

# **DODGE COUNTY 4-H LEADERS ASSOCIATION, INC.**

## **BYLAWS**

Adopted April 17, 2018 at Dodge County 4-H Leaders Association, Inc. Meeting  
Updated and Approved September 15, 2015

### **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 Name and Emblem.

### **ARTICLE IV – Membership**

- Section 1      Every adult 4-H leader of Dodge County working with University of Wisconsin-Extension 4-H Youth programs, who has completed the Youth Protection Process and completed an enrollment form shall be a member.
- Section 2      Every 4-H member grade seven or older enrolled as a youth leader shall be a member of the Association.
- Section 3      Extension faculty shall be ex-officio members.
- Section 4      Discharge or Expulsion of Members  
  
Failure to comply with the guidelines set forth in the Wisconsin 4-H Youth Development Policies may be reason for discharge or expulsion of the Member.

- Section 5 The Dodge 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.

## **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 8 adults and 8 youth and will be elected at the annual meeting in September. They will each be elected for a (2) year term. With 4 adults and 4 youth being elected every year.
- 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 elect officers at the first Board meeting following the election.
- 1.4 Board members may serve no more than two (2) consecutive terms and may return after a one year absence from the board.

- 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 Grievance 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 June Association meeting, a budget for the fiscal year running from July 1 through June 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 4-H Leaders Association, Inc. will be:

|                 |           |
|-----------------|-----------|
| President       | Secretary |
| President Elect | Treasurer |
| Past President  | Reporter  |

## 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 Secretary, Reporter and Delegates-at-large will each be elected for a one (1) year term. Secretary, treasurer and delegates-at-large will each be elected for a (2) year term.

## 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, etc.) as needed.
- 3.2 The President-Elect will preside at meetings in the absence of the President and will notify any club that has not been represented at two (2) consecutive meetings.
- 3.3 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.
- 3.4 The Treasurer:
  - 3.4.1 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 3.4.3 below and present an up-to-date financial report at all scheduled meetings.

3.4.2 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 July 31.

3.4.3 In the event of an emergency or un-budgeted expenditure requiring immediate action, authorization may be obtained receiving approval of a majority of the Executive Board.

3.4.3.1 The President and Treasurer will present documentation of the results at the next Board or Association meeting.

3.5 The Reporter will prepare and send reports of the Association meetings to social media.

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 along with these 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 more than 50% 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 Special Executive Board or Association meetings may be called by the President or a majority of the Executive Board.

## **ARTICLE VIII – Committees**

- Section 1      The Executive Board will recognize Project and 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 yearly plan 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 for the year ending June 30. This report will be filed for audit and presented to the Executive Board for review.
- 1.3      Any Committee with a checkbook must complete a charter.
- 1.4      Any Committee without a checkbook, requesting funding from the Leaders Association, needs to do so by May 1 to the Leaders Association Treasurer.
- 1.5      Committees will undertake work with the approval of the Executive Board or UW Extension staff.
- Section 2      Nominating Committee:
- 2.1      Shall consist of the immediate Past President as chairperson, one (1) Adult Association member, and one (1) Youth Association member.
- 2.2      Shall prepare a slate of candidates for the August Executive Board meeting, which will be voted on at the annual September meeting of the Dodge County 4-H 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 June 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 ENDOWMENT FUND**

- Section 1      The purpose of the Dodge County 4-H 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 Fund Members, 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 Fund Committee will be appointed by the Executive Board. Membership will be based on the Endowment Fund By-Laws.
- Section 6 The Endowment Fund Members will set up grant proposal guidelines and will at least annually invite grant proposal requests. The Endowment Fund Members 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., July 1 through June 30. The Endowment Fund books and a financial statement will be submitted for audit by July 30. This report will be submitted to the Executive Board for review.
- Section 8 The Endowment Fund Members 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 These 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.