

**CONSTITUTION & BYLAWS
FOR THE BURNETT COUNTY 4-H LEADERS ASSOCIATION, INC.**

CONSTITUTION

Article I. Name

The name of the organization shall be the Burnett County 4-H Leaders Association, Inc.

Article II. Purpose

The purpose of this organization shall be:

1. To further the development of youth through the 4-H program in Burnett County.
2. To determine policy for and conduct of the 4-H program in Burnett County.
3. To plan, conduct and evaluate 4-H work and appropriate training and activities with the assistance of the University Extension office.
4. To bring up problems and ideas of the local 4-H clubs and their leaders for discussion and to propose and follow up on possible solutions.
5. To provide the necessary funds for 4-H activities and events.

Article III. Membership

Section A. The Burnett County 4-H Leaders Association shall include all 4-H Leaders, members, families and all other persons and organizations supportive of the program.

Section B. Voting members shall be enrolled Burnett County 4-H Adult and/or Junior Leaders.

Section B. No person shall, on the grounds of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status be excluded from participation in or be denied the benefit of or be subjected to discrimination under any program sponsored by the Burnett County 4-H Leaders Association, Inc.

Section C. The use of organizational funds for personal gain of members is prohibited.

Section D. The annual meeting of the association will be held in November each year.

Section E. The following requirements must be met to hold a 4-H charter and be recognized as a 4-H chartered group in Burnett County, WI.

1. Adult leadership of the Burnett County 4-H Leaders Association, Inc. shall consist of adults who have been approved through the Youth Protection Program.
2. The Burnett County 4-H Leaders Association, Inc. meets on a monthly basis on the second Monday of each month (excluding November and December).
3. The Burnett County 4-H Leaders Association has a written constitution and bylaws, which have been approved by members, which governs the association.

4. The Burnett County 4-H Leaders Association must annually 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 to the county UW-Extension office annually by the due date set by the 4-H Youth & Family Development Educator.
5. The Burnett County Leaders Association must comply with all Wisconsin 4-H Youth Development Policies, which can be found at: <http://www.uwex.edu/ces/4hresources/policies/index.cfm>; 4-H National Headquarters policies, found at http://www.national4-hheadquarters.gov/library/4h_polregs.htm; and all federal and state laws.

Article IV. Executive Board

Section A. Executive Board

1. The president, vice president, secretary, treasurer, and past president will serve as Executive Board members.
2. A representative of the Burnett County Junior Leaders Organization may address the Executive Board upon their request.
3. The officers of the 4-H Leaders Association shall be a president, vice president, secretary, treasurer, and past president. The president, vice president, secretary, and treasurer shall be elected by the Leaders Association and may serve two two-year term. President and treasurer elected on odd year and vice-president and secretary elected on even years.
4. The role of the Executive Board is to set policy for the Burnett County 4-H Leaders Association. Members of the Burnett County Leaders Association will have input into the policy making process.

Article V. Method of Amending

The By-Laws may be amended at the monthly meeting by a two-thirds vote of the clubs. Notice must be given at a previous meeting and/or through mailings to general leaders. In a notice, a copy of the current articles or sections and proposed changes must be included.

Article VI. Dissolution

Upon dissolution of the association, any assets remaining thereafter shall be conveyed to such organization or organizations as shall be selected by the affirmative vote of the majority of the members entitled to vote in respect thereof, provided, however, that such organization or organizations shall be exempt under Section 501-c3 of the Internal Revenue Code. If an organization cannot be chosen, assets will be conveyed to the Wisconsin 4-H Foundation.

BY-LAWS

Article I. Election of Officers

- Section 1.** Officers of the Burnett County 4-H Leaders' Association will be nominated and voted on at the annual meeting.
- Section 2.** Officers shall be elected by a hand majority vote. If requested, an anonymous paper ballot may be used.
- Section 3.** Officers will be elected at the November annual meeting with the officers assuming responsibility following the January meeting. Vacancies in the Executive Board shall be filled at the next January Leaders' Association meeting. Officers may serve up to two consecutive terms with one year off.
- Section 4.** All leaders and junior leaders are eligible to vote in elections.
- Section 5.** Ties for election of office are to be broken by a number draw.
- Section 6.** Elected members of the Leaders' Association, upon acceptance of the offices of President, Vice President, Secretary, and Treasurer, will be required to attend a minimum of two (2) meetings in every three (3) month quarter of the 4-H year. Failure to comply with Leaders' Association By-Laws will result in consideration of the removal of that person as an officer at the next official Leader's meeting. An officer can only be removed from office with an official majority vote a leader's meeting.

Article I. Duties of officers

1. The president shall preside at all meetings of the Burnett County 4-H Leaders' Association and Executive Board and shall perform the usual duties of a presiding officer.
2. The vice president will act in the capacity of the president in the absence of the latter or when called to the chair by the president.
3. The secretary shall keep the minutes of all meetings of the Burnett County Leaders' Association and Executive Board and record all motions whether adopted or defeated handle correspondence. The secretary sends a copy of the minutes to the Burnett County Extension office.
4. The treasurer shall collect and care for all money and dues of the Association and pay bills as ordered by the Executive Board of the Leaders' Association. The treasurer shall report to the Leaders Association and submit a written report at the annual meeting.
5. The past president shall serve as advisor to the organization.

Section I. Indemnification of Officers, Executive Board, Employees and Agents

The Association shall indemnify any person who was or is a party or is threatened to be made a party to any action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she is or was an officer, member of the executive board, employee or agent of the association against expenses, including attorney fees, judgments, fines and amounts paid in settlement actually and reasonable incurred by the person in connection with such action, suit or proceeding if the person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the association, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. Any indemnification, unless ordered by a court, shall be made by the association only as authorized in the specific case upon a determination that indemnification of the officer, member of the executive board, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth above. Such determination shall be made by the executive board by a majority vote of quorum consisting of members of the executive board who are not party to such action, suit or proceeding, If such a quorum is not obtainable, then by majority vote of the members of the association.

Article II. Meetings

- Section A.** There shall be an annual meeting of the Burnett County Leaders Association. A quorum shall be 30% of the clubs of the county.
- Section B.** The regular meeting of the Burnett County 4-H Leaders Association will be held on the second Monday of the month.
- Section C.** *Anyone* may attend the monthly regular meeting. Votes can be cast by all leaders and junior leaders.

Article III. Standing Committees

- Section A.** The Finance Committee shall consist of the Executive Board or appointed subcommittee members. They are to prepare the budget and present it to the Leaders Association. The Finance Committee can raise money through such things as club dues, donations, and fundraisers.
- Section B.** The Auditing Committee shall consist of two Burnett County residents. Their responsibility shall be to Audit the Financial Records after June 30th, but before September 15th annually and/or at the end of the treasurer's term and report to the annual meeting.
- Section C.** The Awards, Recognition and Records Committee shall consist of a minimum of one leader from each club.

Section D. The Grievance and Mediation Committee shall consist of the president and two Burnett County Adult Leaders, 4-H Association. This committee will work in conjunction with the 4-H and Youth Development Agent. Their responsibility will be to mediate and/or make recommendations for resolution or discipline. Confidentiality will be of the utmost concern.

Article VII. Developmental Committee

Section A. The Developmental Committee shall consist of volunteers of leaders, junior leaders and other individuals knowledgeable and supportive of a particular activity, project of age group. Committees will be created as the need arises.

Section B. The purpose of the Developmental Committee are to:

1. Identify the needs and strengths of an area:
2. Plan implement, and evaluate educational experiences for leaders and members.
3. Review literature and record sheets for needed update.
4. Work with county fair, entries in the premium book, displays, and judges.
5. Submit a budget to Finance committee.
6. Submit committee reports for newsletter or annual report.

Article VIII. The Association's Year

The Burnett County 4-H Year shall remain consistent with the Wisconsin 4-H program year. The Wisconsin 4-H membership/program year is defined as October 1-September 30 according to the Wisconsin State 4-H policies.

Article IX. The Association Fiscal Year

The Wisconsin 4-H fiscal year is defined as July 1-June 30. The Burnett County 4-H Leaders Association 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, and is done so through the UW-Extension office.

Article VIII. Parliamentary Authority

Robert's Rules of Order shall be considered as a satisfactory guideline for conducting of all meetings.

Article X. Accountability and Reporting

Section 1. The Burnett County 4-H Leaders Association must annually 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 to the county UW-Extension office annually by the due date set by the 4-H Youth & Family Development Educator.

Section 2. The Burnett County 4-H Leaders Association is accountable to the 4-H Youth and family Development Educator, County UW-Extension office, Wisconsin State 4-H, and Wisconsin UW-Extension Cooperative Extension.

AMENDED AND REVISED 02/08/2018