

WASHBURN COUNTY 4-H LEADERS ASSOCIATION

CONSTITUTION

That we, by meeting together, might more abundantly serve, and, in serving, might help to direct our youth to a better life, do adopt this constitution.

ARTICLE I. NAME

The name of this organization shall be the Washburn County 4-H Leaders Association.

ARTICLE II. OBJECTIVES

The objectives of this Association shall be:

1. To develop, strengthen, and coordinate the work of the 4-H clubs of the county in cooperation with 4-H youth development educators in our own and neighboring counties.
2. To represent the 4-H clubs of our county in working with the UW-Extension 4-H Youth Development Educator on matters of direct concern for advancing the 4-H program. These concerns include:
 - a. To arrange for project and activity training desired by club leaders.
 - b. To aid clubs in preparing a yearly educational program plan.
 - c. To set policies and standards for the county 4-H program.
 - d. To further, in all ways, the program of 4-H club work in Washburn County.

ARTICLE III. MEMBERSHIP

All club and project leaders who have completed the youth protection training & background check and who are enrolled in Washburn County 4-H clubs are eligible for membership, with the 4-H Youth Development Educator as an advisor and educational administrator. Two members of the Washburn County Junior Leaders Association shall be selected by the WCJLA to serve as voting members. To remain in good standing a club should send a leader to at least half of the regular monthly meetings.

For the annual meeting: To be a voting member, each individual must attend at least half of the monthly meetings. If a club is in good standing, but no individual member attends at least half of the meetings, the clubs gets a single vote.

ARTICLE IV. OFFICERS

1. The officers of the Association shall be President, Vice President, Secretary/Reporter, and Treasurer.
2. Each officer shall be an active member of the Association.

3. Officers shall be elected at the annual meeting in October. New officers begin their duties at the regular December meeting.

ARTICLE V. EXECUTIVE COUNCIL

1. The executive council shall consist of the above-named officers, with the 4-H Youth Development Educator as an advisor and educational administrator.
2. The Association may delegate authority to the executive council to take final action on matters, which cannot be completed at the regular meeting.

ARTICLE VI. MEETINGS

1. Meetings will be once a month as decided by the Association. Generally the 2nd Monday of each month at the Oscar Johnson 4-H Center.
2. Special meetings can be scheduled, as deemed necessary, by the president and the 4-H Youth Development Educator. All members of the association must be given a 3-day notice on special meetings.
3. Meetings can be cancelled by the Executive Board, due to inclement weather or other reasons, and must be reported to UW Extension the morning of the cancellation. An officer will also email all of the Leaders to notify them of the cancellation.
4. A quorum at a meeting will be three clubs or officers.

ARTICLE VII. WASHBURN COUNTY 4-H LEADERS ASSOCIATION TRUST

1. The Washburn County 4-H Leaders Association Trust was established on April 19, 1995 for the purpose of managing funds received from the Oscar Johnson estate. Trustees are volunteer leaders/parents whose selection must be approved by the Association.

ARTICLE VIII. AMENDMENTS

1. This constitution may be amended at the annual meeting by a two-thirds majority of the members in good standing present.
2. Each proposal to amend shall be proposed at the September meeting so that written notice can be given ten days prior to the October meeting.
3. A copy of the proposal for change shall be included in the call for the October meeting.

ARTICLE IX. DISSOLUTION CLAUSE

Upon dissolution of the Association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members present.

BY-LAWS

ARTICLE I. DUTIES OF OFFICERS

President:

1. To preside at all meetings of the 4-H Executive Council and Association.
2. The President shall be a member ex-officio of all regular and special committees, and shall perform other duties, which are usually associated with the office.
3. The President and the 4-H Youth Development Educator shall confer about minor issues, which in their judgment would not require an Executive Council meeting.
4. Complete the Annual Charter Renewal in conjunction with the Secretary.
5. Complete the Annual Financial Report in conjunction with the Treasurer.
6. Present the meeting agenda preferably a week prior to a scheduled meeting, a minimum of 24 hours in advance, to all registered leaders.

Vice President:

1. To perform the duties of the president in the event of their disability or absence from meetings.
2. To perform other official tasks as assigned and to help on any committees when asked.

Secretary/Reporter:

1. To keep a permanent, complete, and accurate record of all meetings and to submit a copy to the Extension Office for publication in the monthly newsletter.
2. To conduct correspondence relating to the Association.
3. To keep a register of all members in attendance at meetings. Assistance with typing, mailing and other such work is available through the county Extension Office.
4. Maintain Leadership and Committee rosters.

Treasurer:

1. To collect, deposit and pay the bills in a timely manner. In addition, to keep complete and accurate record of all financial transactions.
2. To report these transactions for approval for payment to the membership at each regular meeting.
3. Submit books for annual audit and reports to Leaders Association that it has been completed at Annual Meeting.
4. Present a budget in October at the annual meeting for the coming 4-H year.

ARTICLE II. ELECTION OF OFFICERS

1. A nomination committee, appointed by the president, shall present a slate of officers to be voted on at the annual meeting.
2. Candidates for office should be qualified and a member of the Association.
3. Nominations may be made from the floor at the meeting during which the election is held.
4. Vacancies in office shall be filled by appointment of the Executive Council.
5. New officers begin their duties at the December meeting.

ARTICLE III. TERM OF OFFICE

1. Each officer of the Association shall be elected for a term of two years.
2. Any officer may not be elected to the same position for more than two successive terms. Exceptions may be made pending attendance of members in good standing.
3. The President and Treasurer shall be elected in even numbered years, and the Vice President and Secretary/Reporter in odd numbered years.

ARTICLE IV. COMMITTEES AND PROGRAMS

1. Standing committees: shall be set up by volunteer process at the annual meeting. Committees include: Fair Food Stand, Finance, Awards and Recognition.

a. Fair Food Stand:

- Purpose: To research, select & procure items for sale at food booth during the county fair. Establish policies & procedures for 4-H members working in the food booth. Locate & hire cooks for the kitchen during fair time. Reports back to the Association for approval.

b. Finance:

- Purpose: Set budget for annual 4-H year. Reports back to the Association at the annual meeting for approval.
- Purpose: Conduct annual audit of Treasurer's books. Reports back to the Association. May use a third party for audit.
- Purpose: Conduct annual review of funding policy.

c. Awards & Recognition:

- Purpose: Establish policies and procedures for awarding scholarships. Reports back to Association for approval and submission to the Association Trust for payment. Selects recipients and makes awards on behalf of the Association.
- Purpose: Under the direction of the Association, works with the UW-Extension 4-H Youth Development Educator to recommend policies and procedures for annual review of record books. Performs review of record books and selects award recipients for annual Achievement Day

recognition. Acquires awards, requests donations and finds presenters for Achievement Day.

2. Special Committees may be appointed by the President, as deemed necessary.

3. Programs

a. **Project Leaders:**

- Purpose: To plan and coordinate educational opportunities related to projects.

b. **Junior Leaders Association:**

- Purpose: the Junior Leaders Association is an opportunity for older members to develop leadership skills, participate in recreation and community service. The Adult Leaders Association will maintain a line item in the budget and treasury to hold the funds of the Junior Leaders Association.

ARTICLE V. STATE ADULT LEADERS COUNCIL

1. A representative from Washburn County shall be selected from the Association to attend the Fall Forum meeting.

ARTICLE VI. FISCAL YEAR

The fiscal year of the Association is July 1 - June 30 as defined by the Wisconsin 4-H fiscal year.

ARTICLE VII. REPORTING

The Association will annually complete the 4-H Annual Charter Renewal Packet that includes a financial record and an audit of this record and submit the packet to the 4-H Youth Development Educator.

ARTICLE VIII. DEPOSITORY

The depository for the Association shall be a bank and/or credit union with a branch in Washburn County. Further, all checks, drafts, withdrawals, etc. of funds, shall require the signature of at least two of the four officers.

ARTICLE IX. EVENT AND MEETING CANCELLATION POLICY

Event and meeting cancellations will be decided by the facilitator of the event. Announcement of a cancellation will be sent through email and social media, if appropriate.

Approved: October 13, 2025