

Constitution **OF** **RACINE COUNTY 4-H ORGANIZATION, INC.**

Article I - NAME

The name of this organization shall be Racine County 4-H Organization, Inc.

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 4-H Organization, Inc., shall consist of the Racine County 4-H Adult Leaders Association, Racine County 4-H Jr. Leaders Association, and 4-H club members. The Racine County 4-H year is defined as October 1-September 30 for the purpose of definition of these policies.

It is the policy of Racine County 4-H Organization, Inc. that no eligible student, client, or participant shall be denied admission to or participation in any of the benefits, programs or courses offered or sponsored by Racine County 4-H Organization, Inc., nor be denied admission to any facility owned or operated by Racine County 4-H Organization, Inc., or any of its divisions or units because of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.

Article IV. - BOARD OF DIRECTORS MEMBERSHIP AND DUTIES

Section 1. Board Membership

The Board of Directors shall consist of the Adult Leaders Association elected officers (Past President, President, Vice President, Secretary, Treasurer) one (1) Adult Fair Board Representatives, five (5) Adult Directors at Large, the Junior Leaders Association elected officers (President, Vice President, Secretary, Treasurer), two (2) Junior Fair Board Representatives, three (3) Junior Directors at Large, Historian and Reporter. With the exception of the President, each Board of Director member is entitled to one vote. In case of a tie vote, the President will cast a vote to break the tie. The following officers will be appointed by the Board of Directors in consultation with Racine County UW-Extension Staff: Historian and Reporter.

Section 2. Duties

Duties of the Board of Directors shall be:

1. To develop policy and give direction to the countywide program.
2. To attend all monthly Racine County 4-H meetings.

3. To attend all monthly Board of Directors meetings unless an excuse is called in to the Board of Directors secretary prior to the meeting.
4. To attend county, district, and/or state leadership development events.
5. To promote local 4-H groups, clubs, and activities.
6. To provide program direction in cooperation with the Racine County UW-Extension office.
7. To increase and provide educational opportunities to youth of Racine County through projects, exchanges, county workshops, social interactions, exhibits, fairs, etc.
8. To develop citizenship and leadership opportunities for the youth of Racine County.
9. To determine programs and activities as they relate to countywide functions.
10. To coordinate proposed activities and events into a yearly calendar.
11. To review budget requests from program area committees and develop an annual budget.
12. To appoint program area committees.
13. To approve financial transactions as they may be presented.
14. To exercise the option to remove a board member who has had three unexcused absences from the Board of Directors meetings within a 4-H year and appoint a replacement member.

Article V. – STANDING COUNTY COMMITTEES

Section 1- Six standing committees take on the task of organizing, making decisions, and carrying out the events for recognition, awards, scholarships, finance, and endowment for 4-H members and adult volunteer leaders.

1. Standing Committees Involved
 - a. Scholarship Committee
 - b. Awards Committee
 - c. Recognition Celebration Committee
 - d. Kiwanis Awards Committee
 - e. Finance Committee
 - f. Endowment Committee
2. Membership to each committee
 - a. Each committee will have a Board member as a Chair of the committee
 - b. Each club is to identify one youth and one adult to serve on its assigned standing committee(s).
 - c. Club membership is for a two (2) year term, after which the club will rotate to new committee.
 - d. Year terms will begin on October 1 through September 30 of the following year.
3. As additional clubs or additional standing committees are formed, rotations will be reviewed and adjusted.

Section 2 Committee Descriptions

1. Scholarship Committee
 - a. This committee shall meet approximately 3 times in April and May.
 - b. Duties include reviewing scholarship applications and assigning scholarship amounts to the winners.
 - c. Bringing above assignments to BOD executive board meeting in May for approval.
 - d. Writing check requests for the winners and submitting them to the Program Assistant.
 - e. Assign Board of Director members to hand out scholarships at the winner's school during their awards banquets.

2. Awards Committee
 - a. Organize the Trips and Awards Packets
 - b. Select 3 judges for the reviewing of packets and interviews.
Note: One member is to be a board member; one member is to be UW-Extension staff, and another member of the community.
 - c. Work with the Program Assistant to coordinate dates for interviews
 - d. Select winners of trips and awards based on judge's scoring
 - e. Present winners selection to executive board for final approval
 - f. Maintain confidentiality of winners. The winners will be announced at either recognition celebration or Holiday Ball.
 - g. Time commitment is about 5 weeks. Approximately 6 meetings.

3. Kiwanis Award Committee
 - a. Gather record books of applicants and separate by grades and by boys and girls
 - b. Gather a group of adults and older youth to read each application
2 times, 8-12 people, following the score sheet developed for this.
 - c. Total scores of each applicant.
 - d. The three highest scores from each grade are the winners.
 - e. Submit list of winners to Program Assistant. The Program Assistant will communicate with Kiwanis for recognition dinner and check presentation.
 - f. In case of a tie, Kiwanis will decide the tie breaker.
 - g. Keep winners of awards confidential.
 - h. Time commitment is approximately 1 week. (2 meetings)

4. Recognition Celebration Committee
 - a. Gather club packet information and work with Program Assistant to obtain final list of information.
 - b. Schedule date for event.
 - c. Set up date to organize the event (see previous years book for outline)
 - d. Create order list of awards
 - e. Review dairy award applicants and choose winner
 - f. Create invitation for event (this should be sent out 4 weeks prior to event)
 - g. Create script for event(see previous year for guide)

- h. Program Assistant will create handout for the event.
 - i. Organize food and drink for event
 - j. Assist UW-Extension staff in decision making for Volunteer of the Year and Friend of 4-H
 - k. Organize certificates and awards by club
 - l. Time Commitment is about 6 weeks (approximately 6 meetings)
 - m. Keep winners of awards confidential.
5. Finance Committee
- a. Members are the Adult Leaders Association treasurer, the Junior Leaders Association treasurer, two members of the Board of Directors, and the UW-Extension staff as a non-voting member(s).
 - b. Duties are to build the annual budget and oversee the semiannual audit.
 - c. Time commitment is 2 meetings per year.
6. Racine County 4-H Innovative Education Projects Grant Committee
- a. The committee's purpose shall be to support, expand, and promote the 4-H program in Racine County by awarding grants to be used for innovative and education programs.
 - b. The Innovative Education Projects Grant Committee shall be appointed by the Board of Directors consisting of two (2) 4-H adult members, two (2) members of the Board of Directors (one youth and one adult) and one (1) youth at large. The UW-Extension 4-H Youth Development Educator shall be an ex-officio member of the Committee.
 - c. Youth members of the Innovative Education Projects Grant Committee are to be appointed annually, by the Board of Directors, for a 1 year term. Youth may be reappointed for one additional term.
 - d. Adult members are to be appointed by the 4-H Leaders Board of Directors for a two-year term. Adult members may be reappointed for one additional term. The Adult representative of the Board of Directors will be appointed annually, by the Board of Directors.
 - e. The committee will assist the Leaders Association in creating an awareness of the Innovative Education Projects Grants.
 - f. The committee has set up grant proposal guidelines and will annually invite grant proposal requests from 4-H members, 4-H Leaders, 4-H clubs and 4-H committees. They will review grant requests and recommend projects to be funded to the Board of Directors for approval.
 - g. The committee will review endowment applications and present winners to the Board of Directors in December for final approval.
 - h. Applications are due November 1st or as to be amended by the committee.
 - i. Time commitment is 1-2 meetings per year.

Article VI. - QUORUM

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

Article VII. - AMENDMENTS

Section 1. The bylaws 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 VIII. - DISSOLUTION

In case of dissolution of this Organization, all assets are to be assigned to a recognized 4-H Club Group/Committee, 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 Racine County 4-H Youth Development Educator.

BY-LAWS
RACINE COUNTY 4-H ORGANIZATION, INC.

The bylaws 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:

Adult Leaders Association President

Adult Leaders Association Vice President

Junior Leaders Association President

Junior 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

Passed Leaders Associations June 25, 2007

Revised and passed by BOD May 3, 2012

Revised and passed by BOD June 6, 2013

Revised and passed by BOD & Leaders Association May, 2016