

CONSTITUTION

JACKSON COUNTY 4-H PARENTS AND LEADERS ASSOCIATION

ARTICLE I NAME

The name of the organization shall be the “Jackson County 4-H Parents and Leaders Association.”

ARTICLE II PURPOSE

Section 1 The purpose of the Association shall be:

- a. To determine county 4-H policies, establish goals, and to plan the annual 4-H program in Jackson County with the assistance of the UW Extension Office;
- b. To provide a forum for discussion and resolution of any problems of local clubs and their leaders;
- c. To further in all ways the programs of the 4-H organization in Jackson County; and
- d. To generate financial and other support for Jackson County 4-H programs.

Section 2 The Association shall conduct all functions in accordance with the 4-H Guidelines.

UW-Extension 4-H Youth Development integrates research, education, and community-based partnerships, enabling youth to learn and practice skills to be productive citizens.

Section 3 The Association shall be non-profit in nature.

ARTICLE III GENERAL MEMBERSHIP

Section 1 Membership shall consist of adult and youth leaders, parents, and anyone demonstrating an interest in the Jackson County 4-H program who is a certified leader. Jackson County UW-Extension personnel are ex-officio, non-voting members of the Association.

Section 2 Each member shall be entitled to one vote.

Section 3 4-H is open to all. It is the policy of the Jackson County 4-H Parents and Leaders Association that no eligible student, client, or participant shall be denied admission to or participation in any of the benefits, programs or courses offered or sponsored by Jackson County 4-H and UW-Extension, nor denied admission to any facility owned or operated by Jackson County or associations serving Jackson County 4-H members because of that person’s

race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.

Section 4 All adult 4-H leaders must complete the Wisconsin 4-H Youth Protection Policy to be certified. The Policy includes:

- A volunteer application with permission to conduct a background check.
- 2 hour Youth Protection Volunteer Orientation.
- A volunteer expectation behavior form.

ARTICLE IV EXECUTIVE BOARD

Section 1 Membership and responsibilities of the Executive Board, along with procedures governing their election, shall be specified within by-laws.

ARTICLE V AMENDMENTS

Section 1 The Constitution may be amended by a two-thirds majority of those members present at the annual meeting or any special meeting of the Association called for that purpose.

BY-LAWS

JACKSON COUNTY 4-H LEADERS AND PARENTS ASSOCIATION

BY-LAW I – 4-H YEAR

Section 1 The 4-H organizational year will be October 1 through September 30.

Section 2 The fiscal year of the Association will be July 1 through June 30.

BY-LAW II – MEETINGS

Section 1 The annual meeting of the Association shall be held during the month of May. A semi-annual meeting may be called by the Board.

Section 2 The annual awards event shall be held in the months of October or November.

Section 3 Robert's Rule of Order supplemented by Wisconsin 4-H bulletin “How to Conduct a Meeting” shall serve as guidance.

BY-LAW III – OFFICERS AND EXECUTIVE BOARD

Section 1 Executive Board - The Executive Board shall consist of one representative from each 4-H club in the county. Each club will elect a representative and an alternate representative at the beginning of the 4-H year. Nominations from clubs will take place at the semi-annual meeting in October or November.

- A. Executive Committee – An Executive Committee will be composed of the officers of the Association, the immediate past president, and one at large representative.
- B. Full Board – All club representatives, including Executive Committee members, will meet bi-monthly beginning in November (6 meetings per year).
- C. Youth Membership on Board – The Full Board will include up to 4 youth representatives (9th grade or higher). These nominations will be brought forward at the semi-annual meeting and voted on by the membership at that time. Duties of the Youth Representatives are outlined in more detail in Section 10 of this document.

Section 2 Officers - The officers of the Association shall be adult leaders or parents as follows: President, Vice-President, Secretary, and Treasurer.

Section 3 The Vice President shall be elected at November meeting for a three year term as Vice President, President, and Past President and will begin serving at that time.

Section 4 The Secretary shall be elected at the November meeting of even years and serve for two years from that time.

Section 5 The Treasurer shall be appointed by the Executive Board for a one-year term to begin immediately following the November meeting. Treasurer must be bonded to fulfill this position. If under paid contract, the Treasurer will not be considered a voting member of the board.

Section 6 Leader Representatives shall be elected at each semi-annual meeting of the Association by the members present for a term of two years from that time.

Section 7 Method of Nomination

- a. Board representatives (and a club alternate) shall be nominated by each club prior to the semi-annual meeting. (Note: If a club is unable to identify a nominee, the club leadership shall provide an explanation for which they may be granted a waiver for the requirement. The Board strongly encourages representation from each club.)
- b. No officer, except the Treasurer, may serve in the same office more than two consecutive terms of two years. The Treasurer may be re-appointed for an indefinite number of terms.
- c. Vacancies on the Executive Board may be filled by Board appointment for the remainder of a current term.

Section 8 Termination - Membership on the Board shall be terminated by death, resignation, misconduct, or failure to perform duties, including excessive absenteeism. An excused absence is notification of an absence to UW Extension 4-H staff or the Board President prior to the scheduled meeting.

Section 9 Duties of Officers

- a. The President shall preside at all meetings of the Association and shall act as chairman of the Executive Committee and Full Board. The President is responsible for setting the agenda for meetings with input from leaders and membership.
- b. The Vice-President shall preside in the absence of the President and take care of all duties of the President in his absence.
- c. The Secretary shall keep minutes of all meetings of the Association with copies of all meetings on file at the Extension Office. The Secretary shall work with the Extension Office in getting out special correspondence and communications as necessary.

- d. The Treasurer shall be responsible for keeping Association financial records and shall handle all receipts and disbursements of Association funds consistent with current Association financial policy. In addition he or she shall give a treasurer's report at each Executive Board meeting and annual Association meeting and help prepare the annual budget. The Treasurer also serves on the Finance and Plat Book Committees.

Section 10 Leader Representatives are representative at large.

Youth Representatives shall represent the interests of 4-H youth members at Full Board and Association meetings. They have all the same rights and responsibilities as adult leader representatives, with the exception they will not vote on financial decisions.

Section 11 Duties of Executive Board –

- A. Executive Committee – The Executive Committee will be responsible for approving bills, planning meetings of the full board and planning educational programs. This committee will meet monthly, except December.
- B. Full Board – Meetings of the full board will consist of approval of bills, key decision-making, and an educational program (open to all Association members).

Both the Full Board and Executive Committee will conduct all business of the Association consistent with its goals and policies, in cooperation with the County University Extension Office.

- a. The quorum of each of these bodies – Full Board and Executive Committee – shall consist of 50% plus 1 of its eligible voters as defined above.
- b. E-mail, surface mail, or telephone votes may be cast in cases when the meeting quorum is not met and Association business matters require action prior to the next scheduled meeting.
- c. The 4-H Youth Development Agent or designee will be responsible for maintaining a tally of votes cast via e-mail, surface mail, or telephone.

BY-LAW IV – COMMITTEES

Section 1 Program committees of the Association shall be appointed annually to plan, conduct and evaluate the various phases of the County 4-H and Youth Program in cooperation with the UW-Extension Office.

Section 2 Committee action shall be accountable to the Executive Board and be consistent with the goals and policies of the Association.

Section 3 Desired Program Committees shall be: Food Stand, Youth Leaders' Support, and Plat Book.

Section 4 The President may appoint standing committees with approval by members of the Board. Other ad-hoc Committees may be appointed by the President with the approval of the Board.

BY-LAW V – 4-H CLUBS

Section 1 A club is approved by the 4-H Youth Development Agent and by completing proper paperwork. To be a chartered 4-H club in Jackson County the following criteria must be met and maintained:

- Club Name;
- Five or more youth from at least two families and 2 adult leaders;
- Adult leadership that has been approved through the Youth Protection process;
- Educational plan which meets the purposes of the 4-H program;
- Youth involvement in leadership and decision-making;
- Meeting on a continuing basis; and
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 2 All 4-H Clubs are required to submit a financial record and audit report to the UWEX Office annually

Section 3 4-H clubs are required to hold a minimum of eight (8) meetings per year.

BY-LAW V – COMPENSATION

Section 1 Association members, including all Executive Board and committee members shall serve without compensation. Remuneration for travel and other incidental expenses may be granted by the Executive Board as per current financial policy. Compensation may be paid to the Treasurer, as determined by the Board.

BY-LAW VI – LIABILITY

Section 1 Neither the Executive Board nor Association members shall become personally liable as individuals for decisions rendered, put into effect or published, nor for any action taken pertaining to the same.

BY-LAW VII – DISSOLUTION CLAUSE

Section 1 Upon dissolution of the Association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of members entitled to vote.

Upon dissolution of individual clubs, any assets remaining shall be conveyed to the Leaders Association Treasurer to be held for (3) three years. If said club does not reorganize within three years, the money shall be retained by the Leaders Association.

BY-LAW VIII – AMENDMENTS

Section 1 The Executive Board shall review these By-Laws annually to be presented at the Semi-Annual Meeting in October or November.

Section 2 These By-Laws may be amended by two-thirds majority of those members present at the semi-annual meeting or any special meeting of the Association called for that purpose.

Revised 11/2013, 11/2014