

**BYLAWS (rev. 4-11)**  
**ASHLAND COUNTY 4-H PARENTS AND LEADERS ORGANIZATION,**  
**INCORPORATED**

Bylaw 1

Fiscal Year

The fiscal year of this corporation shall end on September 30th

Bylaw 2

Members

Sec. 1. Every registered adult and junior leader of Ashland County shall automatically be a member.

Sec. 2. The University Extension Agents of Ashland County shall be exofficio members.

Sec. 3. Associate and honorary membership without voting rights may be given by a majority of the members at any regular membership or board meeting.

Sec. 4. Any associate or honorary member may be accepted by a majority vote of the Executive Committee at any regular meeting.

Bylaws 3

Meetings

Sec. 1. Number. All meetings shall be held monthly, unless designated special.

Sec. 2. Notice. Roberts' Rules of Order supplemented by the Wisconsin bulletin, "How to Conduct a Business Meeting" shall be considered a satisfactory guide.

Sec. 3. Special Meetings.

a. A meeting of the Organization may be called by the President or a member of the University Staff. All clubs will be notified via email or phone.

b. Upon notification of the Extension Office, the President or members with approval of the executive committee can request a special meeting for the purpose to which the demand relates, in the manner herein described.

Sec. 4. Quorum. The business of the association shall be conducted by the members present.

Sec. 5. Voting. Each member is entitled to one and only one vote on each question. Voting by proxy is not allowed in the corporation. Members may submit a signed vote on a ballot which sets forth the exact question to be voted upon. Majority present will carry a motion.

Sec. 6a. Order of Business. The order of business at meetings, and so as applicable at other meetings of the members shall be substantially as follows:

1. Roll call or registration and introduction of those present
2. Proof of due notice of meeting
3. Reading and disposal of unapproved minutes
4. Reports of officers and committees

5. Unfinished business
6. New business
7. Elections to be held in November
8. Adjournment.

#### Bylaw 4

#### Officers

(Executive Committee - President, Vice President, Secretary,  
Treasurer & Junior Leader Advisor)

Sec. 1. Qualifications. Only members who have served as an adult leader for one or more years may be elected as President or Treasurer.

Sec. 2. Election. The officers shall be elected for two year terms. County President and County Treasurer will be elected during uneven numbered years. The County Secretary and County Vice-President shall be elected during even numbered years. Elections shall be held prior to November 30th. Installation shall be before the end of the calendar year. No officer may serve more than two successive terms, unless approved by majority vote at meeting.

Sec. 3. Electors. Members may elect the officers by ballot. Nominations may be made from the floor or a nominating committee may be headed by the Vice-President or be elected by nominations from the floor. In any event at least two names may be submitted as candidates for each position to be filled on the Executive Committee and only two people from a club may serve as an officer or director unless approved by majority vote.

Sec. 4. Vacancies. Vacancies occurring on the Executive Committee may be filled by a special election of the members of the association.

Sec. 5. Exofficio Executive Committee Members. The Ashland County University Extension Agents shall be exofficio without voting rights at all meetings of the Executive Committee.

Sec. 6. Officers' Duties. The principal duties of the President shall be to preside at all meetings of the members and of the Executive Committee, and with said Committee, to have general supervision of the affairs of the association. She/he shall sign all contracts and other instruments.

The principal duties of the Vice-President shall be to discharge the duties of the President in the event of the absence or disability of the latter. A major responsibility shall be the promotion and organization of new 4-H clubs, and to Chair the nominating committee.

The principal duties of the Secretary shall be to keep a true and correct record of the proceedings of all meetings of the members, and of the Executive Committee; to countersign and affix the seal of the association to all papers and documents requiring such action and to systematically and safely keep such books, papers, records, and documents pertaining to the business of the association as may be assigned by the Executive Committee. All copies of the meeting minutes shall be turned into the Extension Office prior to the next meeting.

The principal duties of the treasurer shall be to have custody of the corporate funds and securities; to keep full and accurate accounts of receipts and disbursements in association books

and records; to disburse the funds of the association as may be ordered by the Executive Committee, taking and retaining proper vouchers for such disbursements to render, as may be required, true accounts of all financial transactions of the association and accurate statements of the financial condition of the association in writing prior to each meeting or orally at the meeting. Treasurer's written report shall reach the University Extension Office prior to the meeting. It shall be the Treasurer's responsibility to anticipate and make recommendations as to the financial needs of the organization. The Treasurer should have knowledge of all fund raising activities within the guidelines listed in Chapter 11 Section D of the 4-H Handbook.

Sec. 7. Compensation. Each member shall serve this association without compensation or reimbursement for travel to and from County meetings.

Sec. 8. Special Compensation. The officers or members may vote reimbursement for expense actually incurred by an officer or member for special assignments important to the welfare of the association.

Sec. 9. Executive Committee Meeting. Any number of members of the Executive Committee may carry on the necessary business providing all members were notified of the meeting.

Sec. 10. Informal Action Without Meeting. Any action required or permitted by the Articles of Incorporation or Bylaws or any provision of law to be taken by all of the Executive Committee, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Executive Committee members entitled to vote on such action. Such consent shall have the same force and effect as a unanimous vote at a meeting.

Sec. 11. General Powers and Duties: Management: Records: Reports: The Executive Committee shall conduct, manage and control the affairs and business of the association. They shall have installed and maintained an adequate accounting system and require proper record of all business transactions to be kept and audited, and written reports to the Corporation members should be submitted annually.

## Bylaw 5

### Committees

Sec. 1. The Executive Committee shall establish standing committees. The committees may be composed of two adults from the organization and two junior leaders plus advisors of the junior leaders group, along with input, as necessary, from the University Extension Agent. Committees will be made-up of members of the Ashland Parent and Leaders Organization and Youth Leaders Organization.

Sec. 2. The committees and their duties shall be:

- a) A Recognition and Awards Committee to make recommendations for awards and recognitions. Final decisions on awards shall be vested with the agents of the University Extension rather than the Executive Committee.
- b) A Fair Committee to whose purpose shall be to increase and emphasize the educational aspects of the fair. Its aim shall be to encourage the promotion of booths, floats, dress revue and demonstration participation. It shall also make recommendation for the premium list. It is recognized that the committee will consist of two Junior Leaders and one Adult Leader to attend Fair Board meetings.

- c) A 4-H Promotion Committee to assist in the identification of new leaders, the promotion and organization of more 4-H clubs.

Sec. 3. Special Committees. The Executive Committee shall select special committees from the members to conduct any activities in agreement with the purpose of the association.

#### Bylaw 6

##### Capital Structure

Sec. 1. All contributions shall be income to the corporation.

Sec. 2. All earnings from group efforts shall be income to the corporation.

#### Bylaw 7

##### Audits

At the close of each fiscal year or at such times as the Committee shall determine, the books and accounts of the organization shall be carefully examined by either a qualified auditor or a committee named by the Executive Committee President. They shall make a detailed written report thereon to the members of the Ashland County Parent and Leaders Organization, Inc.

#### Bylaw 8

##### Amendment of Bylaws

Sec. 1. Any Bylaws may be adopted, amended or repealed by a majority vote at any regular member meeting or at any special meeting of the cooperative members called for that purpose.

Sec. 2. The officers are authorized to adopt or amend any Bylaws. Bylaws adopted or amended by officers shall be reported at the next regular member meeting and shall be subject to amendment or repeal by the members.

#### Bylaw 9

##### Miscellaneous

The Ashland County Parent and Leaders Organization, Inc. provides equal opportunities in programming, including Title IX and ADA (Americans with Disabilities Act) requirements.

## **Awards Program of Ashland County**

Established in December 1970

-Revised Fall 1989, 1993 & 2006

The awards for outstanding achievement in 4-H club work in Ashland County are to be determined by the Project Guide for the current year and shall be the following:

Senior Award to member 13 and over as of January 1

- 1) Disc for 4-H Year
- 2) Completed Project Disc

Junior Awards to members 12 and under as of January 1

- 1) Disc for 4-H Year
- 2) Completed Project Disc

### Criteria for Selection

Pin - To be awarded in each project in which pins are available. Members may receive each specific pin only once.

Guidelines:

- 1) Outstanding project work
- 2) Give one prepared demonstration or talk in any project at a project or club meeting, or public event.
- 3) Exhibit at fair, club, or in community if opportunity is available.
- 4) Participate in special project activities if opportunity is available, such as Clothing Revue, Foods Revue, Tractor Operators Safety Contest, etc.
- 5) Turn in completed record book showing progress made
- 6) Project accomplishments of past years may be considered.

Plaque - All registered 4-H members must be nominated for name plaques by club leader. This is a one time award; members may receive only one plaque. (Completed record book not mandatory for name plaque.)

Guidelines:

- 1) Active in club
- 2) Involved in four county events
- 3) Active in 1 or 2 projects

## Year Disc

### Guidelines:

- 1) Registered 4-H member
- 2) Completed record book

Project Disc - To be awarded in each individual project.

### Guidelines:

- 1) Outstanding project work
- 2) Give one prepared demonstration or talk in any project at a project or club meeting, or county festival.
- 3) Exhibit at fair, club, or in community if opportunity is available.
- 4) Participate in special project activities if opportunity is available, such as Clothing Revue, Foods Revue, Tractor Operators Safety Contest, etc.
- 5) Turn in Completed record book showing progress made.

Club leaders and parents shall evaluate all record books to determine members general achievement and make nominations for county awards.

County awards shall be determined at a group meeting open to all leaders, with representation from all clubs.

Exhibit includes any club, school, or community event.

## Special Awards

### Awards Based on Record Book Check

Youth Leadership	Natural Sciences
Animal Sciences	Plant & Soil Sciences
Art	Political & Social Sciences
Health Sciences	Public Speaking
Home & Family	Achievement
Mechanical Sciences	First Year Record Book Award
Cloverbud Achievement Award	

### Individual Awards

Bread Award	Completion Award
Dairy Food Award	Friend of 4-H Award
Younger Member Award	Alumni Award
Mark Fletcher Award	Graduation Award
Allan Cate Award	Active Member Award

### Regulations & Description of Special Awards

- 1) Each club should send award nomination form with leader to county record book check day.
- 2) A total of four award pins per county can be given in each award area listed below.
- 3) Pins can be given to members who were 14 as of January 1, honorable mention at age 13.
- 4) Members who have received a pin in past years and continue to do outstanding work should be nominated to receive a certificate of continued excellence.
- 5) Nominate only members whose records merit award.

#### Youth Leadership Award

Overall outstanding leadership work in projects and activities within the club, community, county, and district or state.

#### Animal Sciences Award

Outstanding work in three or more animal science projects. One project from mechanical science and one project from plant and soil sciences directly related to animal sciences may be considered.

#### Health Sciences Award

Outstanding work in the improvement of four areas of family and community health.

#### Home & Family Award

Outstanding work in three or more home and family projects. One project from plant and soil sciences and health directly related to home and family may be considered.

#### Mechanical Sciences Award

Outstanding work in two or more mechanical science areas.

Natural Sciences Award

Outstanding work in two or more natural sciences areas.

Plant and Soil Sciences Award

Outstanding work in two or more plant and soil science projects.

Political & Social Sciences Award

Outstanding work in the political and social science projects.

Public Speaking Award

Participation in any three or more of the following 4-H events; county music, drama, speech, demonstration, TV or radio talk, or speeches before other groups about 4-H work. One non 4-H involvement may be included.

Achievement Award

Shows leadership talents, character, effective citizenship, and broad participation in 4-H projects and activities. Must carry at least three projects.

Art Award

Outstanding work in two or more of the four areas of photography, arts, crafts, drama and music.

Cloverbud Achievement Award

Certificate with a ribbon for Cloverbud Record Books that have been turned in with high honors from the leader.

Description of Individual Awards

Bread Award

Bake five yeast breads and one nationality bread plus make doughnuts or fried cakes.

Dairy Food Award

Make 20 different dairy foods.

Dairy Award

Awarded by the state.

Younger Member Award

Given to outstanding boy and girl 13 years and under. Recipient receives \$5.00.

Allan Cate Award

Outstanding work in the horse project. All ages eligible. Recipient receives \$10.00

Friend of 4-H Award

Presented to an individual, group or business showing continued service and/or support to the County 4-H Program. One plaque presented annually.



Alumni Award

Former 4-H member whose accomplishments show exemplary citizenship, leadership, career accomplishments and continued commitment to 4-H and youth development.

Graduation Award

Those members who actively remain in 4-H through the 12<sup>th</sup> grade with at least 4 years of completed record books and projects.

Completion Award

To those members remaining in 4-H through age 19. A certificate for anyone with less than ten years in 4-H and a certificate with a gold pin for ten years.

State Photo Award

Two photographs, selected from county fair entries, to travel with the State 4-H Photo Display and entered into the national contest. Honor Certificates awarded at County level.

State Art Award

Two County representatives are selected for the State Congress Art exhibit from member art projects entered at the County fair. Recipients receive an honor award certificate.

Cultural Arts Award

County exhibit of cultural arts with “Best of” for Music and Drama (and/or other performance arts as needed) selected receive *honor* certificates.

Peeksville Leaguers’ Record Book – First Year Award

First year member turning in a complete and thorough record book for the first time. Certificate and \$10 will be awarded.

4-H International Award

For promoting inter-cultural understanding and contributions to international 4-H high school exchange program.

Volunteer of the Year Award

Voted by peers for outstanding volunteer service to 4-H in Ashland County.

Active Member Award

An award to recognize members who were particularly active in 4-H this year.

## Ashland County Evaluation Form Yearly Awards

The following awards are given based on completion of Member Evaluation (ME) forms and participation at annual ME interviews. (It is recommended that ME interview participants bring a completed record book in support of their 4-H work.)

- 1) Washington Focus - Washington D.C.  
Held at the National 4-H Center. Program focus on leadership development and citizenship. Two or three delegates.
- 2) Wisconsin 4-H and Youth Conference - Madison  
Held on the University of Wisconsin-Madison campus each June. Two or three delegates.
- 3) County Nominees for National Awards & Trips  
Delegates are selected for further consideration by individual county and forwarded to the district:
  - a. National 4-H Club Congress - Chicago  
Held in the week following Thanksgiving, 35-40 delegates from Wisconsin.
  - b. National 4-H Conference - Washington, D.C.  
Held in April each year, four Wisconsin delegates.
- 5) Other trips that come up during the year, such as Winter Camp Scholarships.

For trips other than those determined by ME forms, all eligible 4-H members will be notified. 4-H members must fill out a request form for scholarships and submit it to the Parent & Leader's Organization.

## **Participation Awards**

### **CULTURAL ARTS FESTIVAL**

#### Foods Revue

Opportunity to exhibit at the County level. Blue ribbon winners are required to exhibit at the county fair to receive premiums.

#### Clothing Revue

Opportunity to exhibit at the County level. Two delegates are chosen to go to Wisconsin State Fair at Clothing Revue. Blue ribbon winners are requested to exhibit at the county fair to receive premiums. All participants are invited to model in the style show.

#### Demonstration Contest/Speaking Contest

County activity. Participation ribbons are awarded to all.

Demonstration Contest - State Fair representatives are selected. Blue ribbon participants must demonstrate at the county fair to receive premiums.

#### Drama Festival

County activity, participation ribbons to all, recognition to "Best of" categories.

#### Music Festival

County activity, participation ribbons to all, recognition to "Best of" categories.

#### Cultural Arts Exhibit

County exhibit of cultural arts with "Best of" music and drama (and/or other performance arts as needed). Selected honor certificates.

#### Younger Member Recognition Day

Provides special recognition to 4-H members 9-13 years of age for outstanding 4-H member achievements as an individual, club member and at the county level. Recipients are chosen from nominations submitted by the 4-H club general leader.

This day is usually held after the County Fair in August, is a short trip with recreation, crafts, lunch and transportation provided by the Ashland County Parent and Leader Organization.

Each participant receives a certificate.

## Club Awards

One plaque may be given each year to the club that does the most outstanding work in one of the following areas.

Certificates may be given each year to any club that does outstanding work in one of the following areas:

- Safety
- Health
- Conservation
- Citizenship

The club must submit a report on record book check day or sent it to the Extension Office prior to record book check day.

An Achievement Award will be given to each club that has 100% achievement, determined by the following:

- Every member shall hand in a record book
- Every member shall complete at least one project
- Enrollment changes shall be in by December 31
- December 31 is the deadline for adding or dropping projects
- Members who move out of the county shall not count against the club for 100% achievement.