

Door County 4-H Leaders Association By-Laws

Approved February 2023

ARTICLE I – NAME

The name of this association shall be the Door County 4-H Leaders Association, Incorporated, a subordinate of the Board of Regents of the University of Wisconsin. It shall be incorporated as a non-profit under the laws of the State of Wisconsin and pursuant to Sections 501 (c) (3) of the Internal Revenue Code and Chapter 181 of the Wisconsin statutes. The name of this council as referred to in this document as “Association.”

ARTICLE II – PURPOSE

The purpose for which this Association is formed:

- A. Education: Support the development of youth and adult volunteers by providing a forum for learning and open communication.
- 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: Recognize Door County 4-H members and 4-H adult volunteers.

ARTICLE III - MEMBERSHIP

Section 1

The membership of this Association shall be certified adult leaders and youth in ninth through twelve (9-12) grade.

Section 2

The Association is open to everyone regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3

Members of the Association have authority to vote 1) for the election of the Executive Committee, 2) the budget, 3) policies, and 4) proposed changes to the by-laws. A quorum shall consist of two-thirds of the Association membership. Members can be present in person, virtually or via speaker phone shall constitute a quorum for the transaction of any business. Voting can be completed via voice vote, email, and/or text.

Section 4

The Door County 4-H Program Educator is an ex-officio member.

ARTICLE IV – OFFICERS

Section 1

The officers of the Association shall be a President, Vice President, Secretary, Treasurer, the immediate past president, maximum of three members as large, and maximum of three (3) youth. These officers will comprise the Executive Committee. These officers shall perform the duties prescribed by these by-laws and policies of the organization.

Section 2

Candidates to serve as officers shall be nominated by the Executive Committee prior to the election. Nominations may be taken from the floor.

Section 3

The officers shall be elected by ballot as follows:

- Vice President serves a three-year term with one year as vice-president followed by one year as president and following year as past president. This position is elected every year.
- Secretary serves a two-year term, elected in even number years.
- Treasurer serves a two-year term, elected in odd number years.
- Adult Directors 1 & 2 each serve a two-year term elected in odd number years.
- Adult Director 3 serves a two-year term, elected in even number years.
- Youth Director(s) term length is flexible.

Section 4

Terms of office shall begin at the close of the annual meeting held in September. An installation ceremony will be held during the September meeting.

Section 5

No member shall hold more than one office at a time. Members are eligible to serve two (2) consecutive terms.

Section 6

A member of the Executive Committee may be removed from their position if they are found to be negligent of elected duties. A member who misses more than four (4) meetings during the course of the fiscal year or who does not fulfill their elected responsibilities may be found negligent. Removal is contingent upon two-thirds vote of the Executive Committee.

Section 7

Duties of Officers

- a. The President shall preside at all meetings of the Executive Committee and Association.
- b. The Vice President shall preside in the absence of the President in his/her absence.
- c. The Secretary shall keep minutes of all Executive Committee and Association meetings. A copy of all minutes will be kept on file at the Extension Office. The Secretary shall work with the Extension Office in sending 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 policies. Provide treasurer's report at each Executive Committee meeting and help prepare annual budget.
- e. The Past President shall be called upon for advice and to provide continuity to the overall functions of the Association.
- f. The Adult and Youth Directors serve as liaisons to the 4-H General Leaders and 4-H clubs and serve in a public relations role with the Association.

Section 8

Officers shall serve without compensation. Remuneration for travel and other incidental expenses may be granted by the Executive Committee as per current Financial Policy.

Section 9

Vacancies on the Executive Committee may be filled by executive committee appointment.

ARTICLE V - MEETINGS

Section 1

Executive Committee shall hold regular monthly meetings. Cancellation of a meeting shall be at the discretion of the President.

Section 2

The Association shall meet two (2) times per year as set by the President. Cancellation of a regular meeting shall be at the discretion of the President.

Section 3

A quorum shall consist of two-thirds of the Executive Committee membership. Members can be present in person, virtually or via speaker phone shall constitute a quorum for the transaction of any business. Voting can be completed via voice vote, email, and/or text.

ARTICLE VI – COMMITTEES

Section 1

Designation of Committees: The President may designate one or more standing committees or special committees to direct the business of the Association.

Section 2

Limitation of Committee Powers: No committee shall have the authority of the Association. All committees are to report promptly to the Association and take action after approval is granted.

Section 3

Committee Chair: Committees shall meet to establish a 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 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 Committee 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 Committee nominees to the Association.

Section 6

Audit and Budget Committee: Committee shall consist of the current president and treasurer plus one other leader. They shall meet annually during the third quarter to conduct an audit and prepare an annual financial statement.

ARTICLE VII – DISSOLUTION

Section 1

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

ARTICLE VII – AMENDMENTS

These by-laws may be amended at any meeting by a two-thirds (2/3) majority of members present. Notice must be given fifteen (15) business days prior to the meeting via written communication either USPS or email regarding the change in constitution being considered.

ARTICLE IX – PARLIAMENTARY PROCEDURE

Current Roberts' Rules of Order shall be the parliamentary authority on all matters not covered by the by-laws of the Association.

ARTICLE X – THE ASSOCIATION PROGRAM AND FISCAL YEAR

The Door County 4-H year is continuous with the Wisconsin 4-H membership year, defined as October 1 – September 30 for the purpose of definition in the Wisconsin 4-H Policy.

ARTICLE XI – THE ASSOCIATION FISCAL YEAR

The Wisconsin 4-H fiscal year is defined as July 1 – June 30th. The Door County 4-H Leaders Association financial records shall be rectified annually by June 30th. Audit will be conducted semi-annually. The Annual Financial Report is included in the 4-H Charter Renewal Packet. IRS 990 filing shall be completed by November 15 of each year.

Approved by the Door County 4-H Leaders Association, February, 2023