

WALWORTH COUNTY 4-H JUNIOR LEADERS' ASSOCIATION CONSTITUTION

Article I NAME & PURPOSE

- Section 1. The name of this organization shall be the Walworth County 4 H Junior Leaders' Association.
- Section 2. The purpose of this organization shall be to:
- a. Provide older youth a better understanding of leadership responsibilities.
 - b. Organize and conduct county 4-H events.
 - c. Provide special program opportunities to members on a county-wide basis.
 - d. Provide an opportunity for members to become better acquainted.
 - e. Encourage members to continue in club work.
 - f. Provide a learning experience for all members at all levels.
- Section 3. The program year for this organization shall be October 1-September 30 each year.

Article II MEMBERSHIP

- Section 1. Membership of this organization shall consist of, and is open to, all 4-H youth leaders who are in grade 6 or higher regardless of race, color, creed, religion, disability, ancestry, sex or sexual orientation, pregnancy, marital or parental status.
- Section 2. At least one county 4-H Youth Development Staff shall be the advisor of this organization. Other advisors may be appointed as necessary. Adult volunteers must be fully screened and actively enrolled Walworth County 4-H Leaders.
- Section 3. Members are bound to the current *Walworth County 4-H Behavior Guidelines*.
- Section 4. Members are expected to conduct themselves in a respectful and mature manner. Members who do not may be expelled from that event by the adult in charge and sent home immediately. Any transportation needed is to be provided by the member's parent or guardian.
- Section 5. Behavior matters may be forwarded to the 4-H Disciplinary Action Committee through the 4-H Youth Development staff as needed.

Article III ELECTION OF OFFICERS

- Section 1. The officers of this organization shall include: President, Vice-President, Secretary, Treasurer, Reporter, Parliamentarian, and one representative from each county 4-H District. Each office shall have a term of one year.
- Section 2. No officer can be elected for consecutive terms unless no other candidate for the office can be found in time for the election. No member can hold more than one of the following offices at a time: President, Vice-President, Secretary, or Treasurer. The remaining offices can be filled by members serving in one or two offices. No officer should hold more than one office unless no other candidates for an office can be found.
- Section 3. A Nominating Committee, chaired by the Vice President, and consisting of at least four and no more than six members shall be appointed at the May business meeting each year to seek candidates for each of the offices. Candidates for each office shall be announced by the Nominating Committee at the July business meeting each year.
- Section 4. During the September business meeting, the presiding officer shall review the Nominating Committee's slate of officers and make a call for nominations from the floor. Elections will immediately follow. A majority vote of those present during the September business meeting shall constitute an election.

- Section 5. New officers will assume their duties at the October business meeting and will be ceremoniously installed at the Junior/Senior Leaders' Banquet held each fall.
- Section 6. Any office vacancy that remains following the election may be filled at a regular meeting by a majority vote upon recommendation of the Nominating Committee.
- Section 7. Any officer who misses three or more consecutive business meetings shall be replaced at the following meeting. The Nominating Committee may announce a candidate or nominations may be accepted from the floor. A majority vote of those present during the business meeting shall constitute an election.
- Section 8. Members must have successfully completed at least one year of active membership in the Junior Leaders' Association to be nominated for an office. Active membership requires attendance at 5 or more meetings during the program year.

Article IV DUTIES OF OFFICERS

- Section 1. The President shall preside at all meetings of this organization and perform the usual duties of a presiding officer.
- Section 2. The Vice-President shall preside over meetings in the absence of the President, or when called to the chair by the President. He/She will serve as Chairperson to the Nominating Committee and the Constitutional Review Committee.
- Section 3. The Secretary shall keep all the minutes of the organization and record all motions, whether adopted or defeated. These minutes are to be submitted to the 4-H Youth Development staff for inclusion in the monthly *Communications* within three weeks following each business meeting.
- Section 4. The Treasurer shall keep an account of all receipts and disbursements of this organization and submit a monthly financial report to the membership. He/she will also provide financial records for annual 4-H Chartering Renewal and chair the Budget Committee.
- Section 5. The Reporter shall submit to the newspapers, through UWEX press releases, highlights of the meetings and activities.
- Section 6. The District Representatives shall be the liaisons between this organization and their district's teen leaders. They shall assist their partnering Senior Leaders' Association District Reps with district program coordination assignments as outlined in the annual 4-H Leadership Directory. This includes providing help with House of Pork shift arrangements during flea markets.
- Section 7. The officers of this organization shall make up the Junior Leaders' Association Executive Committee. At least one UW-Extension 4-H Youth Development staff shall serve as advisor to this committee.
- a. The *Executive Committee* is empowered to take action on behalf of the Junior Leaders' Association.
 - b. Meetings shall be called at the direction of the President as needed throughout the year.
 - c. Meetings shall be announced to the membership via U.S. mail and shall be posted on the UW-Extension website.
- Section 8. The officers of this organization shall be members of the Walworth County 4-H Executive Board alongside the officers of the Senior Leaders' Association. The UW-Extension 4-H Youth Development Educator shall serve as advisor to the board.
- a. Meetings shall be held the second week of January, April, July, and October at a place and time to be announced.
 - b. The Presidents of the Junior and Senior Leaders' Associations shall alternate acting as chairperson of the board; the Secretaries of the two Associations shall alternate taking roll and minutes and in general acting as secretary of the board.
 - c. The *Executive Board* shall serve as a communication 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 Walworth County 4-H policies and guidelines.

- d. Dates, locations, and times of meetings shall be published in the *4-H Communications* and *4-H Newsclip*. Members of both Associations are encouraged to attend for their input and suggestions.

Article V MEETINGS

- Section 1. Business meetings of this organization shall be held the fourth Monday of every month starting at 7:00 p.m. unless otherwise announced.
- Section 2. Special meetings may be held if called by the President or advisor.
- Section 3. Roberts' Rules of Order shall govern all meetings.

Article VI COMMITTEES & REPRESENTATIVES

- Section 1. The Standing Committee of this organization is the 4-H Bowling Committee.
- Section 2. Additional committees designed to carry out the desired work of the current membership may be established as appropriate at regular business meetings with the President appointing a chairperson for each.
- a. That chairperson is responsible for coordinating committee meetings and committee work in partnership with one or more group advisors.
- b. Committee reports will be called for during each business meeting.
- Section 3. Two youth representatives shall be appointed to serve on the 4-H Softball Commission and 4-H Futures Committees annually.
- Section 4. The Walworth County 4-H Ambassador Team shall be chosen in accordance with UW-Extension policy. This group shall provide regular updates about their work during business meetings of the organization. The Walworth County 4-H Ambassadors shall serve as the promotional youth leadership team for the Walworth County 4-H program.

Article VII AMENDMENTS

- Section 1. This constitution may be amended at any business meeting by a two-thirds vote of the members present. Notice of the constitutional amendments must be given at least one meeting prior to the vote or by U.S. mail at least 30 days prior to the vote.
- Section 2. This constitution shall be reviewed in odd years to ensure its on-going relevance. More frequent reviews are acceptable.

Article VIII FINANCE

- Section 1. This organization shall be a chartered Wisconsin 4-H group.
- Section 2. The fiscal year for this organization shall be July 1-June 30 each year in compliance with Wisconsin 4-H Chartering policies.
- Section 3. The President, Treasurer, and two designated adult advisors shall have signatory privileges on accounts. These people shall be named and approved in the minutes at the September meeting each year immediately following elections.
- Section 4. Checks shall require two signatures in compliance with Wisconsin 4-H "best practices" recommendations.
- Section 5. The Treasurer's books shall be audited annually in compliance with chartering policies.
- Section 6. An annual budget will be prepared by the Treasurer and his/her Budget Committee each year and shall be approved by the membership no later than the January business meeting.
- a. This organization shall pay 25 cents per mile to cover transportation fees associated with Junior Leaders representing this organization at official 4-H out-of-county activities.
- b. The Junior and Senior Leaders' Associations will equally share the expenses of 4-H Camp, the county Inter/Intrastate Exchange programs, the Junior/Senior Leaders' Banquet (facilities, decorations, and entertainment) and 4-H volunteer background checks.

- c. The Junior Leaders Association fully sponsors the 4-H Softball Program and 4-H Bowling Tournament each year.
- d. This organization shall provide sponsorships in the amount of one third the total trip cost for each Walworth County 4-H delegate attending the following: State 4-H Conference, Space Camp, Citizenship Washington Focus, National 4-H Congress, National 4-H Conference, and National 4-H Shooting Sports Competition.
 - a. Other 4-H trips may be sponsored at the discretion of the Junior Leaders' Association.
 - b. No sponsorships will be made unless the recipient delegates request support at a business meeting of the membership.
 - c. All sponsorship recipients will be required to provide a follow-up presentation which relates their experience.
- e. This organization shall reimburse camp counselors 50% of their camp registration fee and camp counselor training fees (if any).
- f. This organization shall use discretion when donating funds to other nonprofit organizations. Since money raised by this organization is raised in the name of 4-H; 4-H must somehow benefit from donations given.