

# CLARK COUNTY 4-H LEADERS FEDERATION BYLAWS

Revised: May, 2024

## Article I. Name and Location

The name of this organization shall be Clark County 4-H Leaders Federation (Leaders Federation). We are a nonprofit organization recognized by the state and federal government. The Leaders Federation principal office shall be the office of the Clark County 4-H Youth Development Agent, 517 Court Street, Room104, Neillsville, WI, 54456.

## Article II. Purpose, Role, and Responsibility

**Section 2.01** The purpose of the Leaders Federation is to provide leadership, coordination and guidance to the county 4-H youth program. The Leaders Federation role is as follows:

- Model transparent communication
- Develop expansion opportunities for Clark County Youth
- Review current program and project areas for educational goals and functionality
- Create a yearly calendar of practical programs and activities
- Support community involvement by youth and adults

**Section 2.02** The Leaders Federation will elect an Executive Board. The Executive Board's role is as follows:

- Be accountable to the membership they represent
- Determine standing rules and the conduct of the Clark County 4-H program
- Oversees the finances of the ~~Clark County 4-H program~~ 4-H Leader's Federation.

## Article III. Membership

**Section 3.01** The Leaders Federation membership will be granted to all adults enrolled as organizational project or activity leaders, key leaders, and to adults serving on countywide program and activity committees.

**Section 3.02** 4-H youth in grades 7 and higher are eligible members of the 4-H Leaders Federation. Open to any youth within grade parameter - regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

**Section 3.03** The Leaders Federation Executive Board will serve as the governing body. The Executive Board consists of twelve members: 6 youth and 6 adults.

~~A. Membership of the Executive Board shall be limited to no more than two adults or youth leaders from the same club.~~

B. A full ballot of interested nominees will be voted on at the Annual 4-H Awards Banquet.

- C. ~~Elected adult officers can serve two consecutive terms of two years terms each before going off one year.~~ Elected adult officers can serve two year terms and shall then be up for reelection if they chose to hold office again.
- D. Junior Executive Board members are elected annually to a one-year term. ~~and can serve two consecutive terms.~~
- E. If any member of the Executive Board cannot fulfill his/her position after being elected, the Executive Board will have the authority to appoint an individual to fill that position until the original term is completed.
- F. Members of the Executive Board must attend a minimum of 60% of Board meetings. Should an Executive Board member not attend the minimum 60%, they are ineligible to run for office following the completion of their term.

**Section 3.04** The following are requirements to hold a 4-H charter and be recognized as a 4-H group in Clark County, Wisconsin:

- A. Club or Group/Committee name
- B. Five or more youth from at least three families
- C. Adult leadership that has been approved through the Youth Protection Program
- D. Educational plan which meets the purposes of the 4-H program
- E. Youth involvement in leadership and decision making
- F. Meet on a continuing basis
- G. Have written operating guidelines, bylaws or constitution approved by members to govern the club or group/committee
- H. Successfully complete the 4-H Annual Charter Renewal packet that includes critical communication, legal, financial, and educational accountability requirements. All blanks must be completed and submitted to the county UW-Extension office annually no later than the due date set by the 4-H Youth Development Educator.
- I. Must comply with all:
  - 1. Wisconsin 4-H Youth Development Policies  
(<http://4h.uwex.edu/about-4-h/policies>)
  - 2. 4-H National Headquarters policies  
([http://www.national4-Hheadquarters.gov/library/4h\\_polregs.htm](http://www.national4-Hheadquarters.gov/library/4h_polregs.htm))
  - 3. All federal and state laws

#### **Article IV. Meetings**

**Section 4.01** All Leaders meetings will be held on a quarterly basis in the months of January, April, July and October. One enrolled adult or youth leader representative from each Clark County 4-H club must are expected to attend the quarterly meeting.

**Section 4.02** The Leaders Federation Executive Board meetings will be held 10-12 times per year, preferably on a monthly basis at an agreed upon date, time and location.

**Section 4.03** At least 50% of voting members of the Executive Board of the Leaders Federation must be present to conduct business. Each voting member of the Leaders Federation (adult and youth) shall be allowed one vote. ~~Voting by proxy is not allowed.~~

**Section 4.04** If unable to attend a meeting in person, Executive Board members may vote via Zoom, speaker phone or text.

## **Article V. Parliamentary Authority**

Robert's Rules of Order shall govern the meetings of the club.

## **Article VI. Amendments**

### **Section 6.01** Amendments to ByLaws

- A. The Leaders Federation ByLaws shall be reviewed annually at which time amendments may be proposed.
- B. Proposals for amendments to the ByLaws must be presented in writing, posted in the Cloverleaf, and placed on the agenda prior to the **All** Leaders Federation meeting.
- C. All ByLaws amendments must be voted on at the October All Leaders Federation meeting.
- D. The Leaders Federation may amend its ByLaws by a majority vote provided previous notice was given to membership -or-  $\frac{2}{3}$  vote of the total membership **(if previous notice was not given)** at the October meeting of the **All** Leaders Federation.

## **Article VII. Executive Board Officers**

The officers of the Clark County Leaders Federation are elected from the Executive Board.

**Section 7.01** The elected officers of the Clark County 4-H Leaders Federation Executive Board shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer (Appointed by the Executive Board and does not have voting rights **unless the Treasurer is also an elected Board member**).
- E. Co-Treasurer appointed by the Executive Board (does not have voting rights) **(if applicable)**.

### **Section 7.02** Election of the Leaders Federation Executive Board

- A. Following the election of the Leaders Federation Executive Board members, the Executive Board shall elect a President, Vice-President, and Secretary. The Executive Board will appoint a treasurer **(unless the Treasurer is also an elected Board member)**. Youth members of the Executive Board may not serve as an officer.
- B. If any member of the Executive Board cannot fulfill his/her position after being elected, the Executive Board will have the authority to appoint an individual to fill that position until the original term is completed.

### **Section 7.03** Duties of Officers

- A. President - The principle duties of the President shall be to preside at all meetings of the 4-H Leaders Federation and to provide supervision of the affairs of the Leaders Federation.
- B. Vice President - The principle duty of the Vice President is to assume the duties of the President in the President's absence. The Vice President will serve as the chairperson of any special committees appointed by the Leaders Federation.
- C. Secretary - The principle duty of the Secretary is to keep a true, consistent, and correct record of the proceedings of each meeting of the Leaders Federation and to safely and

systematically keep all books, papers, records and documents belonging to the Leaders Federation or pertaining to business thereof.

- D. Treasurer - (The appointed Treasurer - unless also an elected Board member) It is imperative for the Treasurer to be scrupulous in maintaining the Leaders Federation financial ledger. The Treasurer for the Leaders Federation shall:
1. Have knowledge of bookkeeping
  2. Have computer knowledge in financial reports
  3. Work with an accountant on preparation of tax forms and answer questions during audit procedures completed with the Audit Committee (see Article VIII. Section 8.01 c)
  4. Shall pay bills authorized by the Leaders Federation or in accordance to budget as set by the Leaders Federation
  - ~~5. Report expenditures, receipts, and bank balances at each meeting or whenever called for by the President~~
  6. Prepare a written budget with the Finance Committee to be submitted to the Leaders Federation for approval
  7. Balance and reconcile all active accounts with the bank statement
  8. Balance the books and prepare a financial statement at the end of the fiscal year (July 1 to June 30) for audit committee review
  - ~~9. Attend all meetings of the Leaders Federation and specific committee meetings~~
  10. Have Treasurer, President and/or Co-Treasurer's (if applicable) names on the checking account
  11. Receive authorization from the Leaders Federation for opening new Leaders Federation accounts (e.g., CD's, etc), or obtaining loans (e.g. platbooks, etc)
  12. Present an itemized account of monies spent and received in the past month for approval of the Leaders Federation
- E. Co-Treasurer (if applicable) - The appointed Co-Treasurer shall:
1. Deposit all money received in designated checking account
  2. Check with the 4-H office on a weekly basis for deposits which have been received
  3. Serve as an active member of the Finance Committee (Article VII. Section 8.01 a)

## Article VIII Committees of the Leaders Federation

### Section 8.01 Finance Committee

- A. The Finance Committee shall consist of:
1. Treasurer
  2. Co-Treasurer (if applicable)
  3. President (or Vice President)
  4. UW-Extension Clark County ~~Staff~~ Educator
  5. Ad hoc members: Up to three members at large for the purpose of developing the annual budget only
- B. Commission of Finance Committee

1. Review the fiscal responsibilities of the Leaders Federation organization and make recommendations to the Leaders Federation
  2. Propose the annual budget to the Leaders Federation for their review in July
  3. Review monthly Treasurer's report
  4. Ensure the annual audit is completed
  5. Develop and review annually money handling procedures for Leaders Federation and make recommendations to the Leaders Federation
  6. Provide long range fiscal security guidance for the Leaders Federation
  7. Complete financial section of the Leaders Federation Charter.
- C. Audit Process
1. Books are reviewed yearly by an independent financial agent (preferably a bank or accountant)
  2. Upon completion of the audit, the auditor shall meet with the Leaders Federation President, Treasurer, and Co-Treasurer, **if requested**

**Section 8.02 Additional Committees**

The Leaders Federation Executive Board shall appoint any and all committees, as needed.

**Article IX. Volunteer Leadership**

**Section 9.01** The 4-H Leaders Federation shall be under the direction of adult volunteer leadership working with youth leader(s).

- A. Volunteer leadership is open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- B. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-h volunteer.
- C. There shall be such volunteer assistance leaders, volunteer project leaders, and volunteer youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program.

**Article X. Dissolution**

The Leaders Federation may dissolve by a majority vote of those present at that meeting. A proposal for dissolution must be presented in writing and be listed on the annual meeting agenda. If the Leaders Federation disbands, all of the organization's assets shall be assigned to the Clark County UW-Extension office with a recommendation for the funds to be dispersed among the non-profits of Clark County.

**Article XI. Club Organization**

**Section 11.01** Club Planning Year

- A. The 4-H year is continuous and should be consistent with the county 4-H Leaders Federation annual year.
- B. The Wisconsin 4-H membership year is defined as October 1 - September 30 for the purpose of definition in Wisconsin 4-H policies.

**Section 11.02** Club Fiscal Year

- A. The Wisconsin 4-H fiscal year is defined as July 1 - June 30.

B. The 4-H club financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

**Article XII. Additional Policies and Standing Rules**

**Section 12.01** The Leaders Federation standing rules are subject to amendment or suspension by a majority vote at any meeting that a quorum is present.

**Review and Approvals**

Reviewed by 4-H Youth Development Staff \_\_\_\_\_

Date: \_\_\_\_\_

Date approved by membership \_\_\_\_\_

Required Signatures

President \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Revised and Adopted November 4, 1995  
Revised October, 2009  
Revised and Adopted January, 2010  
Revised March, 2011  
Revised and Adopted October 12, 2015  
Adopted October 10, 2016  
Amended February 27, 2017  
Reviewed October 9, 2017  
Reviewed and Approved October 8, 2018  
Reviewed January, 2024  
Revised February, 2024  
Reviewed and Approved \_\_\_\_\_, 2024  
Adopted October, 2024