

**Bylaws and Policies of the Chippewa County 4-H Leaders, Inc.  
Chippewa Falls, Wisconsin**

*(Adopted 11/13/06, Revised 11/27/07, Revised 3/11/08, Adopted 6/10/08, Revised 1/12/10, Adopted 6/8/10, Revised 3/13/12,  
Adopted 5/8/12, Revised 5/14/13, Adopted 6/11/13, Adopted 5/12/15, Adopted 5/10/16 ) (Revised 9/13/16, Adopted 11/7/16)  
(Revised 10/8/19, Adopted 1/14/20)*

**Resolve, that the Chippewa County 4-H Leaders, Inc. (Council) hereby adopts the following restated membership and policies guidelines, which shall supersede the present membership and policies guidelines and all amendments thereto.**

**Chippewa County's membership information and policies guidelines will follow the established policies of the WISCONSIN 4-H YOUTH DEVELOPMENT POLICIES**

<https://4h.extension.wisc.edu/files/2016/09/WI4HYouthDevelPolicies.pdf>

**Additional requirements and clarifications above the State requirements are as follows.**

**Article I – Name**

The name of this organization shall be the Chippewa County 4-H Leaders, Inc.

**Article II – Purpose**

**Section 1.** The purposes of this organization are as follows:

- A. Study the needs of youth in Chippewa County and implement educational and leadership programs to meet those needs;
- B. Budget, raise and expend money for a variety of 4-H events and activities;
- C.

**Section 2.** The above named purposes shall be executed in cooperation with Cooperative Extension personnel and the Agricultural and Extension Education Committee of the Chippewa County Board of Supervisors. Chippewa County 4-H Leaders, Inc. follows the Wisconsin 4-H Policies and in compliance with national name and emblem regulations.

**Article III – Leaders Council Membership and Related Information**

**Section 1.** The Chippewa County 4-H Membership year will be defined as October 1 through September 30 of the following year.

**Section 2.** The membership of this corporation shall consist of all 4-H organizational, project, activity, resource or special adult leaders who have been certified in accordance with current Chippewa County 4-H and Wisconsin 4-H requirements.

**Section 3.** This corporation complies with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the American's with Disabilities Act and shall not discriminate on the basis of age, race, color, creed or religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-program related conviction record, or qualified disability, who provide leadership in 4-H programs in Chippewa County.

**Section 4.** Leaders Council will work in conjunction with county-wide committees to carry out the 4-H educational programs.

**Section 5.** The Leaders Council will serve as the governing body. Membership shall be a minimum of one adult and/or youth representative from each Chippewa County 4-H Club known as the Leaders Council. Each club will be allowed one vote. Youth representatives must be in their fourth year in 4-H to serve on the Leaders Council.

## **Article IV – Youth Member Requirements relating to Projects, Activities, and Club Work**

The Chippewa County 4-H Leaders Council has established general requirements to Chippewa County 4-H Youth who want to achieve and receive recognition as county 4-H members. (Local 4-H clubs will follow these achievement requirements, administering them, and reporting the results to the Extension Office.)

**Section 1.** The Chippewa County 4-H Membership year will be defined as October 1 through September 30 of the following year.

**Section 2.** This program complies with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the American's with Disabilities Act and shall not discriminate on the basis of age, race, color, creed or religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-program related conviction record, or qualified disability, who provide leadership in 4-H programs in Chippewa County.

**Section 3.** Chippewa County 4-H will follow WI State 4-H Policy on age and grade requirements for membership. Youth in grades K-2 must be enrolled in Cloverbuds.

**Section 4.** General membership enrollment deadlines are as follows:

A. Members from the previous year are encouraged to enroll by November 1 to continue receiving correspondence

B. New members may join at any time during the year per WI 4-H Policy

**Section 6.** Requirements for yearly member successful completion are as follows:

### **Membership Requirements for Achievement Recognition**

A. Achievement will be decided at the club level.

### **Section 7. 4-H Project Requirements for Achievement Recognition for Each Enrolled Project**

A. No project additions after April 1 for existing members

B. No project drops after April 1 for existing members

C. Give one talk or demonstration at project, club, or special meetings.

D. Exhibit a project at a local community, county, or district fair, or a similar event, where the project is judged or critiqued and is viewed by the public (project can not be judged on club level)

Complete all project records and turn in a completed 4-H Record Book to club representative by August 31, or by date specified, date set by parent advisory committee for the club. **(The death of a project animal during the 4-H year should not count against the achievement record of a 4-H member. Any other hardship case regarding membership achievement or project achievement should be reported to the club advisor for successful completion consideration)**

**Section 8.** Members who do not meet achievement requirements

A. May re-enroll the following year. Members will not be eligible for financial reimbursement or the Key Award that year in which record books are required.

### **Section 9. 4-H CLUB REQUIREMENTS AND RESPONSIBILITIES**

A. See State 4-H policies

**Section 10.** Financial policies for 4-H Clubs and members

A. All checks issued by the Leaders Council checking account need to be cashed within 60 days of issuance.

B. All bills must be submitted by the end of the 4-H year (September 30) to the Extension Office.

C. Annual Financial Report must be submitted by November 1 to the Extension Office.

### **Article V – Executive Board**

**Section 1. Qualifications.** Only members who have served as certified adult leaders one or more years may be elected to the Executive Board.

**Section 2. Nominations.** A nominating committee shall be made up of all Executive Board members. Additional nominations may be accepted from the floor at the September 4-H Leader's Meeting.

**Section 3. Elections.** Officers will be elected from the list of representatives from the clubs at the September 4-H Leaders meeting of the Chippewa County 4-H Leaders, Inc.

- A. The president-elect shall serve one year as such, then move to the office of president, with a new president-elect elected each year.
- B. Following the term of president, he or she will serve one year as past president.
- C. The secretary will be elected in the odd-numbered years for a two-year term.
- D. The treasurer will be elected in the even-numbered years for a two-year term.
- E. All officers will serve their term or until they are replaced.
- F. A majority vote of those in attendance shall constitute an election.

**Section 4. Executive Board.** The Chippewa County 4-H Leaders, Inc. Executive Board shall consist of:

A. President

- 1) Shall have served as President-Elect the previous year.
- 2) The term of office shall be one year.
- 3) Shall preside at all regular and special meetings of the Chippewa County 4-H Leaders, Inc. and Executive Board.
- 4) Shall also be an ex-officio member of all standing or appointed committees
- 5) Shall work with Chippewa County Division of Extension 4-H Program Coordinator or Educator to act on Chippewa County 4-H Leaders, Inc. situations which in their judgment would not require board action.

B. President – Elect

- 1) Shall preside in the absence of the president and take care of all the duties of the president during the president's absence; and
- 2) Shall become President the 2<sup>nd</sup> year of office

C. Secretary

- 1) Shall keep accurate record of the proceedings of all Board and Leaders meetings;
- 2) Shall send minutes of meetings to President and Chippewa County Division of Extension Office with-in seven working days after a meeting;
- 3) Shall work with Extension Office in getting out and receiving all correspondence and communications necessary.

D. Treasurer

- 1) Maintain accurate and up-to-date financial records of the Chippewa County 4-H Leaders, Inc.;
- 2) Collect and disperse funds as authorized by the Chippewa County 4-H Leaders and as requested by the 4-H Program Coordinator/Educator.
- 3) Give financial report at all Leaders meetings and upon request.

- 4) As an authorized signature of Chippewa County 4-H Leaders he/she can not draw funds without a letter of approval signed by the 4-H Youth Development Agent under the direction of the Chippewa County 4-H Leaders.
  - 5) Provide leadership for Chippewa County 4-H Leaders Council Budget
  - 6) Take the leadership to have the audit take place by September 30
- E. Past-President

- 1) Shall be an active member of the Executive Board; and
- 2) Shall be called upon for advice and provide continuity to the overall functions of the Leaders and Board;

**Section 5: Leaders Council Grievance Policy**

- 1) A “grievance” shall be defined as a dispute or disagreement raised by a Volunteer, Participating family, or Youth against the Chippewa County 4-H Leaders Council organizational policies involving the interpretation or application of such policies. Grievances shall be processed in the following manner:
  - a. Disgruntled parties may request an Executive Leaders Council Board meeting to hear the dispute by contacting the Leaders Council President in writing.
  - b. The mediation request must be made within one month of the conflict.
  - c. If any Executive Leaders Council Board members are involved in the dispute they are excused from all meetings relating to mediation.
  - d. The Executive Leaders Council members will make every effort to schedule a mediation meeting within two weeks of the request.
  - e. The Executive Leaders Board members will send written documentation of the decision within two weeks of the meeting.
- 2) If a satisfactory settlement is not reached at the Executive Board level, the grievant shall prepare & present the grievance to the Chippewa County 4-H Program Coordinator or Educator. The 4-H Program Coordinator or Educator will then become an arbitrator who shall hear the dispute between the grievant & the Executive Board and his/her decision shall be final & binding by both parties. The written decision will be issued by the agent within 10 working days.

**Article VI – Meetings**

**Section 1. Governing.** All Meetings shall be governed by Roberts Rules of Order.

**Section 2. Informal Action Without Meeting.** Any action required or permitted by the Bylaws or any provision of law to be taken by the Executive Board may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all the Executive Board members entitled to vote on such action. Such consent shall have the same force and effect as a unanimous vote at a meeting.

**Section 3. Chippewa County 4-H Leaders Council.**

- A. Chippewa County 4-H Leaders does consist of one representative vote per each active club in the County.
- B. The Council shall hold a minimum of seven meetings per year held the second Tuesday of the following months: October, November, January, March, May, June, August and September. The president may call an additional meeting at any time and shall do so upon the demand of the majority of the officers.
- C. The Executive Board may call special meetings.

- D. The agenda shall be set in cooperation with the 4-H Program Coordinator or Educator and the Executive Board .
- E. The agenda shall be made available to all Council Representatives three days prior to the meeting date.
- F. In the event of cancellation the meeting will be rescheduled in accordance with Article VI, Section 3.B.

**Section 4. Executive Board**

- A. Any member of the Executive Board may call for a meeting of the Board.
- B. All members of the Executive Board shall be notified at least 24 hours in advance.
- C. A quorum shall consist of at least three voting members of the Executive Board.

**Article VII – Capital Structure**

**Section 1. Dues.** Each club will contribute a total of \$4.00 per member per year to the Chippewa County 4-H program.

- a. \$1.50 per member will be contributed to the Wisconsin 4-H Foundation each year by the Chippewa County 4-H program.
- b. \$1.00 per member will be put towards the accident insurance account.
- c. \$1.50 will be held for 4-H programs in Chippewa County. (Clubs will be billed after March 1<sup>st</sup> of each year for the number of members enrolled.)

**Section 2. Income.** All contributions, gifts, and earnings from group efforts shall be income to the Chippewa County 4-H Leaders Council.

**Section 3. Net Earnings.** Any net earnings remaining after payment of all operating costs and expenses, together with reasonable and necessary reserved may be retained by the Council as an unallocated surplus.

**Section 4. Fiscal Year.** The Fiscal year of the Chippewa County 4-H Leaders Council shall end on June 30.

**Article VIII – Audit**

**Section 1.** At the close of each fiscal year, or at such time as the Board shall determine, the books and accounts shall be carefully examined by a qualified auditor with a written report prepared for the full Chippewa County 4-H Leaders Council.

## **Article IX – Committees**

**Section 1. Composition.** Each committee shall consist of at least (3) three members. With each committee meeting at least once each year with the meeting being called by the 4-H Program Coordinator or Educator or committee chair. A member may serve on more than one committee. Members may volunteer for more than (1) one year, who must be an enrolled leader in 4-H Online or youth. Chairs will serve for three years and evaluated yearly by Executive Board.

**Section 2. Objectives.** The objectives of the committees are to assist and plan for the development of the area indicated in the committee's title, and report to the Leaders meeting at least once a year or as appropriate. An annual financial statement must be submitted by October 1<sup>st</sup> for any committee holding their own financial account.

**Section 3. Key Committees:** Such as, but not limited to, the committee areas as listed in the attachment.

**Section 4. Special Committees.** Special Committees may be appointed by the president when authorized by the Council or the Executive Board.

## **Article X– Financial Policy**

All funds are to be used to support educational programs and training for youth 4-H members and adult 4-H volunteers. The organization shall be non-stock and no dividends or pecuniary profits shall be declared to the members thereof.

**Section 1.** Offices and committee position are voluntary and non-compensary. It is assumed that persons serving in these positions are donating their time and incidental personal expenses for the good of the organization or 4-H. All extraordinary personal expenses must be approved by the Chippewa County 4-H Leaders before payment.

**Section 2.** The President and one other member of the board may release funds up to \$50.00. Any non-budgeted expenditures over \$50.00 must be approved by the Council before payment.

**Section 3.** All unused funds must be returned to the Extension Office within 10 days after the event with required receipts.

**Section 4.** The Treasurer shall maintain a savings and a checking account. The President shall have authority to sign checks in the Treasurers absence.

**Section 5.** An annual budget must be developed and prepared at the April Executive Board meeting and approved at the May Leaders Council meeting.

**Section 6.** Bills and invoices must be submitted in a timely fashion with appropriate payment request form. Expenditure request forms must include receipts and itemized list of expenditures. All money received must be accompanied by a receipt. Sales tax will not be reimbursed.

**Section 7.** Any paid positions exceeding \$600 will need to go through a hiring process. Qualified applicants will be accepted and hired by Leaders Council.

## **Article XI– Amendments – By-Laws**

**Section 1.** The by-laws of this organization may be amended by a two-thirds (2/3) majority of votes cast at any regular meeting of those present and voting.

**Section 2.** The proposed amendments to the by-laws shall be sent from the Cooperative Extension Office to all members of the organization in a newsletter prior to the meeting at which it is to be acted upon.

## **Article XII– Notification**

**Section 1.** A copy of bylaws, list of officers,, and committee membership shall be updated and posted annually on the Chippewa County 4-H website.

**Article XIII – Dissolution**

Upon dissolution of the Chippewa County 4-H Leaders, Inc., 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 members entitled to vote.

## Key Committees

**Arts, Crafts & Photography Committee** will provide leadership for educational activities for members, including a countywide festival for youth.

**Camp Committee (Overnight and Day)** – will organize 4-H camping programs as needed, including selecting counselors and camp staff. They will assist in training of the camp staff and attend camp whenever possible.

**Clover College Committee** – will plan and implement a half day program where youth in grades K-6 can explore various projects.

**Clover University Committee** - will plan and implement a one day program with youth in grades 6-12 can explore various projects and advance their skillsets.

**Speaking and Demonstration Committee** – will plan contests and activities for 4-H members, including the Speaking, Safety Essay and Poster, and 4-H Demonstration contests. (Speaking contest is tri-county with Dunn, Chippewa and Eau Claire)

**Dairy Committee** – will organize a Chippewa County 4-H Dairy Judging Contest. They will select coaches and members to represent the county at the District Judging Contest.

**Dog Program Committee** - will organize and conduct dog obedience programs.

**Performing Arts Festival Committee** – will provide leadership for educational activities for members, including a tri-county festival for youth. (Dunn, Chippewa and Eau Claire)

**Forest Committee** – will provide leadership to oversee the management of the Chippewa County 4-H Forest, located in the Howard Township. The funds generated from the forest provide scholarships.

**Promotion Committee** - serve as the catalyst to promote the Chippewa County 4-H program. They will plan promotional events including school open houses and the 4-H Info Night/Open House.

**Rabbit Project Committee** – will serve as a resource to youth interested in learning more about rabbits.

**Recognition and Record Book Committee** – will determine and plan appropriate recognition of 4-H members and leaders in Chippewa County including 4-H Graduation Program, Key Award Presentation, and selecting outstanding record books.

**Snack Bar Committee (Leaders Council fundraising for county 4-H programs)** will conduct operations, set schedule etc. for fundraiser during the NWSF