

**FOND DU LAC COUNTY 4-H ADULT LEADERS ASSOCIATION, INCORPORATED**  
**BYLAWS**

**BYLAW I--NAME**

The Name of this organization shall be the Fond du Lac County 4-H Adult Leaders Association, hereafter referred to as the Association.

**BYLAW II--MISSION**

The mission of this Association shall be: Enriching youth, families, and communities through citizenship, leadership and life skill experiences.

**BYLAW III--PURPOSE**

The purpose of this Association shall be:

- a. To improve, foster, promote, and develop the educational programs and leadership of Fond du Lac County 4-H.
- b. To assist UWEX to determine policy and goals, as well as plan, implement, and evaluate county 4-H programs.
- c. To strive for good public relations, mutual improvement, and general welfare of the community.
- d. To provide an opportunity for members and leaders to learn and practice the principles of democracy, citizenship, and leadership.
- e. To serve as an outlet for local club issues.
- f. To provide financial guidance to county 4-H programs.

**BYLAW III--FISCAL YEAR**

The fiscal year of this Association shall end on June 30.

**BYLAW IV—MEMBERSHIP**

SECTION 1. Volunteering is a privilege. All that's needed is a desire to provide quality educational programs and experiences with youth. Previous 4-H Youth Development experience is not necessary. All 4-H Youth Development Volunteers working with youth are required to complete the Wisconsin 4-H Youth Protection program, which includes:

- a background check for arrest and conviction records;
- participation in a volunteer orientation program; and

- annually signing the enrollment and volunteer behavior expectation form

Upon completion and acceptance of these requirements an individual becomes an enrolled leader.

SECTION 2. Every enrolled adult leader of Fond du Lac County shall automatically be a member. Membership is open to all leaders without regard to race, creed, color, religion, disability, age, marital or parental status, sex, sexual orientation, national origin or ancestry, or economic circumstance.

SECTION 3. The U.W. Extension Agents/Educators of Fond du Lac County shall be ex-officio members.

SECTION 4. All 4-H Youth Development volunteers are accountable to UW-Extension for their 4-H related activities. Volunteer dismissal is the responsibility of the 4-H Youth Development Educator working with the Wisconsin 4-H Youth Development Program Area.

#### BYLAW V--MEETINGS

SECTION 1. The annual meeting of the Association shall be held as soon as possible after the audit report for the fiscal year is ready, but not later than one hundred eighty days after the end of the fiscal year, at such time and at such place in Fond du Lac County or as the director(s) shall determine.

SECTION 2. Not less than seven days before each annual meeting, written or electronic notice of the time and place of the meeting shall be given to the members personally or by electronic or written communication to their last known address as shown on the Association records.

SECTION 3. The Board of Directors will meet monthly, or as needed. A quorum will consist of five directors.

#### SECTION 4. Special meetings

- A. The president may call a special meeting of the Association upon giving notice to the members in the manner described for an annual meeting, except that the notice shall also specify the purpose of the special meeting.

- B. Upon written demand signed by at least twenty percent (20%) of the members, the president shall call a special meeting for the purpose to which the demand relates, in the manner described for an annual meeting.

SECTION 5. A quorum at an Association meeting shall not be less than fifteen leaders.

SECTION 6. Each member is entitled to one and only one vote on each question. Voting by proxy is not allowed in the Association. Members shall abstain from voting where there is a conflict of interest.

SECTION 7. Order of business

- A. The order of business at annual meetings, and so far as applicable at other meetings of the members, shall be substantially as follows:

1. Roll call or registration
2. American and 4-H pledges
3. Reading of and action on unapproved minutes
4. Reports of officers and committees
5. Education
6. Unfinished business
7. New business
8. Election of directors
9. Adjournment

- B. Meetings of the members and of the Board of Directors shall be conducted according to and governed by Roberts Rules of Order (Revised), except as otherwise provided in these bylaws.

## BYLAW VI--BOARD OF DIRECTORS

SECTION 1. Qualifications

- A. Any member may be elected a director who has served as an adult leader in Fond du Lac County one or more years. Exceptions to this tenure requirement will be allowed in cases where all other options have been exhausted in the search for eligible candidates.
- B. The Board of Directors shall consist of one director from each of the six districts in Fond du Lac County, as determined by geographic location. In addition, the

three Teen Leader representatives will be members of the Board. Each member of the Board of Directors has one vote, including each of the youth members.

## SECTION 2. Elections and terms of office.

- A. A county leader not attached to a club is eligible to represent any district.
- B. Each director shall be eligible to be elected for two consecutive three-year terms. Two directors shall be elected each year in the following order: districts 1 and 4, 2 and 6, 3 and 5. After a director has completed two consecutive terms, they will again be eligible for election following a one year (or more) absence.
- C. Members shall elect directors by ballot. The board may select a nominating committee, but the committee's nominations may be supplemented by nominations from the floor. It is recommended that at least two names shall be submitted as candidates for each position to be filled on the board.
- D. If a director resigns before completing the term of office, a successor may be appointed by the remaining directors to fill the unexpired term. If the replacement director serves more than one-half (18 months) of the unexpired term, he/she is eligible for re-election to only one additional term. After this term the director must retire for at least one year before being eligible for additional terms.
- E. The Board reserves the right to replace a director who misses three consecutive meetings. A successor (county leader or from the district) may be appointed by the remaining directors to fill the unexpired term. If the replacement director serves more than one-half (18 months) of the unexpired term, he/she is eligible for re-election to only one additional term. After this term the director must retire for at least one year before being eligible for additional terms.
- F. The Board of Directors shall elect their own officers for a one-year term at the first board meeting following the election of directors. Offices shall be president, vice-president, and secretary. The officers so elected shall preside as the Association officers for that year. Youth members of the board may be elected to the office of Vice President or Secretary. Youth may not hold the office of Board President.
- G. The Treasurer is appointed by the Board and is an ex-officio member of the Board with voting rights. The treasurer must be at least 21 years of age. See the position description for complete details of treasurer responsibilities.

H. Duties of the offices shall be:

1. President: Preside at all meetings of the Association and work with UWEX staff to plan meetings.
2. Vice-president: Preside in the absence of the president and perform duties of the president in his/her absence.
3. Secretary: Keep minutes of all meetings of the Association, work with UWEX staff to get out correspondence, and keep accurate records of attendance.
4. Duties of each director: Serve as a voting member of the Executive Board. When a new 4-H club is started in their district, offer support by contacting the club leaders periodically during the first year. Attend and participate in Board and Association meetings. Be a liaison to clubs in their district on a continuing basis. Serve on sub-committees as needed. Establish 4-H policies and guidelines as a member of the Board. Youth members serve as a liaison to their youth Association.

SECTION 3. The Fond du Lac County U.W. Extension 4-H Youth Development Educator and Assistant will be ex-officio directors without voting rights at all meetings of the Board of Directors.

SECTION 4. Each director shall serve this Association as a director without compensation or reimbursement for travel to and from meetings.

BYLAW VII--CAPITAL STRUCTURE

SECTION 1. There shall be no dues.

SECTION 2. All contributions shall be income to the Association.

SECTION 3. All earnings from group efforts shall be income to the Association.

BYLAW VIII--AUDITS

At the close of each fiscal year, or at such time as the Board shall determine, the books and accounts of the Association shall be carefully examined by a public accounting firm, a

committee, or a qualified individual, as named by the Board of Directors.

#### BYLAW IX--ENDOWMENTS

SECTION 1. A Fond du Lac County 4-H Endowment Fund and a Fond du Lac County 4-H Non-Endowed Fund are located at Fond du Lac Area Foundation on behalf Fond du Lac 4-H Leaders Association as described in the Memorandum of Understanding between Fond du Lac County 4-H Youth Development/Cooperative Extension and Fond du Lac Area Foundation, which is on file with the local 4-H Youth Development Educator.

SECTION 2. The purpose of the Fond du Lac County 4-H Endowment Fund is to provide financial support for the 4-H Leaders Association, and the educational programs they provide. The purpose of the Fond du Lac County 4-H Non-Endowed Fund is to provide financial support to Fond du Lac County 4-H members attending UW Madison.

SECTION 3. The Board of Directors of the Fond du Lac County 4-H Leaders Association will meet regularly to disburse the funds that are received according to the Memorandum of Understanding between Fond du Lac County 4-H Youth Development/Cooperative Extension and Fond du Lac Area Foundation

SECTION 4. The President and Treasurer have the specific signature authority for the funds.

SECTION 5. If any changes occur with the Fond du Lac Area Foundation 4-H Endowment and non-endowed Fund, the Fond du Lac 4-H Leader Association will notify the 4-H Youth Development State Program Director.

SECTION 6. Upon request of UW-Extension, the Fond du Lac Leaders Association will communicate any local fundraising greater than \$2000 for a single donation, on behalf of either endowed fund with the WI 4-H Foundation for information and to prevent donor saturation.

#### BYLAW X--DISSOLUTION

Upon dissolution of the Association, any assets remaining 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 Association members.

#### BYLAW XI--AMENDMENT OF BYLAWS

By a vote of the majority of the members voting, bylaws may be enacted, amended, or repealed at any regular meeting or at any special meeting of the Association called for that purpose. Not less than seven days before the meeting, written or electronic notice of the bylaw changes shall be given to the members personally or by electronic or written communication.

#### BYLAW XII--COMMITTEES

Committees that are needed to carry on the Association's work or to do work in cooperation with the UWEX shall be approved by the Board of Directors. Committees will report to the Board or Association as requested.

Rev. 4/1993  
Rev. 11/12/1998  
Rev. 10/21/2004  
Rev. 3/15/2008  
Rev. 8/23/2011  
Rev. 10/23/2012  
Rev. 1/8/2025