.

Section 6.0.2 – Standing Committees

Standing Committees	Purpose and Responsibilities	Members
Executive Committee Elected at the same meeting as the election of officers.	Shall determine the need for standing and special committees, propose the yearly 4-H programs, and establish programs for meetings of the Association.	Minimum of 5 Board Members to include a minimum of two officers.
Budget & Finance	Shall be responsible for preparing a budget to be submitted to the Board for approval and/or any financial matters which may arise.	3 rd year Board Member (serves as chair); 2 nd year Board Member; 1 st year Board Member; treasurer, UWEX personnel The Board members are elected on an annual basis.
Sunshine Committee	Track and send memorial cards for 4-H youth, adults, and leaders lost throughout the year. Provide list to include in banquet program. Submit Moolah form to provide memorial donation to Endowment fund.	Up to 2 board members
Scholarship Review Committee	Create panel to review scholarship and key award applicants. Conduct interviews and recruit independent reviewers of scholarship applicants.	Up to 3 board members working with the 4-H Program Coordinator.
Banquet	Plan and implement the Annual Family Banquet and Leader Recognition.	Between 4-6 4-H Board of Director members who volunteer on an annual basis.
Nominating	Recruit and present a slate of candidates for the 4-H Leaders' Association Board of Directors.	All 4-H Board of Directors Members whose terms are expiring.
Fundraising <ul style="list-style-type: none"> • Pizza Sale • Breakfast at the Fair • Basket Raffle • Dipper • Scrip Cards 	Plan, implement, and evaluate fundraising activities and events for the Winnebago County 4-H Youth Development Program.	Adult volunteer leaders with an interest in the fundraising area.

Standing Committees	Purpose and Responsibilities	Members
Educational Endowment Fund	Grow the Fund assets. This includes creation and implementation efforts to engage others in learning about the fund, soliciting donations and recognizing contributors.	<p>The committee will be made up of 6 people serving 3-year terms (after initial start-up period of 2018-2020 to establish a rotation of new members) and 1 Leaders' Board Director to serve as a liaison.</p> <p>A Chair and Secretary will be elected annually in January by the members of the committee.</p>

Section 6.03 – Special Committees

- A. Special committees may be appointed as deemed necessary by the Association or board of directors. This may include all advisory and planning committees for special events (i.e. Fun Day, youth activities, etc.)
- B. Special committees shall be governed by the guidelines of the chairperson and voting members should include youth and/or adult leaders
- C. Special committees must report progress and decisions to the Association and board of directors

Section 6.04 – Project Committees

- A. Project committees may be established as necessary to plan, implement, and evaluate education needs in specific project areas
- B. Project committees shall be governed by the guidelines of the chairperson and voting members should include youth and/or adult leaders
- C. Project committees may include areas not functioning under their own charter filed with the state 4-H Youth Development Program.
- D. Project committees must report progress and decisions to the 4-H Program Coordinator and the board of directors
- E. All project committee finances will be handled by the Association treasurer and governed by the Association's financial policies and guidelines.
- F. The project committee chairperson shall be responsible to provide annual budget requests to the Association and complete necessary financial reporting to the Association throughout the year

Article VII – The Association Year

Section 7.01 – Definition

- A. The 4-H year is continuous and is defined as October 1 through September 30.

Article VIII – The Association Fiscal Year

Section 8.01 - Definition

- A. The UW-Madison Division of Extension fiscal year is defined as July 1 through June 30.
- B. The Association is required to match the fiscal year established by the UW-Madison Division of Extension

Section 8.02 – Requirements

- A. The Association is required to rectify the financial books annually
- B. To meet Annual Charter Renewal Packet expectations, the Association will perform an internal audit annually of the financial records
- C. IRS 990 filing for the Association must be completed by November 15 annually

Article IX – Association Leadership

Section 9.01 - Definition

- A. The Association shall be under the direction and guidance of the Association board of directors.

Section 9.02 - Eligibility

- A. Association leadership is open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- B. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program.
- C. There shall be such assistant leaders, project leaders and youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the Winnebago County 4-H Youth Development program

Article X – Amendments

The constitution and by-laws may be amended at any meeting of the Association by a two-thirds majority of the members present at the Association meeting. Notice must be given at a previous meeting, distributed via the county 4-H newsletter, or by other special correspondence regarding the change of the constitution and by-laws being considered.

Article XI – Dissolution Clause

Upon dissolution of the Association, any assets remaining 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 entitled to vote.

Article XII – Annual Reading and Review

This document shall be read and reviewed annually starting with the November board of directors meeting if a quorum is present. If a quorum is not present, then this document shall be read and reviewed at the next board of directors meeting at which a quorum is present.

Review and Approvals:

Date Approved by Membership April 28, 2020

Herbert C. Nunnich

Association President

Date: 9/10.2020

Association Secretary

Date: _____

UW-Extension 4-H Youth Development Staff

Date: _____