

**BY- LAWS FOR THE BAYFIELD COUNTY  
4-H LEADER'S ASSOCIATION, INC.**

**Article I. Name**

The name of the organization shall be The Bayfield County 4-H Leader's Association.

**Article II. Purpose**

The purpose of this organization shall be:

1. To further the development of youth through the 4-H program in Bayfield County.
2. To determine policy for and conduct of the 4-H program in Bayfield County.
3. To plan, conduct and evaluate 4-H work and appropriate training activities with the assistance of University Extension Office personnel.
4. To bring up for discussion the concerns and ideas of the 4-H members and certified leaders and to propose and follow up on possible solutions or appropriate actions.
5. To provide the necessary funds for 4-H activities and events.

**Article III. Membership**

**Section A.**

The association shall include all 4-H adult leaders, 4-H members and families and all other persons and organizations supportive of the program. Voting members shall be certified Bayfield County 4-H Adult Leaders and enrolled 4-H Junior Leaders.

**Section B.**

No person shall, on the grounds of race, creed, ethnic background or disability, be excluded from participation in or be denied the benefit of or be subjected to discrimination under any program sponsored by the association.

**Section C.**

The use of organizational funds for personal gain of members is prohibited.

## **Article IV. Executive Board and Officers**

### **Section A.**

1. The president, vice president, secretary, treasurer, and at-large representative will serve as Executive Board members. The five elected officers must represent five different clubs unless every effort by the nominating committee to recruit qualified candidates fails.
4. The president, vice president, secretary, ~~and~~ treasurer, and at-large representative shall be elected by the association and shall serve a two-year term; president and secretary elected on even years and vice president ~~and~~ treasurer, and at-large representative elected on odd years. At large representatives will serve one year terms.
5. Officers will be elected at the annual meeting with all new officers assuming responsibility following the annual meeting. When practical, officers should serve no more than two consecutive terms.
6. After two consecutive unexcused absences the Executive Board reserves the right to request a replacement.
7. The role of the Executive Board is to set policy for the association with input from the Association.
8. The Executive Board will appoint a nominating committee which will recruit candidates for vacant positions.
9. The executive board may appoint a financial advisor to assist the treasurer.

### **Section B. Duties of Officers.**

1. The president shall preside at all meetings of the association and Executive Board and shall perform the usual duties of a presiding officer.
2. The vice president shall act in the capacity of the president in the absence of the latter or when called to the chair by the president.
3. The secretary shall keep the minutes of all meetings of the association and Executive Board and record all motions whether adopted or defeated and handle correspondence. The secretary sends a copy of the minutes to the Bayfield County Extension Office within ten days following each meeting.
4. The treasurer shall collect and care for all money and dues of the association and pay bills as ordered by the Executive Board or association. The treasurer shall report to the association at monthly meetings and submit a written report annually to them and the UW Extension office. The treasurer will submit books annually for audit.
5. The past president shall serve as advisor to the organization.

### **Section C. Indemnification of Officers, Executive Board, Employees and Agents**

The association shall indemnify any person who was or is a party or is threatened to be made a party to any action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she is or was an officer, member of the Executive Board, employee or agent of the association against expenses, including attorney fees, judgments, fines and amounts paid in settlement actually and reasonable incurred by the person in connection with such action, suit or proceeding if the person acted in good faith and in a manner he or she reasonable believed to be in or not opposed to the best interests of the association, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. Any indemnification, unless ordered by a court, shall be made by the association only as authorized in the specific case upon a determination that indemnification of the officer, member of the Executive Board, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth above. The Executive Board shall make such determination by a majority vote of a quorum consisting of members of the Executive Board who are not party to such action, suit or proceeding. If such a quorum is not obtainable, then it will take a majority vote of the members of the association.

## **Article V. Meetings**

### **Section A.**

The association shall meet a minimum of six times a year.

### **Section B.**

A quorum of the association shall be 30 percent of the clubs in the county.

### **Section C.**

The annual meeting of the association will be held in November each year.

### **Section D.**

The Executive Board shall meet a minimum of two times a year. A quorum shall be 50 percent of the members. Association meetings with a quorum of the Executive Board present shall constitute such a meeting.

## **Article VI. Standing Committees**

### **Section A.**

The By-Laws Committee shall consist of the Executive Board. The committee shall review the by-laws on an annual basis and publish for review in September, report to the membership in October, and vote on in November of each year.

### **Section B.**

The Finance Committee shall consist of the Executive Board. They are to review the budget prepared by the treasurer and present it to the association. The committee also facilitates fund raising and shall identify possible auditors.

### **Section C.**

The Awards, Recognition and Records Committee shall consist of the vice president as chair and volunteers from the association. Their responsibility is to develop and maintain an awards, recognition and records system for members. This would include setting minimum guidelines for achievement and developing formats for record books. The committee will report to the association.

### **Section D.**

The Bayfield County 4-H Policy Interpretation Committee shall consist of the Executive Board. The 4-H Youth Development Educator will serve as non-voting advisor. The committee shall elect a chair and secretary. Each time the membership of the Executive Board changes there shall be another election for chair and secretary. A quorum for hearing a concern shall be three members. The purpose of the Bayfield County 4-H Interpretation Committee is to provide opportunities for individual members/volunteers to address specific circumstances which may have affected their ability to complete local 4-H requirements, to interpret all rules, guidelines, policies and consequence established by the association, to support the local 4-H Youth Development Educator and the Bayfield County Extension Office in their duties and responsibilities and to maintain uniformity in the enforcement or application of rules in similar situations.

## **Article VII. Committees**

### **Section A.**

The committees shall consist of volunteers of adult leaders, junior leaders and other individuals knowledgeable and supportive of a particular activity, project or age group. Committees will be created as the need arises.

### **Section B.**

The purposes of the committees are to:

1. Identify the needs and strengths of an area.
2. Plan, implement and evaluate educational experiences for leaders and members.

3. Review literature and project record sheets for needed update.
4. Work with the County Fair and Extension Office in suggesting changes in the fair premium book.
5. Submit committee reports for 4-H Leaders meetings and the 4-H newsletter.

### **Article VIII. Parliamentary Authority**

“Roberts Rules of Order” supplemented by the Wisconsin 4-H bulletin #201, “How to Conduct a Meeting”, shall be a satisfactory guideline for conducting meetings.

### **Article IX. Method of Amending**

The by-laws may be amended at the annual meeting by a two-thirds vote of the members present. Notice must be given per Article VI section A. This notice will be posted. Information as to where copies of the proposed changes can be obtained or reviewed will be provided by the 4-H office.

### **Article X. Dissolution**

Upon dissolution of the association, any assets remaining thereafter shall be conveyed to a 4-H Youth Development Program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of the association members entitled to vote.

Approved by 4-H Leaders Association November 27, 2023