



GREEN LAKE COUNTY 4-H LEADERS' ASSOCIATION CONSTITUTION & BYLAWS

Adopted: 04/06/2017

ARTICLE I NAME AND PURPOSE

- Section 1 NAME: The name of the Association shall be Green Lake County 4-H Leaders' Association.
- Section 2 PURPOSE: The purpose for which this Association is formed is to:
- A. EDUCATION: Support the development of youth and adult volunteers by providing a forum for open communication and learning.
 - B. PROGRAMMING: Support county-wide 4-H programs and activities.
 - C. FUNDRAISING: Raise and distribute funds that support 4-H programs and activities.
 - D. RECOGNITION: Develop and implement an awards and recognition system for both Green Lake County 4-H members and Green Lake County 4-H Adult Volunteers

ARTICLE II. MEMBERS

- Section 1 MEMBERSHIP: The members of the Green Lake County Leaders' Association shall be composed of all Green Lake County 4-H adult volunteers and youth in 6th grade or above.
- Section 2 NON-DISCRIMINATION POLICY: The Green Lake County 4-H Leaders' Association is open to everyone regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, and pregnancy, marital or parental status.
- Section 3 AUTHORITY: Members of the Association have authority to vote for the election of the Executive Board, vote on the budget, vote on policies and any changes to the bylaws.

Section 4 The Leaders' Association will be divided into two districts in order to ensure equal representation on the Board of Directors.

Northern District Clubs: Fox River Patriots, Mainstream, Seneca, Sunrisers and Three Hilltoppers

Southern District Clubs: Country Clovers, Grand River Workers, Prairie View Rockets and Roy Creek Ramblers

ARTICLE III. OFFICERS AND BOARD MEMBERS

Section 1 OFFICERS: The Officers of the Association shall consist of a President, Vice President, Secretary and Treasurer.

Section 2 EXECUTIVE BOARD: The Executive Board shall consist of a President, Vice President, Past President, Secretary, Treasurer, District Representatives, and Youth Representatives. The board shall be elected, for a term commencing on election at the Annual Meeting. Each Officer shall hold office for the below terms:

- A. The President shall serve for a one (1) year term after being elected for Vice President.
- B. The Vice-President shall be elected for a three (3) year term, serving in the offices of Vice-President, President and Past President respectively.
- C. The retiring President shall serve a one (1) year term on the Executive Board as Past President.
- D. The Secretary shall be elected for a term of two (2) years. The Secretary shall be elected in the odd number years. The Secretary can maintain their office for two (2) terms, a maximum of four (4) years.
- E. The Treasurer shall be elected for a two (2) year term. The Treasurer shall be elected in the even numbered years. The Treasurer can maintain their office for two (2) terms, a maximum of four (4) years.
- F. Two Northern District Representatives shall be elected in the odd number years and hold a two (2) year position with no term limits. Two Southern District Representatives will be elected in the even number years for two (2) years with no term limits. District Representatives cannot be from the same club.
- G. The Youth Representatives shall be elected for a one (1) year term with no term limits.

- H. Book Keeper: In order to provide consistency in financial record keeping, the Green Lake County 4-H Leaders' Association Executive Board (President, Vice President, Past President, Secretary and Treasurer will annually appoint a book keeper to handle the day to day finances of the Green Lake County Leaders' Association. This includes writing checks, making deposits, preparing monthly reporting and participating in the annual audit. The book keeper is an appointed position and is not considered a Green Lake County 4-H Leaders' Association Board Member. *Note: The Treasurer of the Leaders' Association will still be responsible for attending monthly meetings, sharing financial reports, participation in the budgeting process and the annual audit.*

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- Section 3 ABSENSES: If an Executive Board member is going to be absent they need to contact the 4-H Leaders' Association President or the UW-Extension office prior to the meeting. If an Executive Board Member has three (3) unexcused for the year, that Board member will be deemed to have resigned and his or her position shall be deemed to have become vacant until the vacancy is filled.
- Section 4 REMOVAL: Any Executive Board member may be removed without cause by a super majority (two thirds) vote at any Leaders' Association meeting where the board member in question has been notified in advance of the meeting.
- Section 5 RESIGNATION: Board members may resign at any time by giving written notice to the President of the Association. Such resignation shall take effect at the time specified therein, and, if not specified therein, it shall take effect upon receipt and the acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring in the Executive Board for any reason may be filled by the affirmative vote of a majority of the remaining Directors then in office, even if less than a quorum. A vacancy shall be filled at the meeting at which it takes effect, or at the next regular meeting. A member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor.
- Section 6 DUTIES: The authority and duties of the board members are as follows:
 - A. PRESIDENT: Shall preside at all meetings of the Association. Shall act as chairman of the Executive Board
 - B. VICE-PRESIDENT: Shall preside in the absence of the President and take care of all duties of the President during his/her absence.

- C. SECRETARY: Shall keep minutes of all meetings of the Association. Shall work with the Extension Office in getting out correspondence and communications necessary.
- D. TREASURER: Shall collect and care for all money and dues of the Association. Shall pay bills as are ordered by the Executive Board.
- E. DISTRICT REPRESENTATIVES & YOUTH REPRESENTATIVES: Shall provide advice and guidance to Executive Board regarding clubs and leadership issues and provide feedback to and from clubs regarding decisions.

Section 7 EXECUTIVE BOARD: Each year, at its annual meeting, the Association shall elect an Executive Board consisting of 11 individuals.

- A. COMPOSITION: The Executive Board so elected shall include the President, Vice President, Past President, Secretary, Treasurer, District Directors, and Youth Representatives.
- B. POWERS AND FUNCTIONS: The business and affairs of the Association shall be conducted under the direction of, and control of, and the control and disposal of, the Association's properties and funds shall be vested in its Executive Board.
- C. RULES OF PROCEDURES: The Executive Board shall fix and establish its own rules of procedure and shall meet as provided by such rules and shall also meet the call of the President or any other two (2) members of the Board.

ARTICLE IV MEETINGS

Section 1 ANNUAL MEETING: The annual meeting of members to elect the Executive Board and to transact such other business as may properly come before the meeting shall be held each year at the September Leaders' Association Meeting.

Section 2 REGULAR MEETINGS: The Association shall hold regular monthly meetings. All other meetings shall be designated as special meetings and may be called by the President. Cancellation of a regular meeting shall be at the discretion of the President.

Section 3 QUORUM: A quorum shall consist of 50% of the Executive Board Members of the Association present in person or by speaker phone or similar means shall constitute a quorum for the transaction of any business.

ARTICLE IV. COMMITTEES

- Section 1 DESIGNATION OF COMMITTEES: The President may designate one or more standing or special Committees to direct the business of the Association.

- Section 2 LIMITATION ON COMMITTEE POWERS: No Committee shall have the authority of the Association. All Committees are to report promptly to the Association and take action after Association approval.

- Section 3 COMMITTEE CHAIR: The Committees shall meet to establish the Committee Chair. Committee Chairs shall be representatives from the Association.

- Section 4 COMMITTEE MEETINGS: Meetings of Committees will be called by the respective Chair. At any meetings of the any Committee, a majority of the members of the Committee shall constitute a quorum for the transaction of business.

- Section 5 NOMINATING COMMITTEE: Recommendation for Executive Board Members may be submitted by three (3) members appointed to the Nominating Committee. The Nominating Committee shall, after giving due consideration to such recommendations and such other persons as it may wish to consider, present its slate of Executive Board Member Nominees to the Association

- Section 6 AUDIT AND BUDGET COMMITTEE: Committee shall consist of the current president and treasurer plus one other leader. They will meet prior to the November meeting to conduct an audit and prepare an annual financial report and a proposed budget.

ARTICLE V. AMENDMENTS TO THE BYLAWS

The Constitution and Bylaws may be amended at any meeting by a two-thirds majority of the members present. Notice must be given at a previous meeting or through notification by mail regarding the change in constitution being considered.

President: _____ Date: _____

Youth Representative: _____ Date: _____

UW-Extension Staff: _____ Date: _____