



Constitution and Bylaws For Kenosha County 4-H Countywide Educational Team

Constitution

Article I – Name

The name of this countywide Educational Team shall be Kenosha Small Animal Team

Article II – Purpose

The purpose of this team is to: teach, train and educate the youth of Kenosha to raise & market quality poultry & rabbits.

Article III – Participation

Section 1. Participation in the Kenosha County Small Animal Educational Team is open to all youth and adults enrolled in poultry & rabbit project.

Section 2. Open to any youth within grade parameter – regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, and pregnancy, marital or parental status. (This statement is taken from Wisconsin 4-H Youth Development Policies-2011)

Section 3. Acceptance to Participate, eligible adults shall be accepted to full participation in the Kenosha County 4-H Small Animal Educational Team upon completion of Volunteer Orientation. Youth members do not need to participate in the Volunteer Orientation.

Section 4. Suspension and Termination of Participation, the team shall prepare all documents, adopt at an annual meeting, and maintain rules and regulations for members of the project (i.e. code of conduct). If the Adult Volunteer Expectation Guidelines, which are signed by the volunteer, are not followed, the Volunteer may have his/her participation from the 4-H Small Animal Team suspended or terminated by Only UW-Extension office.

Section 5. The following requirements must be met to be officially recognized as a 4-H Countywide Education Team in Kenosha County, Wisconsin: (Wisconsin 4-H Youth Development Policies-2011)

- Countywide Project Name
- Youth
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Submit financial record and audit report to Kenosha County UW-Extension Office once each year (Charter Renewal Form)

Article IV – Annual Meeting

Section 1. Annual Meeting. There shall be an Annual Meeting each year. Written notice of the Annual Meeting will be published in the Home-Lite newsletter at least (10) days prior to the date of the meeting.

Section 2. Agenda. The following business shall be conducted during the Annual meeting:

- Vote on by-law changes
- Financial Report by the Treasure
- Budget Approval
- Calendar of education meetings set
- Such other matters as may come before the participants
- Election of participants to the Committee

Section 3. Quorum. For the purpose of the Annual meeting for the participants a quorum shall consist of not less than 1/2 of the enrolled participants present. The election of the committee and any action on issues shall require a simple majority of 50%+1 of the participants present.

Section 4. Annual Meeting Location. The annual meeting of the Kenosha County Small Animal Program shall be held at Kenosha County 4-H Reorganization Night.

Article V – Committee Team

Section 1. General Powers. The powers, property and affairs of the Kenosha County Small Animal Educational Team shall be vest in exercised, conducted and controlled by its Committee Members.

Section 2. Number and Qualifications. The committee shall consist of 12 individuals; to include 3 youth and 9 adults.

Section 3. Elections. Individuals will be nominated and elected at the Annual Meeting to fill vacant positions.

Section 4. Elections and Terms of Office. Adult positions will be for a 5 year term and the youth members will be elected to a 3 year term.

Adult committee members may not be elected to successive terms of office, except they may be appointed by the President to serve a vacant Board position. All terms begin and end in the Annual Meeting.

Section 5. Resignation. A committee member may resign at any time by filling a written resignation to the secretary.

Section 6. Removal of Committee Members. Any participant of the committee may be removed with cause by 2/3 vote of the full team.

Section 7. Vacancies. In the event of a vacancy on the committee, the President shall appoint a successor for the unexpired remainder of the position's term.

Section 8. Meetings. The team shall hold a meeting of the committee at least once each calendar quarter. The President shall determine the date, time, and place of meetings. All meetings of the

team shall be held at such time as shall be convenient for attendance by Committee Members. Written, telephone, or oral notice of each meeting shall be made to all members pursuant to a schedule that provides for receipt of the notice at least three (3) days prior to the date of the meeting. Such notice shall include the tentative agenda for the meeting.

Section 8.1. Order of Business. The order of business at all meetings of the committee shall be as follows:

- Roll Call and Establishment of a Quorum
- Approval of the Minutes of the Preceding Meeting
- Treasurer's Report
- Election of Members (to fill vacancies only)
- Reports of Standing Committees
- Other Reports
- Unfinished Business
- New Business
- Other

Section 8.2. Voting. All members of the Committee shall have the right to discuss matters which come before the team. Members of the committee may cast one (1) vote on each matter. Vote by absentee ballot or proxy shall not be permitted. A quorum for the transaction of business by the committee shall consist of not less than 34 officers and 2 other committee members. The act of the majority of the members of the committee shall be the act of the team.

Section 8.3. Minutes. For each meeting the committee shall keep written minutes which shall include a record of votes on all motions. The minutes of the previous meeting shall be sent to all members of the committee along with an Agenda prior to the scheduled meeting.

Article VI –Executive Committee

Section 1. Election. Executive Committee shall be President, Vice-President (**President elect**) Secretary and Treasurer. All positions with the exception of the President shall be elected at the annual meeting. The Vice-President, shall after the completion of a one-year term, automatically succeed to the office of President at the first Committee Meeting following the Annual Meeting, and shall then serve a one year term.

Section 2. President. Shall provide program leadership and preside at all regular and special meetings of the Kenosha County 4-H Small Animal Educational Team. See that all orders and resolutions of the Committee members are carried into effect; serve as an ex-officio member of all committees, subject to the approval of the Committee; on behalf of SA Educational Team, execute such notes, leases, conveyances, contracts, agreements, or other documents the board may direct; and such additional duties as may be prescribed from time to time by these by-laws.

The President shall cast a vote in a meeting of the committee team only in the case of a tie vote by members in attendance.

Section 3. Vice-President. The vice-President shall: assume the authority and discharge the duties of the president in the event of absence or disability for any time cause whatever and perform such additional duties as may be prescribed from time to time by the committee or as may be prescribed from time to time by these by-laws. If 18 years of age, the Vice- president shall countersign all deeds, leases or conveyances executed by the SA team.

The office of Vice-President shall be also considered that of President-Elect. After serving a one (1) year term or the unexpired remainder of a term, the Vic-President shall succeed to the President and shall serve a one (1) year term in that office.

Section 4. Treasurer. Shall keep and account for all monies, credits, and property of the Countywide Program which shall come into the hands of the SA educational team and keep accurate records. When required to do so the Treasurer shall exhibit a true and complete statement of the cash account. No officer, committee member or participant shall authorize or make expenditure or commit to expenditure unless such expense has been approved by the executive committee, or set up in the Budget approved by the team to do so.

Section 5. Secretary. Shall keep correct and complete records of attendance and all the proceedings relate to the committee meetings. Said minutes shall be turned into the UW-Extension office with ten (10) days of all meetings and shall also systematically keep records, books and papers pertaining to the business there of; in general, perform all duties which pertain to the office of Secretary of a corporation, duties as may be prescribed from time to time by these by laws. If 18 years of age, the secretary shall countersign all deeds, leases or conveyances executed by the SA team.

Article VII – Amendments

This constitution may be amended by a (super or 2/3) majority vote of the total youth membership and project leaders at any regular meeting (optional – provided notice of such amendments shall have been given at a previous meeting.)

Article VIII – Dissolution Clause

Upon dissolution of the program, any assets remaining shall be conveyed to the Kenosha County 4-H Council Inc.

Article IX – The Countywide Education Project Year

The 4-H year is continuous and extends from October 1st to September 30th.

Article X – Rules of Order

Robert's Rules of Order shall govern the meetings of the project meeting.

Signatures:

Michelle Knapp
Youth Committee Member

Date: 9-19-11

Aue Laminari
President Committee Member

Date: 9-19-11

Bethany Sorce
UW-Extension 4-H Youth Development Staff

Date: 11-9-11