



GREEN LAKE COUNTY 4-H LEADERS' ASSOCIATION

CONSTITUTION & BYLAWS

Adopted 04/06/2017, Revised 05/01/2025

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: Green Lake Clovers, Fox River Patriots, Mainstream, Rising Clovers, Seneca, and Sunrisers.

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

ARTICLE III. LEADERSHIP POSITIONS

- 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 completing their term as Vice President.
 - B. The Vice-President shall serve for three (3) years on the Executive Board. They will serve in the offices of Vice-President, President and Past President respectively.
 - C. The Past President shall serve a one (1) year term after completing their term 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 a maximum of two (2) consecutive terms.
 - 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 a maximum of two (2) consecutive terms.
 - F. The District Representatives shall be elected for a two (2) year term. There shall be a total of four (4) District Representatives with two (2) representing each district. Each district must have representatives from different clubs. The District Representative can maintain their office for a maximum of two (2) consecutive terms, unless there is a vacancy. The Northern District election will take place during the odd years and the Southern District during the even.
 - G. The Two (2) Youth Representatives shall be elected for a one (1) year term with no term limits.
- Section 3 **NOMINATIONS:** Nominations will occur at the annual meeting for positions with an expiring term. In order to be nominated for a Leadership position, the member must be present or express written/ verbal acceptance of the nomination.

DURATION OF TERM: The Leadership Positions shall take office following their induction at the Leaders Banquet through the following year's Leaders' Banquet.

- Section 4 **BOOKKEEPER:** 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 at the annual meeting to handle the day to day finances approved by the Green Lake County Leaders' Association. This includes writing checks, making deposits, preparing monthly reporting, attending regular meetings, and participating in the annual audit. In order to fulfill their duties, the bookkeeper will be added as an authorized user on the Associations' financial account. The Bookkeeper may attend Executive Board meetings at the request of the President.
- Section 5 **ABSENSES:** If a member in a Leadership Position under Article 3 is going to be absent, they need to contact the 4-H Leaders' Association President or the UWExtension office prior to the meeting. If a leader has three (3) unexcused for the year, that Board member will be deemed to have resigned and his or her leadership position under Article 3 shall be deemed to have become vacant until the vacancy is filled.
- Section 6 **REMOVAL:** Any member in a leadership position under Article 3 may be removed by a super majority (two thirds) vote at any Leaders' Association meeting where the board member in question has been notified at least one (1) week in advance of the meeting.
- Section 7 **RESIGNATION:** Members in Leadership Positions under Article 3 may resign at any time by giving written notice to the President of the Association or UWExtension Office. 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 for any reason may be filled by the affirmative vote of a majority of the remaining Executive Board Directors still 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 8 **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 and shall write the agenda for the meetings. Shall complete the annual Wisconsin 4-H Charter.
 - 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 assist the bookkeeper to fulfill their duties, provide reports during regular meetings, and be the second authorized use on the Association's financial accounts. Shall Chair the Budget & Audit Committee.
 - 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 9 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 LIMITATIONS 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. Committee Chair shall be representatives from the Association.
- Section 4 COMMITTEE MEETINGS: Meetings of the Committee will be called by the respective Chair. At any meetings of any Committee, a majority of the members of the Committee shall constitute quorum for the transaction of business.
- Section 5 SCHOLARSHIP COMMITTEE: Committee shall consist of the vice president and members appointed by the Leaders' Association. They will meet in the Fall to prepare the Educational Experiences Scholarship and Key Award Application, select interviewers, and interview dates.
- Section 6 AUDIT AND BUDGET COMMITTEE: Committee shall consist of the current president, treasurer, and bookkeeper. They will meet in July-August to conduct and prepare an annual financial report by the deadline from the Green Lake Extension Office. They will meet and create a budget to be presented at the June meeting.

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 at least one (1) week in advance by mail, email, or a requested mail copy regarding the change in constitution being considered.

President: _____ Date: _____

Youth Representative: _____ Date: _____

UW-Extension Staff: _____ Date: _____