

**CONSTITUTION AND BYLAWS
COLUMBIA COUNTY 4-H LEADER'S ASSOCIATION**

Revised August 2011
Revised March 2017
Revised January 2019

Article I: Name

- A. The name of the organization shall be the Columbia County 4-H Leaders' Association, Inc. From this point on it shall be referred to as the Association.

Article II: Purpose

To provide support for educational opportunities for Columbia County 4-H youth, leaders and their families.
To oversee the operation of and serve as the policy-making body for the Columbia County 4-H program.
To cooperate with the UW-Extension Office in planning the year's 4-H program.
To establish basic policies for implementing the 4-H program in Columbia County.
To assist 4-H leaders and local clubs with their problems and provide them with new ideas.
To further in all ways the 4-H program in Columbia County.
Serve as a communication link between the local 4-H clubs, Association, and the county UW-Extension Office.
Ensure compliance with Wisconsin and National 4-H Youth Development Policies and legal use of the clover, including annual completion of the 4-H chartering process.

Article III: 4-H Year

- A. The Columbia County 4-H year is continuous. The 4-H membership year is defined as October 1st through September 30th.

Article IV: Membership

- A. Membership in the Association is open to:
 - 1. All adults who have completed Volunteer Orientation and have a current Columbia County 4-H enrollment on file.
 - 2. All currently enrolled Columbia County 4-H Youth Leaders.
- B. Membership in 4-H and in the Association is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-job or program-related conviction record, qualified disability, or social economic level. All 4-H clubs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the American Disabilities Act.
- C. The Columbia County Positive Youth Development Extension Educator is an ex officio members of the Association.

Article V: Columbia County 4-H Leaders' Council

- A. The powers, property, and affairs of the Columbia County 4-H Leaders' Association, Inc. shall be conducted by the Columbia County 4-H Leaders' Council. From this point on it shall be referred to as the Council.
- B. Each 4-H club must send at least one adult representative to a minimum of four Council meetings. 4-H clubs are encouraged to send at least one youth representative.
- C. Each Columbia County 4-H Club may have one adult and one youth vote on the council.

Article VI: Officers

A. The Executive Committee of the Council shall consist of the following elected officers:

President (2 year term)
Vice-President (1 year term)
Secretary (1 year term)
Adult Representative At Large (1 year term)
Youth Representative At Large (1 year term)

- B. Officers may be re-elected to succeed themselves upon completing their term with a maximum of two consecutive terms in a specific office.
- C. The Executive Committee is empowered to make decisions as designated by the Council.
- D. The Executive Committee shall serve in an advisory capacity to Extension Staff.
- E. Officers shall be elected at the Association Annual Meeting and will begin their duties at the conclusion of the meeting.
- F. Whenever any officer vacancies occur, the unexpired term of office shall be filled without delay by majority vote of the Council.
- G. The Treasurer shall be appointed by the Columbia County 4-H General Leader's Association, Inc. for a term of 3 years, and may not serve more than two (2) consecutive terms. This Term would start with the start of the fiscal year (July 1st and end on June 30th). This position is not a part of the Executive Committee. A detailed position description is filed at the Columbia County UW Extension Office.

H. Duties of Officers and Representatives

a. President:

- i. The President will preside at regular and special meetings of the Columbia County 4-H Leader's Council.
- ii. The President will prepare, in cooperation with the county Positive Youth Development Extension Educator, the agenda for Council Meetings.
- iii. The President will call special meetings of the Executive Committee, and/or Council.
- iv. The President will also act as chairperson of the Executive Committee.
- v. The President will seek volunteers and as necessary appoint members to serve on a committee(s).
- vi. The President and the Positive Youth Development Extension Educator will resolve club problems, which, in their judgment, would not require an Executive Committee Meeting.
- vii. In addition to the treasurer, the President will serve as an authorized association signer on all financial accounts.

b. Vice-President:

- i. The Vice-President will attend Council and Executive Committee meetings.
- ii. The Vice-President will preside at meetings in the absence of the President.
- iii. The Vice-President will assume the presidency should a vacancy occur prior to the completion of a term.
- iv. The Vice-President will chair a committee to review the constitution and Bylaws in even years.

c. Secretary:

- i. The Secretary will attend Council and Executive Committee meetings.
- ii. The Secretary will keep complete minutes of meetings of the Columbia County 4-H Leader's Council and the Executive Committee ensuring that all meeting actions are recorded and minutes distributed.
- iii. The Secretary will work with the Positive Youth Development Extension Educator and UW Extension Office Staff concerning correspondence, communications, and Council meeting attendance records.
- iv. The Secretary will send a copy of the minutes to the Columbia County UW Extension Office for distribution to the Association's membership.

d. Adult At Large and Youth At Large Representatives:

- i. Both the Adult At Large and Youth At Large Representatives will attend Council and Executive Committee meetings.
- ii. Both the Adult At Large and Youth At Large Representatives will bring forth concerns and input from youth and adult members respectively.

Article VII: Meetings

- A. Annual Meeting of the Association
 - 1. There shall be an annual meeting of the Association. Notice will be delivered to members at least 10 days prior to the meeting.
 - 2. The following business shall be conducted:
 - a. Election of officers
 - b. Financial report
 - c. Establish committees for upcoming year
 - d. Such other matters as may come before the membership.
 - 3. Quorum for the annual meeting shall consist of at least two officers and the attendance of at least one-half of the clubs in the county in order to conduct official business.
 - 4. All members of the Association are eligible to vote at the annual meeting.
- B. Regular Meetings of the Council
 - 1. The Council shall meet at least six times per year, usually on the fourth Thursday of the month.
 - 2. A quorum shall consist of one half plus one, of the maximum number of adult representatives to the Council in order to conduct official business.

Articles VIII: Committees

- A. The Council and/or the Columbia County Positive Youth Development Extension shall determine which committees are needed throughout the year and suggest their purposes, responsibilities, and membership.
- B. Any 4-H adult or youth leader may volunteer to be a part of any committee.
- C. All committees will provide periodic reports to the Council as needed and should be available to answer questions.
- D. Columbia County 4-H Committees must receive approval from the Columbia County Positive Youth Development Extension Educator and the Council to open a checking or savings account.
- E. Committees with separate financial accounts must follow established charter guidelines.
- F. Members of committees without separate financial accounts and raising funds using the 4-H name and emblem must have donors make checks payable to the Columbia County 4-H Leader's Association.
- G. Checks received to support any committee must not be made payable to individual members.

Article IX: Financial

- A. An annual budget will be developed based on a fiscal year defined as July 1st through June 30th
- B. Upon dissolution of the Association, remaining assets shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by affirmative vote of the majority of members entitled to vote.

Article X: Parliamentary Authority

- A. Robert's Rules of Order (latest revised edition) shall serve as the parliamentary authority.

Article XI: Amendments

- A. The Constitution and By Laws may be amended at any meeting of the Association where a quorum is present by a two-thirds majority. Proposed amendments must have been presented at a previous meeting and through notification to members before the vote.