

**BY-LAWS**  
**OF**  
**RACINE COUNTY 4-H ADULT LEADERS ASSOCIATION**

**Article I - NAME**

The name of this organization shall be Racine County 4-H Adult Leaders Association.

**Article II - PURPOSE**

The purpose of this organization is to encourage young people to advance their leadership skills and increase their knowledge through educational programs and opportunities within their own communities through 4-H clubs, projects, activities, and county events.

**Article III - MEMBERSHIP**

Membership in the Racine County Adult Leaders Association shall consist of adult volunteers helping to support the Racine County 4-H Organization. The Racine County 4-H year is defined as October 1-September 30 for the purpose of definition of these policies.

Section 1. Requirements and Expectations

- A. Membership is open to all persons 18 years and up regardless of race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-job program.
- B. Membership shall consist of volunteer adult leaders, parents, county University of Wisconsin-Extension staff, junior leaders, and any adult interested in the 4-H program.
- C. All adult leaders, 18 years of age and up, must be certified through the Youth Protection Program process as established by the UW-Extension 4-H Youth Development Program Area.
- D. Only registered members should be eligible to participate in the business meetings or to serve in any of its elective or appointive positions. Each member shall be entitled to one vote. University of Wisconsin-Extension staff is non-voting members.

## Article IV. - OFFICERS AND REPRESENTATIVES

### Section 1. Descriptions

1. Executive Officers: Past President, President, Vice President, Secretary, and Treasurer
2. Representatives: One (1) Adult Fair Board Representative, five (5) Adult Directors at Large.

### Section 2. Duties

1. Duties of the President shall be:
  - a. To preside over the monthly Racine County 4-H meetings.
  - b. To act as President of the 4-H Board of Directors.
  - c. To work with 4-H staff to prepare agenda for adult leaders' meetings and 4-H Board of Directors' meetings.
  - d. To actively serve on at least one county committee.
  - e. To attend county, district and/or state leadership development events.
  - f. To contact businesses and organizations for donations.
  - g. To serve on the Board of Directors as Past President for one year following the term.
  - h. The President and Racine County Extension 4-H staff shall decide and act upon club problems, which, in their judgment, would not require an executive board meeting.

TERM: 1 year

2. Duties of the Vice President shall be:
  - a. To preside in the absence of the President and take care of all duties of the President in his or her absence.
  - b. To assume all the powers of and be subject to all the restrictions upon the President while acting in his/her absence.
  - c. Following term as Vice President/President Elect, will serve as President of the 4-H Board of Directors for 1 year.
  - d. To assist with program planning for the monthly leaders meetings.
  - e. To keep current the by-laws and standing rules of this organization.
  - f. To perform other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.
  - g. To serve as a member of the Board of Directors.
  - h. To attend county, district and/or state leadership development events.
  - i. To actively serve on at least one county committee.

TERM: 1 year

3. Duties of the Past President shall be:

Each President, serving out his/her term of office, automatically fills this non-elected position at the conclusion of his/her term of office. The office expires at the conclusion of one year as past President.

1. To act as advisor and consultant to the President.
2. To serve on the Board of Directors.
3. To actively serve on at least one county committee.

TERM: 1 year

4. Duties of the Secretary shall be:

- a. To keep complete minutes of all meetings of the Leaders Association and the Board of Directors meetings.
- b. To be a member of the Board of Directors.
- c. To record all motions whether adopted or defeated.
- d. To work with the UW-Extension office in getting out necessary correspondence and communications.
- e. To provide the UW-Extension office with a copy of all minutes within a week after the meeting.
- f. To keep a book of all past and present minutes to be passed on to the succeeding Secretary
- g. To actively serve on at least one county committee.

TERM: 2 years

5. Duties of the Treasurer shall be:

- a. To have custody of all funds of the Association.
- b. To keep a full and accurate account of receipts and expenditures.
- c. To be responsible for the maintenance of books of account and financial records.
- d. To maintain a current balance of each account in the approved budget.
- e. To make disbursements in accordance with the approved budget, as authorized by the Association, the Board of Directors, or a special budget committee (in accordance with their approved plan of work).
6. To be responsible for the mailing of disbursements within 30 days of the receipt of the bills.
7. To present a financial statement at every meeting of the Board of Directors and at other times when requested by the Board of Directors. Copies will be available for 4-H Association meetings.
- f. A member of the Board of Directors.
- g. Participate as a member of the Finance Committee.

TERM: 2 years

6. FAIR BOARD REPRESENTATIVE

The Racine County Fair Board 4-H representatives shall consist of one elected adult leader and two elected junior leaders. Duties of the 4-H Representatives to the Racine County Fair Board shall be:

1. To attend all Racine County Fair Board meetings, bringing 4-H concerns to the attention of the members.
2. To attend monthly leaders and/or Jr. leaders meetings.
3. To report on Fair Board meetings at each monthly leaders and/or Jr. leaders meetings.
4. To help bring about good communication between the Fair Board and the 4-H Leaders Associations.

TERM: adult - 2 years, Jr. leader - 1-year -renewable once

7: Duties of the Directors at Large shall be:

1. To serve on Board of Directors.
2. Represent the entire county membership.
3. To fill specific roles on the Board as needed.
4. To actively serve on at least one county committee.

TERM: adult - 2 years, Jr. leader - 1 year - renewable

## **Article V. - ELECTIONS**

Section 1. A nominating committee shall be composed of three members of the Association, and approved by the membership at least one month prior to the election of the officers. The committee shall elect it's own chairman. The President cannot be a member of the nominating committee.

Section 2. Elections shall be held every year at the August Association Meeting. The election will be by secret ballot, and only members of the Leaders Association will be able to vote. In the event there is only one nominee for any office, election for that office may be by voice vote.

Section 3. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to such an office.

Section 4. Newly elected officers shall assume their offices at the October Board of Directors' meeting.

Section 5. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 6. In case of a vacancy occurring during the year, the Board of Directors may appoint a member to fill the post, except the presidency, in which case the Vice President automatically becomes President.

## **Article VII. - QUORUM**

A quorum shall consist of the members present at any business meeting.

## **Article VIII. - AMENDMENTS**

Section 1. The by-laws may be amended by a majority of the vote of the total members present at the regular Leaders Association meeting, provided notice of such amendment shall have been given at the previous meeting.

Section 2. A committee may be appointed to revise the by-laws if either a majority vote at a meeting of the Leaders Association or 2/3 vote of the Board of Directors decides that the by-laws require revision. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

## **Article X. - DISSOLUTION**

In case of dissolution of this Organization, all assets are to be assigned to a non-profit youth organization(s) in Racine County. The youth organization(s) to which disbursement(s) is/are to be made will be decided by a majority vote of the Board of Directors of the Organization pursuant to 501(c)(3) of the Internal Revenue Code.

# BY-LAWS RACINE COUNTY 4-H ADULT LEADERS ASSOCIATION

The by-laws are hereby accepted at the regular meeting of the Racine County 4-H Organization, Inc. Board of Directors as amended this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By-Laws Committee: \_\_\_\_\_

Leaders Association President

\_\_\_\_\_  
Leaders Association Vice President

\_\_\_\_\_  
Member at Large

Passed BOD 8/96  
Passed Leaders Association 8/96  
Revised passed BOD 5/98  
Revised passed Leaders Association 6/98  
Revised passed BOD 4/2000  
Revised passed Leaders Association 4/2000  
Revised passed BOD 5/2/2002  
Revised passed Leaders Association 5/28/02  
Revised passed Leaders Association 10/25/04  
Revised passed by BOD & Leaders Association 4/2006  
Revised passed by Leaders Association 6/25/07

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