



# BUFFALO COUNTY 4-H LEADERS ASSOCIATION BY-LAWS

Proposed November 2016, Adopted September 2017

**RESOLVE**, Buffalo County 4-H Leadership Association hereby adopts the following restated Bylaws which shall supersede the present Constitution and Bylaws for the Buffalo County 4-H Adult Leaders Association and Buffalo County 4-H Youth Council and all amendment thereto.

## ***Article I—Name***

The name of the group shall be Buffalo County 4-H Leaders Association. From this point on in this document, it shall be referred to as the Leaders Association.

## ***Article II – Purpose***

The purpose of the Leaders Association is to provide a countywide forum for 4-H Youth Development youth and adult volunteer leaders to discuss ideas and provide input to enhance UW-Extension 4-H Youth Development programs at the county and local level.

- To be advocates for Buffalo County 4-H
- To provide input into enhancing the Buffalo County 4-H Youth Development Program
- To model youth and adult partnerships
- To provide education and leadership opportunities for others
- To engage youth and adult volunteers in countywide leadership roles

## ***Article III-Membership***

Section 1. The Leaders Association shall be comprised currently enrolled Buffalo County 4-H youth in grades 6 -13 and currently enrolled, certified 4-H adult volunteers or parent/guardian of a 4-H member present at each meeting. All present members have voting rights.

- Members on the Council shall not be limited by race, color, gender, creed, disability, religion, national origin, ancestry, sexual orientation, pregnancy, marital or parental status, socio-economic level, or veteran status.

Section 2. The Leaders Association's Executive Board shall consist of the co-presidents, the co-vice presidents, the co-treasurers and the co-secretaries.

Section 3. The Buffalo County 4-H Youth Development Educator/Agent serves as a non-voting advisor to the Leaders Association and Executive Board.

Section 8. Leaders Association members may be certified 4-H volunteers, a youth leader (grade 6-13), or a parent or guardian of a 4-H member.

## **Article IV – Meetings**

Section 1. Executive Board members are expected to attend scheduled meetings.

Section 2. A majority of the membership present shall constitute a quorum for the transaction of business.

Section 3. If a special meeting is required, members will be notified by email five business days before the meeting. The notice shall explain the purpose of the meeting, when, and where it will be held.

## **Article V - Election of Officers**

Section 1. To be elected, a candidate must receive a majority of the ballots cast.

Section 2. Elections shall take place during the September business meeting. Members elected to the Executive Board **start their term** at the meeting **at which they are elected**. They serve through the September meeting the following year.

Section 3. If no candidate receives a majority of the ballots, the one receiving the least number of votes is dropped and the voting is continued.

Section 5. Officers shall be installed at the September meeting.

Section 6. The following officer positions shall be elected annually from members who have participated at least one year on the Leaders Association.

- Co-Presidents – 1 adult, 1 youth
- Co-Vice-Presidents – 1 adult, 1 youth
- Co-Secretaries – 1 adult, 1 youth
- Co-Treasurer – 1 adult, 1 youth
- Co-Friends of Buffalo County 4-H, Inc. Representatives – 1 adult, 1 youth

## **Article VI-Duties of Officers**

Section 1. Co-Presidents: The presidents shall preside at all meetings and appoint committees as necessary.

Section 2. Co-Vice Presidents: The duties of the vice president shall be to preside over meetings in the absence of the president and serve on or as a liaison to committees.

Section 3. Co-Secretaries: The duties of the secretary shall be to keep permanent and complete records of the meetings, shall send a copy of the minutes of meetings to the Buffalo County 4-H Youth Development Educator/Agent within 15 business days of a meeting, keep a register of all members, and preside over meetings in the absence of the co-presidents and co-vice presidents.

Section 4. Co-Treasurers: The duty of the adult treasurer shall be to keep a record of all financial proceedings. The duty of the youth treasurer shall be to assist the adult treasurer and chair the annual audit committee.

Section 5. Friends of Buffalo County 4-H, Inc.: Serve as liaisons, attending Friends of Buffalo County 4-H, Inc. meetings and events.

Section 6. Each year at the September meeting, the current adult Vice President will become the adult President for the subsequent year.

#### ***Article VII - Amendments***

Section 1. This constitution and its by-laws may be amended at any business meeting by two-thirds majority vote of the members present, providing that the amendment has been submitted and read at the previous meeting.

#### ***Article VIII - Committees***

Section 1. The Co-Presidents may appoint committees throughout the year.

Section 2. Each committee shall appoint a chair and secretary. The duty of the committee secretary shall be to report the activities of the committee to the Leaders Association via the Vice-Presidents and to the Buffalo County 4-H Youth Development Educator/Agent.

#### ***Article IX-Parliamentary Authority***

Section 1. All questions of parliamentary procedure shall be governed by Robert's Rules of Order, when these rules do not conflict with this constitution or its by-laws.

#### ***Article X – Council Meetings and Participation***

Section 1. The Leaders Association meets face to face five times a year.

Section 2. When a special meeting is required, members will be notified electronically on the Leaders Association website and/or list serve a minimum of 5 days prior a meeting. The notice shall explain the purpose of the meeting, when, where and how it will be held.

Section 3. A simple majority of the membership present shall constitute a quorum for the transaction of business.

Section 4. Members are expected to contribute to countywide events.

Section 5. A member may be removed with just cause by a majority vote of the officers.

#### ***Article XI – General Rules***

Section 1 The constitution and by-laws shall be reviewed annually at the September meeting and presented at the November meeting.

#### ***Article XI – Dissolution***

Section 1. In case of dissolution of the Council, all assets are to be assigned to the Wisconsin 4-H Foundation.