

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.

Section 2. Duties

Duties of the Board of Directors shall be:

1. To develop policy and give direction to the county level programing.
2. To attend all monthly Racine County 4-H meetings.
3. To attend all monthly Board of Directors meetings unless a notification is given 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. Innovative Educational Grant Committee
2. Membership to each committee
 - a. Each committee will have at least one Board member on the committee.
 - b. Each club is to be notified of the committees and are requested to identify one youth and one adult to serve on a standing committee.

Section 2 Committee Descriptions

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 recipients.
- c. Bringing above assignments to BOD executive board meeting in May for approval.
- d. Determine who will hand out scholarships at the recipients' school during their awards banquets.

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 (may or may not be a current volunteer).

- c. Work with the UW Extension Staff to coordinate dates for interviews
- d. Select recipients of trips and awards based on judge's scoring
- e. Present recipients selection to executive board for final approval
- f. Maintain confidentiality of recipients. The recipients will be announced at either recognition celebration or Holiday Ball.
- g. Time commitment is about 5 weeks. Approximately 6 meetings.

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, volunteers will follow the score sheet for judging applications.
- c. Total scores of each applicant.
- d. The three highest scores from each grade are the recipients.
- e. Submit list of recipients to UW Extension Staff. The UW Extension Staff will communicate with Kiwanis for recognition dinner and check presentation.
- f. In case of a tie, Kiwanis will decide the tie breaker.
- g. Keep recipients of awards confidential.
- h. Time commitment is approximately 1 week. (2 meetings)

Recognition Celebration Committee

- a. Gather club packet information and work with UW Extension Staff 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, and send to UW Extension staff for proof-reading
- e. Create invitation for event (this should be sent out 4 weeks prior to event)
- f. Create script for event(see previous year for guide), and send to UW Extension staff and/or another volunteer for proof-reading
- g. UW Extension Staff and/or volunteer will create handout for the event.
- h. Organize food and drink for event
- i. Assist UW-Extension staff in decision making for Volunteer of the Year, Friend of 4-H, and all other volunteer awards
- j. Organize certificates and awards by club
- k. Time Commitment is about 6 weeks (approximately 6 meetings)
- l. Keep recipients ~~winners~~ of awards confidential.

Finance Committee

- a. Members are the Adult Leaders Association treasurer, the Junior Leaders Association treasurer, two members of the Board of Directors.
- b. Duties are to build the annual budget and oversee the semiannual audit.

- c. Time commitment is 2 meetings per year.

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 consist of at least two 4-H adult members and two members of the Board of Directors (one youth and one adult).
- c. The committee will assist the Leaders Association in creating an awareness of the Innovative Education Projects Grants.
- d. 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.
- e. The committee will determine the deadline for the application.
- f. Time commitment is 1-2 meetings per year.

Article VI. – 4-H YOUTH DEVELOPMENT EDUCATOR ROLE

All committees and groups are accountable to the 4-H Youth Development educators/staff and are required to seek their advice when acting in the role of a 4-H volunteer.

The 4-H Youth Development Educator is charged with overall leadership and oversight for all 4-H Youth Development programs. This includes guidance and support for the 4-H club program, and other 4-H educational programs, and serving as a community leader in youth development. The 4-H Youth Development Educator works with the county 4-H Leader Organization, committees, and Groups in the following role:

Educational Administrator

- a. Responsible for assuring that all programs bearing the 4-H name and emblem are consistent with the purpose, vision, and values of Cooperative Extension's 4-H Youth Development program.
- b. Ensures compliance with Wisconsin 4-H Youth Development, UW-Extension, and USDA policies, procedures, and expectations including non-discrimination laws.
- c. Provides education and management for financial accountability for county 4-H clubs and groups through review of the charter and charter renewal documents to meet federal and state tax requirements and receive ongoing approval of tax-exempt status.

Article VII. - QUORUM

A quorum shall consist of the members present at any Board of Directors meeting, at least seven members are required.

Article VIII. - AMENDMENTS

Section 1. Any member of the Association may propose an amendment to the Constitution at a Leaders Association meeting.

Section 2. A committee may be appointed to revise the Constitution if either a majority vote at a meeting of the Leaders Association or 2/3 vote of the Board of Directors decides that the Constitution requires revision.

Section 3. To approve any amendments to the Constitution, the proposed Constitution amendments will be first reviewed at a Board of Directors meeting. Then the proposed Constitution amendments must reviewed twice and voted upon by majority of the total members present at the second Leaders Association review meeting.

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.

**CONSTITUTION
RACINE COUNTY 4-H ORGANIZATION, INC.**

The Constitution are hereby accepted at the regular meeting of the Racine County 4-H Organization, Inc. Board of Directors as amended this

_____ day of _____, 20__

Adult Leaders Association President

Adult Leaders Association Vice President

Member at Large

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
Revisions proposed by BOD 6/2018
Revisions proposed by Leaders Association 10/2018

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.