WALWORTH COUNTY 4-H SENIOR LEADERS’ CONSTITUTION

Article I – Name and Purpose

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

Section 2. The purpose of this organization shall be to:

1. advise and cooperate with the UW-Extension staff of Walworth County on matters of direct concern to strengthening the county 4-H program.
2. study the needs of Walworth County youth and sponsor programs to meet those needs.
3. determine the policies and activities of the 4-H program in Walworth County.
4. aid in the expansion of 4-H programs in Walworth County and the development of leadership for these programs.
5. raise money to used in the support of established and new 4-H activities and events.
6. cooperate with FFA and agriculture advisors, other youth organizations, and the Walworth County Fair Board to provide a program of youth educational activities and recognition opportunities in conjunction with the Walworth County Fair.

Article II - Membership

Section 1. Membership in Walworth County 4-H Senior Leaders is open to all 4-H adult leaders who are enrolled with UWEX for the current year, have completed the Youth Protection Program, and have had a background check.

Article III – Officers

Section 1. The officers of the Walworth County 4-H Senior Leaders’ Association shall be adults leaders elected to serve as president, vice president, secretary and treasurer.

Section 2. Each officer’s term shall be for the number of years designated or until a successor is elected. Duties shall be (but are not limited to) the following:

President: Preside at all meetings of the Association, act as chairperson of the Executive Committee and alternate duties with the Junior Leaders’ Association president serving as chairperson of the Executive Board. Elected even years for a 2 year term.

Vice-President: Preside in the absence of the President and take care of all duties of the President during his/her absence, serve as chairman of the Nominating Committee and provide leadership in securing a slate of officers for the annual election. Elected odd years. 2 year term.

Secretary: Keep minutes of all meetings of the Senior Leaders’ Association, act as secretary of the Executive Committee and alternate duties with the Junior Leaders’ Association Secretary as secretary of the Executive Board. Work with the UWEX office in sending necessary correspondence and communications. Elected odd years. 2 year term.

Treasurer: Collect and care for all money of the Senior Leaders’ Association, pay bills as directed by the Association or the Executive Committee; present a monthly report at Association meetings, chair the Budget Committee, and ensure all required county, state and federal reports, including the IRS Form 990, are completed and filed annually in a timely manner. Treasurer will receive a $500 stipend annually. Elected even years. Four year term with option of yearly extensions.

Section 3. Method of Nominations:

Officers shall be nominated by a nominating committee appointed by the President and chaired by the Vice President. No officer, other than the treasurer, may be elected to succeed himself/herself for consecutive terms. The slate of nominees will be completed by the September Newsclip deadline. At the September Senior Leaders’ meeting, additional nominations may also be made from the floor. Write-in candidates will be accepted.
Section 4. Officers of this Association shall be elected the fourth Monday of October and installed at the fall Senior and Junior Leaders’ Banquet. The elected officers shall take office at the first meeting following the banquet.

Section 5. A majority vote shall constitute an election.

Section 6. Any office vacancy may be filled at a regular Association meeting by a majority of the Executive Committee, provided notice to this effect has been sent to all members prior to the meeting.

Article IV – Committees

Section 1. Executive Committee

1. The Executive Committee shall consist of the officers of the Senior Leaders’ Association and the District Representative from each of the five (5) districts in the county. The UWEX 4-H Youth Development educator shall serve as advisor to this committee.

2. District Representatives, elected the fourth (4th) Monday of October, shall serve a 2 year term or until their successors are elected. They may serve no more than 2 consecutive terms. If the situation warrants, a District Representative may simultaneously hold one of the elected offices for all or part of his/her term.

3. The Executive Committee is empowered to take action on behalf of the Senior Leaders’ Association.

4. Meetings shall be called at the direction of the President as needed throughout the year.

5. Dates, locations, and times of meetings shall be published in the 4-H NewsClip.

Section 2. Executive Board

1. The Executive Board shall consist of the officers and District Representatives from each of the five (5) districts of both the Junior and Senior 4-H Leaders’ Associations. The UW-Extension 4-H Youth Development Educator shall serve as advisor to the Board.

2. Executive Board Meetings will be held on the second Wednesday in January, April, July and October at a place and time to be announced.

3. The President of the Junior and Senior Leaders’ Associations shall alternate acting as chairperson of the Board. Secretaries of the two Associations shall alternate taking minutes and in general acting as secretary of the Board.

4. The Executive Board shall serve as a communications link between the two Associations and shall be empowered to act on behalf of the Associations. Among their responsibilities shall be approval of late enrollments and approval of the Walworth County 4-H Policies and Guidelines.

5. Dates, locations, and times of meetings shall be published in the 4-H NewsClip.

Section 3. Standing Committees

1. At least three (3) persons shall be named to each Standing Committee.

2. Special Committees may be appointed by the Senior Leaders’ President when authorized by the Association.

3. A Sunshine Chairperson shall be appointed.

4. The House of Pork and Futures Committees will report regularly to the Association on fund-raising activities and submit financial reports as requested.

5. Project and Activity Committees

Project and Activity Advisory Committees are to be composed of Senior Leaders, FFA Advisors, Junior Fair Superintendents, as appropriate, junior leaders, teens and parents. A chairperson will be elected by the committee to serve one year. A secretary will keep accurate committee records and submit copies of meeting minutes to the UW-Extension Office in a timely manner. Policy changes are to be submitted to the Senior Leaders’ Association for review and to the Executive Board for approval.
6. **Awards Committee**

1. The Awards Committee shall have three (3) representatives from each of the five county districts, with a two year rotation. The Awards Committee, with assistance from the Nominating Committee, shall identify individuals to fill Awards Committee vacancies each fall. The Senior Leaders’ Association shall approve appointments to the Awards Committee at its October meeting.

2. No one may serve more than two consecutive 2-year terms on the Awards Committee.

3. All county awards and achievement program policies will be reviewed by the Awards Committee. Changes in the County Awards Policy must be approved by the Executive Board. (See Awards Policy.)

**Article V – Meetings**

Section 1. Meetings of the Walworth County 4-H Senior Leaders’ Association shall be held on the fourth Monday evening of each month (except August and December) at a time and location to be announced in the 4-H Newsclip, 4-H Communications or via email.

Section 2. Senior and Junior Leaders’ Banquet

1. The annual Senior and Junior Leaders’ Banquet shall be hosted by a different district each year. Junior and Senior Leaders’ Association district representatives from the host district shall share in the planning of the event.

2. Rotation schedule for hosting the banquet is as follows:

   - Northeast District  2012  2017
   - Southeast District  2013  2018
   - Central District  2014  2019
   - Northwest District  2015  2020
   - Southwest District  2016  2021

3. Expenses for the banquet shall be shared equally between the Junior and Senior 4-H Leaders’ Associations.

**Article VI - Amendments**

The Constitution of the Walworth County 4-H Senior Leaders’ Association may be amended at any meeting of the Senior Leaders’ Association by a two-thirds majority vote of the members present. Notice must be given at a previous meeting or through notification by mail regarding the constitutional changes being considered.

**Article VII - Finance**

Section 1. An annual 4-H Senior Leaders’ Association Budget will be prepared by the Budget Committee, chaired by the Treasurer, for approval of the Association at its October meeting.

Section 2. Fund-raising projects with a specific 4-H goal or for a specific 4-H activity are subject to the approval of the 4-H Youth Development educator and the Association membership. Monies should be used within the year they are raised if a long term goal was not established.

Section 3. The Walworth County 4-H Senior Leaders’ Association, will, upon verbal or written request, consider giving monetary support in an amount not to exceed one third (1/3) of the cost to those persons representing the Walworth County 4-H program at local, district, regional, state, national and international functions such as:

   - Educational trips such as State Leadership Conference, Arts Camp, Space Camp, Out-of-State Exchange, Area Animal Science Days, Citizenship Washington Focus (CWF), National 4-H Congress, International trips, etc.
   - State and District Adult Leader Conferences
   - Multi-County Training Events
The Association will, upon request, consider monetary support of county programs they believe merit and need their assistance. Examples: Workshops, Awards Programs, and Educational Activities.

Section 4. The fiscal year begins July 1 and ends on June 30

Walworth County 4-H Senior Leaders' Associations Constitution
October, 2012