



Article I. Name

The name of this 4-H Group shall be Lincoln County Junior Dairy Project.

Article II. Purpose

The purpose of this project is to be a learning experience while having fun and promoting dairy to the community. Focus is on the young people and the skills they are gaining from their project experience, not the animals themselves.

Article III. Membership

Section 3.01 A youth must be in grade three or above and must be a member of the Dairy project or Adventures in Dairyland project. An adult advisor(s) must be an enrolled 4-H leader in the Dairy project.

Section 3.02 Open to any youth within grade and project parameter – regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3.03 The following are requirements to hold a 4-H charter and be recognized as a 4-H Club or chartered Group/Committee in Lincoln 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](http://4h.uwex.edu/about-4-h/policies/) (<http://4h.uwex.edu/about-4-h/policies/>)
- 4-H National Headquarters policies, (http://www.national4-hheadquarters.gov/library/4h_polregs.htm)
- All federal and state laws

Article IV. Parliamentary Authority

Robert's Rules of Order shall govern the meetings of the club. All decisions will be determined by consensus.

Article V. Amendments

The bylaws may be amended by simple majority vote at any regular meeting, provided previous notice is given to the membership.

Article VI. Committee

Section 6.01 Election of the Committee

At the Dairy Review meeting, nominations and an election is held for open two-year positions (even years – three positions open; odd years – four positions open). No more than one youth per family may serve on the committee. All youth members are considered voting members of the project.

Section 6.02 Role of Committee

- Provide youth a fun, learning experience.
- To give people more things to look at and do besides looking at the animals.
- To ensure barn, animals, milk and wash area are clean and safe.
- To make sure dairy show happens.
- To provide fun activities/learning together during the year.
- To make sure dairy show is a positive thing-overall good sportsmanship.

Section 6.03 Voting

Youth committee members are voting members of the committee. The President only votes in the case of a tie. The adult advisor(s) does not vote.

Section 6.04 Vacancies on the Committee

A vacancy may be filled through an appointment by the committee.

Section 6.05 Role of Adult Advisor(s)

Adults interested in the advisor role must submit an application by the Dairy Review Meeting date. The committee then votes on their advisor at their first meeting. The advisor:

- Serve as a neutral person; does not vote.
- Give advice and opinions to help guide the committee.
- Provide supervision.
- Provide an adult's point of view.
- Keep the committee on track.
- Help out with activities throughout the year.
- Keep records.
- Accomplish tasks.
- Be a communication link with the Fair Board.

Section 6.06 Officers

Officers on this committee are President, Vice-President, Secretary, Treasurer, Reporter and Photographer..

Section 6.07 Qualification for officers

Any youth serving on the committee can be an officer.

Section 6.08 Election of Officer

- (a) The officers shall be elected by ballot at the first committee meeting.
- (b) All youth committee members are eligible to vote in the election of officers.
- (c) Ties for election of office are to be broken by drawing high card.
- (d) A officer vacancy may be filled through an appointment by the committee.

Section 6.09 Duties of Officers

- (a) The President shall preside at all club meetings.
- (b) In the absence of the President, the Vice-President shall preside.
- (c) The Secretary shall keep a record of all proceedings of the club and submit a copy to the 4-H Youth Development Staff.
- (d) The Treasurer shall keep an accurate record of receipts and authorized disbursements at meetings or authorized by the President.
- (e) The Reporter shall inform members of upcoming events, such as meetings, dairy camp and other dairy activities.

- (f) The photographer documents events by taking photos and submitting when appropriate for publication in 4-H newsletter and/or newspaper.

Article VII. Project/Committee Volunteer Leadership

Section 7.01 The 4-H Project/Committee shall be under the direction of Youth Leadership working in partnership with local adult volunteer leader(s).

- (a) Volunteer leadership is 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.
- (b) All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H Volunteer.
- (c) There shall be such volunteer assistant leaders, volunteer project leaders and volunteer youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program.

Article VIII. Dissolution Clause

Upon dissolution of the Dairy Project any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Youth Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy.

Article IX. Meetings

Section 9.01 Regular Meetings

The regular meetings of this project will be held at the discretion of the committee. Typically there are two meeting dates one before the fair in April/May and one following the fair in July/August. Committee meetings are held at the discretion of the committee.

Section 9.02 Quorum

At least one half of the committee must be present in order for there to be a quorum at a committee or project meeting.

Article X. Club Organization

Section 10.01 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 10.02 Club Fiscal Year

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

Review and Approvals

Review by 4-H Youth Development Staff (Date and Signature)_____

Date Approved by Membership _____

Required Signatures:

President _____ Date _____

Secretary _____ Date _____