



**Wisconsin 4-H
Community
Clubs**

CONSTITUTION AND BYLAWS

March 2012 UPDATED March 2019 REVIEWED 2023

Waupaca County 4-H Dog Project

CONSTITUTION

Article I – Name

The name of this group shall be the Waupaca County Dog Project.

Article II – Purpose

The purposes of this project committee are to support youth in their development of life skills through the dog project, provide hands on experience for youth working with and training dogs, establish and carry out an annual educational program, develop project standards and leadership opportunities, prepare an annual budget and spending plan for project funds.

Article III – Membership

Section 1 Parents, adult and youth volunteers are encouraged to participate on the committee and at meetings. Volunteers giving one on one help to youth, transporting youth or chaperoning youth other than their own family must be trained and certified through the 4-H Youth Protection process.

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, pregnancy, marital or parental status.

Section 3 The following requirements must be met to hold a 4-H charter and be recognized as a 4-H club/committee in Waupaca County, Wisconsin

- Club name
 - Five or more youth from at least three families
 - 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
 - Have written operating guidelines, bylaws or constitution approved by members to govern the club
 - Complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed. This is submitted to the county UW-Extension office by December 1 annually.
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Article IV - Officers

Currently there are no specific officer positions



Article V – Amendments

All amendments to governing documents (i.e. Constitution, Bylaws, Project Rules) shall be done by proposal at the project start up meeting and approved at the following meeting. They shall be reviewed annually.

Article VI – Committee Leadership

The committee shall be under the direction and guidance of local leader(s). Open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program. There shall be such assistant leaders, project leaders and youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program. Options for leadership are outlined at: <https://fyi.extension.wisc.edu/wi4hvolunteers/clubs-and-groups/4-h-club-and-groupcommittee-management/4-h-club-officer-and-youth-leader-training-resources/>

Leadership positions may include (but are not limited to):

- Paper work coordinator
- Key Contact for UW-Extension Office and project membership
- Treasurer
- County Fair Superintendent
- Youth Leaders
- Project Trainers
- Grooming check volunteer
- Volunteers at start up meeting
- Secretary at start up meeting, spring meetings, other committee meetings

Article VI – Dissolution Clause

Upon dissolution of the Dog Project Committee any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development staff.

BY-LAWS

Article I – Election of Officers – NONE AT THIS TIME

Article II – Duties of Officers – CURRENTLY THE PROJECT IS RUNNING WITH A SHARED LEADERSHIP MODEL – ROLES ARE LISTED ABOVE

The **Key Contact** will work with other leaders and the UW-Extension Office to create an agenda for and lead the committee meetings. They will work with other youth and adult volunteers to carry out the committee purposes.

There shall be one volunteer to serve as **secretary** at the start up meetings, spring meetings, and other committee meetings to record the business of the meeting and submit a written report to the

UW-Extension Office.

Article III – Regular Meetings

There will be at least one start up meeting each fall/winter (all dog project members and leaders will be invited to the first start up meeting), at least one project meeting without dogs in the spring, and weekly project trainings beginning in May/June. Additional Leadership Team Meetings may be planned as needed.

Article IV – Quorum –

10% of the volunteers and members of the project will constitute a quorum. A quorum must be present when business is transacted.

Article V – The Club Year

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

Article VI – The Club Fiscal Year

The Wisconsin 4-H fiscal year is defined as July 1 – June 30. The 4-H club financial books must be rectified annually by June 30. The Annual Financial Report is included in the 4-H Charter Renewal Packet. IRS 990 filing must be completed by October 15 and submitted to the UW-Extension Office.

Article VII – Rules of Order

Committee decisions will be made by consensus decision making.

Article VIII – Club Reporting

Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW- Extension office by October 15.

Article IX – Additional Club Policies

See the Dog Project Rules and Regulations and project registration form for project guidelines. If there are discrepancies in interpreting the rules and regulations or clarifications need to be made, this should be discussed by at least 4 individuals in the previously listed leadership roles. The Dog Project Rules and Regulations shall be reviewed annually.

Wisconsin 4-H clubs must follow all [Wisconsin 4-H Policies](https://4h.extension.wisc.edu/files/2016/09/WI4HYouthDevelPolicies.pdf) (<https://4h.extension.wisc.edu/files/2016/09/WI4HYouthDevelPolicies.pdf>, <https://nifa.usda.gov/4-h-names-and-emblem>); and all federal and state laws.

Date:

Leadership Team Member A:

Leadership Team Member B:

Leadership Team Member C:



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