

## Douglas County 4-H Clubs, Inc.

### CONSTITUTION

#### Article I – Name

The name of this non-profit corporation shall be Douglas County 4-H Clubs, Inc. It shall be referred to as the Douglas County 4-H Leader's Association.

#### Article II – Purpose

- 1. Conduct Supplemental Programs for Youth:** Establish educational opportunities for youth beyond the club level, including camp, member exchanges, county fair, and project activities.
- 2. Support Volunteer Education:** Conduct adult and youth volunteer training, provide financial support for volunteer education and promote volunteer development via meetings, newsletters and phone.
- 3. Manage Budget and Raise Funds to Support 4-H Youth Development Work:** Develop and manage a budget that supports 4-H Youth Development work. Do fundraising to support this budget.
- 4. Coordinate County Level Recognition:** Develop meaningful recognition for young people and volunteers.
- 5. Represent 4-H Youth Development to the Community:** Establish a promotion committee or Ambassador Program.
- 6. Advocate 4-H Youth Development with Public Officials:** Maintain personal contact with government officials so they understand the benefits of 4-H.
- 7. Advise County 4-H Program Development:** Explore new 4-H youth development opportunities and challenges. Provide advice on youth and volunteer needs and issues. Work to ensure that all youth participating in Extension youth groups (4-H community club, after-school groups and other program models) have equal access to 4-H Youth Development programs.
- 8. The Douglas County 4-H Leader's Association is not responsible for the hiring or supervision of 4-H Youth Development Staff.**

#### Article III – Location

The principal office of the corporation in the State of Wisconsin shall be located in the City of Superior, County of Douglas. The corporation may have such other offices as the members may designate.

## **Article IV – Membership**

- 1.** Membership is open to all adults (certified volunteer leaders, parents, and other adults interested in 4-H youth development) and youth in grades 8 and up as of January 1 of the current 4-H year, regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
- 2.** Douglas County UW-Extension 4-H Youth Development Staff are advisors to and ex-officio members of the Douglas County 4-H Leader's Association.
- 3.** The Douglas County 4-H Leader's Association is part of the Wisconsin 4-H Youth Development Program and the Douglas County 4-H Youth Development Program. As such, the 4-H Leader's Association is subject to the policies of the Wisconsin 4-H Youth Development Program and the Douglas County 4-H Youth Development Program.
- 4.** Voting rights are extended to all currently enrolled Douglas County 4-H volunteer leaders and members in grades 8 and up as of January 1 of the current 4-H year. These members shall have authority to vote for the election of the Board of Directors, to vote on any proposal, consolidation or dissolution, and to vote on any major activity of the association.

## **Article V – Leadership**

The Douglas County 4-H Leader's Association shall be under the direction and guidance of the Board of Directors.

## **Article VI – Board of Directors**

### **1. Qualifications**

Adults elected to the Board of Directors will have completed the Wisconsin 4-H Youth Protection Program and be currently enrolled as Douglas County 4-H leaders. Youth elected to the Board of Directors must be enrolled 4-H members in at least grade 8. Board members must enroll in 4-H both years of their term to retain their Board position.

### **2. Composition**

The Board of Directors will consist of a President, Vice President, Secretary, Treasurer, Historian, two adult Delegates-at-Large, and two youth Delegates-at-Large, each of whom shall be elected by the members. The immediate past President may be elected as Advisor.

### **3. Terms**

Officer terms will be November – October. Each term is two years. Board members may not serve more than two consecutive terms in the same position. In extenuating circumstances the Board of Directors retains the right to carry on business with the Board of Directors that are in place, even if they are exceeding the limits of their terms.

### **4. Voting Rights & Attendance**

All Board members have voting rights. When a Board member is unable to attend a 4-H Leader's Association or other meeting, s/he should notify the President and/or 4-H Youth Development Staff.

### **5. Purpose**

The purpose of the Board of Directors is to provide leadership for the Douglas County 4-H Leader's Association. Leadership roles that the Board provides include:

**a. Organizational Planning:** The Board understands the purpose of the 4-H Leader's Association, has a vision of how the organization should operate, and establishes steps to make those visions happen.

**b. Policy Making that Relates to the 4-H Leaders Association:** The Board makes recommendations on policy issues for discussion and action by the organization's membership.

**c. Enforcement of Policies and Grievance Handling:** The Board works closely with Co-operative Extension to assure the 4-H Leaders Association is in compliance with County, State and Federal policies and laws. When a youth, volunteer, or participating family has a grievance related to 4-H Leaders Association policies, the Board follows the procedure for addressing those concerns.

**d. Legal Responsibilities:** The business of the organization needs to be accurately recorded and reported to the membership. Board members should avoid conflict of interest questions by abstaining on votes in which they or their family members might personally gain.

**e. Financial Responsibilities:** Budget development and oversight, banking, and check writing are important Board roles and are not carried out by the 4-H Youth Development staff member. The Board involves the larger membership in budget adoption, fund raising commitments, and annual audits. The Board assures compliance with Federal and State tax reporting requirements.

## **6. Executive Meetings**

Executive meetings of the Board of Directors may be called by the President, two members of the Board of Directors, or Douglas County UW-Extension 4-H Youth Development Staff, as needed to conduct business related to their purpose.

## **7. Membership Evaluation (M.E.) Meetings**

All Board members are expected to participate in the Member Evaluation interview and process meetings on the second and third Mondays in September. Youth Board members should excuse themselves from these meetings if they are participating in the M.E. Process as it would constitute a conflict of interest.

## **8. Quorum**

At least 5 Board members will constitute a quorum. A quorum must be present when decisions are being made at Executive or Member Evaluation meetings.

## **9. Removal**

A Board member may be removed from office by a majority vote of the Board of Directors whenever in its judgment the best interest of the 4-H Leader's Association will be served thereby. A Board member who misses three consecutive Leader's Association meetings without being excused will be contacted by the President to discuss his/her commitment to the organization. If the Board member misses a fourth meeting unexcused, the Board may declare the position vacant. A Board member will receive written notice if a decision is made which results in his/her removal from the Board of Directors.

## **10. Vacancies**

Vacancies in Board positions because of death, resignation, removal, disqualification, or otherwise, shall be filled by a vote of the Leader's Association membership for the unexpired portion of the term.

## **Article VII – Amendments**

Proposed amendments to the constitution and bylaws shall be submitted to the President and 4-H Youth Development Staff in the month previous to the month in which they are to be acted upon. Proposed amendments shall be distributed by the President or Staff by e-mail/mail prior to the next 4-H Leader's Association meeting. The constitution and bylaws of Douglas County 4-H Clubs, Inc. may be amended by a majority vote of those present at any regular or special meeting.

## **Article VIII – Dissolution Clause**

Upon dissolution of Douglas County 4-H Clubs, Inc. any assets remaining shall be conveyed to a 4-H Youth Development Program or 4-H Youth Development Foundation as selected by affirmative vote of the majority of members entitled to vote.

This page is a divider between the constitution and the bylaws.

**Douglas County 4-H Clubs, Inc.**

## BYLAWS

### Article I – Election of Board of Directors

#### 1. Nominations

Nominations shall be made by the nominating committee and also may be received from the floor during the annual meeting.

#### 2. Voting

All members of the 4-H Leader's Association who are present at the meeting may vote.

#### 3. Election Years

The President, Secretary, one adult Delegate-at-Large and one youth Delegate-at-Large shall be elected in odd numbered years. The Advisor (Past President) may also be elected in the odd numbered year. The Vice President, Treasurer, Historian, one adult Delegate-at-Large, and one youth Delegate-at-Large shall be elected in even numbered years.

### Article II – Duties of Board of Directors

**1. President:** Shall be the principal executive officer of the 4-H Leader's Association, subject to the control of the members, and shall in general supervise the affairs of the association. S/he shall preside at all meetings of the 4-H Leader's Association. S/he may sign documents as authorized by the Board of Directors.

**2. Vice President:** Shall preside in the absence of the President and take care of all duties of the President during his/her absence.

**3. Secretary:** Shall keep accurate records of the proceedings of all Board and 4-H Leader's Association meetings and send minutes of meetings to the UW-Extension Office within seven working days.

**4. Treasurer:** Shall keep accurate financial records of the 4-H Leader's Association, report to the membership at meetings, handle transactions, and complete all required financial documents. Shall have financial records audited annually by an external certified auditor in a timely manner.

**5. Historian:** Shall keep detailed records, newspaper clippings, photographs, awards, etc. of Douglas County 4-H.

**6. Adult & Youth Delegates-at-Large:** Shall provide advice and guidance to the 4-H Leader's Association for countywide programs and activities.

**7. Advisor (Past President):** Shall be an active member of the 4-H Leader's Association. Shall be called upon for advice and provide continuity to the overall functions of the 4-H Leader's Association.

### **Article III – Meetings**

**1. Regular Meetings:** Meetings shall be held at 6:30 p.m. on the second Monday of the months listed below. Members will be notified of these meetings and their locations and/or of meeting changes in the 4-H newsletter.

November: Annual meeting  
January: Regular meeting  
February: Regular meeting  
April: Regular meeting  
May: Annual leader training  
June: Regular meeting  
July: Regular meeting  
August: Possible meeting depending on fair dates

**2. Annual Meeting:** The annual meeting shall be held in November for the purposes of electing the Board of Directors and reviewing the charter renewal packet, bylaws, calendar, and committees.

**3. Annual Leader Training:** The annual leader training will be held in May. A representative from each 4-H club/group is required to participate in the Annual Leader Training as part of the charter renewal process.

**4. Special Meetings:** Special meetings may be called by the President, two members of the Board of Directors, or Douglas County UW-Extension 4-H Youth Development Staff, as needed to conduct business related to their purpose.

### **Article IV – Committees**

**1. Designation** The Board of Directors may designate one or more standing or special committees to direct the business of the 4-H Leader's Association. Each such committee may exercise the authority granted it by the Board.

#### **2. Standing Committees**

##### **a. Nominating Committee**

This committee shall consist of at least three members of the 4-H Leader's Association. The Nominating Committee shall present its slate of nominees to the Leader's Association by October 15. Nominations for Board of Directors may also be taken from the floor during the annual meeting.

**b. Finance Committee** This committee shall consist of the current President and Treasurer (designated chair), one other 4-H leader, and 4-H Youth Development Staff. This committee will meet in July or August to conduct an audit and prepare an annual financial report and a proposed budget. The purpose of this committee is (1) to review the fiscal responsibilities of the organization and make recommendations to the 4-H Leader's Association and (2) budget development and implementation, verify annual audit completion, provide recommendations for bookkeeping and reporting procedures, and provide leadership for long-range fiscal security of the 4-H Leader's Association.

**c. Program Committees**

The program committees shall be reviewed by the 4-H Leader's Association at the annual meeting. The purpose of these committees is to plan the county program related to specific project areas.

**Article V – Quorum**

At least 5 members of the Douglas County 4-H Leader's Association, including at least 2 members of the Board of Directors, will constitute a quorum. A quorum must be present when business decisions are being made.

**Article VI – Informal Action**

Any action required to be taken in between meeting dates may be taken without a meeting if a majority of the Board of Directors agrees to discuss the action via email/phone correspondence. In these situations, the Board of Directors may also vote on actions via email/phone correspondence.

**Article VII – Contracts**

A Board member of the Douglas County 4-H Leader's Association may sign a contract upon vote of approval by the Board of Directors or Association.

**Article VIII – Calendar & Fiscal Year**

The calendar year of Douglas County 4-H Clubs, Inc. shall run from October 1 to September 30. The fiscal year shall run from July 1 to June 30th.

**Article IX – Rules of Order**

Robert's Rules of Order shall govern the meetings of Douglas County 4-H Clubs, Inc.

**Article X – Reporting**

Douglas County 4-H Clubs, Inc. will submit the "Wisconsin 4-H Annual Charter Renewal" packet to the Douglas County UW-Extension Office to meet state requirements.

Adopted on November 14, 2016