

*The Constitution
of the 4-H Adult Leaders Association
of
Crawford County Wisconsin*

ARTICLE I: NAME AND RECOGNITIONS

SECTION 1: The name of the organization shall be THE 4-H ADULT LEADERS ASSOCIATION OF CRAWFORD COUNTY WISCONSIN. Hereafter referred to in this document as “the Association.”

SECTION 2: The Association is recognized by Crawford County and The University of Wisconsin-Madison Extension as the local body, which implements 4-H Youth Development missions of the Federal Land Grant and “Wisconsin Idea” mandates.

ARTICLE II: PURPOSE

SECTION 1: The Association is the governing body of 4-H in Crawford County and therefore will set and review policy as needed for the programs, projects, participation and activities of the 4-H program within the county.

SECTION 2: The Association will promote 4-H programs, encourage Leader and Member training, and supplement and enhance programs at the county and local 4-H club level for the purpose of youth “life skill” development.

ARTICLE III: MEMBERSHIP

SECTION 1: Membership in the Leader’s Association includes all persons functioning in leadership roles in Crawford County. Adult leaders ((i.e. activity/event, adult advisor/chaperone, club enrollment coordinator, club leader, committee volunteer, project leader) and youth leaders shall become a member of this Association irrespective of heritage, creed, or national origin.

a. All officially enrolled adult members and youth leader representatives have full voting rights.

SECTION 2: Volunteer Orientation All adults who are enrolled 4-H volunteer leaders must complete the Youth Protection Process.

- a. Enroll in Crawford County 4-H Youth Development through 4HOnline
- b. Complete the online mandated reporter training through 4HOnline
- c. Register for and attend the in-person UW-Extension Volunteers in Preparation (VIP) Training.

ARTICLE IV: OFFICERS

SECTION 1: Membership

- a. The Association's elected leadership will be known as the "Executive Board," hereafter in this document known as "the Board." Board officers shall be as follows: President, Vice President, Secretary, Treasurer, and Historian.*
- b. Officers of the Association shall be elected at the Awards Program. This meeting shall also serve as the traditional Annual Meeting. Upon election and acceptance of the Association's trust, the new officers shall receive, from past officers and the 4-H and Youth Agent, all records and supplies needed to fulfill their new responsibilities.*

SECTION 2: Duties

- a. President: Shall serve as Board member and preside at all regular and special meetings of the Association; be an ex-officio member of all committees; call any Board meeting when deemed necessary; delegate authority and assign tasks/responsibilities for program enhancement.*
- b. Vice President: Shall serve as a Board member and in the absence of the President, assume responsibilities of the President.*
- c. Secretary: Shall serve as Board member and keep complete minutes of all meetings of the Association and Board and submit these to the UW-Madison. – Extension for publication.*
- d. Treasurer: Shall serve as a Board member, collect and disperse all monies authorized by the Association, and work with Board and/or the Association in preparing budgets and financial statements.*
- e. Historian: Shall serve as a Board member and will assist the 4-H and Youth Development Agent in coordination of news releases, associated 4-H promotional activities. The historian shall also maintain an archive of the history of Crawford County 4-H.*

ARTICLE V: MEETINGS

SECTION 1: All members may attend meetings. The Board and Adult Leaders are urged to attend.

SECTION 2: Robert's Rules of Order explained by: The ABC's of Parliamentary Procedure, How to Have Successful Meetings, and the University of Wisconsin's "Special Circular 23": How to Conduct a Meeting: Parliamentary Procedure will be considered satisfactory guidance.

SECTION 3: The Association shall meet as many times a year as needed in person.

- a. A quorum for the Association shall consist of three officers and at least five other members present at the meeting in which members have been notified through the official membership lists.*
- b. When in person meetings are not possible, members may participate in regular or special meetings by, or through the electronic communications, videoconferencing, teleconferencing or other available technology which allows the members to communicate simultaneously or sequentially.*

SECTION 4: The Board will be required to meet at least three times annually; these meetings will be scheduled by the President, at least one of the three meetings will be for discussion of the annual budget.

- a. A quorum for the Board shall consist of one-half of the Board membership.*
- b. Other meetings may be called by the President and/or the 4-H and Youth Development Agent as needed.*

ARTICLE VI: RESPONSIBILITIES OF THE EXECUTIVE BOARD

SECTION 1: Elections shall be held annually. Each office will be held for a two-year term, but not to exceed two consecutive terms.

SECTION 2: President, Treasurer, Historian are elected in odd years. Vice-President, and Secretary are elected in even years.

SECTION 3: The Board shall be the Association's Nominating Committee.

SECTION 4: The Board may, when needed, make decisions representing the Association.

SECTION 5: The Board will serve as the Review Committee and determine any disciplinary action as appropriate.

a. Situations requiring Leaders' Board investigation and/or action:

i. 4-H Members or Leaders accused/convicted of any of the following while participating in a county, state or national 4-H related activity will be required to appear before the Board. The list of illegal acts include, but is not limited to: Possession or use of drugs or alcoholic products; theft, misuse, or abuse of public or personal property; sexual misconduct; unauthorized absence from the area of an event; violation of federal, state or municipal law(s); misuse or misappropriation of 4-H funds.

ii. Parent(s)/Guardians of youth involved with illegal acts will be notified and asked to participate in appropriate fact finding or consequential action.

iii. The Board reserves the right to seek legal action against any individual involved with illegal activities in association with 4-H activities.

b. When a 4-H Member or Leader is found to be in violation of the above, he/she will be removed from enrollment lists and not permitted to re-enroll for a designated period of time or as otherwise indicated by other county, state, or federal guidelines.

SECTION 6: The Board will appoint Interim officers when a vacancy exists.

SECTION 7: The Board will oversee the enrollment and expansion of Crawford County 4-H.

ARTICLE VII: COMMITTEES AND PROGRAMS

SECTION 1: All Committees shall be formed with volunteers appointed by the Executive Board to include appointing a chairperson.

a. Before a committee is formed the Association, or the Board, acting as directed by the Association, shall determine the mission, the timeframe to complete the mission, and scope of responsibilities of a committee, this will include whether or not the committee is to "propose" options or "act" with a delegated authority within the scope of responsibility.

SECTION 2: All county-wide projects and activities using the 4-H name, emblems, or resources must be approved by the Association.

a. Traditionally, authorized projects, programs, and activities will be scheduled and approved at an annual planning meeting after Awards Program.

ARTICLE VIII: AMENDMENTS

SECTION 1: Amendments to this Constitution will use the following procedures:

- a. A proposed Amendment to the Constitution must be given to the Extension office and Association Secretary for publication two weeks prior to discussion at the next Association meeting.*
- b. A proposed Amendment will be required to be discussed in two consecutive Association meetings. The amendment will be submitted for discussion at the first meeting then after discussion, it will be automatically tabled; discussion from the first meeting will be reviewed then reopened to be followed by a vote in the next consecutive Association meeting.*
- c. Time limits for discussion will be proposed by the President or delegated authority and be approved by a quorum of the Association.*
- d. At the second consecutive meeting, the proposed Amendment will be formally worded, motioned, seconded, opened for discussion and then voted upon.*
- e. For the Amendment to be carried, it must have a quorum of the Association.*
- f. An Amendment that is tabled during its second consecutive presentation needs to be resubmitted by its authors unless the President, by approval of a quorum, decides to form a working group for discussion.*
- g. Any Amendment denied may be rewritten and resubmitted by its authors.*

ARTICLE IX: CAPITAL STRUCTURES

SECTION 1: All contributions and fundraising efforts shall be income to the Association for the purpose of promoting youth and leadership development of the Crawford County 4-H members.

SECTION 2: In the event that the Association becomes non-existent it will be the responsibility of the officers to remove the funds to a frozen status for a period of not less than three years after which if the organization remains unstructured, such funds will revert to a special account with the Crawford County Ag and Extension Education Committee for the purpose of youth development in Crawford County.

- a. In the event a 4-H club or project elects to disband, its financial accounts will be frozen for not less than three years; or if a percentage of the club membership decides to reorganize then the Association will have the authority to refund the new organization at the percentage of the old clubs memberships joining the new organization.*
- b. In the event a 4-H club or project is operating in a condition that directly or indirectly, runs against Federal, State, County or Association principles, the Association reserves the right to freeze funding until such time as there is compliance with the operating rules of the parent governments.*

SECTION 3: All 4-H clubs and projects, with reasonable notification, will submit a year-ending account balance to the UW-Madison Extension Office or at other times upon request. Those responsible for providing such records are the Club Treasurer and those Adult Leaders past and present who may hold any needed information.

