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TREMPEALEAU COUNTY 4-H LEADERS' ASSOCIATION BY-LAWS

Article I

Name

The name of this organization shall be The Trempealeau County 4-H Leaders' Association. Otherwise known as the Trempealeau County 4-H Parent and Leaders' Association.

Article II

Purpose

The purpose of this organization shall be to plan, implement, support, and evaluate the Trempealeau County 4-H Program in accordance with the expectations of the Ag and Extension Committee of the Trempealeau County Board of Supervisors. The purpose of the Trempealeau County 4-H Leaders' Association shall include, but not be limited to, the following: 1) provide the funds necessary to carry out the 4-H Program when funding is not otherwise available, through possible sources, but not limited to, the sale of food at the 4-H Food Stand or the sale of Trempealeau County plat books, 2) establish policies and procedures of the Trempealeau County 4-H Leaders' Association as needed to most effectively implement and guide the 4-H Program, 3) provide an opportunity for all adults to be involved in the development of County 4-H youth through the 4-H Program. The Trempealeau County 4-H Leaders' Association shall work in close contact with the University of Wisconsin 4-H Youth Development **Educator**.

Article III

Membership

All youth, adults, and certified project and club leaders currently enrolled in the Trempealeau County 4-H program shall be members of the Trempealeau County 4-H Leaders' Association. Membership is neither limited nor prohibited by virtue of a person's race, creed, age, religion, national origin, sex, economic status, sexual orientation, place of residence or disability.

Article IV

Meetings

The Trempealeau County 4-H Leaders' Association shall hold its annual meeting in September. Meetings occur on a monthly basis, unless deemed unnecessary by the board. Other meetings

as deemed necessary by the President of the Trempealeau County 4-H Executive Board shall be called by the President of the Trempealeau County 4-H Executive Board.

There will be annual training for the incoming executive board, traditionally held in December, led by the UW-Extension.

Article V

Trempealeau County 4-H Executive Board/Leaders' Board

Section 1: The purpose of the Trempealeau County 4-H Executive Board shall be to conduct the normal business affairs of the Trempealeau County 4-H Leaders' Association.

Section 2: The members of the Trempealeau County 4-H Executive Board shall be elected by the membership of the entire Trempealeau County 4-H Leaders' Association at its Annual Meeting; members of the Board serve for a two-year term and may not serve for more than two consecutive terms. Membership on the Board shall be limited to one adult leader per active chartered club or group and one youth member per active charter club or group. The maximum number of board members shall equal that of one youth and one adult per active chartered club or group. If there are vacancies from unrepresented chartered clubs or projects more than one member per chartered club or project will be accepted upon Board approval. Officer positions listed in Article V, Section 4 are not representative of the elected Board members as listed above. Youth leaders serving on the Board must be in grades 9 through 13. A Youth Leader will serve for a one-year term and may not serve for more than two consecutive terms.

Section 3: Vacancies on the Board shall be filled by Executive Board appointment to serve the remainder of the vacated term.

Section 4: Officers of the Executive Board shall be elected from the membership of the Trempealeau County 4-H Leaders' Association at the first meeting of each new Board; the executive officers shall serve for a term of one year. **Any Officer may be removed from office at any time by 66% majority vote of the Board.**

A) The President shall prepare the Agenda for and preside over all meetings of the Trempealeau County 4-H Leaders' Association and the Trempealeau County 4-H Executive Board. The President shall preside over County 4-H functions as requested by the Board.

B) The Vice-President shall assume the role of President in the absence of the President, and shall assist the President in his/her duties when called upon to do so.

C) The Secretary shall keep accurate minutes of all Board and Association meetings and shall make available such minutes to all members of the Association. The Secretary shall carry out the correspondence of the Board and the Association as directed and shall maintain copies of all such correspondence.

D) The Treasurer shall maintain accurate and up-to-date financial records, collecting and disbursing funds as directed by the Executive Board. **The Treasurer will follow the**

Financial Management Policy / Treasurer Responsibilities as approved by the current Board. If a person who was previously a Treasurer and a Board member wishes to continue as Treasurer even though the other Board Membership restrictions prevent them from being on the Board, the Leader's Association as a whole may vote to allow the person to continue to serve as Treasurer as a non-voting member of the Board.

Section 5: Meetings of the Executive Board shall be held a minimum of monthly; all meetings of the Board shall be published in advance of the meeting in the *4-H Clover disPatch*. Board members are expected to attend all meetings of the Board and of the Association; if unable to attend a meeting, a Board member shall inform the Board President or the 4-H Agent in advance of the scheduled meeting. If a Board member has 3 unexcused absences their position will be forfeited and a new member can be appointed. More than 50% of the elected Board members and Officers shall constitute a quorum for conducting business.

The Board shall conduct its meetings with a goal toward consensus-building; *Roberts Rules of Order* shall be the guide for conducting business.

Article VI

Financial Policy & Budget

Section 1: The Association operates under a fiscal year from July 1 to June 30. All reporting for charter and taxation requirements are based on this fiscal year.

Section 2: The Treasurer will follow the **Financial Management Policy / Treasurer Responsibilities** as approved by the current Board.

Section 3: A Proposed Annual Budget shall be first reviewed by the Board at the August meeting. The budget for the upcoming 4-H Budget year (September 1 to August 30) will be presented for approval by the entire Leader's Association at the September meeting.

Article VII

Disbursement of Funds

The Trempealeau County 4-H Leaders Executive Board includes money in their budget to help defray some costs of 4-H educational trips or activities in which Trempealeau County 4-H members and leaders participate. The amount the Association is able to contribute in a given year depends on: the success of fundraising efforts, the amounts spent in other budget areas, the number of applicants, and level of requests. Applicants must complete the following to be eligible for funding for major trips and awards: a record book, work and assist with a 4-H Parent and Leaders Board designated fundraiser, and a funding request form. They must present in front of the Leaders' Board at one of the monthly meetings. Accommodations can be made if they cannot attend in person to the Leaders' Board (i.e. video presentation or conference phone call)

during the Leaders' Board meeting time. Applicants must have a letter of reference from club leader. A personal interview is required prior to selection for funding towards awards (Key Award) or major trips (Citizenship-Washington Focus, State Youth Conference, National Congress, National Conference, Space Camp, Exchange Trips, East/West Spirit Trips, and others designated by the Leaders' Board.)

Article VIII

Committees

Standing and temporary committees shall be organized as deemed necessary by the Board. At the first meeting of each new Board, standing committees shall be reviewed, and the duties and responsibilities of each committee shall be established.

Article IX

Dissolution

If the Trempealeau County 4-H Leaders' Association is to be dissolved, the Executive Board officers are directed to allocate all remaining funds to 4-H or other youth-centered programs.

Article X

Amendments

These By-Laws may be amended or revised by a majority of those members present at a scheduled meeting of the Trempealeau County 4-H Leaders' Association. Notice of proposed change to these By-Laws shall be published at least 15 days prior to the scheduled meeting at which a vote is to be taken. Copies of proposed changes shall be available from the Extension Office at least 15 days prior to the vote.