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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. Otherwise known as the Trempealeau County 4-H Parent and 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, through possible sources, but not limited to, the sale of food at the 4-H Food Stand or the sale of Trempealeau County plat books, 2) establish policies and procedures of the Trempealeau County 4-H Leaders' Association as needed to most effectively implement and guide the 4-H Program, 3) provide an opportunity for all 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, adults, and certified project and club 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 September. Meetings occur on a monthly basis, unless deemed unnecessary by the board. 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.

There will be annual training for the incoming executive board, traditionally held in December, led by the UW-Extension.

## **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 one adult leader per active chartered club or group and one youth member per active charter club or group. The maximum number of board members shall equal that of one youth and one adult per active chartered club or group. If there are vacancies from unrepresented chartered clubs or projects more than one member per chartered club or project will be accepted upon Board approval. Officer positions listed in Article V, Section 4 are not representative of the elected Board members as listed above. 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 Trempealeau County 4-H Leaders' Association at the first meeting of each new Board; the executive officers 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 disbursing 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 financial report shall include transactions since the last meeting and bank statements, which will be reviewed and initialled by at least two board members in attendance upon approval of the Treasurer's Report. The Treasurer shall provide for a yearly auditing of the records of the Association before August 31<sup>st</sup>, of each year.

Section 5: Meetings of the Executive Board shall be held a minimum of 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. If a Board member has 3 unexcused absences their position will be forfeited and a new member can be appointed. More than 50% of the elected Board members and Officers 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**

### Financial Policy & Budget

Section 1: The Association operates under a fiscal year from July 1 to June 30. All reporting and taxation requirements are based on a fiscal year. This is not to be confused with a calendar year.

Section 2: The primary checking account used by the Leaders' Association needs to be located in the same city/town as the UW-Extension Office. The check book will be located in the UW-Extension Office and the 4-H Agent will bring it to every Leaders' Association Meeting. Statements from the accounts will go to the UW-Extension office and to the Treasurer (if the bank allows statements to be sent to two locations).

Section 3: There will be two signatories on each of the accounts - that being the signature of the 4-H Agent, President or Treasurer. For the checking account, the authorized signatory will be the Treasurer or the President and the 4-H Agent.

Section 4: An internal audit of the financial records and transactions will be conducted with full disclosure on an annual basis before August 31<sup>st</sup>. This internal audit will consist of records from the previous year to the August 31<sup>st</sup> date. The findings by the Audit will be reported to the Leaders' Association at the next monthly meeting following the audit. The audit results will also be available to any interested 4-H member, parent or volunteer for review and will be housed at the UWEX office for that purpose.

Section 5: An Annual Budget shall be prepared for presentation at the August meeting. The budget for the upcoming fiscal year will be completed for that August meeting and approved at

the September meeting. The budget must balance and cash reserves that are to be used in the current year will be disclosed.

#### Section 6: Deposit of Funds

- 1) A checking account shall be maintained for the deposit of monies and for payment of current obligations.
- 2) All monies and funds are to be deposited in a timely manner; that is, within 30 business days of receipt. The 30-day period begins when the funds are received at the UW-Extension office where they will be date-stamped for receipt. The funds are placed in the Treasurer's folder, the Treasurer receives the funds (a copy of both front and back of the check will be made for audit purposes), and deposits funds. The entire process must be completed within 30 days.
- 3) The Treasurer's signature and a second signature by the 4-H Agent is authorized to transfer excess funds into other financial instruments (savings account, money market or certificate of deposit) if not needed to satisfy current obligations. If the 4-H Agent is not available for a signature, the President of the Leaders' Association can sign as the second signature.
- 4) All checks when received will be initialled for endorsement. All funds will be deposited intact. All funds will be deposited in a timely manner as outlined above.

For large deposits of amounts over \$1,000, and in particular those funds from fundraising events/activities, a designated parent, older youth or leader will assist in counting the funds and oversee the preparation of the deposit slip. This will ensure that counting errors do not occur.

#### Section 7: Expenditures

- 1) All expenditures of 4-H funds require approval by the Association or by the appropriate project committee or staff member overseeing those funds.
- 2) Do not co-mingle personal purchases with items purchased on behalf of the Association. No personal items should be charged on Association charge accounts. The sales tax exempt number may only be used for authorized Association purchases.
- 3) Expenditures will not exceed the amount approved and/or budgeted unless otherwise voted on and approved. Expenditures will be for approved items only. An accounting of expenditures is required. This means that proof of purchases and receipts will be submitted to the treasurer. Funds expended beyond the approved limits will not be reimbursed.
- 4) There will be two signatories on all checks - that being the signature of the 4-H Agent, President, or Treasurer. Any check wherein the Treasurer is the payee the President and the 4-H Agent will be the two signatories wherein the treasurer is the Payee. The payee of a check cannot be the signatory on the check.

- 5) Checks will be valid up to 90 days based on the date of check issuance. After 90 days, the checks are non-redeemable and will be considered void. Treasurer will contact financial institution and void such checks

### **Article VII**

#### 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 fundraising efforts, the amounts spent in other budget areas, the number of applicants, and level of requests. Applicants must complete the following to be eligible for funding for major trips and awards: a record book, work and assist with a 4-H Parent and Leaders Board designated fundraiser, and a funding request form. They must present in front of the Leaders' Board at one of the monthly meetings. Accommodations can be made if they cannot attend in person to the Leaders' Board (i.e. video presentation or conference phone call) during the Leaders' Board meeting time. Applicants must have a letter of reference from club leader. A personal interview is required prior to selection for funding towards awards (Key Award) or major trips (Citizenship-Washington Focus, State Youth Conference, National Congress, National Conference, Space Camp, Exchange Trips, East/West Spirit Trips, and others designated by the Leaders' Board.)

### **Article VIII**

#### 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 IX**

#### 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 X**

#### 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.