



Waupaca County 4-H Dog Project

CONSTITUTION AND BYLAWS

March 2012 UPDATED March 2019 UPDATED 2024

CONSTITUTION

Article I – Name

The name of this group shall be the Waupaca County 4-H Dog Project. This organization is chartered under the University of Wisconsin–Madison Division of Extension Waupaca County.

Article II – Purpose

4-H is a youth-driven, volunteer-supported program which empowers youth to reach their full potential working and learning in partnership with caring adults.

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

Membership of this project group shall consist of youth enrolled in the dog project during the 4-H Program Year.

Section 3.1 4-H membership is open to all youth beginning in 5K (five-year-old Kindergarten) through one year beyond high school graduation and not to extend beyond the age of 19 as of December 31st of the enrollment year.* 4-H is open to any youth regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

**Although this is Wisconsin 4-H policy, project membership can be constrained based on grade for programmatic reasons. For example, a Classroom Club can be open to only youth in the 4th Grade. Dog project enrollment starts in grade 3, except for the Cloverbud dog project.*

Section 3.2 The 4-H Club/Committee Membership Year is October 1st -September 30th. Youth may join at any time; however, participation in some opportunities may be limited based on member enrollment date.

Section 3.3 This committee will have a voting membership that is 4-H youth (see Section 3.1) and approved 4-H dog project leaders.

Section 3.4 Requirements to hold a 4-H charter and be recognized as a 4-H Club in Wisconsin 4-H are found here: **4-H Name, Emblem & Club Policies**

<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/4-h-name-and-emblem/>

- Clubs must comply with:
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- i. All [Wisconsin 4-H Youth Development Policies](https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/)
(<https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/>)
- ii. All federal, state, and local laws

Article IV - Adult Leadership

4-H Volunteers serve in a variety of educational and leadership roles that provide quality positive 4-H programs for youth.

Section 4.1 The primary adult volunteer role is Key Leader. Key Leader(s) are approved and/or appointed by the 4-H Program Educator. Additional, and optional, adult volunteer leadership roles include Activity Leader, Project Leader, Committee Leader and Club Enrollment Coordinator. Job descriptions are posted on the State 4-H website— <https://4h.extension.wisc.edu/?s=role+description>

Section 4.2 All adult volunteers are required to annually enroll/re-enroll and complete all steps in the Wisconsin 4-H Youth Protection Process to become an approved 4-H Volunteer. Some roles require additional training opportunities. Find more details on volunteer requirements on the website— <https://4h.extension.wisc.edu/resources/volunteer-resources/4-h-foundations/become-a-volunteer/>

Section 4.3 Adult volunteers are responsible for ensuring that the committee follows Wisconsin 4-H Financial Policies— <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>

Article V - Officers

Currently there are no specific officer positions - see below for committee leadership.

Article VI – 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 VII – Committee Leadership

The committee shall be under the direction and guidance of local adult and youth leaders. Open to all 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 committee program. Options for leadership are outlined at: <https://4h.extension.wisc.edu/resources/volunteer-resources/>

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

- Paper work coordinator
 - Key Contact for Extension Waupaca County and project membership
 - Secretary
 - Treasurer
 - Youth Leaders
 - Project Trainers
 - Grooming check volunteer
 - Volunteers to help during training
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Article VIII – Dissolution Clause

Upon dissolution of the 4-H Committee any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Program Educator consistent with Wisconsin 4-H in the Institute for Positive Youth Development approved financial practices and policy. Club/Committee dissolutions must be recorded in the 4-H club/committee meeting minutes and communicated with the 4-H Program Educator.

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 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 attendance and business of the meeting and submit a written report to the Extension Office.

There shall be one volunteer to serve as **treasurer**. The treasurer shall comply with all financial policies: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/> The treasurer shall receive and deposit money belonging to the committee; keep an accurate record of all money received and paid; and keep a record of all budget items and work with the committee to complete the Annual Financial Report.

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 for voting purposes. A quorum must be present when business is transacted.

Article V – The Committee Year

The club/committee operates on both a 4-H program year and a fiscal year model.

Section 5.1: The 4-H Committee Year The Wisconsin 4-H membership year is defined as October 1st -September 30th for the purpose of definition in Wisconsin 4-H Policies.

Section 5.2: The 4-H Committee Fiscal Year The Wisconsin 4-H fiscal year is defined as July 1st-June 30th.

Article VI – Rules of Order

Committee decisions will be made by consensus decision making.

Article VII – Committee Reporting

Annually, complete the 4-H Charter Renewal Packet that includes critical communication, legal, and educational accountability requirements. This is submitted online by October 15.

<https://4h.extension.wisc.edu/resources/volunteer-resources/administrative/charter/>

Article VIII – Additional 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 from the leadership team. 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/resources/wisconsin-4-h-policies/> and all

federal and state laws.

Review and Approval Signatures

Bylaws should be reviewed annually with the membership. The 4-H Program Educator must review and sign these bylaws after they are updated and voted on for approval.

Club/Committee Name: _____ County: _____

Date Approved by Membership: _____

(printed name) Date Key Leader

(printed name) Date Secretary

These bylaws have been approved and are consistent with WI 4-H Policy, Mission, and Values.

(printed name) Date Educator

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