

Oconto County 4-H Leaders' Association, Inc. By-Laws

Article I Name

- 1.1 The name of the organization shall be OCONTO COUNTY 4-H LEADERS' ASSOCIATION, INC hereafter, called the "Association".

Article II Purpose

- 2.1 The purpose of the Association is to promote youth development opportunities through the UW-Extension 4-H Youth Development program and to recruit and develop leadership in volunteers by:
- Conducting supplemental educational programs for youth beyond the club level
 - Supporting volunteer education
 - Raising funds and managing a budget to support youth development work
 - Coordinating county-level youth recognition
 - Representing the UW-Extension 4-H Youth Development Program to the community
 - Advocating for UW-Extension 4-H Youth Development Program with public officials
 - Exploring new 4-H youth development opportunities and challenges and providing feedback on youth and volunteer needs and issues to the 4-H youth development agent.
- 2.2 The Association will operate in compliance the applicable USDA and UW-Extension 4-H Youth Development Program policies.

Article III Membership

- 3.1 Membership shall consist of all adult 4-H leaders, including but not limited to general, projects, activity and county-wide leaders; and regular 4-H members.
 - 3.1.1 All adults 4-H volunteers are required to complete the Volunteer Orientation Certification to qualify to volunteer in the program
 - 3.1.2 Voting privileges shall be given to adult 4-H volunteers who have completed the Volunteer Orientation Certification and regular 4-H members who hold a club office or are enrolled in the Youth Leadership Project
 - 3.1.3 No person shall on the grounds of race, color, creed, religion, disability, age, marital or parental status, pregnancy, sex, sexual orientation, national origin, economic circumstance, or ancestry be excluded from participation in 4-H activities.
 - 3.1.4 Adult 4-H volunteers who do not re-enroll annually as a program volunteer by the initial program re-enrollment date shall be removed from membership in the Leader's Association. Leaders who re-enroll after that date will be returned to the Association membership's roll.
- 3.2 Dismissal of members
 - 3.2.1 The Association by a two-third majority vote of members present can dismiss a member of the Association for cause. Affected member has the right to appeal such action one time to the general Association membership by making a written request to the President.

Article IV Association Meetings

- 4.1 The Association shall meet ~~at least twice annually in November and May.~~
 - 4.1.1 The Association shall hold an annual meeting ~~in November~~ for the purpose of hearing the annual report of the Board of Directors and the

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annual financial report, electing Directors, approving the budget, and other business that may be transacted.

4.2 Special Meetings

4.2.1 Special Meetings of the Association may be called by the President or 4-H Youth Development Agent. The President must call a special meeting at the request of three directors or eight Association members.

5.1 The Board of Directors shall be responsible for conducting the general business of the Association

5.1.1 Membership on the Board of Directors shall be twelve (12) with six (6) adult Directors and (6) youth Directors. Not more than two Directors may be elected from a single 4-H community club. The 4-H youth development agent will serve as an ex-officer member of the Board

5.1.2 Terms for adult Directors shall be three years. An adult Director is limited to one term with a break of one year before eligible to serve again. Terms of youth Directors shall be two years. A youth Director is limited to one term with a break of one year before being eligible to serve again.

5.1.3 Election of Directors

5.1.3.1 The nominating committee will consist of three out-going adult Directors and three out-going youth Directors, chaired by the Vice President, shall recruit a slate of candidates for each open Director position prior to the annual meeting. The nominating committee report will be presented at the annual meeting at which time nominations from the floor will also be accepted. Following acceptance of the slate of candidates, members will vote by ballot within their district for Directors to represent the district.

5.1.4 Duties:

5.1.4.1 Transact the normal business of the Association and such other business as may be referred to it by the membership. **No action**

taken by the Board shall conflict with the policies approved by the Association membership.

- 5.1.4.2 Create and terminate standing and special committees, as needed, and appoint committee members.
 - 5.1.4.3 Approve the plans of work of the standing and special committees.
 - 5.1.4.4 Present a report of operations at Association meetings and publish all **approved** meeting minutes in the 4-H newsletter.
 - 5.1.4.5 Approve unbudgeted expenditures of up to \$500.00.
 - 5.1.4.6 Authorize payment of budgeted expenditures.
 - 5.1.4.7 Authorize the treasurer to be bonded.
 - 5.1.4.8 Select an auditor or appoint the auditing committee. The audit will be completed **before** ~~by November 1st~~ for the annual year **meeting**.
 - 5.1.4.9 Adjust districts as necessary when community clubs are formed or dissolved. Incumbent Directors affected by redistricting will complete their terms.
 - 5.1.4.10 Serve as liaison between Board of Directors and 4-H community clubs in their respective districts by:
 - Regularly soliciting concerns and ideas from clubs, leaders, members, and parents and bringing them to the Board of Directors.
 - Staying informed of Association and 4-H program activities and informing clubs, leaders, members and parents of these opportunities and other pertinent information from the 4-H program and Board
- 5.2 The Board of Directors shall meet in regular sessions at least quarterly.
- 5.2.1 Special meetings of the Board of Directors may be called upon request of the president, the agent, or three directors.
- 5.3 Resignations

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5.3.1 A director may resign at any time by filing a written letter of resignation with the Secretary

5.4 Removal from the Board of Directors

5.4.1 A member of the Board of Directors can be removed from the Board by a vote of a majority of the Board for cause or if the Director has more than two unexcused absences from Board or Association meetings.

5.4.2 The Board shall meet in a special meeting with a quorum present to discuss and vote on the removal of a Board member.

5.4.3 The Board member in question may be informed of the results of the vote in person but shall also be informed of the results by certified letter. If the vote is for removal, the certified letter shall request that all materials associated with the position be returned to the President, or in the case of the President being removed, to the Vice-President, within seven days of receipt of the letter.

5.5 Vacancies

5.5.1 In event of a vacancy on the Board, the President shall appoint a successor to complete the un-expired term, subject to confirmation by a majority of the Board

Article VI Officers

6.1 Officers of the Association shall be a President, Vice-President, Secretary and Treasure. Election of officers shall be at the December meeting of the Board of Directors.

6.1.1 Youth directors are eligible to serve in any office except President and Treasure

6.1.2 The Board of Directors shall appoint members to fill vacancies in office when they occur.

6.1.3 Duties

- 6.1.3.1 President: The president shall preside at all meetings of the Association and Board of Directors at which he/she may be present; prepare agendas for Board of Directors and Association meetings in consultation with the UW-Extension 4-H Youth Development Agent; call special meetings of the Board or Association for due cause; act as the parliamentarian unless he or she designates other wise; and assume other duties as are usual for this office or as directed by the Board of Directors and Association.
- 6.1.3.2 Vice President: The vice-president shall assume the duties of the president during the president's absence or incapacitation; serve as the chair of the Nominating Committee; and assume other duties as are usual for this office or as directed by the Board of Directors and Association.
- 6.1.3.3 Secretary: The secretary shall record and file the minutes of all meetings of the Board of Directors and Association and submit them to the Extension office in a timely manner; handle all correspondence of the Board of Directors and Association as directed by the President and Board of Directors; maintain and file a record of attendance at all meetings of the Board of Directors and Association; be responsible for making room arrangements for meetings of the Board of Directors and Association; and assume other duties as are usual for this office or as directed by the Board of Directors and Association.
- 6.1.3.4 Treasurer: The treasurer shall collect receipts and make disbursements in accordance with the approved budget, as authorized by the Association, Board of Directors, or a special budgeted committee (in accordance with their approved plan of work); keep a full and accurate account of all receipts and expenditures; present a financial statement at each scheduled meeting of the Board of Directors and Association, and at other times as requested by the Board of Directors and Association;

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present a full financial report at the annual meeting; and assume other duties as are usual for this office or as directed by the Board of Directors and Association. Candidates for treasurer are required to have knowledge of or experience with bookkeeping. The treasurer will be bonded.

6.1.4 Term of office

6.1.4.1 Officers serve a one-year term with a limit of three consecutive terms without a break.

6.2 Resignation

6.2.1 An officer may resign at any time by filing a written letter of resignation with the Secretary.

6.3 Removal from office

6.3.1 An officer may be removed from office by a vote of a majority of the Board of Directors for cause.

Article VII Organizational Committee

7.1 Organizational Committees include:

- Archives
- Awards and Recognition
- By-Laws
- Finance-Budget
- Food stand
- Fundraising
- Policy and Procedure Handbook
- Promotion / Member Outreach /Leader Recruitment
- Trips and Education Opportunities

7.2 Board of Directors will appoint Committee members if needed. Appointments will be for two-year terms with a term limit of two consecutive terms without a break

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- 7.3 Each committee will have at least three or more members, with not more than two members form one club.
- 7.4 Interested youth are encouraged to serve on the committee.
- 7.5 Committee responsibilities:
 - 7.5.1 Elect a chairman and a recorder at the first meeting of the year
 - 7.5.2 Meet as needed
 - 7.5.3 Meet at appropriated time so as to encourage youth participation
 - 7.5.4 Develop a plan of work for the year at the first meeting
 - 7.5.5 Develop a budget and submit it for approval by the date established by the Board
 - 7.5.6 Be responsible for budgeting for and ordering their own awards and submitting the bills to the Treasurer for payment
- 7.6 Committee leader responsibilities:
 - 7.6.1 The chair shall:
 - 7.6.1.1 Be accountable to the Leaders' Association
 - 7.6.1.2 Make reports and recommendations to the Board of Directors and Association for approval
 - 7.6.1.3 Serve as committee liaison to the Oconto County UW-Extension staff.
 - 7.6.2 The recorder shall:
 - 7.6.2.1 Keep accurate records of all committee meetings
- 7.7 A quorum shall be 50 percent of committee membership to hold a meeting and vote on issues.

Article VIII Quorum

- 8.1 A quorum at an Association meeting shall consist of the members present.
- 8.2 A quorum at a Board of Directors meeting shall consist of 50 percent of the Directors

Article IX Fiscal

9.1 The fiscal year of the Oconto County Leaders' Association shall begin on the first day of July of each year and shall end on the thirtieth day of June of the next year.

Article X Dissolution

10.1 Upon dissolution of the Association, the Board of Directors shall recommend and a majority of the Association membership approve a plan to disburse any assets to recognized 4-H groups, i.e. active community clubs, to the Wisconsin 4-H Foundation, or to other state or national 4-H entities.

Article XI Parliamentary Authority

11.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Association and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XII Amendments

12.1 The bylaws may be amended at any general meeting of the Association by a majority of the total membership of a two-thirds majority of members present. Notice of the proposed amendments must be provided, in writing, at a previous meeting or through notification mailed to all members a minimum of two weeks prior to the meeting at which the amendment will be considered.

Adopted July 18, 2002
Revised per November 17, 2005 Leaders' Association Meeting
Revised per November 16, 2006 Leaders' Association Meeting
Revised per July 19, 2007 Leaders' Association Meeting
Revised per November 10, 2011 Leaders' Association Meeting
Revised per May, 29, 2012 Leaders Association meeting

Volunteer Orientation

Oconto County and all other Wisconsin counties implemented the Volunteer Orientation Program for 4-H volunteers. The program is designed to provide a safer environment for young people. It also is designed to increase the volunteer's knowledge of their role as a volunteer leader.

In order to be recognized as an adult volunteer in the 4-H program and all volunteers, ages 18 and over who work with youth in the 4-H youth programs on an on going basis, are required to participate in the volunteer orientation program.

The 3-step process includes:

- Participation in a 2 hour Volunteer Orientation /training session
- Authorize a confidential background records check through the Department of Justice
- Sign the Volunteer Behavior Application Guidelines

Background checks and attendance at a volunteer orientation are required for a host parent / guardians who aren't currently certified 4-H Development volunteers. Background checks are required for all other adults (18+) living with host families.

Returning volunteers who have been absent one to four years need the background records check, signed volunteer expectations form, but are not required to attend the orientation to be reinstated as a volunteer. Returning volunteers who have been absent five or more years need to repeat the entire volunteer orientation process.

4-H volunteers who have already had background checks and child abuse training as part of their employment or other volunteer experience will need to complete the 4-H Youth Development process.

Volunteer Orientation is offered each year to new leaders

DISCIPLINE POLICY

Alcohol and other drug use by young people and adults is a potential danger to 4-H participations, activities and the programs. The following policy was adopted regarding consequences for those found using alcohol and other drugs while associated with a 4-H event or activity.

Offenders do not need to be brought back to the Leader Association. The person in charge of the event or activity is empowered to take action and will notify the Leaders Association and appropriate leaders of any misconduct on 4-H sponsored events and activities.

The Discipline Committee decided offenses should be handled in the following manner.

- 1st Offense: Pay back one half of Oconto County Leaders Association money awarded to the 4-Her. If payment is not received, the youth is ineligible for further sponsored trips.
- 2nd Offense: No longer eligible for 4-H Sponsored trips, plus all of the 1st Offense's punishment.

Expectation sheets will be given to each 4-Her and parents to read and sign before attending any 4-H activity.

Actions that fall under this committee include: "Use of alcohol, drugs, immoral behavior, and contraband and actions unbecoming of a 4-H member."

Situation Beyond Control - For all 4-H activities, if the situation is beyond control, the parent(s) or guardian(s) will be contacted and asked to make arrangements to bring their child home at their expense and under their supervision. If not feasible, the youth is under twenty-four hour supervision.

EXPECTATION STATEMENT FOR OCONTO COUNTY 4-H ACTIVITIES

Dear Parent and 4-H Member:

You have been selected to represent Oconto County at _____. To insure a successful event, the health, welfare and participation of each 4-H member must receive the utmost consideration. Parent (or guardian) and 4-H member are to read, discuss, agree to and sign the following expectations.

1. Participants know that the use of alcohol, drugs and contraband and any other immoral behavior or actions unbecoming 4-H members are strictly forbidden.
2. Participants are aware that the first offense for breaking the above rule is repayment of one-half the money awarded to the participant by the Oconto County Leaders Association. If payment is not received, the youth is ineligible for further sponsored trips. On a second offense participants become ineligible for future 4-H sponsored trips in addition to the penalty assessed for the first offense.
3. For all 4-H activities, if the situation is beyond control, the parents will be contacted and asked to make arrangements to bring their child home at their expense. If not feasible, the youth is under twenty-four hour supervision.
4. Participants are expected to take part in the scheduled program
5. Participants should be responsible and sufficiently mature to conduct themselves at all times in an appropriated manner and are expected to respect the rights of other; they represent the Oconto County 4-H Program.

We have read and discussed the above expectations and agree to accept them as appropriate for 4-Hers selected to represent Oconto County in this 4-H activity.

Signature of 4-H Member _____ Date _____

Signature of Parent or Guardian _____ Date _____

Address: _____

Home Phone _____

Alternate Phone Number _____

4-H Year

Oconto County's 4-H year is defined as October 1 – September 30.

4-H Membership

1. Cloverbuds

Cloverbuds are youth in 5 year old kindergarten, first and second grade. Cloverbuds are considered members of the 4-H program and should be listed in club enrollments. They may meet as a separate group or a special project group within a 4-H club. They do need a project leader(s). Cloverbuds can participate in club activities. They should exhibit at the Oconto County Fair in the Cloverbuds category. Entry information for the Fair is sent to the Cloverbuds members.

2. General Members

General members are youth in the third grade through the twelfth grade and are also eligible for membership through the next 4-H year following their graduation from high school.

3. Home Schooling

Youth who are home schooled will participate in 4-H in their declared grade.

4. 4-H members are listed in club enrollment and participate in club activities. All 4-H members are encouraged to exhibit at the Oconto Count Fair in the project(s) and project unit(s) they are enrolled in for the current 4-H project year. Project Leaders are available for most areas. Please call the Office if you can not find one. Fair entry information is generated in May and is in the Fair Premium list.

5. Graduation From 4-H

a.) 4-H members are eligible to graduate from 4-H following their high school graduation. They can graduate from the 4-H program the year following their high school graduation (they are eligible to participate through the entire 4-H year).

b.) Any 4-H member who completed at least their junior year in high school with 5 years of 4-H membership is eligible to graduate from 4-H.

6. Each 4-H member is encouraged to complete a 4-H record book which summarizes their year-long efforts in their 4-H club and project work. This makes a member eligible for awards at the 4-H Achievement Program.

7. Membership in the Oconto County 4-H Junior Leaders Association/Older Youth Group is open to youth grade 8 and up as of October 1, current year. Members are encouraged to enroll in youth leadership on their 4-H enrollment forms.

8. The Oconto count 4-H Youth Program provides equal opportunity to all individuals regardless of race, color, creed, religion, sex, national origin, disability, ancestry, pregnancy, marital or parental status.

REQUIREMENT FOR A 4-H CLUB

The University of Wisconsin Extension grants 4-H club charters, which formally recognizes a club's affiliation with 4-H and grants the club the permissions to use the 4-H club name and emblem. To be a chartered 4-H club, the following requirements must be met and maintained:

- ❖ Club name
- ❖ Five or more youth from at least 3 families
- ❖ Adult leadership that has been approved through the Youth Protection process
- ❖ Educational plan which meets purposes of the 4-H program
- ❖ Youth involvement in leadership and decision-making
- ❖ Met on a continuing basis
- ❖ Have written operating guidelines, bylaws or constitution approved by the members to govern the club
- ❖ 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.

Dissolution Clause: Upon dissolution of the 4-H Club any assets must be turned over to a recognized 4-H club or group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development Agent.

4-H ENROLLMENT POLICIES

Any time is the right time to join 4-H in Oconto County! But enrolling in the fall and winter gives young people the best chance to fully benefit from 4-H youth activities over an entire project year.

1. NEW 4-H ENROLLMENTS are welcome and will be accepted at any time during the year. To be eligible to exhibit at the Oconto County Fair, new enrollments must be in to the Extension Office by April 30. New enrollments taken after this date may not exhibit at the Fair.
2. RE-ENROLLMENT deadline date is the third Thursday in November
3. PROJECT CHANGES – Last date for project changes is the April 30th.

DEADLINE POLICY

All 4-H and Youth activities and events will follow the registration deadline as it is written or stated on all informational and promotional materials (i.e. newsletters, correspondence, Fair Book, etc).

Registration must be in to the UW-Extension Office (or the designated place) or postmarked by the date listed. If they are not, the individual will not be eligible for the activity of program.