



WISCONSIN STATE 4-H ADULT LEADER COUNCIL BYLAWS

Record Form Template

Adopted and Revised: 2002, 2004

Article I – Membership

- Section 1. Membership of the Adult Leader Council is composed of one voting delegate per county/nation. The county/nation will select the delegate. Term length will be determined by the county/nation.
- Section 2. The Council Executive Board shall consist of three people from each district.
- Section 3. Each district elects one new person/district/year from a district caucus held at the Fall Forum to serve a three-year term on the Executive Board.
- Section 4. Each district elects an alternate each year to a one-year term to substitute for any one of the three Executive Board members from their district should the need arise.
- Section 5. 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 6. If an Executive Board member (or their alternate) is absent and not excused for two consecutive meetings, the Executive Board member will be contacted to see if a replacement is needed by the president.
- Section 7. Executive Board members may serve two consecutive terms.
- Section 8. The State 4-H Leader will appoint a staff member to serve as liaison to the Council and the Executive Board. This person does not have voting rights.
- Section 9. The Executive Board elects a representative to a three-year term to the Wisconsin 4-H Foundation. If a representative's term expires on the Executive Board, that person would become a member-at-large of the Executive Board with rights through the term as Foundation representative.
- Section 10. Council members must be certified 4-H leaders.
- Section 11. A member may be removed from the Executive Board for just cause upon a majority vote of the Executive Board officers.

Article II – Meetings

- Section 1. Executive Board members are expected to attend two face-to-face meetings annually.
- Section 2. Executive Board members are expected to attend electronic meetings annually.

- Section 3. A majority of the membership present shall constitute a quorum for the transaction of business.
- Section 4. If a special meeting is required, members will be notified by mail postmarked 10 business days before the meeting. The notice shall explain the purpose of the meeting, when and where it will be held.

Article III – Election of Officers

- Section 1. The Executive Board officers shall be elected by ballot at the Fall meeting. Newly elected Executive Board members are not eligible to vote for Board officers.
- Section 2. Members elected to the Executive Board start their term at the end of the Fall meeting at which they are elected.
- Section 3. Installation will be held at the end of the Fall meeting.
- Section 4. The President shall preside at all meetings and communicate with the President Elect on matters of importance.
- Section 5. In the absence of the President, the President Elect shall preside.
- Section 6. The secretary shall keep a record of all proceedings of all meeting.
- Section 7. The Treasurer shall keep a record of all financial proceedings.

Article IV – Committees

- Section 1. Committees for special purposes may be appointed by the President.

Article V – Amendments

- Section 1. These by-laws may be amended by a majority vote at a regular meeting of the council, provided that the proposed amendment has been distributed to the members by mail postmarked 10 business days before the meetings.

Article VI – Rules of Order

- Section 1. Meetings will follow the rules of parliamentary procedure as defined in “Roberts Rules of Order”.

Article VII – General Rules

- Section 1. The constitution and by-laws shall be reviewed annually at the June meeting and presented at the Fall meeting



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