



# WISCONSIN STATE 4-H ADULT LEADER COUNCIL BYLAWS

Established March 29, 1993

Revised 2010

## Articles

RESOLVE, Wisconsin State 4-H Adult Leader Council hereby adopts the following restated Bylaws which shall supersede the present Constitution and Bylaws for the Adult Leaders Council and all amendment thereto.

### Article I – Name

The name of the group shall be Wisconsin State 4-H Adult Leader Council. From this point on in this document, it shall be referred to as the Council.

### Article II – Purpose

The purpose of the Council is to provide a statewide forum for 4-H Youth Development volunteer leaders to discuss ideas and provide input to enhance UW-Extension 4-H Youth Development programs at the state, county and local level.

### Article III – Membership

- Section 1 Council membership is comprised of one adult 4-H leader from each of the Wisconsin counties/nations.
- Council members must be active 4-H Volunteer Leaders who have completed the Youth Protection Process.
  - The county/nation will select a delegate each year to serve as a Council member. When a county/nation currently has a delegate serving a term as an officer on the Council, the county/nation will also select a delegate to serve on the Council. In this situation, the county/nation will only have one vote on Council matters.
  - Each county/nation delegate will serve no more than two (2) consecutive terms on the Council with the exception of those delegates that are serving a term on the Executive Board.
- Section 2 Council members select their Executive Board members at the district caucus at the annual meeting held at the Fall Forum.
- Each district delegates three people from each district or 1 person for each 1000 4-H Volunteer Leaders in that district, whichever is greater.
  - Each district delegates one new person/per district/per year to serve a three-year term on the Executive Board.
  - Each district delegates an alternate each year to a one-year term to substitute for anyone of the three Executive Board members from their district should the need arise.
- Section 3 The State 4-H Youth Development Program Director will appoint a staff member to serve as liaison to the Council and the Executive Board. This person does not have voting rights.
- Section 4 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.

## Article IV – Officers

- Section 1 The officers of the Council shall be President, President Elect, Secretary, Treasurer and any others as needed.
- a. Candidates must be a member of the Executive Board.
  - b. Elections will be annually at the Executive Board meeting at Fall Forum.
  - c. Newly elected Executive Board members are not eligible to vote for Board officers.
  - d. Members elected to the Executive Board start their term at the end of the Fall meeting at which they are elected.
  - e. Officers shall serve a one-year term in each office on the Board with the exception of the treasurer which is a two-year term.
  - f. Officers shall not succeed themselves in the same office.
- Section 2 The President shall preside at all meetings, communicate with the President Elect on matters of importance and shall work with the State 4-H Youth Development Program appointed staff member to act on Council matters which in their judgment would not require Board action. The President is responsible for completing and submitting the 4-H Charter Renewal Document annually. The President serves as the primary contact for the Council and Executive Board.
- Section 2 In the absence of the President, the President Elect shall preside.
- Section 3 The Secretary shall keep a record of all proceedings of all meetings; shall send a copy of the minutes of meetings to the State 4-H Youth Development Program appointed a staff member within 10 business days of a meeting. Agenda's and minutes will be posted on the Council website.
- Section 4 The Treasurer shall collect and care for all funds taken in by the Council; shall keep accurate up-to-date records of all monies received and paid out; shall pay only those bills as authorized by the Council and/or the Executive Board; shall prepare a financial statement for review of the Council and/or Executive Board at meetings; shall have financial records audited annually using procedures authorized by the 4-H Chartering process.
- Section 5 In the absence of all officers, the Executive Board, by consensus of those present, will appoint a member to preside over the meeting and a member to record the minutes.
- Section 6 If a vacancy should occur, the Executive Board will elect a replacement at the next meeting for the unexpired term.

## Article V – Meetings

- Section 1 The Council meets face to face at the district caucus at the annual Fall Forum meeting.
- Section 2 Executive Board members are expected to additionally participate in a winter and summer meeting, face to face or electronically, as deemed necessary to carry out the purpose and goals of the Council-
- Section 3 When a special is required, members will be notified electronically. The notice shall explain the purpose of the meeting, when, where and how it will be held.
- Section 4 Members of the Council and Executive Board will be of notified of upcoming meetings electronically on the Council website and/or list serve a minimum of 10 working days prior a meeting.
- Section 5 A simple majority of the membership present shall constitute a quorum for the transaction of business.

## **Article VI – Executive Board**

- Section 1 The Executive Board shall have full power and authority to conduct the business of the Council. The Board shall set the agenda for Annual Fall Forum; shall review proposed changes to the Bylaws; volunteer in state level committees/work; public/governmental relations; perform specific officer roles and advocacy when requested by the 4-H Youth Development Program Area; hold a position on the Wisconsin 4-H Foundation and shall have a working relationship and partnership with the Wisconsin State 4-H Youth Leader Council.
- Section 2 Alternates for Executive Board members are eligible to vote in the absence of the Executive Board member. It is recommended that the absent member contact the alternate prior to the meeting to allow the alternate to plan for his/her participation.
- Section 3 If an Executive Board member (or their alternate) is absent and not excused for two consecutive meetings, the Executive Board member will be contacted by the president to see if a replacement is needed.
- Section 4 Executive Board members may serve two consecutive terms.
- Section 5 The Executive Board elects a representative to serve a three-year term to the Wisconsin 4-H Foundation. If a representative's term expires on the Executive Board, that person would be come a member-at-large of the Executive Board with rights through the term as Foundation representative.
- Section 6 A member may be removed from the Executive Board for just cause upon a majority vote of the Executive Board officers.

## **Article VII – Committees**

- Section 1 Committees for special purposes may be appointed by the President. The President and the State 4-H Youth Development Program appointed staff member shall serve as ex-officio members of all committee's.

## **Article VIII – Rules of Order**

- Section 1 Meetings will follow the rules of parliamentary procedure as defined in "Roberts Rules of Order, latest revised edition".

## **Article IX– Amendments to the Constitution and Bylaws**

The Bylaws shall be reviewed annually by the Executive Board and presented at the annual Fall Forum meeting. The Bylaws may be amended by a majority vote of the total membership at district caucus at the Fall Forum provided notice of such amendment shall have been posted for the membership on the Council website and/or sent electronically to the membership not less than 10 business days prior to the meeting.

## **Article X – Dissolution**

In case of dissolution of the Council, all assets are to be assigned to the Wisconsin 4-H Foundation.



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