

**Rusk County 4-H Dairy Committee  
By-laws**

**Name**

The name of this committee shall be the Rusk County 4-H Dairy Committee.

**Article I. - Mission Statement**

The mission of the Rusk County 4-H Dairy Committee is to provide an educational experience for all youth to enhance personal growth, responsibility and knowledge of the dairy animal and industry.

**Article II. - Quorum**

A quorum shall consist of at least 5 members with at least 2 members being elected officials.

**Article III. - Membership**

Membership of this committee shall consist of approved 4-H volunteers and/or youth.

*Section 3.01* 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 III.02* Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

*Section III.03* The following are requirements to hold a 4-H charter and be recognized as a 4-H Club or chartered Group/Committee in Rusk County, Wisconsin:

- (a) Club or Group/Committee name
- (b) Five or more youth from at least three families
- (c) Adult leadership that has been approved through the Youth Protection Program
- (d) Educational plan which meets the purposes of the 4-H program
- (e) Youth involvement in leadership and decision-making
- (f) Meet on a continuing basis
- (g) Have written operating guidelines, bylaws or constitution approved by members to govern the club or group/committee

(h) Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed and submitted to the county UW-Extension office annually no later than the due date set by the 4-H Youth Development Educator.

(i) Must comply with

- all Wisconsin 4-H Youth Development Policies (<https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/>)
- 4-H National Headquarters policies
- All federal and state laws

#### **Article IV. Parliamentary Authority**

Robert's Rules of Order shall govern the meetings of the club.

#### **Article V. - Amendments**

Any voting member may propose an amendment to this document at a general meeting. Said amendment will be placed on the agenda for action at the first meeting after the fair.

#### **Article VI. - Officers**

Officers of this committee are: President, Vice-President, Secretary and Treasurer. All positions shall be elected annually.

These officers shall make up the Executive Committee.

#### **Section VI.02 - Election of Officers**

Nomination for office may be made by any voting member of the Rusk County 4-H Dairy Committee.

The nominee must be a voting member and accept the nomination in order to be considered.

All officers shall be elected by voice vote or paper ballot at the annual meeting.

If an office is vacated, the acting Committee President may appoint a replacement.

#### **Section VI.03 Duties of Officers**

President - It shall be the duty of the President to preside at all meetings of the committee, and to perform all duties as are usual for such office.

Vice-President - It shall be the duty of the Vice-President to perform the duties of the President in the case of his/her absence.

Secretary - It shall be the duty of the Secretary to keep a permanent record of the proceedings of the meetings, to act on correspondence as directed, and perform other duties as are usual for this office.

Treasurer - The treasurer shall receive and take care of all money belonging to the club and shall pay it out upon order of the president and shall keep an accurate record of all money received and paid.

## **Article VII. Meetings**

Regular meeting dates will be determined at the previous meeting. Meetings will be held as needed for organizational purposes.

Educational meetings will be held as opportunities arise.

Election of officers will take place at the first meeting following the fair.

## **Article VIII. Club Organization**

### ***Section VIII.02*** Club Planning Year

- (a) The 4-H year is continuous and should be consistent with the county 4-H Leaders Association annual year.
- (b) The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

### ***Section VIII.03*** Club Fiscal Year

- (c) The Wisconsin 4-H fiscal year is defined as July 1 – June 30.
- (d) The 4-H club financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

## **Article IX. Additional Club Policies and Standing Rules**

The club policies and standing rules contained within this article are subject to amendment or suspension by a majority vote at any regularly scheduled meeting in which a quorum is present.

## **Article X. - Dissolution Clause**

Upon dissolution of the Rusk County 4-H Dairy Committee, any remaining assets shall be conveyed to the Rusk County 4-H Leaders Council.