

**Bylaws of the Marathon County 4-H Leaders' Federation, Inc.  
of Wisconsin**

**Article I  
Name**

The name of this corporation shall be the *Marathon County 4-H Leaders' Federation, Incorporated.*

**Article II  
Purpose**

*The Marathon County 4-H Leader's Federation will promote healthy living for youth and adults through educational, social and leadership activities to develop knowledgeable individuals.*

**Article III  
Membership**

**Section 1.** The membership of this corporation shall consist of all 4-H organizational, project, activity, resource or special leaders who have been certified in accordance with current Marathon County 4-H and Wisconsin 4-H requirements.

**Section 2.** This corporation shall not discriminate on the basis of age, race, color, creed or religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-program related conviction record, or qualified disability.

**Section 3.** The Board of Directors in accordance with Article III, Section 5, may expel any member no longer meeting certification requirements.

**Section 4.** The membership shall be divided into districts as needed. The Board of Directors shall ratify district divisions.

**Section 5.** The procedure for expelling a member no longer meeting certification requirements is as follows:

- A. Membership shall be temporarily suspended until the next meeting of the Board of Directors.
- B. The member shall be notified in writing of pending action no less than 20 (twenty) days prior to said meeting.
- C. The Executive Committee may call a special meeting of the Board of Directors, if deemed necessary. Otherwise, the vote shall take place at the next regular meeting, providing the member has received appropriate notice.
- D. A member may be expelled by a 2/3 (two-thirds) majority vote of the Board of Directors.

**Article IV  
Board of Directors**

**Section 1.** The purpose of the Board of Directors shall be to establish policy, administer funds, and implement and evaluate the programs of Marathon County 4-H.

**Section 2.** The Board of Directors shall consist of:

- A. Three certified adult leaders from each of the approved districts.
- B. No more than three youth representatives from each of the approved districts. Youth representatives must be in 8<sup>th</sup> grade or above.
- C. The 4-H Youth Development Agent and 4-H Youth Development Program Coordinator who shall serve as ex-officio directors without voting rights.
- D. The immediate Past President.

**Section 3.** Elections

- A. The directors shall be elected by the members of their own district at the Fall Re-organization Meeting each year.
  - 1) Nominations shall be given to the District Chairperson at or before the scheduled Fall Re-organization Meeting.
- 2) Each individual club from said district has one vote, if in attendance.
  - B. One adult director shall be elected to serve a term of three years.
  - C. No more than two adult directors from the same club shall be on the Board of Directors at one time.
  - D. No more than three youth representatives shall be elected to serve terms of one year.
  - E. The adult director with the most tenure of their term in each district shall serve as the District Chairperson.

**Section 4.** One adult director shall be appointed as the 4-H Leaders' Federation representative to the Market Animal Show and Sale (M.A.S.S.).

**Section 5.** Two adult directors shall be appointed as the 4-H Leaders' Federation representative on the Trust Fund Committee.

**Section 6.** Term Limits:

- A. Adult directors may not serve more than two consecutive terms on the Board of Directors.
- B. Youth representatives may not serve more than three consecutive terms on the Board of Directors.
- C. No one may hold more than one director's position.

**Section 7.** Any director not attending three consecutive general board meetings shall lose that position. The vacancy shall then be filled according to Article IV, Section 8.

**Section 8.** Vacancies on the Board of Directors shall be filled by election at the next district meeting. Any vacancies not filled at that meeting should then be referred to the district chairperson who shall recruit and recommend a candidate for approval by the Board of Directors.

## **Article V Executive Committee**

**Section 1.** The Leaders' Federation Executive Committee shall consist of:

- A. President
  - 1) Shall have served as President-Elect the previous year.
  - 2) The term of office shall be one year.
  - 3) Shall preside at all meetings of the Board of Directors and the Executive Committee.
  - 4) Shall act as chairperson of the Executive Committee.
  - 5) Shall serve on the Junior Fair Board.
  - 6) Shall exercise voting rights in case of a tie.
- B. President-Elect
  - 1) Shall be elected at the first meeting of the Board of Directors following the Fall Re-organization Meetings.
  - 2) Shall be an adult director in the second year of his/her term.
  - 3) The term of office shall be one year.
  - 4) Shall assume the duties of the President in his/her absence.
  - 5) Shall serve on the Junior Fair Board.
  - 6) Shall assume the Presidency at the end of his/her term.
- C. Secretary
  - a. Shall be elected at the first meeting of the Board of Directors following the Fall Re-organization Meetings.
    - 2) Shall be an adult director in any year of his/her term.
    - 3) The term of office shall be one year.
    - 4) May not serve more than two consecutive terms.

- 5) Shall keep minutes of all meetings.
  - 6) Shall conduct correspondence as directed by the Board of Directors.
  - 7) Shall maintain a file of all correspondence of the Board of Directors.
- D. Treasurer
- 1) Shall be appointed by the Board of Directors at the first meeting of the Board of Directors following the Fall Re-organization Meetings.
  - 2) The term of office shall be one year.
  - 3) May serve an unlimited number of terms.
  - 4) Shall not have voting rights.
  - 5) Shall receive a stipend as determined by the Board of Directors.
  - 6) Shall receive and disburse funds as directed by the Board of Directors.
  - 7) Shall keep all necessary records pertaining to same financial transactions and prepare records for annual audit.
  - 8) Shall submit or renew application for bonding at 4-H Leaders' Federation expense. Surety Bond shall be sufficient to cover treasury funds.
- E. Advisor
- 1) Shall be the immediate Past President.
  - 2) The term of office shall be one year.
  - 3) Shall assume the duties of the President in the absence of the President and President-Elect.
- F. The 4H Youth Development Agent and the 4-H Youth Development Program Coordinator as ex-officio members without voting rights.

## **Article VI Meetings**

### **Section 1. Board of Directors**

- A. The Board of Directors shall meet bi-monthly, having no fewer than six meetings per calendar year.
- B. The calendar shall be established at the first meeting following the Fall Re-organization Meetings.
- C. The Executive Committee may call special meetings. All members of the Board of Directors must be notified at least seven days in advance.
- D. The agenda shall be set in cooperation with the 4-H Youth Development Agent and the President.
- E. The agenda shall be made available to all 4H Leaders' Federation members three days prior to the meeting date.
- F. A quorum shall consist of at least two of the following: President, President-Elect, Secretary, or Advisor and at least one adult director from each district.
- G. In the event of cancellation the meeting will be rescheduled in accordance with Article VI, Section 1.c.

### **Section 2. Executive Committee**

- A. The Executive Committee shall meet to set the Proposed Budget prior to the first meeting of the newly elected Board of Directors.
- B. Any member of the Executive Committee may call for a meeting of the committee.
- C. All members of the Executive Committee shall be notified at least 24 hours in advance.
- D. A quorum shall consist of at least three voting members of the Executive

Committee.

**Section 3.** District Meetings

- A. Each district shall meet at least twice a year.
  - 1. Fall Re-organization Meeting
    - a. All 4-H Leaders' Federation members within the district may attend this meeting with voting rights.
    - b. Enrollment materials shall be distributed and annual elections shall be held.
  - 2. Spring Meeting—fair materials shall be distributed.
- B. Special meetings may be called by the District Chairperson. All 4-H Leaders' Federation members in that district must be notified at least seven days in advance.

**Section 4.** The 4-H Leaders' Federation Annual Meeting shall be held in conjunction with the Annual Recognition Program and Installation of Officers.

**Article VII  
Committees**

**Section 1.** Standing Committees

- A. The Expansion and Review Committee shall meet annually.
- B. The Fundraising Committee.
- C. The Awards/Recognition Committee.
- D. The Audit Committee.

**Section 2.** Each committee shall consist of at least one adult director from each district; no more than two directors (adult or youth) from the same district may serve on one committee.

**Section 3.** Special Committees may be added by action of the Board of Directors.

**Article VIII  
Fiscal Year**

**Section 1.** The fiscal year shall run from October 1<sup>st</sup> to September 30<sup>th</sup>.

**Section 2.** An annual audit shall be conducted by the Audit Committee at the end of the fiscal year.

**Article IX  
Parliamentary Authority**

**Section 1.** Robert's Rules of Order shall be considered as satisfactory guidance.

**Article X  
Amendments**

**Section 1.** These bylaws may be amended at any regular Board of Directors meeting of the Marathon County 4-H Leaders' Federation by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular Board of Directors meeting.

Approved and adopted May 24, 2004.