ARTICLE I. NAME

Section 1 The name of the organization shall be the Jefferson County 4-H Leader’s Association. From this point on it shall be referred to as the Association.

ARTICLE II. PURPOSE

Section 1 The purpose of the Association in cooperation with the Jefferson County 4-H Youth Development Educator is to provide the essential opportunities and supports for positive youth development through quality educational 4-H programs.

Section 2 The Association shall oversee the operation of the Jefferson County 4-H program:

a. To improve, foster, promote and develop youth through the 4-H educational program in Jefferson County.

b. To provide a forum for 4-H leaders and youth to discuss ideas and make decisions relative to the Jefferson County 4-H educational activities and program opportunities.

c. To serve as a communication link between the local 4-H clubs, 4-H projects, 4-H affiliates, and the county UW-Extension Office.

d. To promote good public relations and service to the Jefferson County community.

e. To serve as the policy making body for the Jefferson County 4-H program to insure compliance with Wisconsin 4-H Youth Development Policy and legal use of the 4-H Clover.

f. To accept and generate funds and other support for the Jefferson County 4-H program.

Section 3 The Association is a non-profit educational organization. Any funds received by the Association shall be used for carrying out its purposes and shall not accrue to the benefit of individual members.

ARTICLE III. MEMBERSHIP

Section 1 Membership in the Association is open to all adult volunteer 4-H leaders of Jefferson County who have been certified through the Youth Protection Program as established by the UW-Extension 4-H Youth Development Program, have read and signed the required Jefferson County 4-H Behavior Agreement Form, and have completed and returned an annual enrollment form.

Section 2 Membership in the Association is open to all 4-H members of Jefferson County who are enrolled as a youth leader.

Section 3 Membership 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 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.
Section 4 The Jefferson County 4-H Youth Development Educator will serve as advisor to the Association with no voting power. The Jefferson County UW-Extension Agriculture Agent, Family Living Agent, and Community Development Educator will serve in an advisory capacity in their fields of study. These positions hold no voting power.

Section 5 Membership in the Association will be terminated immediately upon separation as a 4-H adult leader or youth leader within Jefferson County, whether separated voluntarily or involuntarily.

ARTICLE IV. BOARD OF DIRECTORS

Section 1 The Board of Directors of the Association shall consist of 9 directors. No more than two directors may be from the same 4-H club.

Section 2 Election of Directors. A Nominating Committee consisting of three members and chaired by the Past President will recruit and present the candidates for office at the April Board meeting and will publish their statement of candidacy in the 4-H newsletter prior to the election of directors at the May Association meeting. Nominations of members present at the meeting will also be taken from the floor. Candidates must be members in good standing who have served as a leader for at least one year immediately preceding the election. Directors shall be elected by a majority vote of the members present. Voting shall be done by ballot.

Section 3 The Term of Office shall be two years in length (except for the Officer Term of President) with a class of five directors elected one year and a class of four the other. Directors may be re-elected to succeed themselves upon completing their two-year elected term with no limitation of consecutive terms served.

Section 4 Whenever any vacancies occur within the Board of Directors by separation, resignation, death or otherwise, the position will be filled without delay by a majority vote of the Board of Directors to complete the unexpired term of office at the next regularly scheduled meeting.

ARTICLE V. OFFICERS

Section 1 The Board of Directors shall elect their officers at the first board meeting following the election of directors. Voting shall be done by ballot. The Officers of the Association shall consist of President, President-Elect, Past-President, Secretary, and Treasurer.

Section 2 Officer Term of Office

a. The President shall be elected for one three-year term consisting of President-Elect, President, and Past President.

b. The Secretary and Treasurer shall be elected for a one-year term.

Section 3 Duties of the Officers.

a. Officers (President, President-Elect, Past-President, Secretary and Treasurer) shall regularly attend all Board of Director and Association meetings. Absence from more than three consecutive meetings shall be cause for expulsion from the Board of Directors.

b. President: Shall preside at all executive, regular, board and special meetings of the Association; shall work with the board and the 4-H Youth Development Educator to set the agenda for all meetings; shall act as chairperson of the executive committee and board of directors; shall also be an ex-officio member of all standing or appointed committees; shall work with the 4-H Youth Development Educator to act on Association situations which in their judgment would not require board action.
c. President-Elect: Shall preside in the absence of the president and take care of all the duties of the president during the president's absence; shall assist the 4-H Youth Development Educator in organizing the Awards Recognition Program.

d. Past-President: Shall preside in the absence of the president and president-elect; shall coordinate committee reports and program presentations for the Association meetings; shall serve as chair of the Nominating Committee.

e. Secretary: Shall keep an accurate record of the proceedings of all Board and Association meetings; shall be responsible for all Association correspondence and communications; shall send minutes of meetings to president and UW-Extension Office within 10 working days after a meeting.

f. Treasurer: Shall take charge of all money taken in by the Association; shall keep accurate up-to-date records of all monies received and paid out; shall pay only those bills as authorized by the Association and/or the Association board; shall prepare a monthly financial statement for review by the Association; shall have financial records audited annually using procedures authorized by the board of directors. The treasurer shall prepare, or have prepared, as approved by the board, all necessary County, State and Federal reports, returns, and forms legally required. The retiring treasurer is obligated to complete all year end requirements.

Section 4 Executive Board
The Executive Board shall consist of President, President-Elect, Past-President, Secretary, and Treasurer.

The duties of the Executive Board:

a. Budget implementation, verify annual audit completion, provide recommendations for bookkeeping and reporting procedures and provide leadership for long-range fiscal security for the Association.

b. To assist the 4-H Leaders Association in creating an awareness of the Jefferson County 4-H Endowment Fund and its benefits.

c. To provide a communication network between the 4-H Leaders Association and 4-H Junior Leader organization.

ARTICLE VI. MEETINGS

Section 1 The Association shall hold four meetings per year on the third (3rd) Thursday of the month at 7:00 p.m. during the months of August, October, March and May.

a. All Jefferson County 4-H Clubs are required to have representation at the August (enrollment) and March (fair) meetings.

b. Budget shall be presented by the Treasurer for the next fiscal year at the March meeting.

c. Election of directors shall be held at the May meeting.

d. A quorum shall consist of member representative from at least one-fourth (1/4) of the 4-H clubs who are recognized as a Charter 4-H Club in Jefferson County.

Section 2 The Board of Directors shall hold five meetings per year on the third (3rd) Thursday of the month at 7:00 p.m. during the months of September, November, February, April and June.

a. Directors shall regularly attend all Board of Director meetings; directors are encouraged to attend the Association meetings. Absence from more than
three consecutive board meetings shall be cause for expulsion from the Board.

b. Budget shall be presented by the Treasurer for the next fiscal year at the February meeting.

c. Election of officers shall be held at the June meeting; shall be a joint meeting of new and outgoing directors.

d. A quorum shall consist of five (5) directors.

e. The Board of Directors shall serve as the 4-H Expansion and Review Committee for the purpose of Civil Rights Compliance.

ARTICLE VII. FISCAL YEAR
Section 1 The fiscal year of the Association shall begin July 1 and run through the following June 30.

ARTICLE VIII. DUES
Section 1 Dues shall be assessed only when deemed necessary by the Association. Assessment of dues shall require a quorum and a two-thirds majority vote of those present at the meeting.

ARTICLE IX. FINANCES
Section 1 The Association Board of Directors is authorized to allocate up to and not more than $200 of non-budgeted Association funds per countywide 4-H program, event or project without approval from the Association membership. All appropriate requests for Association funds, which exceed $200, must be brought before the Association membership for a vote.

Section 2 The annual budget shall be developed by the Treasurer and 4-H Youth Development Educator and submitted to the Board of Directors for approval, with final approval from the Association.

Section 3 The Board of Directors shall approve the official depository on an annual basis at the June Board meeting.

ARTICLE X. 4-H Endowment Fund
Section 1 The Jefferson County 4-H Endowment Fund is established through the Wisconsin 4-H Foundation.

Section 2 The purpose of the Jefferson County 4-H Endowment Fund shall be to receive gifts and bequests to support, expand and promote the 4-H program in Jefferson County.

Section 3 The earnings of the Jefferson County 4-H Endowment Fund are to be used for innovative/educational programs that support the strengthening and expansion of the Jefferson County 4-H program. The Board of Directors will recommend requests for disbursement with final approval from the Association.

Section 4 The earnings of the Jefferson County 4-H Endowment Fund are not to be used for current operating expenses of the Association.

Section 5 Earnings shall be forwarded by the Wisconsin 4-H Foundation to the Association as requested. Principle cannot be withdrawn or dispersed.

Section 6 The fiscal year for the Fund is July 1 through June 30.
ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1 The Association and Board of Directors meetings shall be conducted in accordance with and governed by Robert’s Rules of Order (latest revised edition) except as otherwise stated in the Bylaws.

Section 2 Observance of the Constitution and Bylaws adopted by the Association is essential for orderly conduct of business. Officers, directors, and members should be familiar with the rules they have adopted. A copy of the Constitution and Bylaws of the Jefferson County 4-H Leader’s Association shall be available at every meeting. This is the responsibility of the Secretary.

ARTICLE XII. AMENDMENTS

Section 1 The Constitution and Bylaws may be amended at any meeting of the Association by a quorum and a two-thirds majority vote of the members present provided notice of the proposed amendment(s) have been presented at the previous meeting, and through notification by mail and/or email ten (10) days before the vote and provided the amendment is not in conflict with the Constitution and By-Laws.

ARTICLE XIII. DISSOLUTION OF ORGANIZATION

Section 1 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 the members entitled to vote.

Original Constitution Adopted 1946

Voted on and Adopted: March 15, 2012

Cindy Jaquith, President
Jefferson County 4-H Leader’s Association

Sarah Mueller, Secretary
Jefferson County 4-H Leader’s Association

Gail Roberts
4-H Youth Development Educator
UW-Extension Jefferson County