

## **2020-2021 BY-LAWS**

### **ST. CROIX COUNTY LEADERS ASSOCIATION**

#### **ARTICLE I – NAME AND PURPOSE**

Section I – The name of this organization shall be the St. Croix County 4-H Leaders Association

Section II – The purpose of this association shall be:

- a. Provide educational programming
- b. Fund raising
- c. Leadership Development
- d. Improve, foster, promote, develop and recognize 4-H participants
- e. Adult and youth leaders coordinate efforts
- f. Public Relations

#### **ARTICLE II – NON-PROFIT EDUCATION ORGANIZATION**

The St. Croix County 4-H Leaders Association is a chartered subsidiary of the National 4-H non-profit educational organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.

#### **ARTICLE III – MISSION**

Our goal is to progressively lead youth and adults in St. Croix County to enhance the future of 4-H through providing educational programming and promotion of life skills to grow forward thinking leaders.

#### **ARTICLE IV – PARLIAMENTARY AUTHORITY**

Roberts Rules of Order shall be considered as satisfactory guidance in conducting meetings. A standard bylaw provision incorporating this approach reads, “The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.” [RONR (11<sup>th</sup> ed.), pp. 15-17; p. 580, II. 6-24; p. 588, II. 4-8.]

#### **ARTICLE V – Meetings**

General business meetings will be held at a minimum of four times per year. These meetings will include committee and budget updates. One annual meeting will be held where any changes to bylaws will be voted on and elections will be held. The annual 4-H Awards Banquet will be held after this annual meeting.

## **ARTICLE VI – VOTING MEMBERS**

- a. All members of the Executive Board have voting privileges at Leaders Association meetings
- b. Each St. Croix County 4-H club is allowed to select an adult leader, a youth leader and an alternative person to each position as a voting member at Leader Association meetings. One youth and one adult will have voting privileges at Leaders Association meetings from each club.
- c. All enrolled 4-H members and adult leaders will have voting privileges at the Leaders Association Annual Meeting.
- d. A quorum shall consist of 7 voting members.
- e. Meetings are open to the public.

## **ARTICLE VII – GOVERNING BOARD**

Section I - At the annual meeting of the Leader's Association, 7 individuals will be elected to the Governing Board of the Leader's Association based on offices that need to be filled according to the duties and term limits listed below for each office. After the annual meeting, the governing board will meet and determine the following offices – Past President, President, Vice-President, Secretary, Treasurer and two directors. The directors will consist of one adult and one youth. If a youth cannot fill the position, an adult may fulfill those duties.

Section II – Duties of the Officers –

- a. President (one year term)
  - Plan and preside over all meetings of the Leader's Association
  - Preside over the Leader's Banquet
  - Appoint special committees and call special meetings of the Association as necessary.
  - Appoint Board members to fill vacancies as needed.
- b. President-Elect (2 year term with an optional third year to provide guidance to the association as necessary)
  - Assist the President in his/her duties and assume the President's duties when he/she is unable to fulfill them
  - The Vice President will assume the Presidency the following year
  - Should a member be elected the second year of their term, that member will remain on the Leaders Association for an additional year as the Association President

- Every other term the Vice President will be an authorized signature on all checking accounts, savings, and Certificates of Deposit for the St. Croix County 4-H Leaders Association.
  - In the event the Leaders Association Treasurer is unable to fulfill his/her duties, the Vice-President would fill the Treasurer's position until a new Treasurer is elected
- c. Secretary (one year term, may serve two consecutive terms)
- Record minutes of all meetings of the Association and submit them within one week of the prior meeting to the Extension Office
  - Maintain records of all 4-H Leader Association minutes and correspondence
  - Submit minutes of previous meeting at all Association meetings
  - The minutes will be available on the website
- d. Treasurer (three year term)
- The first year they work with the current treasurer
  - The last year (3<sup>rd</sup>) of their term, they will be an advisor and work with the new treasurer
  - An individual can serve two consecutive terms with a max limit of 6 years
  - Maintain accurate and up-to-date financial records of the 4-H Leaders Association
  - Collect and disperse funds as authorized by the 4-H Leaders Association and requested by the 4-H Youth Development Agent
  - Give financial report at all 4-H Leaders Association meetings upon request
  - The Treasurer will maintain all county, club and committee financial records at the St. Croix County UW Extension Office
  - He/she must work with the 4-H agent to file county, club and committee tax records by the deadline and submit records for an audit.
  - President shall appoint a committee to complete an audit.
  - He/she will serve as the fiscal agent for the Advanced Space Camp and Northwest Golf Classic.
- e. Past President may remain serve as a mentor to the Board.

- f. Directors – Adult and youth
  - One enrolled 4-H Adult Leader and one 4-H youth leader
  - Term is for 2 years with reappointment possible after 2 years.
  - Provides a voice for adult and youth leaders of the association without holding an office position
- g. Executive Board Meetings will be held as needed.

#### **ARTICLE VII – COMMITTEES**

The following committees will be a part of the St. Croix County Leaders Association:

- Leadership
- Fundraising
- Recognition/Public Relations
- Budget/Financials
- Educational Program Development

Adults on the Governing Board will chair committees. The President of the Association will NOT be a committee chair. An individual may chair only one committee.

#### **ARTICLE IX – MEMBERSHIP**

All enrolled 4-H Adult Leaders and youth are members of the St. Croix County 4-H Leaders Association.

#### **ARTICLE X – DISSOLUTION**

Upon dissolution of the St. Croix County 4-H Leaders Association, any assets remaining shall be conveyed to the Wisconsin 4-H Youth Development Program or 4-H Youth Development Wisconsin 4-H Foundation as selected by the affirmative vote of the majority of association members entitled to vote.