

BY-LAWS
OF
RACINE COUNTY 4-H ADULT LEADERS ASSOCIATION

Article I - NAME

The name of this organization shall be Racine County 4-H Adult Leaders Association.

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 Adult Leaders Association shall consist of adult volunteers helping to support the Racine County 4-H Organization. The Racine County 4-H year is defined as October 1-September 30 for the purpose of definition of these policies.

Section 1. Requirements and Expectations

- A. Membership is open to all persons 18 years and up regardless of race, color, creed or religion, national origin, disability, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans' status, or non-job program.
- B. Membership shall consist of volunteer adult leaders, parents, Extension staff, and any adult interested in the 4-H program.
- C. All adult volunteers, 18 years of age and up, must be approved through the Youth Protection process as established by the Extension 4-H Youth Development program area. Only approved volunteers are eligible to participate in the business meetings or to serve in any of its elective or appointive positions. Each member shall be entitled to one vote.

Article IV. - OFFICERS AND REPRESENTATIVES

Section 1. Descriptions

1. Officers: Past President, President, Vice President, Secretary, and Treasurer
2. Representatives: One (1) Adult Fair Board Representative and five (5) Adult Directors at Large.

Section 2. Duties

1. Duties of the President shall be:
 - a. To preside over the monthly Racine County 4-H Adult Leaders meetings.
 - b. To act as President of the Racine County 4-H Board of Directors.

- c. To work with Extension 4-H staff to prepare agenda for adult leaders meetings and Racine County 4-H Board of Directors' meetings.
- d. To actively serve on at least one county committee.
- e. To attend county, district, and/or state leadership development events.
- f. To contact businesses and organizations for donations.
- g. To serve on the Board of Directors as Past President for one year following the term.

TERM: 1 year

2. Duties of the Vice-President shall be:

- a. To preside in the absence of the President and take care of all duties of the President in his or her absence.
- b. To assume all the powers of and be subject to all the restrictions upon the President while acting in his/her absence.
- c. Following term as Vice President/President Elect, will serve as President of the Racine County 4-H Board of Directors for 1 year.
- d. To assist with program planning for the monthly leaders meetings.
- e. To keep current the by-laws and standing rules of this organization.
- f. To perform other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.
- g. To serve as a member of the Board of Directors.
- h. To attend county, district, and/or state leadership development events.
- i. To actively serve on at least one county committee.

TERM: 1 year

3. Duties of the Past President shall be:

Each President, serving out his/her term of office, automatically fills this non-elected position at the conclusion of his/her term of office.

- 1. To act as advisor and consultant to the President.
- 2. To serve on the Board of Directors.
- 3. To actively serve on at least one county committee.

TERM: 1 year

4. Duties of the Secretary shall be:

- a. To keep complete minutes of all meetings of the Leaders Association and the Board of Directors meetings.
- b. To be a member of the Board of Directors.
- c. To record all motions whether adopted or defeated.
- d. To work with the Extension office in getting out necessary correspondence and communications.
- e. To provide the Extension office with a copy of all minutes within a week after the meeting.
- f. To actively serve on at least one county committee.

TERM: 2 years

5. Duties of the Treasurer shall be:
- a. To have custody of all funds of the Adult Leaders Association.
 - b. To keep a full and accurate account of receipts and expenditures.
 - c. To be responsible for the maintenance of books of account and financial records.
 - d. To provide a copy of all check requests to Extension office.
 - e. To maintain a current balance of each account in the approved budget.
 - f. To make disbursements in accordance with the approved budget, as authorized by the Association, the Board of Directors, or a special budget committee (in accordance with their approved plan of work).
 - g. To be responsible for the mailing of disbursements within 30 days of the receipt of the bills.
 - h. To present a financial statement and a monthly transaction report at every meeting of the Board of Directors and at other times when requested by the Board of Directors. Copies will be available for Leaders Association meetings.
 - i. A member of the Board of Directors.
 - j. Participate as a member of the Finance Committee.
- TERM: 2 years

6. Fair Board Representative:

The Racine County Fair Board 4-H representatives shall consist of one elected adult leader. Duties of the 4-H Representatives to the Racine County Fair Board shall be:

- a. To attend all Racine County Fair Board meetings, bringing 4-H concerns to the attention of the members.
- b. To attend monthly Leaders Association meetings.
- c. To report on Fair Board meetings at each monthly Leaders Association meeting.
- d. To help bring about good communication between the Fair Board and the Leaders Associations.

TERM: 2 years

7. Duties of the Directors at Large shall be (5 members):
- a. To serve on Board of Directors.
 - b. Represent the entire county membership.
 - c. To fill specific roles on the Board as needed.
 - d. To actively serve on at least one county committee.

TERM: 2 years renewable

Article V. - ELECTIONS

- Section 1. Any member of the Association can nominate themselves or be nominated by another Association member at the August meeting.

Section 2. Elections shall be held every year at the August Leaders Association Meeting. The election will be by secret ballot, and only members of the Leaders Association will be able to vote. In the event there is only one nominee for any office, election for that office may be by voice vote. In case of a tie, a second ballot will be cast. Two directors at large should be elected on even years and three directors on odd years.

Section 3. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to such an office.

Section 4. Newly elected officers shall be sworn in during the September Board of Directors Meeting and assume their offices at the September Leaders Association meeting. The September Board of Directors meeting will also be the orientation meeting for newly elected officers.

Section 5. A person shall not be eligible to serve more than two consecutive terms in the same office. In the event that no individual accepts the nomination for an office, a person who has already served their maximum terms can be considered for the position.

Section 6. In case of a vacancy occurring during the year, the Board of Directors may appoint a member to fill the post, except the presidency, in which case the Vice President automatically becomes President.

Article VII. - QUORUM

A quorum shall consist of the members present at any business meeting, at least ten members are required.

Article VIII. - AMENDMENTS

Section 1. Any member of the Association may propose an amendment to the by-laws at a Leaders Association 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 requires revision.

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

Article X. - 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 Program Coordinator.

**BYLAWS
RACINE COUNTY 4-H ADULT LEADERS ASSOCIATION**

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__

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
Revised passed by Leaders Association 6/25/07
Revisions passed by BOD 6/2018
Revisions passed by Leaders Association 10/2018
Revisions passed by BOD 6/2020
Revisions passed by Leaders Association 6/2020