

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

Article I - Name

The name of this 4-H Group shall be the Ozaukee County 4-H Leaders Association, a subordinate of the Board of Regents of the University of Wisconsin. This organization is chartered under the University of Wisconsin–Madison Division of Extension in Ozaukee County.

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”)

The purpose of the Ozaukee County 4-H Leader Association is to provide opportunities for 4-H volunteers and youth leaders to support the Ozaukee County 4-H program. Ozaukee County 4-H Leader Association activities include:

- Fundraising for 4-H programs and activities
- Supplemental recognition for 4-H members and 4-H volunteers including awards and scholarships
- County-wide 4-H programming
- 4-H Promotion

As with all chartered 4-H clubs and groups, the Ozaukee County 4-H Leader Association is accountable to the local 4-H Program Educator and must submit an annual Charter Application and Annual Financial Report. The Ozaukee County 4-H Leader Association is not responsible for the hiring and supervision of 4-H Program Educators, the selection and supervision of 4-H volunteers, or decisions related to 4-H membership

Article IV – Membership of Leaders Association

Section 1 Membership of the Ozaukee County 4-H Leaders Association shall consist of enrolled 4-H adult leaders and 4-H members during the Wisconsin 4-H program year.

Section 2 Members shall comply with this University of Wisconsin-Madison Nondiscrimination Statement: As a program of the University of Wisconsin - Madison, 4-H does not discriminate on the basis of race, color, national origin, sex, gender identity (including gender expression), sexual orientation, age, disability, religious creed, political beliefs, or reprisal or retaliation for prior civil rights activity.

Article V – Meetings of Leaders Association

Section 1 Monthly meetings shall be held on the third Thursday of the month following the Board of Directors meeting in January, March, May, June, July, September, and November, unless otherwise specified by the Board of Directors.

Section 2 Dates and locations of meetings shall be posted on the website by July 1 for the following fiscal year.

Section 3 All Leaders Association members shall be notified not less than three (3) days in advance of a meeting.

Section 4 The Ozaukee County 4-H Leader Association shall hold an Annual Association Meeting following the enrollment period. The agenda shall include: Bylaw revisions, Policy updates, Election of Board of Directors, Other business as needed.

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.

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 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 goals 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 policies are developed and communicated.
- B. Makes and revises recommendations on Leaders Association policies.

Section 3 Enforcement of Policies

- A. Under the direction of the 4-H Youth Educator, 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. Complete and submit the 4-H Charter
 - a. Renewal documents for the Leaders Association
- B. Provides leadership that ensures the business of the association is accurately recorded and accessible to the membership.
- C. To avoid conflict of interest, Board members should abstain from votes that in which they might personally gain.

Section 5 Financial Responsibilities

- A. 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, fundraising commitments, and annual audits.
- D. Ensure 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 (refer to Article V).

Section 2 Dates and locations of meetings shall be posted on the website by July 1 for the following fiscal year.

Section 3 All members of the Board of Directors shall be notified by e-mail not less than three (3) days in advance of a meeting.

Article X Structure of the Board of Directors

Section 1 In order to conduct monthly business meetings, a quorum of half 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 A quorum of two-thirds of the members of the Board of Directors must be present to hold a vote. A simple majority is sufficient for the adoption of any motion that is in order, except amendments to the bylaws, which require a two-thirds vote.

Section 3 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/adult siblings.

Section 3 If more applications than open positions, 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 one additional consecutive term.

Section 6 If a board member has three unapproved absences or six approved absences within an annual term, 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. The Board of Directors will appoint a replacement from the list of interested candidates to fulfill the unexpired term for the remaining term of the vacancy

Section 8 Board members shall determine 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 the Vice President and Corresponding Secretary positions.

Section 3 All officers will serve a one year term beginning in October and ending in October.

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. The President and the University of Wisconsin Extension 4-H Youth Educator may act together upon organization issues, which, in their judgment, would not require a Board of Directors decision.

A. Duties of President:

- a. The president shall ensure that the Association complies with Wisconsin 4-H State Policies.
- b. The president shall preside over meetings. The president shall follow/enforce the bylaws and policies of the Association.
- c. The president shall work with the officers to create the agenda for each meeting. ○ Appoint committees as needed.
- d. The president shall represent the Association. Determine the agenda for

Board of Directors and Leaders Association meetings, in consultation with the Board

- e. In the case of a youth Vice President, the President will assist and provide guidance to facilitate all meetings of the Board of Directors and Leaders Association. The President will facilitate meetings in the absence of the youth Vice President.
- f. Vote only in case of a tie.
- g. Serve on the Finance: Audit and Budget Committee.
- i. 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:

- a. If a youth, facilitate all meetings of the Board of Directors and Leader Association.
- b. Collaborate with all officers to complete the Annual Charter Renewal.
- c. Lead the Board of Directors in setting goals and monitor progress toward goals.
- d. Obtain recognition items for outgoing board members and present them at the annual Leaders Banquet.
- e. 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:

- a. 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.
- b. Collaborate with all officers to complete the Annual Charter Renewal.
- c. Lead the Board of Directors in reviewing by-laws annuals and updating as needed.
- d. Lead the Board of Directors in reviewing and updating the policies of the Leaders Association on an ongoing basis.
- e. Serve as co-editor of the Ozaukee County 4-H Leaders Association Facebook page or other social media.
- f. Execute other powers and duties as delegated by the Board of Directors.

Section 4 Corresponding Secretary - the Corresponding Secretary facilitates communication from the Board of Directors.

A. Duties of Corresponding Secretary:

- a. Send notices of meetings to the UW-Extension Staff to be shared with members.
- b. Read correspondence at Board of Directors and Leaders Association meetings.
- c. Send thank you letters to donors and others supporting the 4-H program.
- d. Lead the Board in reviewing the Ozaukee County 4-H webpage and notify UW-Extension staff of any outdated materials.
- e. If office is held by an adult, serve as co-editor of the Ozaukee County 4-H Leaders Association Facebook page or other social media.

- f. Take minutes at Board of Directors and Leaders Association meeting in absence of the Recording Secretary.
- g. 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:

- a. The Treasurer shall comply with all financial policies outlined by Wisconsin 4-H: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>
- b. Maintain a financial system that ensures a clear separation of duties for receiving, spending, and reconciling Association funds.
- c. Track all income and expenses for the Leaders Association and subaccounts.
- d. Pay check requests approved through the annual budget within two weeks of receipt.
- e. Present non-budgeted financial requests to the Board of Directors for approval.
- e. Manage accounting software and generate reports upon request for Board member review.
- f. Prepare a monthly financial report reflecting prior month's accounting.
- g. Maintain a summary of actual income and expenses for each fiscal year to support budget planning.
- h. Assist in the development of the annual budget as a member of the Finance: Audit and Budget Committee.
- i. Prepare year-end reports for audit, tax filings, and annual charter documents.
- j. Manage all Association credit and debit card transactions and ensure security of online financial accounts.
- k. Follow up with families regarding uncashed checks after 3 months.
- l. Submit all financial records, including receipts and check requests, to the UW-Extension Office at the end of the term for secure storage (seven-year retention).
- m. Be bonded, with the cost covered by the Leaders Association.
- n. 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:

- a. Obtain the deposits for the Leaders Association and deposit them in the bank account within 24 business hours, provide a copy of the deposit slip to the Financial Treasurer.
- b. Serve on the Finance: Audit and Budget Committee.
- c. Compile budget request forms which are due by May 1.
- d. Annually invite and schedule a meeting with the investment company to attend board meeting to review investment account.
- e. Be bonded and the expense incurred by the Leaders Association.
- f. 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. Bylaws may be amended by a two-thirds vote of the total membership present at the Annual Meeting. Proposed bylaw amendments must be submitted to the Secretary at least one month prior to the meeting.

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 and must be turned over to a recognized 4-H club or 4-H group, with the approval of the county 4-H Program Educator consistent with Wisconsin 4-H in the Institute for Positive Youth Development approved financial practices and policy. The dissolution must be recorded in the meeting minutes and communicated with the 4-H Program Educator.

September 1971

Revised 1973

Revised 1981

Revised 1982

Revised 1986

Revised 1992

Revised 1996

Revised 2010

Revised 2015

Revised 2017

Revised 2019

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