

**BYLAWS**  
**ASHLAND COUNTY 4-H PARENTS AND LEADERS ORGANIZATION,**  
**INCORPORATED**

Bylaw 1  
Fiscal Year

The fiscal year of this corporation shall end on June 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.