2026
CONSTITUTION AND BYLAWS
of the
ONEIDA COUNTY 4-H LEADERS ASSOCIATION

ARTICLE I. NAME AND PURPOSE

Section 1. The name of this organization shall be the Oneida County 4-H Leaders Association.

Section 2. The purpose of the Association shall be:

a. Conduct county-level 4-H programs with youth.

b. Raise funds and manage a budget to support 4-H programs.

c. Coordinate county-level recognition for youth and adults.

d. Represent 4-H to the community and advocate for 4-H.

e. Ensure compliance with USDA, UW-Extension, and Wisconsin 4-H Youth Development program policies and copyrights.

ARTICLE II. MEMBERSHIP

Section 1. 4-H Membership

a. It is the policy of the Oneida County 4-H Leaders Association 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 Oneida County 4-H, nor be denied admission to any facility owned or operated by Oneida County 4-H or any of its divisions or units because of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age (except as detailed in Section 1 Para. b-d), sexual orientation, pregnancy, marital or parental status.

b. Youth Membership: The Wisconsin 4-H membership year is October 1 –September 30. 4-H has open enrollment. Youth may enroll at any time of the year. 4-H membership is open to all youth beginning in 5K (five-year-old Kindergarten) through one year beyond high school graduation and not to extend beyond the age of 19 as of December 31 of the enrollment year. Youth may enroll in 4-H through the following options. All 4-H Clubs must be chartered, have 5 or more youth from at least 3 families, include adult leadership that has been approved through the Youth Protection process, involve youth in leadership and decision-making, meet on a continuing basis, have an educational plan which meets the purposes of the 4-H program, and have written operating guidelines, bylaws or constitution approved by the members to govern the club. Cloverbud Project –Youth in 5K –2nd grade participate in the Cloverbud project which is designed to meet the developmental needs of this age group. This does not include pre-kindergarten or four-year-old kindergarten youth. Cloverbud project members are not allowed to exhibit animals at public events nor participate in shooting sports activities. Home Schooling - Children who are home schooled will participate in 4-H in their declared grade. High School seniors, and those participating as members in the year following high school graduation, will be eligible to participate through the entire 4-H year.

c. Adult Membership: In order to initially be recognized as a 4-H volunteer leader in the Wisconsin 4-H program, all adults age 18 years and over must participate in the Youth Protection Program, which includes completing the Volunteer Application Form which includes Signed Volunteer Behavior Expectation Form and Assumption of Risk, Online Mandatory Report Training for Volunteers, Extension Volunteer in Preparation (VIP) Training, and Successful Background Check for arrest and conviction records through the approved channel. Volunteers must annually complete Volunteer Behavior Expectations and Assumption of Risk on the 4-H Enrollment Form. A background records check for arrest and conviction records will be completed every four years for continuing 4-H volunteer leaders. Youth that are over 18 years of age and are still active 4-H members do not require background checks. These youth are expected to participate as members and not in a chaperone or adult volunteer leader role.

d. Host Families: Background checks and attendance at volunteer orientation are required for all host parents/guardians who aren't currently recognized 4-H volunteers. Background checks are required for all other adults 18 years of age and older, living in host families who are not currently enrolled as 4-H members. Returning volunteers who have been absent one to four years need the background records check and signed Volunteer Behavior Expectation and Assumption of Risk Form, but are not required to attend the orientation to be reinstated as a volunteer. Returning volunteers who have been absent five or more years need to repeat the entire Youth Protection process.

e. Other youth protection training: 4-H volunteers who have already had background checks and child abuse training as part of their employment or other volunteer experience will still need to complete the 4-H process. .A guest speaker or guest presenter doesn't need to complete the process if working under the visual supervision of an enrolled volunteer or Extension staff member.

f. 4-H youth leaders: 4-H members who serve as youth leaders do not need to complete the Youth Protection program process. If they enroll as an adult volunteer leader instead of serving as a youth leader, they need to complete the Youth Protection program process.

g. Participants in single day events/activities, such as, animal workshops, project festivals, etc., are not considered enrolled Youth or Adult 4-H Members. These special program participants are ineligible to receive benefits of the Oneida County 4-H Program such as county, state, national and international trips; scholarships, etc.

Section 2. Association Membership

a. Membership of the Oneida County 4-H Leaders Association shall consist of currently enrolled and certified adult 4-H leaders~~,~~ and currently enrolled Youth Leaders in grades 6 through 13.

Section 3. Voting Rights and Privileges

a. Rights and privileges of voting shall be held by current members of the Leaders Association. The 4-H Youth Development Agent shall serve as an ex officio (non-voting) Association member. Motions will pass on majority vote of a quorum.

A quorum shall consist of at least two (2) Executive Officers plus-all other Leaders Association members present at a publicly noticed meeting.

Section 4. Removal

a. Any member, including an officer, may be suspended or removed by the Association membership with just cause, such as violation of the volunteer expectation guidelines, misuse of Association resources, etc. Removal shall be determined by a two-thirds majority vote at a publicly noticed regular or special Association meeting.

b. All 4-H youth development volunteer leaders are ultimately accountable to UW-Extension for their 4-H related activities. Any member may be suspended or removed by the Oneida County 4-H Coordinator for failure to follow volunteer behavior expectations and upon notification to the State 4-H Office,

Section 5. Dissolution Clause

a. Upon dissolution of the Association, any assets remaining shall be conveyed to a 4-H Youth Development program or to the Wisconsin 4-H Foundation as selected by the affirmative vote of the majority of members entitled to vote.

b. Upon dissolution of individual clubs, any assets remaining shall be conveyed to the Leaders Association Treasurer. The 4-H Leaders' Association may disburse these funds to another chartered club, use them for a special project, or use them for general operating needs. The Leaders' Association may also return the funds to the club if it charters again.

Section 6. Financial Records and Audits

a. The Leaders Association will conduct a yearly audit.

b. The Oneida County 4-H Leaders Association and all 4-H Clubs/units are required to submit a financial record and audit report to the County Extension office once each year.

c. The Oneida County 4-H Leaders Association will complete a yearly charter for the UW-Extension 4-H program according to the guidelines given by the state programming authority

ARTICLE III. OFFICERS

Section 1. Number

a. The principal Officers of the Association shall be a President, a Vice-President, a Corresponding/Recording Secretary, and a Treasurer.

Section 2. Election

a. The Officers of the Association are to be elected by the members at the annual meeting as follows: Even year: Vice President and Treasurer, and odd year: President and Secretary. If the election of the Officers is not held at the annual meeting, such elections shall be held as soon thereafter as convenient. Each Officer shall hold office for a two (2) year term or until his/her successor shall have been duly elected.

Section 3. Nominations

a. Officers shall be nominated from the floor of the Annual meeting at the time of the election.

Section 4. Vacancies

a. A vacancy in any principal office because of death, resignation, removal, disqualification or otherwise, shall be filled for the unexpired portion of the term by a simple majority vote at a publicly noticed Association meeting.

ARTICLE IV. DUTIES OF THE OFFICERS

Section 1. President

a. The president shall be the principal executive officer of the Association and shall preside at Leaders Association.

b. The president shall be informed regarding parliamentary procedure.

c. The president shall prepare a meeting agenda in consultation with the County 4-H Youth Development Coordinator.

d. The president shall be responsible for completion of the Leaders' Association annual charter.

e. The president shall have on hand at meetings a copy of Robert's Rules, the Association's by-laws and past minutes.

Section 2. Vice-President

a. The vice-president shall be ready to preside in the absence of the president or when called to chair by the president.

b. The vice-president shall act as parliamentarian unless he/she calls on someone else.

c. The vice-president shall act as liaison to committees formed by the Association for the purpose of orientation, determining training and other support needs.

d. The vice-president shall be responsible to provide job descriptions for each office to be filled.

Section 3. Secretary

a. The secretary shall record minutes of all meetings of the Oneida County 4-H Leaders Association. All motions, passed or failed, must be recorded.

b. The secretary shall handle correspondence for the Oneida County 4-H Leaders Association.

c. The secretary shall maintain a record of individual and club attendance at meetings of the Oneida County 4-H Leaders Association.

Section 4. Treasurer

a. The treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Association. The treasurer shall receive and give receipts for monies due and payable to the Association from all sources and deposit all such monies in the name of the Association in such banks, trust companies or other depositories as shall be selected by the Association. If unbudgeted checks have to be written before the next Oneida County 4-H Leaders Association meeting, the treasurer will have to contact at least one other officer for permission for disbursement.

b. The treasurer shall report expenditures, receipts and bank balances at each Leaders Association meeting or whenever called for by the president. The treasurer shall prepare a written copy to be submitted to the secretary at that time.

c. The treasurer shall check with the 4-H office monthly for deposits which they may have received and for bills which must be paid.

d. The treasurer shall balance the books and prepare a financial statement at years end and assist in the preparation for Audit Committee's review.

Section 5. Youth Representatives

a. Current year 4-H Youth Leaders will be Youth Representatives to the Leaders' Association. The Youth Representatives shall participate in Association Meetings, and hold all voting rights. Youth Leaders will work with other county Committees as needed and requested.

b. One youth leader may serve in the capacity of 4-H Leader's Association officer.

c. One youth leader may serve in the capacity of an alternate Leaders' Association Secretary to assist the Secretary with their duties and to record meeting minutes when the Secretary is not available to attend a meeting.

ARTICLE V. COMMITTEES

Section 1. General Committees shall be determined by the Leaders' Association as needed. Examples include:

a. Awards and Recognition – Responsible for the annual Awards and Recognition Dinner

b. Membership – Deal with general promotion, community education, ambassador program, National 4-H Week promotion, set enrollment procedures, independent members, etc.

c. Creative Arts and Communication Expo

d. Summer Theater Program

The responsibilities of the General Committees are as follows:

- To assess needs
- To set standards and procedures (with Leaders' input when appropriate)
- To monitor activity and follow through

- To evaluate and make changes
- To report to Leaders Association

Section 3. Project Development Committees: These will be formed based on need and leadership Available.

The responsibilities of Project Development Committees are as follows:

- Assessing the learning needs of youth and incorporating their needs/voice into activities.
- Developing project leader training recommendations and activities.
- Developing countywide project activities/events and helping with club events as needed.
- Reporting budget needs for countywide activities to Leaders Association.
- Monitoring the educational value of countywide and club activities and reporting on events to the Association and project members/leaders.

Section 4. Volunteer Development Committee

Led by a Volunteer Coordinator approved by the Leaders' Association, assists the 4-H coordinator in connecting with current volunteers to identify leaders' training needs, assists the Project Development Committees, recruits volunteers to participate in leadership roles, networks with volunteers to determine challenges and opportunities for 4-H program expansion, and works to achieve sound leadership development throughout the 4-H program.

ARTICLE VI. MEETINGS

Section 1. Regular Membership Meetings

The regular meetings of the Oneida County 4-H Leaders Association will be held on the fourth Monday of the following months: September, November, January, February, April, and June starting at 6:30 p.m. All meetings are open to any Oneida County 4-H Leaders, 4-H members and parents, or interested community members. Meetings during the months of November, January, February, and April will be held on the Zoom internet platform. The others will be face-to-face with zoom option.

Section 2. Annual Membership Meeting

a. The Annual Meeting of the Oneida County 4-H Leaders Association shall be the November meeting for the purpose of electing officers, adoption of the budget, and reviewing bylaws.

Section 3. Special Membership Meetings

a. Special meetings of the members, for any purpose or purposes, may be called by the President at the request of a majority of members at a regular meeting.

Section 4. Notice of Membership Meetings

a. The meeting announcement and agenda items will be emailed to Association members each month. Additional items may be added to the agenda at the beginning of the meeting.

Section 5. Order

a. Robert's Rules of Order, supplemented by the Wisconsin Bulletin "How to Conduct a Business Meeting," shall govern meetings of the Association.

ARTICLE VII. AMENDMENTS

Section 1. Notice

a. Notice must be provided in writing at a previous regular or special meeting, or through notification by mail of any proposed change to the bylaws being considered.

Section 2. Voting

a. The Constitution and Bylaws may only be amended by a two-thirds majority vote of the membership present at a publicly noticed regular or special Association meeting, after appropriate notice has occurred.