**Constitution and Bylaws**

**Columbia County 4-H LEader’s Association**

Revised August 2011

Revised March 2017

**Article I: Name**

1. The name of the organization shall be the Columbia County 4-H Leaders’ Association, Inc. From this point on it shall be referred to as the Association.

**Article II: Purpose**

To provide support for educational opportunities for Columbia County 4-H youth, leaders and their families.

To oversee the operation of and serve as the policy-making body for the Columbia County 4-H program.

To cooperate with the UW-Extension Office in planning the year’s 4-H program.

To establish basic policies for implementing the 4-H program in Columbia County.

To assist 4-H leaders and local clubs with their problems and provide them with new ideas.

To further in all ways the 4-H program in Columbia County.

Serve as a communication link between the local 4-H clubs, Association, and the county UW-Extension Office.

Ensure compliance with Wisconsin and National 4-H Youth Development Policies and legal use of the clover, including annual completion of the 4-H chartering process.

**Article III: 4-H Year**

1. The Columbia County 4-H year is continuous. The 4-H membership year is defined as October 1st through September 30th.

**Article IV: Membership**

1. Membership in the Association is open to:

1. All adults who have completed Volunteer Orientation and have a current Columbia

 County 4-H enrollment form on file in the Extension Office.

1. All currently enrolled Columbia County 4-H Youth Leaders.

1. Membership in 4-H and in the Association is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans’ status, arrest or non-job or program- related conviction record, qualified disability, or social economic level. All 4-H clubs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the American Disabilities Act.

1. The Columbia County 4-H Youth Development Educator and the 4-H Program Assistant are ex officio members of the Association.

**Article V: Columbia County 4-H Leaders’ Council**

1. The powers, property, and affairs of the Columbia County 4-H Leaders’ Association, Inc. shall be conducted by the Columbia County 4-H Leaders’ Council. From this point on it shall be referred to as the Council.

1. Each 4-H club must send at least one adult representative to a minimum of four Council meetings. 4-H clubs are encouraged to send at least one youth representative.
2. Each Columbia County 4-H Club may have one adult and one youth vote on the council.

**Article VI: Officers**

1. The Executive Committee of the Council shall consist of the following elected officers:

 President (2 year term)

 Vice-President (1 year term)

 Secretary (1 year term)

 Adult Representative At Large (1 year term)

 Youth Representative At Large (1 year term)

1. Officers may be re-elected to succeed themselves upon completing their term with a maximum of two consecutive terms in a specific office.

1. The Executive Committee is empowered to make decisions as designated by the Council.

1. The Executive Committee shall serve in an advisory capacity to Extension Staff.

1. Officers shall be elected at the Association Annual Meeting and will begin their duties at the conclusion of the meeting.

1. Whenever any officer vacancies occur, the unexpired term of office shall be filled without delay by majority vote of the Council.

1. The Treasurer shall be appointed by the Council and is not an officer of the Council.
	* + 1. The Treasurer shall be appointed by the Columbia County 4-H General Leader’s Association, Inc. for a term of 3 years, and may not serve more than two (2) consecutive terms. This Term would start with the start of the fiscal year (July 1st and end on June 30th) *this position is not a part of the Executive Board.*
			2. The Executive Board and a representative from the Columbia County U.W. Extension 4-H staff shall conduct an interview of prospective candidates for the Treasures position, and make recommendations to the Columbia County 4-H General Leader’s Association, Inc. for consideration to the position.
			3. The Treasurer is responsible for communicating with the Columbia County U.W. Extension office, any members or committees inquiring about fund balances.
			4. The Treasurer shall be responsible for maintaining the tax exempt status for the Columbia County 4-H General Leader’s Association, Inc.
			5. The Treasure shall be responsible for maintaining the Columbia County 4-H General Leader’s Association, Inc. general checking account, money market account and C.D., along with the restricted funds.
			6. The Treasurer shall have oversight of all the financial affairs of The Columbia County 4-H General Leaders Association, Inc. to make sure they are being conducted efficiently.
			7. The Treasurer shall reconcile the accounts on a monthly basis (general checking, money market, C.D. and restricted funds).
			8. The Treasurer shall provide the Columbia County 4-H General Leader’s Association, Inc. with a monthly record of receipts, expenditures, and a reconciliation report of all accounts (general checking, money market, C.D. and restricted funds).
			9. The Treasurer shall disburse funds that have been approved by the Columbia County 4-H General Leaders Association, Inc. and or funds that have been approved in the fiscal budget.
			10. The Treasurer shall pay all invoices that they receive within 14 days of receipt.
			11. The Columbia County U.W. Extension office will make all of the deposits to the bank and will forward an itemized deposit report with the monies for deposit broken down into categories.
			12. The Columbia County U.W. Extension office will forward scanned copies and/or original receipts for payment.
			13. The Treasurer shall attend 50% plus one (1) Columbia County 4-H General Leader’s Association, Inc. meetings. If the Treasurer is unable to attend a meeting, then the Treasurer needs to communicate this with the Columbia County 4-H General Leader’s Association, Inc. President and the 4-H Youth Development Educator, along with suppling all necessary documents, reports and brief overview of account standings for member review.
			14. The accounts shall be maintained by using Intuit Quickens or QuickBooks®, and shall backup all data onto a USB thumb drive and have a copy sent to the Columbia County U.W. Extension Office, every quarter.
			15. The Treasurer shall be responsible for preparing all required governmental filings, including but not limited to, Internal Revenue Service Form 990, return of Organization Exempt from Tax.
			16. The Treasurer shall assist the Columbia County 4-H General Leader’s Association, Inc. with their annual budget, along with any other group or committee that has funds overseen by the Columbia County 4-H General Leader’s Association, Inc.
			17. The Treasurer will have on-line access to all accounts that will be setup through the Columbia County 4-H Youth Development Educator.
			18. There will be three signatures on file at the bank (Columbia County 4-H Youth Development Educator, Columbia County 4-H General Leader Association, Inc. Board Member, and the Treasurer. (The 4-H Youth Development Educator cannot sign check because of conflict of interest, they are only serving in an advisor role.)
			19. The Treasurer shall have all accounts (general checking, money market, C.D. and restricted funds) audited at the end of every fiscal year according to rules mandated by the State of Wisconsin 4-H Extension Office.
			20. There will be a review by the Executive Board and staff member of the Columbia County U.W. Extension 4-H office.
			21. The Treasurer will meet the qualifications as an independent contractor according to IRS guidelines. (The Columbia County 4-H General Leader’s Association, Inc., is not responsible for any payroll or income taxes incurred by this individual).
			22. All original paperwork (receipts, deposits, statements, taxes, correspondences, and a backup of all electronic accounting files) shall be given to the Columbia County U.W. Extension 4-H Youth Development Educator after the fiscal taxes have been filed, to keep on file.
			23. The Treasurer position shall be paid a stipend set by the Columbia County 4-H Leader’s Association, Inc. annual budget.
			24. This payment will be paid out after the fiscal tax return had been filed and an annual review has been conducted with the Executive Board and 4-H Youth Development Educator.
			25. The Treasurer shall not be able to issue this check.
			26. The Columbia County 4-H Leader’s Association, Inc. is not able to deduct any accounts receivables for the stipend.
			27. Both the Treasurer and Columbia County 4-H General Leader’s Association, Inc. shall be responsible for communicating any changes in laws or regulations that may impact the financial affairs of the Columbia County 4-H Leader’s Association, Inc.
			28. The Treasurer shall not be able to…
* Issue or sign any checks for themselves or immediate family members, the Columbia County 4-H General Leader’s Association, Inc. Board Member will need to fill out and sign those checks.
* Renew the C.D without first discussing it with the Columbia County 4-H General Leader’s Association, Inc.
* Move and or withdraw any monies from the money market without first discussing it with the Columbia County 4-H General Leader’s Association, Inc.
	+ - 1. Failure to meet any of the requirements set forth shall constitute termination from the position. The treasurer’s stipend will be prorated based on the number of months served.

**Article VII: Meetings**

1. Annual Meeting of the Association

1. There shall be an annual meeting of the Association. Notice will be delivered to members at least 10 days prior to the meeting.

1. The following business shall be conducted:

1. Election of officers

1. Financial report
2. Establish committees for upcoming year

1. Such other matters as may come before the membership.

1. Quorum for the annual meeting shall consist of at least two officers and the attendance of at least one-half of the clubs in the county in order to conduct official business.

1. All members of the Association are eligible to vote at the annual meeting.

1. Regular Meetings of the Council

1. The Council shall meet at least six times per year, usually on the fourth Thursday of the month.

1. A quorum shall consist of one half plus one, of the maximum number of adult representatives to the Council in order to conduct official business.

**Articles VIII: Committees**

1. The Council and/or the Columbia County 4-H and Youth Educator shall determine which committees are needed throughout the year and suggest their purposes, responsibilities, and membership.

1. Any 4-H adult or youth leader may volunteer to be a part of any committee.

1. All committees will provide periodic reports to the Council as needed and should be available to answer questions.

1. Columbia County 4-H Committees must receive approval from the Columbia County 4-H Youth Development Educator and the Council to open a checking or savings account.

1. Committees with separate financial accounts must follow established charter guidelines.

1. Members of committees without separate financial accounts and raising funds using the 4-H name and emblem must have donors make checks payable to the Columbia County 4-H Leader’s Association.

1. Checks received to support any committee must not be made payable to individual members.

**Article IX: Financial**

1. An annual budget will be developed based on a fiscal year defined as July 1st through June 30th

1. Upon dissolution of the Association, remaining assets shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by affirmative vote of the majority of members entitled to vote.

**Article X: Parliamentary Authority**

1. Robert’s Rules of Order (latest revised edition) shall serve as the parliamentary authority.

**Article XI: Amendments**

1. The Constitution and By Laws may be amended at any meeting of the Association where a quorum is present by a two-thirds majority. Proposed amendments must have been presented at a previous meeting and through notification to members before the vote.