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## **TREMPEALEAU COUNTY 4-H LEADERS' ASSOCIATION BY-LAWS**

### **Article I      Name**

The name of this organization shall be The Trempealeau County 4-H Leaders' Association.

### **Article II      Purpose**

The purpose of this organization shall be to plan, implement, support, and evaluate the Trempealeau County 4-H Program in accordance with the expectations of the Ag and Extension Committee of the Trempealeau County Board of Supervisors. The purpose of the Trempealeau County 4-H Leaders' Association shall include, but not be limited to, the following: 1) provide the funds necessary to carry out the 4-H Program when funding is not otherwise available, primarily through the sale of food at the 4-H Food Stand and the sale of Trempealeau County plat books, 2) establish policies and procedures as needed to most effectively implement and safeguard the 4-H Program, 3) provide an opportunity for concerned adults to be involved in the development of County 4-H youth through the 4-H Program. The Trempealeau County 4-H Leaders' Association shall work in close contact with the University of Wisconsin 4-H Youth Development Agent.

### **Article III      Membership**

All youth leaders and certified project and club (general) leaders currently enrolled in the Trempealeau County 4-H program shall be members of the Trempealeau County 4-H Leaders' Association. Membership is neither limited nor prohibited by virtue of a person's race, creed, age, religion, national origin, sex, economic status, sexual orientation, place of residence or disability.

### **Article IV      Meetings**

The Trempealeau County 4-H Leaders' Association shall hold its annual meeting in the Fall of each year. Other meetings as deemed necessary by the President of the Trempealeau County 4-H Executive Board shall be called by the President of the Trempealeau County 4-H Executive Board.

### **Article V      Trempealeau County 4-H Executive Board/Leaders' Board**

Section 1: The purpose of the Trempealeau County 4-H Executive Board shall be to conduct the normal business affairs of the Trempealeau County 4-H Leaders' Association.

Section 2: The members of the Trempealeau County 4-H Executive Board shall be elected by the membership of the entire Trempealeau County 4-H Leaders' Association at

its Annual Meeting; members of the Board serve for a two-year term and may not serve for more than two consecutive terms. Membership on the Board shall be limited to twelve, with no more than six members (5 adult leaders and 1 youth leader) from the Southern District (Glasgow-Hardies Creek Busy Bees, Silver Creek Valley, Frenchville Cloverleaves, Ettrick Eagles and Trempealeau Trusty Workers) and no more than six members (5 adult leaders and 1 youth leader) from the Northern District (Whitehall Happy Hustlers, Lincoln Pioneers, Sunnyside, Hale and Hardy, Arcadia Hummingbirds and Coulee Clovers) as well as 2 at-large leaders. Youth leaders serving on the Board must be in grades 9 through 13. A Youth Leader will serve for a one-year term and may not serve for more than two consecutive terms.

Section 3: Vacancies on the Board shall be filled by Executive Board appointment to serve the remainder of the vacated term.

Section 4: Officers of the Executive Board shall be elected from the membership of the Executive Board at the first meeting of each new Board; they shall serve for a term of one year.

- A) The President shall prepare the Agenda for and preside over all meetings of the Trempealeau County 4-H Leaders' Association and the Trempealeau County 4-H Executive Board. The President shall preside over County 4-H functions as requested by the Board.
- B) The Vice-President shall assume the role of President in the absence of the President, and shall assist the President in his/her duties when called upon to do so.
- C) The Secretary shall keep accurate minutes of all Board and Association meetings and shall make available such minutes to all members of the Association. The Secretary shall carry out the correspondence of the Board and the Association as directed and shall maintain copies of all such correspondence.
- D) The Treasurer shall maintain accurate and up-to-date financial records, collecting and dispersing funds as directed by the Executive Board. The Treasurer shall present a current financial report at each meeting of the Executive Board and a yearly report at each annual Leaders' Association meeting. The Treasurer shall provide for a yearly auditing of the records of the Association before December 31<sup>st</sup>, of each year.

Section 5: Meetings of the Executive Board shall be held a minimum of bi-monthly; all meetings of the Board shall be published in advance of the meeting in the *4-H Clover disPatch*. Board members are expected to attend all meetings of the Board and of the Association; if unable to attend a meeting, a Board member shall inform the Board President or the 4-H Agent in advance of the scheduled meeting. Six members of the Executive Board shall constitute a quorum for conducting business.

The Board shall conduct its meetings with a goal toward consensus-building; *Roberts Rules of Order* shall be the guide for conducting business.

## **Article VI Disbursement of Funds**

The Trempealeau County 4-H Leaders Executive Board includes money in their budget to help defray some costs of 4-H educational trips or activities in which Trempealeau County 4-H members and leaders participate. The amount the Association is able to contribute in a given year depends on the success of fund raising efforts, the amounts spent in other budget areas, and the number of applicants and level of requests. Applicants must complete one of the following to be eligible for major trips and awards: a record book or ME form. They must also participate in a video presentation or oral presentation. Applicants must have a letter of reference from club leader. A personal interview is required prior to selection for awards (Key Award) or major trips (Citizenship-Washington Focus, State Youth Conference, National Congress, National Conference, Space Camp/Academy, Exchange Trips, and others designated by the Leaders' Board.)

## **Article VII Committees**

Standing and temporary committees shall be organized as deemed necessary by the Board. At the first meeting of each new Board, standing committees shall be reviewed, and the duties and responsibilities of each committee shall be established.

## **Article VIII Dissolution**

If the Trempealeau County 4-H Leaders' Association is to be dissolved, the Executive Board officers are directed to allocate all remaining funds to 4-H or other youth-centered programs.

## **Article IX Amendments**

These By-Laws may be amended or revised by a majority of those members present at a scheduled meeting of the Trempealeau County 4-H Leaders' Association. Notice of proposed change to these By-Laws shall be published at least 15 days prior to the scheduled meeting at which a vote is to be taken. Copies of proposed changes shall be available from the Extension Office at least 15 days prior to the vote.