



Article I. Name

The name of this organization shall be the Federation of Taylor County 4-H.

Article II. Purpose

The purpose of this organization shall be to:

- A. Promote positive youth development through the promotion of the Taylor County 4-H program.
- B. Plan, conduct, and evaluate the county 4-H program through the use of an elected Executive Committee, standing committees, and ad-hoc committees with the assistance of the county extension office and other outside resources.
- C. Review ideas, plans, and suggestions brought up by county committees, local clubs, and leaders.
- D. Provide recognition for members for county project achievement.
- E. Fairly select members for educational experience sponsorships and scholarships.

Article III. Federation

Section 3.01 The Federation is open to all adult or youth leaders in the county that are active in 4HOnline.

Section 3.02 All members of the Federation, Board of Directors, all committees, adult leaders, youth leaders, and members must abide by the WI 4-H Youth Code of Conduct or the WI 4-H Volunteer Behavior Expectations Agreement.

Section 3.03 The UW Extension Positive Youth Development Educator will serve as a non-voting advisor to the Federation, Board of Directors, and the Executive Committee.

Article IV. Board of Directors

Section 4.01 The Board of Directors shall consist of one adult leader per chartered club, two youth leaders from any two clubs, and an unrestricted youth representative from the Youth Leadership Organization.

Section 4.02 The Board of Directors shall have the following responsibilities:

- A. Attend board meetings on a regular basis in order to discuss and set policy for the Federation.

Section 4.03 Directors shall have all the rights and privileges that normally accompany nonprofit board membership.

Section 4.04 Youth leaders shall have all powers and privileges, including nominating, voting, and running for office on the Executive Committee.

- Section 4.05 Directors may only represent one 4-H club at a time.
- Section 4.06 The Board of Directors shall meet monthly unless otherwise communicated.
- Section 4.07 Special meetings may be called by the President, Executive Committee, by petition of 10 members, or Positive Youth Development Educator.
- Section 4.08 Robert's Rules of Order shall govern all meetings.
- Section 4.09 A quorum shall consist of at least 3 members present.
- Section 4.10 For a motion to pass it has to receive a majority of the quorum present.
- Section 4.11 The Board of Directors shall meet within 15 days of the annual Federation meeting, for the purpose of electing from their numbers a President Elect, Secretary, and Treasurer. The President-Elect from the previous year will automatically become President. The Board of Directors shall also elect fair board representatives based off of youth enrollment numbers.
- Section 4.12 A majority of votes cast from the Board of Directors shall be required for election of the Executive Committee.

Article V. Committees of the Federation

Section 5.01 The Federation shall have the following standing committees:

- ❖ Executive Committee
- ❖ Record Book Evaluation Committee
- ❖ Banquet Committee

Section 5.02 The Federation and the Executive Committee shall have the authority to create ad-hoc committees as needed.

Section 5.03 All members of the Federation and Executive Committee must be active in 4HOnline.

Section 5.04 All Executive Committee members, adult leaders, youth leaders, and members must abide by the WI 4-H Youth Code of Conduct or the WI 4-H Volunteer Behavior Expectations Agreement.

Article VI. Executive Committee

Section 6.01 The purpose and responsibilities of the Executive Committee are as follows:

- A. To manage the business and affairs of the Federation between regular Board of Directors meetings, when necessary.
- B. To report, in full, on its activities at each regular Board of Directors meeting and shall be guided by policies and recommendations adopted at these meetings.
- C. Review plans and suggestions submitted by all committees and members of the Federation for consideration and presentation to the Board of Directors for approval.
- D. To provide recommendations to the Board of Directors.

Section 6.02 The Executive Committee shall complete and submit an annual charter for the Federation of Taylor County 4-H to the UW Extension Positive Youth Development Educator by the deadline communicated.

Section 6.03 When the Executive Committee membership is a shared or co-member position, only one of the co-members may officially participate at an Executive Committee meeting.

Section 6.04 The Executive Committee shall have the following officer positions with the duties and responsibilities as follows:

A. President

- a. The president shall preside at all meetings of the Federation of Taylor County 4-H and Executive Committee and shall provide the usual duties of a residing officer; act as parliamentarian unless he/she calls on someone else; follow the order of a meeting as set forth by Roberts Rules of Order; keep in close contact with the county 4-H staff. The President will serve one year in this capacity following a one year term as President-Elect.

B. President-Elect

- b. The President-Elect shall preside in the absence of the President or when called to the chair by the President; shall assist the President but not assume his/her responsibilities; shall be in close contact with the President so as to support him/her; and shall be informed on parliamentary procedure. The President-Elect will assume the office of the President after a one year term of service.

C. Secretary

- c. The secretary shall record and maintain files (electronic or paper) of minutes for at least seven years from the date they were taken of all meetings of the Federation of Taylor County 4-H and Executive Committee. All motions, passed or failed, must be recorded. The secretary shall maintain a record of attendance at meetings of the Federation and Executive Committee; and shall submit a copy of the minutes to the County Extension office.

D. Treasurer

- d. The treasurer shall pay bills and submit vouchers to the Board of Directors for approval; enter all transactions in the account register; prepare a written report for all expenditures, receipts, and bank balance at each Federation meeting; balance and reconcile checkbook with bank statements and prepare the year-end financial statement in preparation for audit committee review.

Section 6.05 The terms of office for each Executive Committee officer position are as follows:

Office	Term Length
President	1 year
President-Elect	1 year
Secretary	1 year
Treasurer	1 year

Section 6.06 The Executive Committee members shall be elected by only the Board of Directors members present at the annual meeting in November.

- Section 6.07 Nominations for the Executive Committee can be submitted by eligible 4-H members in writing prior to the annual meeting or from the floor then voting will take place as stated in 6.06.
- Section 6.08 If any Executive Committee member is unable to complete their term, the Executive Committee shall appoint a member from the Board of Directors to complete unexpired term. If any Executive Committee member fails to attend three consecutive Federation or Executive Committee meetings without reason, the Executive Committee shall have the privilege to appoint a member from the Board of Directors to complete the unexpired term. In the event that the club involved does not supply a replacement, the Executive Committee will appoint a member from another eligible club.
- Section 6.09 The treasurer shall be bonded and paid for by the Federation.
- Section 6.10 The Executive Committee shall meet a minimum of five times each year.
- Section 6.11 A quorum shall consist of at least 3 members present.

Article VII. Record Book Evaluation Committee

- Section 7.01 The Record Book Evaluation Committee shall consist of those who volunteer from the Federation.
- Section 7.02 The Record Book Evaluation Committee shall review the current 4-H year record books that are submitted by youth.
- Section 7.03 Reviews of record books will be completed in a fair, unbiased manner.
- Section 7.04 Reviews of record books will remain confidential.
- Section 7.05 Reviews will highlight positive points of the record book while also giving constructive feedback to youth.

Article VIII. Banquet Committee

- Section 8.01 The Banquet Committee shall consist of those who volunteer from the Federation.
- Section 8.02 The Banquet Committee shall provide the UW Extension Positive Youth Development Educator the chosen date, time, and location for the banquet at least one month in advance.
- Section 8.03 The Banquet Committee shall make the selection for the meal provided at the banquet and submit to the Executive Committee the cost of the meal.
- Section 8.04 The Banquet Committee shall be present at the banquet to set up and tear down any materials unless absence is communicated before the banquet.

- Section 8.05 The Banquet Committee shall create a draft of the program for the banquet and submit to the UW Extension Positive Youth Development Educator to review and have printed at least 2 weeks in advance.
- Section 8.06 The Banquet Committee shall be in contact with youth who attended educational experiences so that they are put in the program to highlight their experience at the banquet or social media platform or other options approved by the Federation.
- Section 8.07 The Banquet Committee shall communicate in a timely manner with the UW Extension Positive Youth Development Educator about the organization and plans of the banquet.

Article IX. Amendments

- Section 9.01 The bylaws may only be amended at the annual Federation meeting in November and only by two-thirds majority of the members present.
- Section 9.02 Notice must be given at a previous meeting and through notification to all member households regarding the change in constitution being considered. The notice must be sent at least one month before the annual Federation meeting and no more than two months before the annual Federation meeting.

Article X. Dissolution Clause

- Section 10.01 Upon dissolution of the Federation of Taylor County 4-H, any assets must be turned over to a recognized 4-H Youth Development Program or a 4-H Foundation, with the approval of the county 4-H Youth Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy and as selected by a majority vote of the Executive Committee.

Article XI. Non-Discrimination Clause

- Section 11.01 A 4-H club member must be in 5-year-old kindergarten and may continue in the 4-H club through the next 4-H year following their graduation from high school not to extend beyond the age of 19 as of December 31 of the enrollment year.
- Section 11.02 Open to any youth within grade parameter or adult—regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Article XII. Federation Fiscal Year

- Section 12.01 The Wisconsin 4-H fiscal year is defined as July 1 – June 30.

Section 12.02 The Federation of Taylor County 4-H financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

Review and Approvals

Review by 4-H Youth Development Staff

Julie S. Niepenbrock Date 11/14/2022

Required Signatures

President Bruce Rudolph Date 11/14/2022

Secretary Chris Kusselby Date 11/14/2022

Date approved by Membership 11/14/2022