



St. Croix County, Wisconsin Leaders Association Bylaws

Updated September 2023

Article I. Name

The name of this organization shall be the St. Croix County 4-H Leaders Association. This organization is chartered under the University of Wisconsin–Madison Division of Extension, in St. Croix County, Wisconsin. Any funds received by the organization for its intended purpose shall not accrue to the benefit of individual members.

Article II. Mission

The mission of 4-H is to provide meaningful opportunities for all youth and adults to work together to create sustainable community change. 4-H is a nationwide youth-driven, volunteer-supported program which empowers youth to reach their full potential working and learning in partnership with caring adults.

The purpose of this specific association shall be the following:

- To provide educational programming for youth.
- To fundraise for youth programming.
- To create leadership development.
- To improve, foster, promote, and develop and/or recognize 4-H participants.
- To increase public relations between youth and community.

Article III. Membership

Membership and participation for this organization consists of youth and adults enrolled in the 4-H program year. This organization operates on both a 4-H program year and a fiscal year model.

Section 3.1 All 4-H leadership opportunities are open to anyone regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3.2 The Wisconsin 4-H year is defined as October 1st -September 30th for the purpose of definition in Wisconsin 4-H policies. Adults and youth may join during enrollment dates; however, participation in some opportunities may be limited based on member enrollment date.

Section 3.3 The Wisconsin 4-H fiscal year is defined as July 1st to June 30th.

Section 3.4 All enrolled 4-H leaders and youth shall be members of the St. Croix County 4-H Leaders Association.

Section 3.5 Clubs and projects may be deemed required to hold a charter within 4-H and be recognized as a 4-H entity in Wisconsin are found here: 4-H Name, Emblem & Club Policies

<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/4-h-name-and-emblem/>

4-H entities must comply with:

- i. All [Wisconsin 4-H Youth Development Policies](https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/)
(<https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/>)
- ii. All federal, state, and local laws

Article IV. Governing Board & Committees

The officers of the St. Croix County Leaders Association shall be:

- President
- President-Elect (e.g. Vice-President)
- Past-President

- Secretary
- Treasurer
- Treasurer
- Adult Director
- 4-H Fair Representative

Section 4.1 Election of Officers

- The officer shall be elected annually at the Leader's Association meeting held each October of the calendar year starting with President, then Vice President, Secretary, Treasurer, and any additional offices. A simple majority vote will occur at the meeting to select the individuals to hold the board positions.
- Self-nominations are acceptable for any position or can be nominated by an individual. Although a leader does not need to be present to be nominated, they need to accept the nomination prior to voting.
- All enrolled 4-H adult and youth leader members are eligible to vote.
- In the event of a tie, a new vote will be called and voting will continue until the tie is broken.
- Officers may resign at any time during the membership year, and for any reason, by notifying the President and/or Secretary in writing.
- If an officer is unable to finish their term, they should notify the current presiding president and UW-Extension County Educator. An election will be held at the next regular club meeting or the board shall add an appointment to fill the position for the remainder of the term.

Section 4.2 Qualification for Officers

Qualifications for each board position is the following: Volunteers In Preparation (VIP) training conducted by a University of Wisconsin-Madison Extension Educator, mandated reporter training, Title IX reporting training, and the course, "Building Safe Spaces"; every three years, Supporting You,

Supporting Youth, and upon enrollment as a 4-H leader, volunteers will be subjected to a background screening. Completing these courses are to be done through 4-H Online.

Section 4.3 Duties of Officers

President [Two Year Position]

- The president shall plan and preside over all meetings of the St. Croix County Leaders Association.
- The president shall preside over the annual St. Croix County Leaders Association Banquet.
- The president shall appoint special committees and call special meetings of the St. Croix County Leaders Association as necessary.
- The president shall appoint board members to fill vacancies as needed.
- The president shall appoint a committee to complete an audit of the St. Croix County Leaders Association.
- Upon completion of their term, the predecessor may serve as a mentor to the current board.

President-Elect [Three Year Position]

- The president-elect shall assist the president in his and/or her duties and assume the president's duties when he and/or she is unable to fulfill them.
- The president-elect shall assume the presidency the following year following the annual meeting.
- The president-elect, should the member be elected the second year of their term, shall remain on the St. Croix County Leaders Association for an additional year as the presiding president.
- The president elect shall be an authorized signature on all checking accounts, savings accounts, and certificates of deposit for the St. Croix County Leaders Association.
- The president elect shall fulfill the position of St. Croix County Leaders Association - Treasurer, should the presiding treasurer be unable to fulfill his and/or her duties, until the vacancy is filled.

Secretary [One Year Term]

- The secretary shall record minutes of all meetings of the St. Croix Leader's Association and submit within one week of the prior meetings to the UW-Extension Office, Office Support, Laura Hinz.
- The secretary shall maintain records of all St. Croix County Leaders Association minutes and correspondence.
- The secretary shall submit minutes of previous meetings at all association meetings and make available via the 4-H website as a digital resource.

Treasurer [Three Year Term]

- The treasurer shall comply with all financial policies:
<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>

- The treasurer will work with the authorized 4-H volunteer who was the predecessor on the bank account to fulfill these duties of the treasurer for the first year of term; during their last year of term, they will advise the presiding elected treasurer.
- The treasurer may serve two consecutive terms with a maximum of six years holding the position.
- The treasurer shall maintain accurate and updated financial records of the St. Croix County Leaders Association.
- The treasurer shall collect and disperse funds as authorized by the St. Croix County Leaders Association in addition to the UW-Extension 4-H Youth Development Agent for St. Croix County.
- The treasurer shall maintain all county, club, and committee financial records at the St. Croix County UW-Extension Office, Baldwin, WI.
- The treasurer shall work with the St. Croix County UW-Extension agent to file county, club, and committee tax records by the deadline listed and submit records for a financial audit.
- The treasurer shall serve as the fiscal agent for varying 4-H functions and trips.

Adult Director [Two Year Term]

- The adult director must be an enrolled volunteer within St. Croix County 4-H.
- The adult director is to provide a voice for adult and youth leaders of the association without holding an office position.

Section 4.4 Committees

Adults on the governing board shall serve as chair for committees. The president of the association shall not be permitted to serve as a committee chair. An individual may only be the chair for one committee.

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

- Leadership
- Recruitment
- Fundraising
- Recognition and Public Relations
- Budget and Financials
- Educational Program Development

Article V. Meetings

Section 6.1 The regular meetings of this club will be held consistently the third Tuesday of every other month (e.g. October, January, March, May, July) for a total of five meetings through the duration of a calendar year.

Section 6.2: Quorum A quorum must be present when business is transacted. For the St. Croix County Leaders Association, for a quorum to be met, five voting members must be present.

Section 6.3 Regular meetings will include committee and budget updates.

Section 6.4 One annual meeting is to be held where any revisions to the bylaw shall be made and voted on in addition to elections being held; the annual St. Croix County Awards Banquet shall be held following the annual meeting.

Article VI. Parliamentary Authority & Voting Members

Robert's Rules of Order shall be considered as satisfactory guidance in conducting regular meetings. A standard bylaw provision incorporating this approach reads as follows, “. . . 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 non inconsistent with these bylaws and any special rules of order the Society may adopt . . . “ [RONR (11th ed.), pp. 15-17; p. 580, II. 6-24; p. 588, II. 4-8.]

Section 7.1 Members of the St. Croix County Leaders Association, Executive Board, have voting privileges at all regular and annual meetings.

Section 7.2 Each St. Croix County 4-H club is permitted to select an adult leader, youth leader, or an alternative person for each position as a voting member at the St. Croix County Leaders Association regular meetings. To further specify, one youth and one adult may have voting privileges per club.

Section 7.3 All enrolled 4-H members and volunteers for St. Croix County may receive voting privileges at the St. Croix County Leaders Association annual meeting.

Article VII. Amendments

A simple majority of the total membership (see Article 3, Sec 3.02) may amend the bylaws, provide notice to the membership of the proposed change in writing **or** 2/3 majority vote of the total membership at any regularly scheduled meeting.

Article VIII. Dissolution Clause

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

