



BY-LAWS: Juneau County 4-H Leaders Association

ARTICLE I: Meetings

- Section 1: The Juneau County 4-H Leaders Association meetings will be on the first Thursday of each month.
- Section 2: A quorum must exist to conduct Association business. A quorum shall consist of more than 50% of the voting membership in the county. Voting membership consists of one representative from each 4-H club. **The designated club voting representative will state their name at the time of roll call at each meeting.**
- Section 3: For the Executive Board, a quorum shall consist of more than 50% of Executive Board.
- Section 4: The Executive Board shall draft the annual budget and annual calendar in September - after elections. It will be presented for approval at the October Leaders Association meeting.
- Section 5: Minutes from meetings of the 4-H Leaders Association and Executive Committee shall be presented to General Leaders and members of the Executive Committee.

ARTICLE II: Rules of Order

- Section 1: Robert's Rules of Order shall be considered as satisfactory guidance for conducting all meetings.

ARTICLE III: Election of Executive Board

- Section 1: In the event that no volunteers are found, the President shall appoint the nominating committee.
- Section 2: It is recommended that at least two (2) persons run for each office.
- Section 3: Election of the Executive Board will take place at the September Leaders Association meeting.

ARTICLE IV: Duties of the Executive Board members

- Section 1: Duties of the President shall be to:
- a. Conduct business meetings of the Association and the Executive Board.
 - b. Confer with the 4-H Youth Development Agent to set the agenda.
 - c. Appoint committees as necessary.
 - d. Assume such other duties as are usual for the office of President or delegate these responsibilities.
 - e. Prepare charter documents for October 15 submission.
- Section 2: Duties of the Vice President shall be to:
- a. Preside in the absence of the President and take care of all the duties of the President during the absence.
- Section 3: Duties of the Secretary shall be to:
- a. Keep all records and minutes of meetings.
 - b. Submit a copy of minutes to the Extension office (General Leaders and members of the Executive Board) by Thursday of the following meeting.
 - c. Write correspondence as directed by the Association.
- Section 4: Duties of the Treasurer shall be to:
- a. Collect all money belonging to the Association, including food stand rental, county camp, 4-H education experiences, county fundraisers etc.
 - b. Disburse funds upon the order of the Executive Board.
 - c. Report all accounts in full at each meeting of the Association and Executive Board and at any time upon request of the Executive Board.
 - d. Have books ready for audit by June 30.
 - e. Appoint Audit Committee at the June 4-H Leaders Association meeting to audit the Treasurer's books after June 30, with a report given to the Executive Board at the September Leaders Association meeting for charter purposes following charter guidelines. (moved from president's duties)
 - f. Prepare financial section of charter for October 15 submission.

ARTICLE V: Committees

- Section 1: Special Committees may be appointed by the President.
- Section 2: Standing Committees can be named. Three (3) people shall be named to each committee. The chairman of each committee is authorized to ask for additional members to serve on the committee.

ARTICLE VI: Duties of the Club

- Section 1: Clubs are required to hold a minimum of 8 meetings per year. The year will be considered as October 1 through September 30. This fiscal year is July 1 to June 30.
- Section 2: Each club must participate in county-wide fund-raisers once per year.
- Section 3: Each club must work in the county food stand during the Juneau County Fair.
- Section 4: Each club must help in coordinating one county-wide event.
- Section 5: All clubs must be represented by a General Leader or someone chosen by the General Leader at six (6) Juneau County 4-H Leaders Association meetings per year.
- Section 6: Individual club Secretaries must turn in minutes of club meetings to the Extension Office 4 weeks after their club meetings are held.
- Section 7: Clubs not meeting the above requirements will be required to meet with the Executive Board and its Charter reviewed.

ARTICLE VII: Enrollment Rules

- Section 1: Juneau County 4-H will recognize the following grade requirements.
Cloverbuds: 5-year old Kindergarten through Grade 2
Explorers: Grade 3
4-H Member: Grade 3 through the next 4-H year following graduation from high school.
- Section 2: Re-enrollment deadline is November 1. Club Charters are due October 15.
- Section 4: Changes in projects can be made until February 1.
- Section 5: New members must join by February 1 to be able to exhibit in the Juneau County Fair.
- Section 6: Any club forming after December 15th will be unable to show at that year's Juneau County Fair.
- Section 7: All new clubs forming shall be brought before the Executive Board for approval.

ARTICLE VIII: Disbanding of Clubs

- Section 1: The following rules apply to clubs disbanding during the 4-H year.
- a. After club bills and obligations have been paid, all remaining club funds will be brought before the Leaders Association who will determine the appropriation of remaining funds.
 - b. Members of the club that is disbanding will have the choice of:
 1. Enrolling in another club
 2. Forming a new club
 3. Exhibiting at Juneau County Fair under their old club name if the club was disbanded after July 1.
 - c. Executive Board can disband clubs that are not meeting national, state, or county requirements.

ARTICLE IX: Awards

- Section 1: Record Books and Awards Forms are due by October 15th.
- Section 2: Resumes and cover letters for educational experience scholarship applications are due by October 15.
- Section 3: Leaders Association Post Secondary School Scholarship applications are due May 1.

Updates approved by JC 4-H Leaders Association: May 2, 2013

Updated as approved above: September, 2016

Updated and Approved by Juneau County 4-H Leaders Association on September 3, 2020