



Brown County 4-H Leaders Association By Laws

Revised July 7, 2009

ARTICLE I – Name

The name of this association shall be the Brown County 4-H Leaders Association, Incorporated, and shall be located in the City of Green Bay, County of Brown, State of Wisconsin, University of Wisconsin-Extension Office, Green Bay, WI.

ARTICLE II – Purpose

The purpose of this association shall be for promoting, organizing, and conducting 4-H work in Brown County. This organization will encourage membership and leadership participation in county, district, state, and national 4-H events that benefit club members and communities within our county. This association shall operate for educational purpose only and not for profit.

ARTICLE III – Members

Section 1

The membership of this Association shall be adult and youth 4-H leaders enrolled in the Brown County 4-H Program regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 2

Any member who ceases to be enrolled in the Brown County 4-H Program is automatically dropped from membership in the Association. Such persons forfeit all property rights in the organization.

ARTICLE IV – Officers

Section 1

The officers of the Association shall be a President, Vice President, Treasurer, Secretary, four adult Members at Large and four youth Members at Large. These officers shall perform the duties prescribed by these bylaws.

Section 2

At a regular meeting held on the first Tuesday in June, a Nominating Committee of three members shall be elected by the Association. The vice president will chair this committee. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in September. The Nominating Committee shall report at the regular meeting in August. Before the election at the annual meeting in September, additional nominations from the floor shall be permitted.

Section 3

The officers shall be elected by ballot as follows:

- Vice president – serves a two year term with one year as vice-president followed by one year as president, this position is elected every year
- Secretary – serves a two-year term, elected in even number years
- Treasurer – serves a two-year term, elected in odd number years
- Adult Member At Large (1) – serves a two-year term, elected in odd number years

- Adult Member At Large (1) – serves a two-year term, elected in even number years
- Adult Member At Large (2) – serves a one-year term, elected in odd number years
- Adult Member At Large (2) – serves a one-year term, elected in even number years
- Youth Member At Large (1) – serves a two-year term, elected in odd number years
- Youth Member At Large (1) – serves a two-year term, elected in even number years
- Youth Member At Large (2) – serves a one-year term, elected in odd number years
- Youth Member At Large (2) – serves a one-year term, elected in even number years

Section 4

Terms of office shall begin at the close of the annual meeting in September. An installation ceremony for new officers will be held before the close of the September meeting.

Section 5

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms or more than four consecutive years.

Section 6

A vacancy in any office shall be filled by the majority vote of the Executive Board to hold office until the next annual election.

Section 7 – *President*

The president is the chief officer of the Association. The president shall:

- Preside at all meetings of the Association and of the Executive Board and perform all duties incidental to the office of President
- Develop an agenda for the Association in consultation with the 4-H Youth Development Educator
- Oversee development of the annual budget and sign all contracts and other official documents of the Association
- Vote to break ties

Section 8 – *Vice President*

The vice president shall:

- Become familiar with the duties of the President and assist the president in carrying out duties
- Preside at all meetings and carry out the president's duties in his/her absence

Section 9– *Secretary*

The secretary shall:

- Take minutes of each Association and Executive Board meeting
- Be responsible for all Association correspondence
- Retain copies of the Treasurer's reports, Association policies, committee reports, and other appropriate records including attendance log

Section 10 – *Treasurer*

The treasurer shall:

- All Association funds must be deposited promptly in a public financial institution
- Provide a written treasurer's report of all income and expenses at each meeting of the Association and Executive Board
- Pay all budgeted and recurring bills which have been approved by the Association and are documented with a receipt or invoice
- Insure that all checks and drafts are signed by the treasurer, president or vice-president. Two signatures shall be required.

ARTICLE V - Meetings

Section 1

Regular meetings of the Brown County 4-H Leaders Association are held on the first Tuesday of the month, unless otherwise ordered by the Association or Executive Board.

Section 2

The regular meeting of the Association on the first Tuesday in September shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3

Special meetings of the Association may be called by the president or at the request of the Executive Board. The purpose of the meeting shall be stated in the call and meeting notice. Except in cases of emergency, at least three days' notice shall be given.

Section 4

The members present at an Association meeting shall constitute a quorum.

ARTICLE VI– Executive Board

Section 1

The officers of the Association, including the President, Vice President, Secretary, Treasurer and adult and youth members at large, shall constitute the Executive Board.

Section 2

The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 3

Regular meetings of the Executive Board are held on the first Tuesday of the month preceding the regular association meeting, unless otherwise ordered by the Executive Board.

Section 4

Special meetings of the Board may be called by the president or at the written request of three members of the Executive Board. The purpose of the meeting shall be stated in the call and meeting notice. Except in cases of emergency, at least three days' notice shall be given.

Section 5

A quorum of the Executive Board shall consist of 7 members.

ARTICLE VII – Committees

Section 1

A Finance Committee composed of the Treasurer and four other members shall be appointed by the president promptly after each annual meeting. It shall be the duty of this committee to insure the books are reviewed/audited and prepare the books for the previous year and to prepare a budget for the fiscal year which begins the first day of October. This budget shall be presented for approval by November Leaders Association meeting. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the Association.

Section 2

A Bylaws and Policy Committee composed of the Vice President and at least four other members shall be appointed by the president promptly after each annual meeting. It shall be the duty of this committee to review the bylaws and policies and make recommendations to the Association for changes. The Association bylaws must be in compliance with National and State 4-H regulations and policies.

Section 3

Other committees, standing or special, shall be appointed by the President as the Association or the Executive Board shall from time to time deem necessary to carry out the work of the Association. Committees will elect a chairperson at their first meeting. The President shall be an ex officio member of all committees except the Nominating Committee.

Section 4

Committees shall make verbal or written reports to the Association as directed by the Association and submit a written report at the conclusion of their work to the Association and the UW-Extension office.

ARTICLE VIII – Reporting and Compliance

Section 1

Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This report is submitted to the Brown County UW-Extension office by the Executive Board officers by December 1.

Section 2

Comply with National 4-H Headquarters regulations, Wisconsin 4-H Policies, and federal, state, and county laws.

ARTICLE IX - Dissolution

Upon dissolution of the Association any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the Association and the county 4-H Youth Development staff.

ARTICLE X– Amendments

These bylaws may be amended at any regular meeting of the Brown County 4-H Leaders Association by a 2/3 vote of the members present, provided all such amendments shall be filed in writing with the secretary and read to the Association at any previous regular meeting.

ARTICLE XI – Parliamentary Procedure

Current Roberts' Rules of Order shall be the parliamentary authority on all matters not covered by the bylaws of the Association.

Approved 7-7-09