

Columbia County 4-H Dog Project Bylaws

Article I – NAME

The Name of this club shall be the Columbia County 4-H Dog Project.

Article II – PURPOSE

The Purpose of this club is to educate youth about canines, their care and training, and to give youth leadership opportunities.

Article III - MEMBERSHIP

Section 1 A 4-H Club member must be in 5K (five year old kindergarten) and may continue in the 4-H club through the next 4-H year following their graduation from high school. 5K, first and second graders are enrolled as Cloverbuds.

Section 2 Open to any youth within grade parameter- regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3 The following requirements must be met to hold a 4-H charter and be recognized as a 4-H Club or chartered Group/Committee in Columbia County, Wisconsin.

- Club or Group/Committee name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws, or constitution approved by members to govern the club or group/committee
- Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial, and educational accountability requirements. All blanks must be completed. This is submitted annually to the office of UW-Madison Extension – Columbia County by November 1 or by the date set by the 4-H Positive Youth Development Educator.
- Must comply with all Wisconsin 4-H Youth Development Policies <https://4h.extension.wisc.edu/files/2016/09/WI4HYouthDevelPolicies.pdf>; 4-H National Headquarters policies and all federal and state laws.

Article IV – OFFICERS

Section 1 – Officers

The following offices shall be filled by Youth Members:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Members at Large (2)

The following offices will be held by Adult members:

- a) Dog Project Superintendent(s)
- b) Members at Large (2)

These will make up the Board members of the Columbia County 4-H Dog Project.

Section 2 - Officer Terms

All officers shall hold office for a period of one (1) year and may be re-elected. Officer term shall begin at the close of the election meeting.

Section 3 - Officer Nominations and Elections

- a) Nominations will be accepted from the floor during the election meeting. Nominations may also be submitted in writing, to include Facebook, text or email, prior to the election meeting if a member is unable to attend. No person shall be elected to an office if not present during the meeting unless he/she accepts the nomination in writing, to include Facebook, text or email, prior to or during the meeting.
- b) To be eligible to be nominated to be an officer, the member must have completed one (1) year of membership in the Columbia County 4-H Dog Project.
- c) A member may hold no more than (1) office with the exception of the Secretary and Treasurer which may be combined, should the need arise.
- d) Officer elections will be held at the regular Year End Meeting.
- e) A majority of members present shall elect each officer.
- f) Ties for election of office are to be broken by a Dog Project Superintendent
- g) In the event an officer is unable to fulfill their duties a member can volunteer to finish out the term of the vacated position upon approval from the Board.

Section 4 - Officer Duties

- The President shall preside at all club meetings.
- In the absence of the president, the vice-president shall preside.
- The secretary shall keep a record of all proceedings of the club.
- The treasurer shall receive and take care of all money belonging to the club and shall pay it out upon order of the Superintendent(s) and shall keep an accurate record of all money received and paid.

Article V – SUPERINTENDENTS

- a) The project shall be under the general direction and guidance of the Superintendent/s who has participated in the Wisconsin 4-H Youth Protection Program.
- b) The Superintendent/s shall:
 - a. Attend all Project meetings;
 - b. Assist with the management of meetings;
 - c. Provide guidance to Officers as needed;
 - d. Ensure all records are completed in a timely manner.

Article VI – TRAINERS

Trainers are adults/parents that instruct the youth in dog training to qualify to show at the Columbia County Fair. They each hold 12 training sessions once a week for 12 weeks prior to the Fair unless weather conditions, prior commitments or illness prevent class from being held. They are welcome and encouraged to participate in meetings, activities, and scheduling training classes but are not eligible to vote. They must have participated in the Wisconsin 4-H Youth Protection Program.

Article VII - REGULAR MEETINGS

The regular meetings of the Columbia County 4-H Dog Project will be held as follows:

- Orientation meeting : minimum of 2-4 (two to four) weeks before the start of training classes
- 12 training classes per training site to begin 12 weeks prior to the Columbia County Fair unless weather conditions, prior commitments or illness prevent class from being held.
- Year End Meeting: Will be held at the determination of the Board.

To qualify to show at the Columbia County 4-H Fair Dog Project show(s) 4-H members must attend a minimum of 8 (eight) training classes, offered through the Columbia County Dog Project, and attend one (1) regular Columbia County 4-H Dog Project meeting.

Article VIII – QUORUM

A quorum will constitute as a majority of the members present for business to be transacted.

Article IX - THE CLUB YEAR

The 4-H year is continuous should be dated consistent with the county 4-H Leaders Association annual year. The Wisconsin 4-H Membership year is defined as October 1-September 30 for purpose of definition in Wisconsin 4-H Policies.

Article X - THE CLUB FISCAL YEAR

The Wisconsin 4-H fiscal Year is defined as July 1-June 30. The 4-H club financial books must be rectified annually by June 30. The Annual Financial Report is included in the 4-H Charter Renewal Packet. IRS 990 filing must be completed by November 15.

Article XI - RULES OF ORDER

Robert's Rules of Order (informal) shall govern the meetings of the club.

Article XII – COMMITTEES

Section 1 -Audit Committee

An Audit Committee shall be composed of the Treasurer and at least (2) but no more than (3) adults appointed by the Superintendent(s). The committee's duty shall be to audit the Treasurer's accounts for the year and assist in the preparation of the necessary annual financial reports.

Section 2 - Bylaw Review Committee

A Bylaw review committee shall be composed of the Secretary and at least (2) no more than (3) adults appointed by the President at the election meeting. The committee's duty shall be to review the bylaws annually and recommend any proposed changes to the project at large during the annual meeting.

These bylaws may be amended by a simple majority vote of the members present at the annual election meeting. Notice of Amendment change shall be given no later than one month prior to the annual election meeting. To be posted via email or closed Social Media.

Section 3 - Additional Committees

The President shall appoint any other committees, standing or special, as deemed necessary by the officers or Superintendent(s).

Article XIII - CLUB REPORTING

Successfully complete the 4-H annual Charter Renewal Packet. All Blanks must be filled. To be completed by Superintendent(s).

Article XIV - ADDITIONAL CLUB POLICIES

Wisconsin 4-H Clubs and Groups/Committees must follow Wisconsin 4-H Youth Development Policies, 4-H National Headquarters policies, and all federal and state laws.

To qualify to show at the Columbia County 4-H Fair Dog Project Show(s) a membership fee must be paid prior to the start of the Columbia County 4-H Dog Project training classes in the spring of the year.

Article XV - DISSOLUTION CLAUSE

Upon dissolution of the Columbia County 4-H Dog Project, any remaining assets must be turned over to a recognized 4-H club/unit/project, with the approval of the Columbia County 4-H Leaders Council and Columbia County 4-H Youth Development staff.

Approval

Date approved by Membership: **September 22, 2019**