

**2009-10 BY-LAWS**  
**ST. CROIX COUNTY 4-H LEADERS ASSOCIATION**  
(Approved 9-15-2009)

**ARTICLE I - NAME AND PURPOSE**

Section I - The name of this organization shall be the St. Croix County 4-H Leaders Association.

Section II - The purpose of this association shall be:

- a. To assist the UW Extension Office in planning, conducting, and evaluating the yearly 4-H program.
- b. To select council members.
- c. To promote and support the program of 4-H and Youth work in St. Croix Co.
- d. To encourage new ideas and assist in training of local leaders.

**ARTICLE II - NON-PROFIT EDUCATION ORGANIZATION**

The St. Croix County 4-H Leaders Association is a chartered subsidiary of the National 4-H 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 III - DISSOLUTION**

Upon dissolution of the St. Croix County 4-H Leaders Association, any assets remaining shall be conveyed to a 4-H Youth Development Program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

**ARTICLE IV - MEMBERSHIP**

Section I - Active Membership

- a. All enrolled 4-H Adult Leaders and Junior Leaders are members of the St. Croix County 4-H Leaders Association.
- b. All adult 4-H Leaders must complete the Wisconsin 4-H Youth Protection Policy to be enrolled. The Policy includes:
  - A volunteer application with permission to conduct a background check
  - 2 Hour Youth Protection Policy Orientation
  - A volunteer expectation behavior form
- c. The St. Croix County 4-H Leaders Association provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status.

Section II - All members of the association have voting privileges

**ARTICLE V - MEETINGS**

Section I - Meetings of the Association shall be held as needed, however, there shall be at least one annual meeting.

Section II - Roberts Rules of Order shall be considered as satisfactory guidance in conducting meetings.

## ARTICLE VI – COMMITTEES

Section I - Project and Activity Development Committees are: Mini Talent, Dairy, Dog, Horse, Llama, Dairy Goats, Horticulture, Meat Animal, Junior Leaders, Ambassadors, Softball, Photography, Cultural Arts, Foods & Nutrition, Clothing, Cat, Shooting Sports, Music, Rabbit, Poultry, Show Choir, and Breeding Stock.

- a. Committees will provide an educational program for their project and/or activity area.
- b. Representation on committees consists of adult and junior leaders.
- c. Notification of all committee meetings including the agenda shall be published in the 4-H Communicator and/or County 4-H website for the purpose of inviting all interested members, leaders, and parents.
- d. Committees will inform the Leaders' Council of all significant proposed changes in programs, operations, or fundraiser they have planned.
- e. A copy of the current rules and/or regulations for the project must be on file at the UW-Extension Office.
- f. Those committees which have a written set of regulations shall hold at least one meeting a year to review the rules.
- g. A yearly report of program, activities, assets, and future direction is to be presented at the annual meeting of the St. Croix County 4-H Leaders' Association.
- h. Each committee Treasurer is responsible for submitting a yearly financial statement to the Treasurer of the St. Croix County 4-H Leaders' Council.
- i. Special or new committees may be appointed by the President of the Association.
- j. All committee checking accounts, savings, and Certificates of Deposit need to have the St. Croix County 4-H Leader's Council Treasurer be an authorized signature.
- k. All committees are responsible for any financial charges they make.
- l. Upon dissolution, all funds revert to the St. Croix County 4-H Leaders' Association.
- m. Project and activity committees who do fundraising activities must have their own bank accounts and be chartered according to the WI 4-H Policies and renewed annually.

### Section II – Food Stand Committee

- a. Food product will be purchased from businesses which support the 4-H program year round to the extent that it is possible.
- b. The food stand manager will be responsible for ordering product and supplies and creating an annual budget.
- c. The St. Croix County 4-H Leader's Treasurer will handle all of the finances. Receipts must be submitted to receive payment.
- d. Equipment purchases which exceed \$250 must be approved by the food stand manager and the Leaders' Council Treasurer. Equipment purchased will be the property of the 4-H Leaders' Council.
- e. Clubs and committees which sign up to work a shift by July 1<sup>st</sup> will receive a portion of the food stand profits. Youth must be at least 12 years old to work in the food stand, unless directly supervised by an adult.

## ARTICLE VII - COUNTY DISTRICT ASSIGNMENTS AND FUNCTIONS

The districts described below shall be used for representation and functions as determined by members of the 4-H Leaders Council.

Section I - **Roberts-Hudson-Somerset-River Falls District** shall consist of:

Roberts Ribbon Reapers	Valley Victors
Rolling Hills	Bass Lake Badgers
Trail Blazers	Golden Fireballs

**New Richmond-Deer Park District** shall consist of:

Riverside	Dry Run Go Getters
Springbrook	North Country

**Glenwood City-Clear Lake-Wilson District** shall consist of:

Beaver Valley Beavers	Bellringers
Forest Timberwolves	Sunnyside Shamrocks
Glen Hills Climbers	

**Baldwin-Woodville-Hammond District** shall consist of:

Baldwin Wide Awake	Double Good
Harmony Hill	Lone Pine
Pine Lakers	True Blue

**ARTICLE VIII - OFFICERS OF THE 4-H LEADERS ASSOCIATION**

The officers of the Association shall be the President, Vice President, Secretary, and Treasurer of the Leaders Council.

**ARTICLE IX - LEADERS COUNCIL**

Section I - Membership and Terms of Office: This council should consist of up to 12 selected district representatives (preferably 3 from each district). St. Croix County Extension Agents shall serve as ex-officio mentors. A quorum of the council shall be one over half voting membership.

- a. Council members are elected by adult leaders from each district at the 4-H Leader Association Annual meeting. Only one adult leader from any one club can serve on the Council simultaneously unless the position isn't filled. Majority vote at the Annual Meeting can allow for 2 members to serve. Council members must be an enrolled leader
- b. Terms of selected adult Leader Council members shall be for a two-year period. Un-expired terms of members shall be filled by Leader Council appointment of an adult leader from the represented district.
- c. The Junior Leaders may elect 2 voting representatives for the Leaders Council. The agenda will have a standing item of Junior Leaders/Ambassadors for Junior Leader Representatives to update and discuss recent and upcoming activities. Junior Leaders are encouraged to participate in the Leaders Council.
- d. A leader can serve 2 consecutive two-year terms. At the end of second term, one year must elapse before leader can serve again, unless unable to fill the vacancy.

Section II - Officers of the 4-H Leaders Council and terms of office.

- a. The Officers: Elections for Vice President, Secretary, and Treasurer will be held at the St. Croix County Leaders Association Annual Meeting. Offices shall be held by adults except with the possible exception of Secretary.
- b. Duties of the Officers
  1. President (one-year term) - Plan and preside over all meetings of the Council and Leaders Association. Preside over the Leaders' Banquet. Appoint special committees and call special meetings of the Council or Association as necessary.
  2. Vice President (a 2-year term, second year of the term is as President) - Assist the President in his/her duties and assume the President's duties when he/she is unable to fulfill them. The Vice President will assume the Presidency the following year. All adult members are eligible for the office of Vice-President. Should a member be elected the second year of their second term, that member will remain on the Council for an additional year as the Council President. Every odd year the Vice President will be an authorized signature on all checking accounts, savings, and Certificates of Deposit for the St. Croix County 4-H Leaders' Council. In the event the Leader's Council Treasurer is unable to fulfill his/her duties, the Vice President would fill the Treasurer's position until a new Treasurer is elected.
  3. Secretary (one-year term, may serve two consecutive terms) - Record minutes of all meetings of the Council and Association and submit them promptly to the Extension Office. Maintain records of all 4-H Leader Council minutes and correspondence. Submit minutes of previous meeting at all Council meetings. The

minutes will be mailed to all organizational leaders and available on the 4-H website.

4. Treasurer - The position of the Treasurer is an open term. Maintain accurate and up-to-date financial records of the 4-H Leaders' Association. Collect and disperse funds as authorized by the 4-H Leader Council and requested by the 4-H Youth Development Agent. Give financial report at all 4-H Leaders' Council meetings and upon request. The Treasurer will maintain all county, club and committee financial records at the St. Croix County UW Extension Office. As an authorized signature on all club and committee accounts, he/she can not draw funds without a letter of approval signed by the 4-H Youth Development Agent under the direction of the St. Croix County 4-H Leaders' Council or a majority of the 4-H Leaders' Council members. He/she must file county, club and committee tax records by May 15 and submit records for an audit.

### Section III - Functions of the 4-H Leaders' Council

- a. Prepare annual 4-H Leaders' Association budget. Authorized power to receive and disburse funds of the county 4-H Leaders' Association. Conduct an independent audit every two years.
- b. Fill vacancies that occur within membership of the Council. Vacancies may be filled during any Council meeting by a simple majority of the group present.
  1. A 4-H Leader appointed to fill a vacancy will complete the un-expired term of the person he/she is replacing. This appointee must reside in the same district as the person being replaced if possible.
  2. At the completion of the appointee's term he/she may be eligible for re-election.
- c. Serve as a contact person between 4-H clubs in their district and the Council.
  1. Solicit input from 4-H Leaders in their district relative to 4-H program concerns, issues, and problems.
  2. Communicate Council decisions and policies to their represented leaders.
  3. Serve as a liaison for county committees.
- d. Attend and participate in 4-H Leader meetings.
  1. Members shall attend monthly Council meetings (except July and December) on the third Tuesday night of the month or as the President deems necessary. Members who are unable to carry out their 4-H Leader Council responsibilities shall offer their resignation. Members shall notify the President or the 4-H Youth Development Agent if unable to attend. Two un-notified absences shall generate a written request from the Council President or 4-H Youth Development Agent to the member to offer their resignation.
  2. Attend the Annual 4-H Leader Association meeting.
  3. Attend district, state, and regional 4-H leader conference whenever possible.
  4. Help plan, conduct and attend Annual Leaders Recognition Banquet
- e. Help appoint and work with committees, representing their districts.
- f. Assist annually to identify needs, establish goals, and develop an action plan for the county 4-H program.
- g. Serve as resource persons for county and district leader training.
- h. Adult Leader Council Members and other adult leaders select recipients of 4-H awards and honors. All 4-H Leaders Council members select county sponsored club awards and honors. Extra meetings may be held for this purpose.

### Section IV - Fair Board Representative

- a. One 4-H Leader shall be selected by the St. Croix County Leaders' Council to serve as a voting member of the St. Croix County Fair, Inc.
- b. Term is for 2 years with reappointment possible after 2 years. At the end of the second term the representative will be re-selected by the St. Croix County 4-H Leaders' Council if position is vacant.
- c. Representative attends meetings of St. Croix County Fair, Inc. to represent the 4-H program needs.
- d. Representative reports at the 4-H Leaders Association Annual Meeting and as needed, may also serve as a member of the St. Croix County 4-H Leaders' Council.

## **ARTICLE X - AMENDMENTS TO BY-LAWS**

By-Laws may be amended at any St. Croix County 4-H Leaders' Association meeting by a simple majority vote of the members present. Association members must receive written proposed By-Law changes at least one week in advance of a vote to change the By-Laws.

#### **ARTICLE XI - MEMBERSHIP AND PARTICIPATION OF YOUTH IN 4-H CLUBS**

Youth in the 1<sup>st</sup> Grade are eligible to enroll in the Wisconsin 4-H Youth Development Program. Youth will continue to be eligible for membership through the next 4-H year following their graduation from high school. The University of Wisconsin-Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status.

##### Committee Guidelines:

University of Wisconsin-Extension grants a 4-H Charter to a group or committee in order to formally recognize its affiliation with 4-H and give it permission to use the 4-H name and emblem. All groups or committees that handle finances and have a checkbook must be chartered. To be a Chartered 4-H Group or Committee in Wisconsin, the following requirements must be met and maintained:

- Group or committee name
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by the members to govern the group or committee
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.

*Sources: Wisconsin 4-H Youth Development Policies; National 4-H Policies and Regulations: Using the 4-H Name and Emblem; What is a 4-H Club?; Charters: The Key to Official Recognition?; and Tax Exempt Status for 4-H Clubs and Affiliated Organizations.*