



# Oneida County 4-H Robotics Bylaws

Approved on March 27, 2026

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## Article 1. Name

The name of this 4-H Group shall be Oneida County 4-H Robotics. This organization is chartered under the University of Wisconsin Division of Extension in Oneida County.

## Article II. Purpose

The purpose of the Oneida County 4-H Robotics group is to provide opportunities for 4-H volunteers and youth leaders to support the Oneida County 4-H Robotics program. Oneida County 4-H Robotics activities include:

- Supporting Positive Youth Development through high quality robotics and STEM programming.
- Building strong youth-adult partnership and promote inclusive participation.
- Ensuring responsible stewardship of resources and program quality.

As with all chartered 4-H clubs and groups, the Oneida County 4-H Robotics is accountable to the local 4-H Program Educator and must submit an annual Charter Application and Annual Financial Report. The Oneida County 4-H Robotics group is not responsible for the hiring and supervision of 4-H Program Educators, the selection and supervision of 4-H volunteers, or decisions related to 4-H membership.

## Article III. Membership

Membership of the Oneida County 4-H Robotics group shall consist of all enrolled and approved Oneida County 4-H volunteers and Oneida County 4-H members during the Wisconsin 4-H Program Year.

(NOTE: Per Wisconsin 4-H Policy only currently approved 4-H volunteers and members can make up the membership of clubs and groups.)

As a program of the University of Wisconsin-Madison, 4-H does not discriminate on the basis of race, color, national origin, sex, gender identity (including gender expression), sexual orientation, age, disability, religious creed, political beliefs, or reprisal or retaliation for prior civil rights activity.

## **Article IV. Association Annual Meeting**

Each year the Oneida County 4-H Leaders Association will hold an Annual Meeting in **February or March** for all Oneida County 4-H Robotics group members to attend. The meeting will have the following agenda items:

- Vote of Leader Association Bylaws revision (if any)
- Vote on Oneida County 4-H Robotics group policy revisions (if any)
- Vote on the Oneida County 4-H Robotics group Annual Budget
- Vote for any open seats to the Board of Directors
- Any other business the Board of Directors would like to bring to the membership.

## **Article V. Board of Directors**

The Oneida County 4-H Robotics Board of Directors will be composed of 6 members, including 4 positions for 4-H adult volunteers and at least 2 positions for 4-H youth members.

Board of Director duties include:

- Promote positive youth development
- Attend Board of Director meetings
- Provide insight and perspective to the Board
- Participate in the decision-making process
- Contribute to committee work
- Provide leadership for budget development and oversight

Terms for all members will be one year.

## **Article VI. Officers**

### **Section 1: Officer Positions**

At the Annual Meeting, the Oneida County 4-H Robotics Board of Directors will elect officers:

- President
- Vice President (or President-Elect)
- Secretary
- Treasurer

### **Section 2: Officer Elections**

- Nominations will be taken starting with President, then Vice President, Secretary, Treasurer, and any additional officers.
- The officers shall be elected annually by simple majority vote. In the event of a tie, a new vote will be called and voting will continue until the tie is broken.
- Officers may resign at any time during the membership year, and for any reason, by notifying the President and/or Secretary in writing.
- If an officer is unable to finish their term, an election will be held at the next regular Board of Directors meeting.

## Section 3: Officer Duties

### President - Adult

- The president shall ensure that the Oneida County 4-H Robotics group complies with Wisconsin 4-H State Policies.
- The president shall preside over meetings.
- The president shall follow/enforce the bylaws and policies of the Association.
- The president shall work with the officers to create the agenda for each meeting.
- Appoint committees as needed.
- The president shall represent the Oneida County 4-H Robotics group.

### Vice-President

- In the absence of the president, the vice-president/president-elect shall conduct the business meeting.
- In coordination with the president, the vice-president/ president-elect helps facilitate the Annual Charter Application process with the group.
- The vice president/president-elect shall help the president in their duties as needed.

### Secretary

- The secretary shall keep a record of all proceedings of the club.
- The secretary shall keep attendance records for each meeting and send them to the Extension Office.
- Per county policy, submit minutes to the Extension Office.
- The secretary shall handle all correspondence for the Oneida County 4-H Robotics group.

### Treasurer - Adult:

- The treasurer shall comply with all financial policies: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>.
- The treasurer is responsible for maintaining a system that creates a separation of duties for receiving, spending and reconciling Oneida County 4-H Robotics group funds.
- The treasurer shall pay money out upon approval of the Oneida County 4-H Robotics group.
- The treasurer shall keep a record of all budget items and work with the President to complete the Annual Financial Report.

## Section 4: Removal of Board Member/Officer

- 3 or more unexcused absences within a year is an automatic removal from the Board of Directors
- Failure to uphold the duties of the office as described in the bylaws above, can result in removal of position by a majority vote by the Board of Directors at a meeting.

## Article VII. Meetings

Meetings of the Oneida County 4-H Robotics group Board of Directors will be determined by the Board of Directors and communicated to the membership. A quorum must be present when business is transacted. A simple majority of the Board of Directors will constitute a quorum.

