

# Wisconsin State 4-H Dog Project Association Constitution

## **Article I. Name**

Section 1.01 Wisconsin 4-H Dog Project (WSDP).

## **Article II. Purpose**

Section 2.01 To plan, promote and implement educational programs in the area of Dogs Project for Wisconsin youth and their leaders.

Section 2.02 To assist in the development of educational activities in Dogs Project that will enhance the growth and development of youth.

Section 2.03 To promote, sponsor and/or implement educational activities and events in Dogs Project for youth.

Section 2.04 To provide and/or encourage Dogs Project and youth development education for Volunteer leaders.

Section 2.05 To plan and coordinate the State 4-H Dogs events and activities.

## **Article III. Membership**

Section 3.01 Membership in the Association is open to all persons without regard to race, color, ethnic background, or economic circumstances and the Association does not operate on a segregated basis.

Section 3.02 All enrolled 4-H Dogs Project adult leaders in the State of Wisconsin in good standing within their enrolled county are automatically members of the association and constitute the voting body.

## **Article IV. Officers**

Section 4.01 Officers shall be President, Vice-President, Secretary and Treasurer.

**Article V. Board of Directors**

Section 5.01 The Board of Directors shall consist of three enrolled adult Dogs Project leaders from each Wisconsin 4-H Dogs Association district in the state, and the State Extension Specialist, serving in a non-voting (ex-officio) Advisory capacity.

**Article VI. Amendments**

Section 6.01 The Constitution and Bylaws may be amended by a majority vote of the Board of Directors, provided notice of such amendments shall be given two weeks prior to the meeting

# Wisconsin State 4-H Dog Project Association By-laws

## **Article I. Election of Board of Directors and Officers**

- Section 1.01 The adult Board of Directors from each Wisconsin 4-H Dogs Association District shall be elected at individual annual Fall District meetings. Terms of office shall run from January 1 - December 31
- Section 1.02 Terms of the adult board of Directors shall be for three (3) years with one (1) leader elected each year from each Wisconsin 4-H Dogs Association District
- Section 1.03 When there is a change in Director, the person elected cannot be from the same county as the remaining elected directors. The adult directors may be from the same county as the State Extension Representative
- Section 1.04 Officers of the Association shall be elected by the Board of Directors at their Fall Meeting from the Board of Directors.
- Section 1.05 The Board of Directors is empowered to fill vacancies and unexpired terms of Directors.
- Section 1.06 If a member of the Board of Directors has two (2) consecutive unexcused absences from regular scheduled meetings, they can be removed as a member of the Board by a majority of the Board members.
- Section 1.07 Each Wisconsin 4-H Dogs Association District may also have an elected or designated alternate to serve in place of their regular delegate when the elected delegate cannot attend or cannot serve. In the event that a District does not have enough counties represented or expressing interest to fill the Alternate Director position the elected Alternate Director may be from the same county as the three elected Directors.

## **Article II. Calendar Year**

Section 2.01 A year of this Association shall begin on January 1 and terminate December 31 of each year.

Section 2.02 The fiscal year of this Association is defined as beginning on July 1 and terminating on June 30. The Wisconsin 4-H Dogs Association financial books must be rectified annually by June 30. The annual financial report to be included in the 4-H charter renewal packet, IRS 990 filing, must be completed by designated date

## **Article III. Officers' Duties**

Section 3.01 The President shall preside at all regular and special meetings and perform such other duties as usually attached to the office.

Section 3.02 The Vice-President shall assume the duties of the President when the latter is absent or for other reasons unable to act.

Section 3.03 The Secretary shall record minutes of all meetings of the Association, Board of Directors, and the Executive Committee, and handle correspondence as directed by the Association.

Section 3.04 The Treasurer shall receive and disburse funds of the Association, present financial reports of the Association to the Board of Directors for audit, and with committee, prepare an annual budget for approval by the Board of Directors at the Annual Directors Meeting.

Section 3.05 The officers of the Adult Board of Directors, and the State Extension Representative (ex-officio), and the Executive Secretary (ex-officio) shall serve as the Executive Committee of the Association.

## **Article IV. Director's Duties**

Section 4.01 Represent counties comprising his/her District:

- (a) Communicate needs of project members and leaders to the Board of Directors.
- (b) Communicate and describe actions of the Board of Directors to members and leaders.
- (c) Promote the development of youth through participation in 4-H Dogs and Pony Programs.
- (d) Encourage development and implementation of educational activities to strengthen the impact of youth, families, volunteer leaders and community.

Section 4.02 Develop guidelines for 4-H Dogs related activities.

Section 4.03 Provide leadership to plan, coordinate and evaluate the 4-H Dogs Association events.

Section 4.04 Evaluate and make recommendations on activities and materials for youth and leaders.

## **Article V. Meetings**

Section 5.01 The Annual Meeting shall be held at the announced time.

Section 5.02 Emergency meetings may be called by the Executive Committee as necessary.

Section 5.03 Robert's Rules of Order shall govern meetings of the Association.

## **Article VI. Committees**

Section 6.01 Committees appointed by the Board of Directors by majority vote

Section 6.02 The responsibilities of committees shall be determined by the Board of Directors

## **Article VII. Association Funds**

Section 7.01 All funds raised shall be used to further the purposes of the organization, as determined by the Board of Directors

Section 7.02 In the event of dissolution, any assets of the Association will be given to the Wisconsin 4-H Foundation to be used for the benefit of the Dogs Project members.

## **Article VIII. Quorum**

Section 8.01 A quorum for transaction of business of the Board of Directors shall consist of a majority of the total membership on the Board