CONSTITUTION OF GREEN COUNTY 4-H ADULT LEADERS

Article I (The Name)
The name of this association shall be – The Green County 4-H Adult Leaders, Inc.

Article II (The Purpose)
It shall be the purpose and aim of this association to:

- Stimulate interest in the 4-H program among the eligible boys and girls in the County;
- To provide a common ground for exchange of ideas between all local leaders;
- Encourage a closer unity between all 4-H clubs in the county;
- Develop an educational program for leaders through leader training meetings;
- Help plan and administer the yearly program of county 4-H activities;
- Set policies and provide financial support for 4-H activities, trips, programs, and scholarships.
- 4-H project support at the county level (Materials, Literature, Adult Leader resources)

Article III (Membership)
Membership shall consist of all adult leaders that have completed the New Leader Orientation Training. The GREEN COUNTY 4-H Program along with the University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements which does not discriminate on the basis of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or membership in the national guard, state defense force or other reserve component of the military service or religion.

Article IV (Officers and Executive Committee)

Section 1 - Officers
The elective officers of this association shall be President, Vice President, Secretary and Treasurer and Two Members at Large. All officers will be installed at the annual awards program and take their officer position in January of each year.

Section 2 - Terms of Office
1. The President and Vice President shall serve for a one year term.
2. The Vice President, after serving for his or her term of one year shall automatically become president for a year.
3. The Secretary (odd) and Treasurer (even) shall serve a term of two years each with election on alternating years.
4. Officers cannot serve more than two consecutive terms in the same office.
5. Two Board Members at Large shall be elected on alternate years to serve a term of two years. Members at Large have the option to succeed themselves.

Section 3 - Election of Officers
All officers shall be elected at the August/September meeting. The Nomination committee, which will consist of the Vice President, and two Members at Large will work to recruit nominee of open positions for the annual meeting.

Section 4 - Executive Board
1. The Executive Board shall include Green County 4-H Adult Leaders, Inc. officers, Junior Leader Association officers, Board Members at Large, and Junior Leader Adult Advisor(s).
2. The Executive Board with input from the Green County 4-H Financial committee will be empowered to develop the annual financial proposal, which must be approved by Green County 4-H Adult Leaders annually.
3. The Executive Board shall serve as the review committee and determine any disciplinary action for youth issues. Volunteer issues are handled by the 4-H Youth Development Agent.
4. The Constitution shall be reviewed at the first meeting of the new Executive Board annually.

Section 5 - Removal of Officers
If officers do not serve favorable as outlined in the Constitution, they shall be removed by a majority vote of the Executive Board.
Article V (Committees)

Section 1 - Standing Committees
The Standing Committees shall be as provided in the By-Laws.

Section 2 - Special Committees
Special committees shall be appointed by the President of the Green County 4-H Adult Leaders Association Inc. as the need may arise during the year for such committees.

Section 3 - Project Committees
The project committees may be organized as the need arises.

Section 4 - Green County 4-H Financial Committee
a. Financial committee will consist of five (5) members:
   a. Voting Members include:
      • Treasurer from Adult Leaders (1)
      • Volunteer advisor of Junior Leaders or Youth Treasurer (1)
      • Three (3) additional members selected at large, with at least one individual having an accounting background
        and one member being a youth if possible. (3)
   b. Non-Voting Members:
      • UW-Extension Green County 4-H & Youth Agent will serve as the Ex-Officio.
   Terms of office will be two years
b. Will meet a minimum of two times per year, or as needed.
c. Financial Committee will review financial practices of county committees/boards with their own checkbook
   chartered and recognized through the Green County 4-H Adult Leaders Organization.
      • Review treasurer’s reports (monthly/quarterly) and make recommendations to the Adult Leaders.
      • Review money handling procedures and make recommendations as needed to the Adult Leaders and the specific
        committee.
      • Financial committee will submit reports annually regarding financial practices (i.e. audit) of chartered groups to the
        Adult Leaders.

Section 5 - Decisions of Committees
1. Decisions of the committees may be reviewed by the Executive Board. Policy decisions should be brought before
   the Green County 4-H Adult Leaders for final approval. Review of any decision may be appealed to the Green
   County 4-H Adult Leaders Executive Board.
2. All Committees shall stay within their yearly budgeted amount. Additional funds needed over budgeted amount
   shall require prior approval of the Executive Board and 4-H Youth Development Agent.
3. All Committees are encouraged to generate their funds in compliance with Green County Fundraising Guidelines.
   (see Article IX; Fundraising Guidelines)

Article VI (Meetings)

Section 1 - Number of Meetings
The Executive Board will develop a yearly calendar at the start of the new 4-H year to be approved by the Green
County 4-H Adult Leaders Association. The August/September meeting shall be the annual meeting.

Section 2 - Special Meetings
The officers of the organization shall have the authority to call a special meeting of the organization when they see it necessary.

Section 3 - Quorum
A majority of the membership present – all members having been duly informed – at a meeting shall constitute a quorum.

Section 4 - Board Meetings
The Executive Board shall meet when the President and/or 4-H Youth Development Agent deems it necessary.

Article VII (Amendments)

Section 1 A copy of the proposed changes of the constitution of the Green County 4-H Adult Leaders Inc. must be in the
hands of all members present and must be read at an open meeting a total of 3 times before being voted upon.

Section 2 Amendments of the constitution may be made after due consideration where a majority of the member present at
a meeting agree to it.

Article VIII (Capital Structure)
All Contributions and fundraising efforts shall be income to the association for the purpose promoting youth and leadership
development of Green County 4-H members.

Article IX (Fundraising Guidelines)
Financial Accountability – Wisconsin/Green County:

Section 1
Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable, and must be used for 4-H purposes. Failure to annually submit the financial report may result in loss of approval to use the 4-H name and emblem.

Section 2 - 4-H Clubs:
All Green County 4-H Clubs are required to submit a charter packet which includes the 990 financial/audit report to the Green County Extension Office annually by the deadline given. Upon dissolution of a Green County 4-H Club any assets must be turned over to a recognized 4-H club or group, with the approval of the Green County 4-H Adult Leaders Inc. and Green County 4-H Youth Development Agent.

4-H clubs will be randomly selected for an internal financial audit by the Adult Leaders Executive Board at the August/September meeting. Failure to comply with this request may result in the loss of the 4-H club charter.

Section 3 - 4-H Adult Leaders Association and County 4-H Committees:
The Green County 4-H Adult Leaders and county 4-H committees recognized in the annual budget are required to submit a financial record and an audit of this record to the Green County UW-Extension Office annually by the deadline given. Upon dissolution of a committee, any assets remaining shall be conveyed to the Green County 4-H Adult Leaders.

Section 4
Individual members or volunteers may not use the 4-H name and emblem to solicit funds or donations for any 4-H club, group or committee without proper authorization. Authorization for club level solicitation must be approved by the 4-H club general leader and officer team at their regularly scheduled club meeting. Clubs who plan on doing club level solicitation need to complete the donation request form showing the businesses solicited for the specific club activity if the donation is over $10. Authorization for county level solicitation must be obtained from the 4-H Youth Development Agent and the Green County 4-H Adult Leaders, Inc. Failure to obtain proper authorization may result in the loss of permission to use the 4-H name and emblem.

Section 5 - Donations: (see Donation request form)

**Monetary Donation:** (Cash) County 4-H Committees that want to obtain funds from outside businesses in the name of 4-H need to contact the 4-H Youth Development Agent and submit the Donation request form to the UW-Extension office. All correspondence shall go out on Extension Letterhead and have 4-H Youth Development Agent’s signature represented.

**In-Kind Donation:** (Food, Supplies, Materials, etc.) County Committees/Jr. Leaders Association who want to approach organizations/businesses for non-monetary donations need to obtain and fill out a Donation Request Form and send request to the organization/business on Extension Letterhead with the 4-H Youth Development Agent’s signature represented.

Section 6 - Reimbursement Procedure:
Leaders and youth who pay out of pocket expenses or fees related to 4-H sponsored events are eligible to receive reimbursement, if prior approval is granted from the Green County 4-H Adult Leaders Executive Board. Individuals should obtain and fill out the Green County 4-H Payment Requisition Form and return it to the Green County Adult Leaders Executive Board Inc. at least one month prior to the event or registration deadline, whichever is earlier. All other requests for reimbursement will be at the discretion of the Green County 4-H Adult Leaders, Inc. Executive Board.

Article X (Custodial/ Non-Custodial Parental Rights)

Section 1. Right to General Information about 4-H Programs
The Green County 4-H Program shall implement policies to ensure that local clubs and county committees provide general information to all Parents and Legal Custodians of children involved in specific clubs and county programs.

Section 2. Right to Child - Specific Information
Both Parents and the Legal Custodian of any child enrolled in the Green County 4-H Program shall have the right to receive specific information regarding their child's involvement in Green County 4-H Programs and Activities, including access to the child's 4-H enrollment forms and project activities, and access and notice of the child's participation in local, county, district, state and national activities. These rights will continue unless an interested party, (i.e., other parent or legal custodian) makes a written request to limit, restrict or deny access to such information and provides written evidence and documentation that there is a court order, state statute, or legally binding document relating to such matters as divorce, legal separation, custody or a lawful injunction or restraining order that specifically revokes or limits such rights.

Section 3. Procedure upon Receiving a Request to Restrict Access Information:
All requests to restrict access of a parent or legal custodian shall be to the Green County 4-H Youth Development Agent. Appropriate written evidence and documentation must be submitted with the request.
THE BY-LAWS

Article I (Duties of Officers)

Section 1 - President
The President of the Green County 4-H Adult Leaders, Inc. shall also serve as president of the Green County 4-H Executive Board.

Section 2 - Other Officers
Vice President: shall act in the capacity of the President in his/her absence and act as a standing member of all committees.
Secretary: shall keep all minutes of the meetings, record motions, whether adopted or defeated, attend to all correspondence and send a copy of the minutes to the 4-H Youth Development Agent.
Treasurer: shall keep an account of all receipts and disbursements of the organization and submit a financial report at each meeting to the group and a copy to the 4-H Youth Development Agent: i.e. Fair entries, budget, enrollment, insurance, etc. The Treasurer elect would still be installed with the rest of the officers.

Article II (Committees)

Section 1
The Awards and Recognition Committee shall work with the 4-H Youth Development Agent to determine requirements, proper guidelines, method and criteria for judging record books.

Section 2
The Financial Committee shall audit treasurer’s books of committees chartered under Green County 4-H by November 1st each year.

Section 3
The Junior Leaders Association shall be governed by its adopted by-laws.

Section 4
The Junior Livestock Auction Committee shall be governed by its adopted by-laws.

Section 5
The State Fair Committee shall operate according to its approved rules and regulations.

Section 6
The Dairy Youth Recognition Auction (DYRA) committee shall be governed by its adopted by-laws.

Section 7
Each committee shall consist of the number of members deemed necessary to fulfill the committee duties and is required to turn in reports as directed by the Green County 4-H Adult Leaders Executive Board.

Article III (Green County 4-H Disciplinary Review Procedure)

Section 1 - Situations for Required Executive Board Action
4-H members accused of any of the following while participating in a county, state or national 4-H related activity will be required to appear before the Executive Board:
- Illegal possession or use of drugs or alcoholic products;
- Theft, misuse, or abuse of public or personal property;
- Sexual misconduct;
- Unauthorized absence from the premises of the event; and
- Violation of federal, state or municipal law.

If the accused 4-H member is found to be in violation of the above, he/she will be suspended from participation in county, state or national 4-H activities for a period of up to twelve months.

Section 2 - Situations for Possible Executive Board Action
4-H member accused of any of the following while participation in a county, state or national 4-H activity may be required to appear before the Executive Board:
- Breaking curfew or disturbing the peace;
- Unexcused absence from activities of the event;
- Unauthorized use of vehicles during the event;
- Use of tobacco products; and
- Participation by his/her willful presence at secretive events where people are using tobacco, alcohol or unauthorized drugs.
- Any other action not supported by the appropriate behavior form

Section 3 - Convening the Disciplinary Review Committee:
The Disciplinary Review Committee may be convened at the request of the person(s) in charge of the activity or group, the 4-H member or leader involved in the alleged violation, or other 4-H members or leaders directly involved in the situation. A Special Executive Board Meeting will be called with matters relating to Disciplinary Review concerns, and will not be held or discussed on regularly scheduled Executive Board meeting nights.
The committee will convene as soon after the alleged violation as possible within a reasonable period of time, not to exceed thirty (30) days, unless special circumstances warrant otherwise.

**Section 4 - Composition of the Disciplinary Review Committee:**

The committee will consist of the Green County Executive Board Officers consisting of both Adult and Junior Leaders. The Executive Board President will chair the committee and the Executive Board Secretary will be the recorder. Executive Board members have the option to remove themselves from disciplinary action cases if he/she has close ties to the issue at hand.

**Section 5 - Conduct of a Disciplinary Review Committee Hearing:**

The hearing shall be confidential. Only committee members and persons directly involved in the alleged violation and/or hearing will be allowed to be present during the hearing.

The member or leader involved in the alleged violation and the person(s) who requested the hearing may make statements to the committee and present statements from witnesses. Committee members may question all persons involved and ask for additional information.

The committee will deliberate in private without the presence of the member or leader involved and will reach a decision before adjourning. If possible, the committee chair will announce the decision to the member or leader involved immediately following this deliberation. The decision will be sent to the member or leader in writing within ten (10) days of the hearing.

**Section 6 - The Appeal Procedure:**

If the member or leader wishes to appeal the committee's decision, he/she must submit the appeal in writing to the Executive Board President and the 4-H Youth Development Agent within ten (10) days following notification of the decision. The person wishing to make the appeal may incur up to one-third of the cost of the appeal, not to exceed $25.00.

The written appeal should include: 1) member/leader's alleged violation; 2) situation in which it occurred; 3) disciplinary action taken by the committee; 4) clarification of what is being appealed (that alleged violation occurred, or the disciplinary action); 5) written evidence justifying the appeal.

The Appeals committee will be selected by the 4-H & Youth Development Agent along with suggestions of panel members given by the Green County Adult Leaders Executive Board. Panel members will be selected on a case-by-case basis to avoid appearance of bias, etc.

The Appeal Committee will consist of three (3) youth/adults with past or present ties to the Green County 4-H program. This could include: 1. Former Executive Board/Adult Leaders President, 2. Young Adult, 4-H Alumni, formerly involved in the Green County Junior Leaders Association, 3. General Leader and/or Committee Member At Large (past or present). In the case of an appeal by an adult volunteer, only members of the Adult Leaders Executive Board will review the case. An Executive Board Representative will chair the committee and the Executive Board Secretary will be the recorder. However, they will not participate in discussion or vote at the Appeal Hearing.

The role of the Appeals committee is to determine whether or not the ruling made by the voting members of the Green County Adult Leaders Executive Board was fair or unfair. If appeals committee finds initial ruling made by the Green County Adult Leaders Executive Board as unfair, the appeals committee will make a recommendation of new ruling.

Each member of the Appeal Committee will receive a copy of the written appeal submitted by the member or leader. The committee will convene as soon as possible after the appeal is received within a reasonable period of time, not to exceed thirty (30) days. The Appeal Hearing will be conducted using the guidelines for the Disciplinary Review Committee.

The committee's decision will be announced to the member or leader in writing within ten (10) days. The decision of the Appeal Committee is final.

**Section 7**

Realization that these guidelines are not all inclusive; the Green County 4-H Adult Leaders, Inc. reserves the right to make adjustments to these policies.

**Section 8**

Green County will also support and uphold the appropriate behavior form.
1. The Green County 4-H year runs from September 1 through the following August 31. The Green County 4-H fiscal year shall follow that of the UW-System.

2. Membership is open to all persons grades K - 13th regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or membership in the national guard, state defense force or other reserve component of the military service or religion.

3. **Membership:** Youth in Kindergarten through second grade are eligible to enroll in the Green County 4-H program as Cloverbuds. Regular members are youth in grades 3 will continue to be eligible for membership through the next year following their high school graduation (grade 13.)
   - Cloverbuds receive the same privileges as regular 4-H members, except they cannot show for premiums at the county fair.

4. **Enrollment:** 4-H clubs are encouraged to recruit members’ year around. Members may join at any time and receive most benefits.
   a. Enrollments must be completed on the 4-H online website.
   b. **Official Enrollment Deadline:** as it pertains to showing at county fair is by the first Monday night in November at the regularly scheduled Adult Leaders meeting.
   c. **New-Member Enrollment Deadline:** All enrollments must be in by the first Monday in November for Green County Fair eligibility.
   d. Re/New enrollments received after the deadline of the 1st Monday night on November can be accepted by the local club. Club enrollment fees are due to the county office by November 20. This is a firm deadline to avoid late fees and loss of fair exhibition privileges.
   e. A 4-H family moving into Green County after November enrollment deadline may transfer into a Green County 4-H club without losing their county fair exhibiting privileges for the current year. To do so however, they must provide proof of current year 4-H membership in the county from which they came.
   f. Youth may not hold 4-H membership in more than one county or state at the same time. Youth must qualify for participation in District, State, or National 4-H events through their county of membership. If any infraction is discovered that member is not eligible for any Green County awards, re: Key Award, scholarships, and trip opportunities.

5. **4-H Clubs:** An organized 4-H club must have at least 5 members from three or more families. Once a member has joined a club for the 4-H year there is no switching of clubs (by Nov. deadline). If a 4-H family is dissatisfied with their 4-H club they are free to re-enroll in another 4-H club during the fall re-enrollment period. (Sept.-Nov. time frame) Any specific issues/problems/concerns with a local club should be directed to the 4-H YD Agent. The Executive Board would address special circumstances on a case by case basis.

6. **Project Guidelines:** It is recommended that first year members enroll preferably 1 or 2 and no more than 3 projects. Other members should limit enrollments to a maximum of 6-8 projects. Leaders should limit their enrollments to 3 projects.
   a. In most cases the term PROJECT refers to the individual subject matter listed in the Green County 4-H Project Guide.
   b. **Project Changes:** 4-H members may add or drop projects up until the February enrollment deadline. The individual member is responsible for notifying his/her club general leaders or enrollment leader of the change.

7. **County Fair Guidelines:** To exhibit at county fair and stay a member in good standing in Green County 4-H, a member must:
   a. Be enrolled in 4-H
   b. Follow membership guidelines as stated above.
   c. Attend at least 50% (1/2) of all club general meetings. For re-enrolling members this is calculated from the beginning of the 4-H year, September 1st to July 1st. Individual clubs may have more stringent attendance policies.
d. Attend as many project meetings as possible for which there is a registered leader on a local club level. **Exception**: In projects where there is no local leader, but where there are local or county project sessions, attendance is recommended.

e. Young people in their last year of 4-H who have graduated from high school and who are enrolled in post-high school educational opportunities outside the area will be waived from the 50% attendance rulings. However, when home, these members should make every effort to attend scheduled project & club meetings.

f. Completion of record book requirement. (Either County Level or Club Level record book) See below:

8. **Record Book Requirements**: ALL Green County 4-H members are REQUIRED to fill out a record book to stay in good standing in the 4-H Program. Keeping records are one measurement of learning that is taking place through being a 4-H member. Youth have three (3) options to complete this requirement: Record book materials are distributed at club meetings in January of the 4-H year, on the web at [http://green.uwex.edu/4h/forms.html](http://green.uwex.edu/4h/forms.html) or available at the UWEX Office. **NOTE**: Green County 4-H Policy states that members who do not complete a record at the end of the 4-H year will forfeit Green County Fair eligibility in the next year. (Est. 11/06) Clubs will be responsible for keeping track of membership requirements and turn in a final list to the county office at the August/September Adult/Junior Leaders meeting.

1. **County Level Record Book: (Green Cover)** Youth who fill out the county level record book are eligible for county awards. These books are to be turned into your 4-H club general leader at the clubs designated meeting date. Members can nominate themselves for the awards they look to earn and give that form to their club general leader. Club general leaders will then forward ALL County Level Record Books (Green Cover) to the UWEX Office which are due at the August/September Adult/Junior Leaders meeting.

2. **Club Level Minimal Record/or Club Approved Option**: Members who do not fill out a county record book are to complete the club level minimal record book. Members are free to be creative with their record book in addition to the pages listed. 4-H clubs have the option to establish an alternative form of club level record book if desired. A club approved record book must be agreed and voted on by club membership and needs approval from the 4-HYD Agent to proceed for the year. These books are turned in and accounted for also at the clubs designated meeting time (Mid-August). It is suggested that clubs establish a committee of volunteers to ensure this component of 4-H club work is being completed. Clubs are encouraged to recognize members for these books at the end of the 4-H year. **Note**: Minimal Records are a club level record and do NOT get turned into the county. Two clubs will be randomly drawn at the August/September meeting and will need to submit their minimal records for a compliance check within two weeks of the drawing. Failure to submit may result in the loss of 4-H club charter certificate.

3. **Green County Auction Record (Orange Sheet)**: All auction participants exhibiting through 4-H MUST complete the Livestock Financial Form to their 4-H club general leader at the clubs designated meeting time (August). The Auction Committee will take these forms until October 1st however, 4-H members must turn their completed orange auction form and turn it into their club leader by August/September (Adult/Junior Leaders meeting) to achieve. **NOTE**: If youth completes a county or club record book and participated in the Green County Fair Auction, they are still REQUIRED to fill out the orange auction form to satisfy requirements of the Green County Fair Auction Committee.

9. **Adult Leaders & Volunteers**:
   a. All adult leaders must complete the New Volunteer Orientation training before working with youth.
   b. Adult leaders must sign an Adult Expectation Agreement on a yearly basis.
   c. Certified 4-H Volunteers must offer a minimum of 1 face to face (club/county) meeting with project members annually. 4-H project leaders at the club level will need to report this to their club general leader by the August/September Adult/Junior Leader meeting to keep in good standing for the next 4-H year. Failure to offer 4-H project or activity meetings will result in leaders not receiving their reduced price fair pass for the Green County Fair.