

**CONSTITUTION AND BYLAWS
DODGE COUNTY 4-H LEADERS ASSOCIATION, INC.**

Adopted April 17, 2005 at Dodge County 4-H Leaders Association, Inc. Meeting

ARTICLE I – Name

The name of this organization will be the Dodge County 4-H Leaders Association, Inc., hereafter known as Association.

ARTICLE II – Articles of Incorporation

The provisions of the Articles of Incorporation of this association are hereby made part of this constitution.

ARTICLE III – Purpose

The purpose will be to engage in any activity for which corporations may be organized.

- Section 1 To improve, foster, promote and develop the educational 4-H program of Dodge County.
- Section 2 To provide an opportunity for the leaders of Dodge County 4-H Clubs to unite their educational activities and programs.
- Section 3 To set policies, generate and provide financial and other support for 4-H events, activities and educational programs.
- Section 4 To ensure compliance with the Wisconsin 4-H Youth Development Policy and official use of the 4-H Clover.

ARTICLE IV – Membership

- Section 1 Every adult 4-H leader of Dodge County working with University of Wisconsin-Extension 4-H and Youth programs, who has completed Youth Protection Program Training, signed the Adult Volunteer Expectation form, and completed an enrollment form shall be eligible to become a member.
- Section 2 Every 4-H member enrolled as a youth leader shall be eligible to become a member of the Association.

Section 3 The Dodge County 4-H Youth Development Agent and other Dodge County UW-Extension faculty shall be ex-officio members.

Section 4 Discharge or Expulsion of Members

4.1. Failure to comply with the guidelines set forth in the Adult Volunteer Expectations form may be reason for discharge or expulsion of the Member.

4.2. Procedure for Discharge or Expulsion:

4.2.1 Notification of impending Discharge or Expulsion: Written notice signed by the Association's secretary stating the reason for the proposed vote for discharge or expulsion is mailed by certified mail to the member at least fourteen (14) days prior to the date of the meeting that the discharge or expulsion is to be considered.

4.2.2 Voting: A majority vote of the Executive Board at any Board meeting is necessary to discharge or expel a member.

4.2.3 Notification of result of vote: The Secretary of the Association will notify the Member by certified mail of the action taken by the Executive Board within five (5) days of the action.

4.2.4 Appeal by Member: Any Member desiring recourse may appeal to the Executive Board, in writing by certified mail to the secretary of the Association within fourteen (14) days of notification.

4.2.4.1 The Executive Board will respond with a final decision within thirty (30) days of receipt of the appeal.

Section 5 Membership or participation is in no way limited to or prohibited by virtue of a person's race, creed, physical ability, sexual orientation, gender, socio-economic level, marital status or ethnic origin.

ARTICLE V – Dodge County 4-H Leaders Association, Inc. Executive Board

Section 1 Dodge County 4-H Leaders Association, Inc. Executive Board hereafter known as Executive Board:

1.1 The Executive Board will consist of the officers as listed in Article VI Sec. 1 of the Dodge County 4-H Leaders Association, Inc. Constitution and Bylaws delegate(s) to the State 4-H Council(s), four (4) Adult delegates-at-large, and four (4) Youth delegates-at-large.

1.2 No more than three (3) Executive Board members may be from the same 4-H Club.

1.3 New Executive Board members will assume office at the first Association meeting following the election.

1.4 Board members may serve no more than two (2) consecutive terms in the same office.

Section 2 Duties of the Executive Board will be:

2.1 To transact necessary business in the intervals between Association meetings and such business as may be referred to it by the Association.

2.2 To serve as the Review Committee to determine any disciplinary action.

2.3 To create Standing and Special Committees.

2.4 To prepare and submit to the Association for approval at the October Association Meeting, a budget for the fiscal year running from October 1 through September 30 for the following year.

2.5 To serve as the Expansion and Review Committee.

ARTICLE VI – Officers and Delegates

Section 1 The Officers of the Dodge County Leaders Association, Inc. will be:

President	Secretary
President-Elect	Treasurer
Past-President	Reporter
Vice-President	

Section 2 Terms of Officers and Delegates:

2.1 The President will be elected for one (1) three year term consisting of President-Elect, President, and Past-President.

2.2 The Vice-President, Secretary, Reporter and Delegates-at-large will each be elected for a one (1) year term.

2.3 The Treasurer will be elected for a two (2) year term.

2.4 State-Delegate(s) will be elected to the State 4-H Leaders Council(s) as designated by the State 4-H Leaders Council(s).

Section 3 Duties of Officers and Delegates

3.1 The President will preside at all regular and special meetings of the Dodge County 4-H Leaders Association, Inc.

- 3.1.1 The President will also act as chairperson of the Executive Board.
- 3.1.2 The President will seek volunteers and as necessary appoint Members to serve on Committee(s).
- 3.1.3 The President and UW-Extension Agents will resolve club problems, which, in their judgment, would not require an Executive Board Meeting.
- 3.1.4 The President will appoint a committee to annually review the Constitution and Bylaws.
- 3.1.5 The President may assign special positions (i.e. Parliamentarian, Historian, Song Leader, etc.) as needed.
- 3.2 The Vice-President will preside at any meeting in the absence of the President.
- 3.3 The President-Elect will preside at meetings in the absence of the President and Vice-President, will notify any club that has not been represented at two (2) consecutive meetings, and chair the Nomination Committee.
- 3.4 The Secretary will keep complete minutes of all meetings of the Dodge County 4-H Leaders Association, Inc., and the Executive Board, work with the UW-Extension Office concerning correspondence and communications, send a copy of the minutes to the UW-Extension office, and notify the President-Elect of any clubs not represented at two (2) consecutive meetings.
- 3.5 The Treasurer:
 - 3.5.1 Will keep an account of receipts and disbursements in accordance with the approved budget, as authorized by the Association or Executive Board of the Association pursuant to 3.5.3 below and present an up-to-date financial report at all scheduled meetings.
 - 3.5.2 Will pay all bills out of Association funds as approved by the Executive Board and/or the Leaders Association, and shall have the financial books ready to be audited by October 30.
 - 3.5.3 In the event of an emergency or un-budgeted expenditure requiring immediate action, authorization may be obtained by polling and receiving approval of a majority of the Executive Board.
 - 3.5.3.1 The President and Treasurer will present documentation of the polling results at the next Board or Association meeting.
- 3.6 The Reporter will prepare and send reports of the Association meetings to the County newspapers.

- 3.7 The Past-President will coordinate programs for the Leaders Association meetings.
- 3.8 Adult and Youth delegates will work with the Past-President in coordinating programs for Association meetings.
- 3.9 State Delegate(s) will represent Dodge County at all State functions.

Section 4 Replacement of Executive Board Members.

- 4.1 Replacements for Executive Board Members who are unable to complete their term will be elected by the Executive Board.
- 4.2 Executive Board members may be removed for just cause by a majority vote of the Executive Board.

ARTICLE VII – Meetings

Section 1 There will be an annual Association meeting in September of each year as published in the Dodge County 4-H Family Newsletter.

Section 2 The most recent version of Roberts Rules of order will govern meetings of the Association (when not in conflict with this Constitution & Bylaws).

Section 3 Each member present is entitled to one vote on each question.

Section 4 Quorum

- 4.1 Those present and authorized to do business at Executive Board Meeting shall constitute a quorum provided that at least 51% Executive Board members are present.
- 4.2 Those present and authorized to do business at an Association Meeting shall constitute a quorum provided that in at least four Executive Board Members are in attendance.

Section 5 The Executive Board will meet within 30 days following the annual meeting to plan a budget, set meeting dates, and transact other business necessary to the Association.

Section 6 Special Executive Board or Association meetings may be called by the President or by polling and receiving approval of a majority of the Executive Board.

ARTICLE VIII – Committees

- Section 1 The Executive Board will recognize Project or Activity Committees.
- 1.1 Project and Activity Committees will be responsible for establishing guidelines for their respective committees and projects. Project or Activity Committees are encouraged to develop a plan of action and communicate the plan to the 4-H Office.
- 1.2 Any Committee which has a Treasurer must submit a financial statement to the UW-Extension Office by October 30. This report will be filed for audit and presented to the Executive Board for review.
- 1.3 Committees will undertake work with the approval of the Executive Board or UW-Extension faculty.
- Section 2 Nominating Committee:
- 2.1 Shall consist of the President-Elect as chairperson, one (1) Adult Association member, and one (1) Youth Association member.
- 2.1 Shall prepare a slate of candidates for the Executive Board to be voted on at the annual September meeting of the Dodge County Leaders Association, Inc. However, the Members will have the right to nominate from the floor before the vote is taken.
- Section 3 An Auditing Committee/Auditor shall be appointed annually by the President to audit the Association books after October 30 of each fiscal year.
- Section 4 The President may appoint a Member to any Committee as a liaison.
- Section 5 The Executive Board will have the right to remove any Committee, Committee Member, or Committee Chairperson for just cause.

ARTICLE IX –DODGE COUNTY 4-H LEADERS ASSOCIATION, INC. ENDOWMENT FUND

- Section 1 The purpose of the Dodge County 4-H Leaders Association, Inc. Endowment Fund, hereafter referred to as the Endowment Fund, will be to receive gifts and bequests and to use the earnings generated to support, expand, and promote the 4-H Program in Dodge County.
- Section 2 Earnings generated from gifts and bequests to the fund may be used for innovative educational projects or programs. Funds will be requested by grant applications recommended by the Endowment Committee, and approved by the Executive Board.

- Section 3 The principal must remain intact. Only the earnings from the Endowment Fund will be available for use.
- Section 4 The earnings of the Endowment Fund are not to be used for the operating expenses of the Association.
- Section 5 An Endowment Committee will be appointed by the Executive Board, consisting of five (5) Association Members, which at least one (1) and not more than three(3), are members of the Executive Board. The U-W Extension Youth Development Agent will be an ex officio member of the Committee.
- Section 6 The Endowment Committee will set up grant proposal guidelines and will at least annually invite grant proposal requests. The Committee will review grant requests and recommended projects to be funded from the earnings for approval by the Executive Board.
- Section 7 The fiscal year of the Endowment Fund will be the same as the Dodge County 4-H Leaders Association, Inc., October 1 through September 30. The Committee books and a financial statement will be submitted for audit by October 30. This report will be submitted to the Executive Board for review.
- Section 8 The Endowment Committee may recommend a Fund Manager or Professional Counselor as it sees fit.

ARTICLE X – Amendments

- Section 1 Proposed amendment(s) must be submitted to the Executive Board, in writing, prior to presentation at an Association meeting.
- Section 2 Any amendment(s) must be presented at one Leaders Association meeting and then published in one Dodge County 4-H Family Newsletter prior to voting. The vote on the proposed amendment(s) shall be taken at the next meeting of the Association following publication in the 4-H Newsletter.
- Section 3 This Constitution and Bylaws may be amended by a majority vote of the members present at an Association meeting.

ARTICLE XI – DISSOLUTION

- Section 1 Upon dissolution of the Association, assets remaining shall be conveyed to a 4-H Youth Development program or 4-H youth Development Foundation selected by an affirmative vote of the majority of Association members present.