

**BYLAWS
THE OZAUKEE COUNTY 4-H LEADERS ASSOCIATION, INC.**

Article I - Name

The name of this Association shall be the Ozaukee County 4-H Leaders Association, a subordinate of the Board of Regents of the University of Wisconsin. It shall be incorporated as a non-profit Foundation under the laws of the State of Wisconsin and pursuant to Sections 501(c)(3) of the Internal Revenue Code and Chapter 181 of the Wisconsin statutes.

Article II – Location of Office

The office of the Ozaukee County 4-H Leaders Association, Inc. shall be located in the University of Wisconsin-Extension Office, City of Port Washington, County of Ozaukee and State of Wisconsin.

Article III –Purpose of Ozaukee County 4-H Leaders Association (hereinafter called “Leaders Association”)

- Section 1 Conduct Supplemental County Level Programs for Youth
 - A. Establish educational opportunities for youth beyond the club level, such as camp, member exchanges, county fair activities, or project activities
 - B. Support volunteer development and education through training, financial support and promotion of opportunities

- Section 2 Raise Funds and Manage a Budget to Support 4-H Youth Development Work
 - A. Develop and manage a budget that supports 4-H Youth Development work
 - B. Fundraise to support these budgets

- Section 3 Coordinate County Level Recognition
 - A. Develop and carry out meaningful recognition for young people and volunteers

- Section 4 Represent 4-H Youth Development to the Community
 - A. Establish and support a promotion committee

- Section 5 Advocate for 4-H Youth Development
 - A. Advocate the value of 4-H Youth Development Programs in the County
 - B. Market and promote 4-H program

- Section 6 Provide input on new youth development opportunities and youth and volunteer needs
 - A. Provide advice on youth and volunteer needs and issues
 - B. Work to ensure that all youth participating in Extension youth groups have equal access to 4-H Youth Development programs including 4-H community clubs, after-school groups and others

Article IV – Membership of Leaders Association

- Section 1 All adult and youth 4-H leaders are automatically members of this organization.
- Section 2 It is the policy of The Ozaukee County 4-H Leaders Association that no eligible student, client or participant shall be denied admission to or participation in any of the benefits, programs or courses offered or sponsored by The Ozaukee County 4-H Leaders Association, nor be denied admission to any facility owned or operated by The Ozaukee County 4-H Leaders Association or any of its divisions or units because of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.

Article V – Meetings of Leaders Association

- Section 1 Monthly meetings shall be held on the third Thursday of the month in January, March, May, June, July, September, October and November, unless otherwise specified by the Board of Directors. The place and time is to be determined with due notice.
- Section 2 Dates of meetings shall be posted on the website by July 1 for the following fiscal year.
- Section 3 All eligible Leaders Association members shall be notified by e-mail not less than five (5) days in advance of a meeting. Notice should include the agenda, previous meeting's minutes, and treasurer's report.

Article VI - Structure of Leaders Association

- Section 1 In order to conduct monthly business meetings, a quorum of 2/3 of the clubs in the county must have a representative present at a regularly scheduled meeting.
- Section 2 A simple majority is sufficient for the adoption of any motion that is in order, except amendments to the bylaws, which requires a two-thirds vote of leaders present.
- Section 3 A Board of Directors shall be elected to lead the Leaders Association.
- Section 4 Parliamentary Procedure-Roberts Rule of Order Revised shall govern the Leaders Association and its Board of Directors in all cases where they are applicable.

Article VII – Finances of the Leaders Association

- Section 1 The Leaders Association receives and administers funds in such a manner as determined by their Board of Directors in cooperation with the Leaders Association to promote and advance the educational 4-H programs for 4-H youth and adults.
- Section 2 Regardless of the source, all 4-H funds must be used for 4-H Youth Development educational programs. All 4-H funds are public funds and must be publicly accountable. This includes compliance with federal and state laws as well as University, Wisconsin, and National 4-H Youth Development policies.

- Section 3 The fiscal year is July 1 through June 30.
- Section 4 A proposed budget of projected income and expenses shall be made annually by the Executive Board and presented to the Leaders Association at the June meeting for their approval.
- Section 5 An auditing committee shall be comprised of a minimum of current President, Co-Treasurer's and 2 non-board Leaders Association members to complete an audit by no later than September 1.
- Section 6 An annual IRS Form 990 for the preceding year shall be submitted by October 15.
- Section 7 The Leaders Association shall maintain crime/theft insurance.

Article VIII- Purpose of the Board of Directors

- Section 1 Organizational Planning
 - A. Ensures understanding of the purpose of the Leaders Association has a vision of how their organization should operate and establishes steps to make these visions happen.
 - B. Provides leadership for the organization
- Section 2 Policymaking that Relates to the Leaders Association
 - A. Establishes by-laws that give direction to how the local Leaders Association policies are developed and communicated.
 - B. Makes recommendations on policy issues for discussion and action by the organization's membership.
 - C. Provides coordination of activities for all Ozaukee County 4-H clubs, countywide projects, groups and committees sponsored by the Leaders Association.
- Section 3 Enforcement of Policies
 - A. Ensures Leaders Association compliance with state and national 4-H policies, procedures and expectations and that decisions comply with federal and state nondiscrimination laws and policies.
 - B. Oversees any issues related to Leaders Association policies and implements a fair and equitable procedure for addressing those concerns.
- Section 4 Legal Responsibilities
 - A. Provides leadership for completion and submission of the 4-H Charter Renewal documents
 - B. Provides leadership that makes sure the business of the association is accurately recorded and reported to the membership. Board members should avoid conflict of interest questions by abstaining on votes in which they might personally gain.
 - C. Assure association follows all federal and state laws

- Section 5 Financial Responsibilities
- A. Provides leadership for budget development and oversight
 - B. Establishes and implements legal and accountable banking and check writing policies for the Leaders Association, including completion of an annual audit.
 - C. Involves the Leader Association membership in budget adoption, fund raising commitments, and annual audits.
 - D. Provides leadership and assurance for compliance with federal and state tax reporting requirements.

Article IX – Meetings of the Board of Directors

- Section 1 Monthly meetings shall be held on the third Thursday of each month, unless otherwise specified by the Board of Directors. Meetings shall be held prior to regularly scheduled Leaders Association meetings. The place and time is to be determined with due notice.
- Section 2 Dates of meetings shall be posted on the website by July 1 for the following fiscal year.
- Section 3 All eligible members of the Board of Directors shall be notified by e-mail not less than five (5) days in advance of a meeting. Notice should include the agenda, previous meeting's minutes, and treasurer's report.

Article X Structure of the Board of Directors

- Section 1 In order to conduct monthly business meetings, a quorum of 2/3 of the members of the Board of Directors must be present, either in person or remotely via electronic means, at a regularly scheduled meeting.
- Section 2 No member of the Board of Directors shall participate remotely more than two (2) times during a fiscal year.
- Section 3 The Board of Directors may execute any specified contract, conveyance, agreement, financial, or other lawful actions on behalf of the Leaders Association.
- Section 4 A simple majority is sufficient for the adoption of any motion that is in order, except amendments to the bylaws, which requires a two-thirds vote.
- Section 5 The Board of Directors may participate in a special meeting by which either (1) all participating members may simultaneously hear each other during the meeting or (2) electronic communication transmitted to all members of the Board of Directors, with responses from each member copied to all other members. If a meeting is conducted through the use of one of the foregoing means, all participating members must be informed that a meeting is taking place at which official business may be transacted. Minutes shall be recorded.

Article XI – Membership of the Board of Directors

- Section 1 The Leaders Association shall elect a Board of Directors consisting of nine (9) adult leaders and up to four (4) youth leaders. Candidates for the Board members shall submit an application by September 15.
- Section 2 Adult members of the same household or immediate family members, such as parents, adult children, siblings, and spouses, may not serve concurrently on the Board of Directors. However, elected youth board members may serve at the same time as parent/guardian.
- Section 3 An electronic election shall be held with notice sent to all Leaders Association members. The election shall be held in the month of September or October.
- Section 4 The youth board members each serve a one (1) year term with full voting rights and privileges, except for participation in the awards selection process. Each youth shall be limited to two (2) consecutive terms.
- Section 5 Three (3) adult board members of the Leaders Association shall be elected each year to serve a three (3) year term. A board member may run for an additional term, provided they submit an application and are elected by the Leaders Association general election.
- Section 6 If a board member is not in attendance, either physically or electronically, three times during a fiscal year, they will be removed from the board.
- Section 7 In case of a vacancy, the Board of Directors shall notify all registered leaders of the opening. Interested parties shall prepare and submit an Executive Board Candidate Information Sheet, which will be reviewed by the Board of Directors. The Board of Directors will appoint a replacement from the list of interested candidates to fulfill the unexpired term if the term of the vacancy is for more than one year.
- Section 8 Board members shall determine and assume committee and liaison responsibilities, with assistance from Leaders Association members.

Article XII – Officers of the Board of Directors

- Section 1 The Board of Directors shall hold a reorganization meeting each October, and elect the following officers
- A. President
 - B. Vice-President
 - C. Corresponding Secretary
 - D. Recording Secretary
 - E. Financial Treasurer
 - F. Depositing Treasurer
- Section 2 Youth board members are eligible to run for Vice President, Corresponding Secretary, and Recording Secretary Positions only.

- Section 3 All officers will serve a one year term beginning in November and ending in October.
- Section 4 If an officer position is not filled with a board member, that person is appointed and considered an ex-officio member. Appointment is reviewed annually.
- Section 5 The University of Wisconsin Extension 4-H Youth Development Staff will serve as an ex-officio member of the Board.

Article XIII- Duties of the Officers of the Board of Directors

Section 1 President: the President shall have general supervision and direction of the affairs and management of the Leaders Association. President and the University of Wisconsin Extension 4-H Youth Development Staff may act upon organization issues, which, in their judgement, would not require a Board of Directors decision.

A. Duties of President:

1. Determine the agenda for Board of Directors and Leaders Association meetings, in consultation with the Vice President.
2. Assist the Vice President to facilitate all meetings of the Board of Directors and Leaders Association. Facilitate meetings in the absence of the Vice President.
3. Vote only in case of a tie.
4. Attend county or state meetings or events on behalf of Ozaukee County 4-H.
5. Oversee the collaboration of all officers to complete the Annual Charter Renewal.
6. Serve on the Finance: Audit and Budget Committee.
7. Oversee the program at the annual Leaders Banquet.
8. Attend all Board of Director and Leaders Association meetings.
9. Execute other powers and duties as delegated by the Board of Directors.

Section 2 Vice President: the Vice President shall assume all of the duties of the President in his/her absence.

A. Duties of Vice President:

1. Determine the agenda for Board of Director and Leaders Association meetings, in consultation with the President.
2. Facilitate all meetings of the Board of Directors and Leader Association.
3. Collaborate with all officers to complete the Annual Charter Renewal.
4. Lead the Board of Directors in setting goals and monitor progress toward goals.
5. Obtain recognition items for outgoing board members and present them at the annual Leaders Banquet.
6. Attend all Board of Director and Leaders Association meetings.
7. Execute other powers and duties as delegated by the Board of Directors.

Section 3 Recording Secretary: the Recording Secretary documents all business of the Board of Directors and Leaders Association.

A. Duties of Recording Secretary:

1. Take minutes at the Board of Director and Leaders Association meetings. Submit the minutes to the UW-Extension office within 7 days after the meeting to be posted on the website.
2. Collaborate with all officers to complete the Annual Charter Renewal.
3. Lead the Board of Directors in reviewing and updating the by-laws each November.
4. Lead the Board of Directors in reviewing and updating the policies of the Leaders Association on an ongoing basis.
5. Attend all Board of Director and Leaders Association meetings.
6. Execute other powers and duties as delegated by the Board of Directors.

Section 4 Corresponding Secretary- the Corresponding Secretary facilitates communication between Board of Directors, Leaders Association members, and 4-H families.

- A. Duties of Corresponding Secretary:
1. Send notices of meetings to Board of Directors and/or Leaders Association members to the UW-Extension Staff to be forwarded to the members.
 2. Read correspondence at Board of Directors and Leaders Association meetings.
 3. Send thank you letters to donors and others supporting the 4-H program.
 4. Review the Ozaukee County 4-H webpage and notify UW-Extension staff of any outdated materials.
 5. Serve as Editor of the Ozaukee County 4-H Facebook page.
 6. Take minutes at Board of Directors and Leaders Association meeting in absence of the Recording Secretary.
 7. Attend all Board of Director and Leaders Association meetings.
 8. Execute other powers and duties as delegated by the Board of Directors.

Section 5 Financial Treasurer- the Financial Treasurer will be the custodian of all funds of the Leaders Association.

- A. Duties of Financial Treasurer:
1. Track all income and expenses for the Leaders Association and subaccounts.
 2. Pay check requests that have been approved through the annual budget. Request should be paid within two weeks of receipt.
 3. Bring requests that have not been approved to the Board of Directors for approval.
 4. Manages accounting software and provides access to all Board members to view accounts.
 5. Prepare a monthly report for the previous months accounting and send to the UW-Extension Office at least one week prior to the Board of Directors meeting to be distributed with meeting notices.
 6. Record a summary of actual income and expenses for each fiscal year to be used in budget planning for the following year. Assist in developing the annual budget as a member of the Finance: Audit and Budget Committee.
 7. Prepare end of the year reports for audit, taxes, and charter documents.
 8. Manage all credit and debit card use.
 9. Manage security with online accounts.
 10. Send all financial records including receipts and check requests to the UW-Extension office at the end of the term to be kept on file for seven years.
 11. Be bonded and the expense incurred by the Leaders Association.

12. Attend all Board of Director and Leaders Association meetings.
13. Execute other powers and duties as delegated by the Board of Directors.

Section 6 Depositing Treasurer- the Depositing Treasurer provides oversight of the income and expense of the Leaders Association accounts.

- A. Duties of Depositing Treasurer:
 1. Obtain the deposits for the Leaders Association and deposit them in the bank account within 24 business hours, sending a copy of the deposit slip to the Financial Treasurer.
 2. Serve on the Finance: Audit and Budget Committee.
 3. Compile budget request forms which are due by May 1.
 4. Follow up with all countywide activities and fundraisers to be sure they submit a Countywide Activity Final Report Form after the event or fundraiser.
 5. Provide oversight of the income and expenses of the Leaders Association accounts.
 6. Follow up with families who have not cashed checks within 3 months.
 7. Annually schedule a meeting with the investment company to review investment account along with the President and Depositing Treasurer.
 8. Be bonded and the expense incurred by the Leaders Association.
 9. Attend all Board of Director and Leaders Association meetings.
 10. Execute other powers and duties as delegated by the Board of Directors.

Article XIV - Amendments

Any Leaders Association or Board member may move to amend the bylaws. The amendment must be presented two times, once at each succeeding monthly Leaders Association meeting. The vote to amend the constitution will take place at the second meeting. Ratification of the amendment shall be passed by a two-thirds vote of leaders present, provided 2/3 of clubs are represented.

Article XV – Dissolution of the Ozaukee County 4-H Leader’s Association

Upon dissolution of the Ozaukee County 4-H Leader's Association, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the 4-H Leader's Association, dispose of all the assets of the 4-H Leader's Association by donating them to the Wisconsin 4-H Foundation, to be used for the same purposes as provided in these articles.

September 1971
Revised 1973
Revised 1981
Revised 1982
Revised 1986
Revised 1992
Revised 1996
Revised 2010
Revised 2015
Revised 2017
Revised 2019