

Buffalo County 4-H Leaders Association By-Laws

Adopted
Revised 2002

Article I - Membership

Section 1. Membership in the Buffalo County 4-H Leaders Association is extended to one or two adult voting delegates and one youth leader (grade 9 & over) per club. The club will select the delegate(s) and notify the Buffalo County 4-H Youth Development Educator of their selection.

Section 2. The Association's Executive Board shall consist of three people from each district. No more than one of these members may be a youth leader.

Section 3. Each district elects two adults and one youth leader from a district caucus held at the Fall meeting to serve a two-year term on the Executive Board.

Section 4. Each district elects one 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 by the president to see if a replacement is needed.

Section 7. The Buffalo County 4-H Youth Development Educator/Agent serves as a non-voting advisor to the Association and Executive Board.

Section 8. Association members may be certified 4-H leaders, a youth leader (grade 9-13), a parent or guardian of a 4-H member.

Section 9. 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 scheduled meetings.

Section 2. A majority of the membership present shall constitute a quorum for the transaction of business.

Section 3. If a special meeting is required, members will be notified by mail postmarked five 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 first meeting of the Executive Board following the Association's Fall meeting. All Executive Board members are eligible to vote.

Section 2. Members elected to the Executive Board **start their term at the meeting at which they are elected.** They serve through the Fall meeting two years later.

Section 3. The President shall preside at all meetings and communicate with the President Elect on matters of importance.

Section 4. In the absence of the President, the President Elect shall preside.

Section 5. The Secretary shall keep a record of all proceedings of all meetings.

Section 6. 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 the Fall or Spring meeting **of the Association**, provided that the proposed amendment has been distributed to the members by mail postmarked five business days before the meeting.

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 Spring meeting and presented at the Fall meeting.

Buffalo County 4-H Leaders Association Constitution

Adopted:
Revised:
Proposed:

Article I - Name

The name of the group shall be Buffalo County 4-H Leaders Association.

Article II - Purpose

The purpose of the Association is to enhance and support UW-Extension 4-H youth development programs at the local, county, and state level.

Article III – Non-profit Education Organization

The Buffalo County 4-H Leaders Association is a non-profit educational organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.

Article IV - Membership

Section 1. Association membership is extended to one or two adult 4-H leaders and one youth leader (grade 9 & over) from each Buffalo County 4-H club.

Section 2. Membership on the Council shall not be limited by race, color, gender, creed, disability, religion, national origin, ancestry, sexual orientation, pregnancy, marital or parental status, socio-economic level, or veteran status.

Article V - Executive Board

Section 1. The Executive Board is comprised of two adults and one youth leader from each district plus one alternate (youth or adult) who serves in the absence of the regular board member.

Section 2. There will be an election of one new person/district/year from a district caucus held at the annual Fall meeting. Each district also elects an alternate each year to a one-year term.

Section 3. The officers of the Executive Board are elected by the membership of the Executive Board at the annual Fall meeting.

Article VI - Officers

Section 1. The officers of the Association shall be President, President Elect/Vice President, Secretary, Treasurer and Trust Fund Representative.

Section 2. Officers shall serve a one-year term except treasurer, which is a two-year term.

Section 3. If a vacancy should occur, the Executive Board will elect a replacement at the next meeting for the unexpired term.

Article VII - Elections

Section 1. Elections will be held annually at the Fall meeting of the Association.

Article VIII - Amendments to the Constitution

The Constitution may be amended by a majority vote of the total membership at any regular meeting provided notice of such amendment shall have been distributed to the membership by mail postmarked five business days prior to the meeting.

Article IX - Dissolution

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



Adopted this ____ day of _____, _____.



Buffalo County 4-H Leaders Association:

President

President Elect/Vice President

Secretary

Treasurer