



# FOND DU LAC COUNTY 4-H

## SMALL ANIMAL PROJECT BYLAWS

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*Mission of Fond du Lac County 4-H - Enriching youth, families and communities through citizenship, leadership and life skill experiences*

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### Fond du Lac County 4-H Values

Fun \* Honesty & Integrity \* Responsibility \* Teamwork  
Leadership \* Politeness \* Learning

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#### **Article I – Name**

Oversight of the related county project activities shall be given to the Fond du Lac County 4-H Small Animal Project Board

#### **Article II – Purpose**

The purposes of the Small Animal Projects are to:

- Teach members responsibilities and life skills through their small animal projects in a fun learning environment
- Inspire youth to continue learning
- Enable members and their families to work together

#### **Article III – Board Membership**

**Section 1** Board membership is open to individuals regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program.

**Section 2** The Board will consist of six adults and three youth (no younger than age 15 as of October 1<sup>st</sup>). Each must have been a member or volunteer in the Fond du Lac County 4-H small animal project for a minimum of one year. (If none of the youth members are a part of FFA, the president will appoint one FFA youth representative that is at least age 15.) Youth and adults will have equal voice as committee members.

**Section 3** Each adult will serve a three-year term, with a maximum of two (2) consecutive terms. Each youth will serve a two-year term, with a maximum of two (2) consecutive terms. Elections will occur at the annual fall meeting. Elected members will begin their terms immediately following elections. Persons eligible to vote are all members and volunteers who have been in the Fond du Lac County 4-H small animal project in the past year.

## **Article IV – Officers**

**Section 1** The Board will elect, from themselves, four officers to include president, vice-president, secretary, and treasurer, each to serve a two (2) year term in that office. The officer elections will occur at the first Board meeting after the new Board members are elected. Youth or adults may serve as officers.

**Section 2** In case of vacancy on the Board the remaining Board members may appoint a successor to serve the unexpired portion of the term. Any Board member, elected or appointed, may be removed by the Board at a duly called meeting whenever in its judgment the best interests of the Small Animal Project are not being served.

**Section 3** The Fond du Lac County UW-Extension 4-H Youth Development Educator is an ex-official member of the Board.

## **Article V – Duties of Officers**

**Section 1** The duties of the President, Vice-President, Secretary, and Treasurer will be those as usually imposed on such officials of Associations, and as are required by law, and such as may be required by the Fond du Lac County 4-H Leader Association.

**Section 2** The President will: Preside at meetings of the Board; facilitate Board appointments; generally supervise activities of the project.

**Section 3** The Vice-President will: Preside at meetings in the absence of the President; organize the sub-committees, their duties and sub-committee chairs

**Section 4** The secretary will: Keep written records of meetings including attendance, maintain a membership list; maintain historical records of the Board and project

**Section 5** The treasurer will: Receive and keep account of all monies, as approved at the Board business meetings; Report on the financial conditions of the project at the meetings; Take leadership to develop an annual budget. Money shall be taken to the UW Extension, where the 4-H Administrative Assistant will receive funds for deposit. Request for payment of bills will be filed with the 4-H Administrative Assistant or 4-H Youth Development Educator who will record the request and pass it to the 4-H Adult Leader Association treasurer for payment.

## **Article VI – Subcommittees**

The Board will form sub-committees on a yearly basis. A Board member will serve on each sub-committee.

Duties of subcommittees: These subcommittees shall plan and carry out functions as related to the responsibilities listed below. This shall include plans, budget requests, rules and regulations, time frames, and a final financial report. Subcommittees shall form on a volunteer basis and elect their own chair who is responsible for making sure subcommittee progress and decisions are reported at Board meetings.

The subcommittees of the Small Animal Project shall consist of:

**Auction** Make members aware of eligibility and requirements, promotion (poster, buyers), secure auctioneer and photographer, set sale order, arrange facilities in cooperation with the fair board, secure donation of lead off animal, get 3 clerks, make sure forms are accurate, keep registration table in order

Fun Day Set date, secure location and judges, determine classes, promotion, registrations, get prizes and trophies, confirm liability insurance coverage, set-up raffle, oversee lunch stand/menu preparation, secure any start-up money through proper channels

Rabbit Hopping Maintain equipment, organize hopping practice and competition, secure practice and competition facilities

Scholarship Update application, put information in 4-H newsletter prior to deadline, get application readers, notify recipients, make large checks for handing out at fair, provide recipient information to Extension office so youth may be paid

Technology/Communications Maintain and update Facebook page, Write articles for newspaper and newsletter

Fundraising Arrange annual fundraising event

### **Article VII – Meetings**

The regular meetings of the Board will be held monthly with each meeting date/time to be determined at the previous meeting.

The regular meetings of the Small Animal Project will be scheduled as needed.

The annual meeting will be held near the start of the 4-H year (September to November)

### **Article VIII – Quorum**

Four members of the Board will constitute a quorum. A quorum must be present when business is transacted.

### **Article IX – The Project Year**

The 4-H year is continuous and is consistent with the county 4-H Leaders Association annual year of October 1 – September 30.

### **Article X – The Project Fiscal Year**

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

### **Article XI – Rules of Order**

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

### **Article XII – Board Reporting & Accountability**

This Board must be approved by the Board of Directors of the Fond du Lac County 4-H Adult Leader Association, and will report to the Leader Board or Association as requested.

### **Article XIII – Amendments**

These bylaws may be amended by a majority vote of the Board membership at any regular meeting provided notice of such amendments shall have been given at a previous meeting.

**Article IX – Dissolution Clause**

Upon dissolution of the Board any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development staff.

**Article XV – Additional Committee Policies**

Wisconsin 4-H committees must follow all [Wisconsin 4-H Policies](#), and all federal and state laws.

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

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

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