



Walworth County Junior Leaders’ Association Bylaws

Approved 3/25/2024

Article I. Name

The name of this 4-H Group shall be the *Walworth County 4-H Junior Leaders’ Association*. This organization is chartered under the University of Wisconsin–Madison Division of Extension Walworth County.

Article II. Purpose

Section 2.1

4-H is a youth-driven, volunteer-supported program which empowers youth to reach their full potential working and learning in partnership with caring adults.

Section 2.2

The mission of 4-H is to provide meaningful opportunities for all youth and adults to work together to create sustainable community change.

Section 2.3

The purpose of a 4-H Club/Group is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity.

Section 2.4

The purpose of this 4-H Group shall be specifically to:

- a. Provide older youth with a better understanding of and meaningful opportunities for leadership roles and responsibilities.
- b. Facilitate opportunities for members to develop cross-county friendships with peers of the same age.
- c. Offer meaningful program and meeting opportunities of appeal to 4-Hers, grades 6-13.
- d. Sponsor and conduct county 4-H program opportunities for youth of all ages.

Article III. Membership

Section 3.1 Eligibility

Participation in this 4-H Group is open to all interested youth, grades 6-13, enrolled in a Walworth County 4-H Club during the current 4-H Program Year.

Section 3.2 Non-Discrimination

Participation in this group is open to any youth regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3.3 Policy Compliance

This group operates in compliance with all *Wisconsin 4-H Youth Development Policies*, and federal, state, and local laws.

Members of this group are bound to the *Wisconsin 4-H Behavior Expectations* agreed upon at the time of enrollment each year in 4HOnline.

Article VI. Youth Leadership

Section 4.1 Officers

The youth officers of this 4-H Group shall be:

- President
- Vice-president
- Secretary
- Treasurer
- Reporter
- Parliamentarian
- District Representatives (aka District Reps) for each Walworth County 4-H District (NE, NW, Central, SE, SW)

Section 4.2 Term of Office

Each office shall have a term of one year. No officer shall be elected for consecutive terms unless no other candidate for the office can be found in time for the election.

Section 4.3 Holding Multiple Offices

No member can hold more than one of the following offices at a time: President, Vice-President, Secretary, or Treasurer. Other 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 4.4 Qualification of Office

Candidates for President, Vice President, Secretary, and Treasurer should be individuals who have attended a minimum of four business meetings during the program year ending.

Section 4.5 Nominations for Officer Roles

During the July business meeting each year, the Vice President and 4-H Youth Development Staff advisor will invite members to nominate themselves for any and all offices they are interested in serving in for the coming program year. Members may submit their names by 5 p.m. the Friday immediately preceding the September business meeting and election. District Rep positions may only be filled by members currently enrolled in one of the district's clubs.

Section 4.6 General Election Procedure

During the September business meeting, the presiding officer and 4-H Youth Development Staff advisor shall review the list of self-nominated individuals for each office. Each candidate will be asked to speak briefly about their interest in serving. Officers will be determined based on voting in the following order: President, Vice President, Secretary, Treasurer, Reporter, District Reps. Positions for which there is no applicant will be filled by nominations from the floor. A majority paper ballot vote of those present during the September business meeting shall constitute an election. If just one individual is up for consideration for a position, any member may move to cast a unanimous ballot for that individual and a voice vote of the membership will follow.

Section 4.7 Election of District Representatives

Youth members from specific 4-H Districts may only vote for their specific District Rep. A majority vote of those present from the District shall constitute an election. Vote shall be by paper ballot if two or more candidates are in consideration.

Section 4.8 Officer Installation

New officers will assume their duties at the October business meeting and will be ceremoniously installed during the Junior/Senior Leaders' Banquet or similar event held during the fall.

Section 4.9 Office Vacancies

Any office vacancy that remains following the election may be filled at a regular meeting by a majority vote.

Section 4.10 Replacement of Absent Officers

Any officer who misses three or more consecutive business meetings shall be replaced at the following meeting. The presiding officer or 4-H Youth Development Staff advisor 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 4.11 Duties of Officers

- The **President** shall preside at all meetings of this organization and perform the usual duties of a presiding officer. The president shall have signatory privileges on the group's financial accounts during their year of service.
- The **Vice-President** shall preside over meetings in the absence of the President, or when called to the chair by the President. The Vice President will welcome and thank program guests, provide organization for monthly program schedules, and facilitate member recognition (birthdays, kudos, etc.).
- 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 and for distribution to members on request.
- The **Treasurer** shall keep an account of all receipts and disbursements of this organization and submit a monthly financial report to the membership. The Treasurer will also provide financial records for annual 4-H Chartering Renewal and chair the Budget Committee. A budget should be prepared and presented to the membership in cooperation with the 4-H Youth Development Staff advisor during the October business meeting each year. The Treasurer shall have signatory privileges on the group's financial accounts during their year of service.
- The **Reporter** shall submit monthly news articles to the 4-H Youth Development Staff advisor be distributed to the county's 4-H families through the *4-H News Blog*, via the 4-H website, or the general public through other media (e.g. newspapers, county 4-H social media, etc.).
- The **Parliamentarian** shall lead the Association in the Pledge of Allegiance and the 4-H Pledge at each meeting and possess a working knowledge of parliamentary procedure. This officer shall also spearhead monthly meeting clean-up.
- The **District Representatives** shall be the liaisons between this organization and their district's teen leaders and club members. They shall assist their partnering Senior Leaders' Association District Reps with district program coordination assignments as outlined in the monthly *4-H Communications* and aid in House of Pork leadership responsibilities.

Section 4.12 Executive Committee

The officers of this group shall make up the Junior Leaders' Association Executive Committee. At least one 4-H Youth Development staff shall serve as advisor to this committee.

- The Executive Committee is empowered to take action on behalf of the Junior Leaders' Association.
- Meetings shall be called at the direction of the President and 4-H Youth Development Staff advisor as needed throughout the year.
- Meetings shall be announced to the membership via email or USPS mail and shall be posted in the *4-H News Blog*. When possible, such meetings will occur immediately preceding regularly scheduled monthly Junior Leaders' Association meetings.

Section 4.13 Executive Board.

The officers of this group 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 Staff shall serve as advisor to the board.

- Meetings shall be held during the months of January, April, July, and October at a date/time/place to be announced by the President and/or 4-H Youth Development Staff advisor. Details will be posted in the monthly *4-H Communications* and in the county *4-H News Blog*.
- 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.
- The Executive Board shall serve as a communication link between the two Associations and shall be empowered to act on behalf of the Associations.
- The purpose of the Executive Board is to discuss topics of common interest and work cooperatively to plan joint activities.
- A quorum must be present to conduct official business. Quorum is 14 of 22 total members. Majority rules. Should a quorum not be present for a critical vote, the 4-H Youth Development Staff may collect anonymous votes via electronic survey from non-attending members to reach quorum.

Article V. Adult Leadership

Section 5.1

At least one county 4-H Youth Development Staff shall be the advisor of this organization.

Section 5.2

One or more adult 4-H volunteers may be appointed as necessary to assist with leadership of this group. These adult volunteers must be fully screened and actively enrolled Walworth County 4-H Leaders.

Section 5.3

The adult leadership of this group is *responsible for ensuring that the club follows Wisconsin 4-H Financial Policies—*
<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>

Section 5.4

Two adult 4-H volunteers shall be appointed by the 4-H Youth Development Staff and approved by the membership to serve as adult signatories on the group's financial accounts each year. These individuals shall be named during the September or October meeting annually and serve in this capacity until the next year's approval vote. These individuals may not be 4-H Staff or immediate family of either the President or Treasurer.

Article VI. Meetings

Section 6.1 Regular Meetings

The regular meetings of this club will be held consistently on the 4th Monday of each month at 7 p.m. In general, meetings will be held in-person at the Walworth County Government Center. When special meetings (including virtual) or activities are planned, the membership will be notified via email, through the 4-H News Blog, or both. The group will not meet in August or December. Whether or not May and June meetings will be held shall be determined at the start of each program year.

Section 6.2: Quorum

Five members in attendance shall constitute a quorum during any monthly meeting.

Article VII. Decision Making Rules

Section 7.1

Robert's Rules of Order shall govern the business meetings of this group.

Section 7.2

Voting on the business of the group may be conducted by those in attendance at the meeting either in-person or by virtual means.

Section 7.3

A simple majority vote by a quorum determines decisions.

Article VIII. Group Year

This group operates on both a 4-H program year and a fiscal year model.

Section 8.1 The 4-H Program Year

The Wisconsin 4-H membership year is defined as October 1st -September 30th for the purpose of definition in Wisconsin 4-H Policies.

Section 8.2 The 4-H Fiscal Year

The Wisconsin 4-H fiscal year is defined as July 1st-June 30th. This is the time frame on which financial reports will be made to Wisconsin 4-H.

Section 8.3 The Budget Cycle

The group's annual program year budget shall be presented for approval by the Treasurer during the October meeting and shall apply for the time frame of November 1 to October 31.

Article IX. Amendments

A simple majority of the quorum (see *Article VII*) may amend the bylaws, provided one month's notice is given to the entire membership by email notification.

Article X. Dissolution Clause

Upon dissolution of this 4-H group's, any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Youth Development Staff consistent with Wisconsin 4-H in the Institute for Positive Youth Development approved financial practices and policy. Club dissolutions must be recorded in the 4-H club meeting minutes and communicated with the county 4-H Staff.