Trempealeau County 4-H Leader Association Bylaws

UW–MADISON EXTENSION

Updated November 2024

Article I. Name

The name of this 4-H Group shall be Trempealeau County 4-H Leader Association. This organization is chartered under the University of Wisconsin–Madison Division of Extension in Trempealeau County.

Article II. Purpose

The purpose of the Association is to provide opportunities for 4-H volunteers and youth leaders to support the Trempealeau County 4-H program. Trempealeau County 4-H Leader Association activities include:

- 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
- Supplemental recognition for 4-H members and 4-H volunteers, including awards and scholarships
- Provide an opportunity for all adults to be involved in the development of County 4-H youth through the 4-H Program

As with all chartered 4-H clubs and groups, the Trempealeau County 4-H Leader Association is accountable to the local 4-H Program Educator and must submit an annual Charter Application and Annual Financial

Report. The Trempealeau County 4-H Leader Association is not responsible for the hiring and supervision of 4-H Program Educators, the selection and supervision of 4-H volunteers, or decisions related to 4-H

membership.

Article III. Membership

Membership of the Trempealeau County 4-H Leader Association shall consist of all enrolled Trempealeau County 4-H volunteers and Trempealeau County 4-H members in 6th grade or above during the Wisconsin 4-H Program Year.

(NOTE: Per Wisconsin 4-H Policy, only currently approved 4-H volunteers and members can make up the membership of clubs and groups.)

As a program of the University of Wisconsin-Madison, 4-H does not discriminate based on based on

race, color, national origin, sex, gender identity (including gender expression), sexual orientation, age, disability, religious creed, political beliefs, or reprisal or retaliation for prior civil rights activity.

Article IV. Association Annual Meeting

Each year, the Trempealeau County 4-H Leader Association will hold an Annual Meeting the Fourth Monday in September for all Association Members to attend. The meeting will have the following agenda items:

- Vote of the Leader Association Bylaws revisions (if any)
- Vote on Leader Association Policy revisions (if any)
- Vote on the Leader Association Annual Budget
- Vote for open seats on the Board of Directors
- Any other business that the Board of Directors would like to bring to the membership.

Article V. Officers

Section 1: Officer Positions

At the first Board of Directors meeting following the Annual Meeting, the Trempealeau County 4-H Leader Association Board of Directors will elect officers:

- President
- Treasurer

Section 2: Officer Elections

- Nominations will be taken starting with the President, then, Treasurer, and any additional offices.
- The officers shall be elected annually by a simple majority vote. In a tie, a new vote will be called, and voting will continue until the tie is broken.
- Officers may resign at any time during the membership year, and for any reason, by notifying the President in writing.
- If an officer cannot finish their term, a new officer will be appointed at the next regular Board of Directors meeting.

Section 3: Officer Duties

- President*
    - The president shall ensure that the Association complies with Wisconsin 4-H State Policies.
    - The president shall preside over meetings.
    - The president shall follow/enforce the bylaws and policies of the Association.
    - The president shall work with the officers to create the agenda for each meeting.
    - Appoint committees as needed.
    - The president shall represent the Association.

    - Submit Charter paperwork to the 4-H Educator

- Treasurer*
    - The treasurer shall comply with all financial policies: https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/
    - The treasurer is responsible for maintaining a system that creates a separation of duties for receiving, spending and reconciling Association funds.
    - The treasurer shall pay money out upon approval of the Association.
    - The treasurer shall keep an accurate record of all money received and paid.
    - The treasurer shall keep a record of all budget items and work with the President to complete the Annual Financial Report.

* Adult positions only.

Article VI. Meetings

Section 1: Association Meetings - The Trempealeau County 4-H Clubs' Leaders' Association will meet every quarter. Meetings will be on the fourth Monday of the month in March, June, September, and December. These will be business meetings where funding requests will be reviewed. The annual meeting is in September. Meetings occur every quarter. Special meetings can be called by the president.

Article VII. Decision-Making Rules

Parliamentary Procedure shall govern all meetings of the Association.

Article IX. Amendments

A 2/3 majority vote of the total membership present may amend the bylaws at the Annual Meeting. All suggestions for bylaw changes must be submitted to the president or Extension Educator at least one month before the Annual Meeting.

Article X. Dissolution Clause*

Upon dissolution of the Trempealeau County 4-H Leader Association, any assets must be turned over to a recognized 4-H club or 4-H group, with the approval of the county 4-H Program Educator, consistent with Wisconsin 4-H in the Institute for Positive Youth Development approved financial practices and policy. The dissolution must be recorded in the meeting minutes and communicated to the 4-H Program Educator.

Review and Approval Signatures*

The Trempealeau County 4-H Leader Association bylaws will be reviewed on an annual basis. The 4-H Program Educator has the authority to approve, deny, or request modifications to the Trempealeau County 4-H Leader Association bylaws to ensure that the language aligns with Wisconsin 4-H Policies, Mission, and Values.

Date Approved by Membership:_____

Adult Representative
(Signature) Date

Youth Representative
(Signature) Date

These bylaws have been approved and are consistent with WI 4-H Policy, Mission, and Values.

Educator
(Signature) Date

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