

# 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 be 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 the 4-H Senior Leaders is open to adults who are enrolled Walworth County 4-H leaders for the current year, have completed New Volunteer Orientation (a.k.a. Youth Protection), and have had a satisfactory background check. Other 4-H adults are welcome to attend monthly meetings but will not have voting rights.

## Article III – Officers

- Section 1. The officers of the Walworth County 4-H Senior Leaders' Association shall be adult 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 two-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 chair of the Nominating Committee and provide leadership in securing a slate of officers for the annual election. Elected odd years for a two-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 for a two-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. Elected even years for a 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 posted on the Walworth County 4-H web-site two weeks before the September Senior Leaders' meeting. 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 at the October Senior Leaders' meeting, and installed at the fall Junior/Senior Leaders' Awards 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 those in attendance, provided notice to this effect has been sent to all members prior to the Association meeting.

## Article IV – Committees

### Section 1. Executive Committee

1. The Executive Committee shall consist of the officers of the Senior Leaders' Association, Sunshine person, a representative of the House of Pork (HOP) committee, 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 at the October Senior Leaders' meeting, shall serve a two-year term. If an earnest effort to identify a successor is not successful, the current rep may continue until a successor is elected. If the situation warrants, a District Representative may simultaneously hold one of the elected offices for all or part of his/her term.
  - a. Northwest and Northeast representatives will be elected in odd years.
  - b. Southeast, Southwest, and Central representatives will be elected in even years.
  - c. The Sunshine person may serve unlimited terms.
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 Senior Leaders' President or the 4-H Youth Development Educator as needed throughout the year.

### Section 2. Executive Board

1. The Executive Board shall consist of the Senior Leaders' Executive Committee, officers and District Representatives from each of the five (5) districts of the Junior and 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. In the event the second Wednesday of these months will not work as a meeting date due to a conflicting event/activity, a suitable date as close as possible to the second Wednesday of the months will be found.
3. Presidents of the Junior and Senior Leaders' Associations shall alternate serving 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 communication link between the two Associations and shall be empowered to act on behalf of the Associations. Their responsibilities shall be, but are not limited to, decisions on late enrollment requests, approval of the *Walworth County 4-H Policies and Guidelines*, and consideration of funding requests.
5. Dates, locations, and times of meetings shall be published in the monthly *Communications*.

### Section 3. Committees

1. Special Committees may be formed at the discretion of the Association during regular business meetings or appointed by the Senior Leaders' President when authorized by the Association.
2. The House of Pork and Futures Committees will report regularly to the Association on fund-raising activities and submit financial reports as requested.
3. 4-H Project Key Leaders will work with project committee members to evaluate, plan and coordinate county leader and member educational experiences and activities for the project area and facilitate the involvement of members and leaders in the Walworth County Fair.

The Project Key Leader is considered a committee member and has the same voting rights as other project committee adult members. On committees where a separate Chair is elected, the Key Leader shall work closely with the Chair to ensure that the project experience is maximized for all members and youth and adult leaders.

Project Key Leaders are appointed for three (3) year terms. They may serve an unlimited number of consecutive terms if re-nominated by the project committee and re-appointed by the Senior Leaders' Association.

When a Project Key Leader position is vacant, interested individuals may complete an application for the position or the project committee may nominate an individual to fill the position. Nominations will be placed on the next Senior Leaders' Association meeting agenda. The Senior Leaders' Association is the only entity that may appoint a Project Key Leader.

4. Awards Committee
  1. The Awards Committee shall have three (3) representatives from each of the five county districts, if possible, with a two year rotation or until a successor is appointed and approved. 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. Junior/Senior Leaders' Banquet

1. The annual Junior/Senior Leaders' Banquet shall be held at the culmination of the current 4-H year. Junior and Senior Leaders' Association district representatives shall share in the planning of the event.
2. 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 or email regarding the constitutional changes being considered.

## Article VII – Finance

Section 1. The Budget Committee, chaired by the Treasurer, will prepare an annual 4-H Senior Leaders' Association Budget for approval by the Association at its October meeting. Written requests for funding must be submitted prior to the annual Budget Committee 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 has not been established.

Section 3. The Walworth County 4-H Senior Leaders' Association, will, upon verbal or written request, consider monetary support in an amount not to exceed one third (1/3) of the cost to 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; Wisconsin 4-H Fall Forum
- Multi-County Training Events

The Association will also, upon request, consider monetary support of county programs they believe merit and need their assistance. Examples: Workshops, Awards Programs, and Educational Activities.

A Fund Finders application process will be used by 4-Hers and adult volunteers to request funds for trips. Individuals seeking funds must submit a completed "Fund Finders" application prior to the Senior Leaders' meeting at which they plan to make a verbal request.

Youth and adults who are granted funding will be expected to provide a follow-up report of the experience for which funds were given. With the exception of CWF (Citizenship Washington Focus), National 4-H Congress, National 4-H Conference, Space Camp, and WI State 4-H Conference, fund recipients will be expected to give their follow-up report before they will receive their funding.

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

## Article VIII—Dissolution

In the event of the dissolution of 4-H Clubs, committees, or Leader Associations with assets, the organization is required to follow statements of dissolution, listed below, as defined in the *WI 4-H Youth Development Policies, October, 2012*. Each group must also comply with the Internal Revenue Service (IRS) Tax Code Section 501 (c) (3) regarding disposition of assets.

Section 1. Upon dissolution of a 4-H Club, any assets must be turned over to a recognized 4-H club/unit/group with the approval of the 4-H Leaders' Association and the 4-H Youth Development staff.

Section 2. Upon dissolution of a County Junior or Senior Leaders' Association, any assets must 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 Association members entitled to vote.

Section 3. Upon dissolution of a 4-H Committee, any assets remaining shall be conveyed to the county 4-H Leaders' Association, if one exists. If one does not exist, any remaining assets 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 Association members entitled to vote.

*Approved by Senior Leaders  
February 22, 2016*