



# Outagamie County 4-H Leaders Association Executive Committee Handbook 2024

## OUTAGAMIE COUNTY 4-H LEADERS ASSOCIATION MISSION

A community organization that promotes and supports citizenship, leadership, and life skills to empower youth, through 4-H, to reach their full potential.



Welcome to the Outagamie County 4-H Leaders Association Executive Committee! As a group of representatives from the Outagamie County 4-H Leaders Association, we have been elected to lead the association forward. It is stated in the constitution that the executive committee shall review chartered committees and propose the yearly 4-H programs and the programs for the regular meeting of the association. Sounds pretty easy right! Well, it's a bit more detailed than that.

This booklet is a great resource. It provides some history, explains your role as an executive board member, and offers a quick look at the association's constitution, by-laws, and policies. Please take an opportunity before our meeting to page through the booklet.

I look forward to working with you in order to offer our 4-H members everything they will need to have success throughout their 4-H experience. So let's get started!

Alicia Schroeder-Haag  
4-H Program Educator

## Leader Association Goals - 2023

- Include three components to each meeting: Recreation, Business and Education
- Improve support given to new families. The following suggestions were made:
  - ◇ Set up new families with a mentor family
  - ◇ Limit the number of projects for the first year
  - ◇ Discuss how to do a record book
  - ◇ Improve website to add features to make it more new family friendly
  - ◇ Remind club members to reach out to new families

Table of Contents

Page

Guiding Principles of 4-H Youth Development	4
History of Outagamie County 4-H	5
Leaders Association and Executive Committee Roles	6-7
President	8
Vice-President	9
Secretary	10
Treasurer	11
Senior Director	12-13
Director	13
4-H Program Educator	15
Leaders Association Constitution	16-18
Leaders Association By-Laws	19-22
UW-Extension Office Information	23
4-H Program Organizational Chart	24

**Together, we will strive  
“To Make the BEST BETTER!”**



An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX, and the Americans with Disabilities Act (ADA) requirements.

**Guiding Principles of 4-H Youth Development**

**Essential Elements**

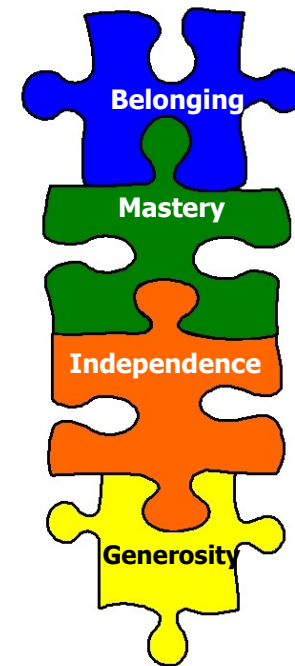
The cornerstones of 4-H Youth Development work. Research show these 4 pieces help solve the puzzle in developing positive youth development experience.

Belonging: A welcoming, safe environment that is inclusive of individuals from all backgrounds.

Mastery: The opportunity to master a skill of one’s interest. Allow youth to direct own learning in areas of interest to them.

Independence: Ability to self-direct their learning experience. The opportunity to see myself as an active member who can make changes for the future.

Generosity: The opportunity to show value to people and community in a way that is meaningful to me.



**Key Ingredients to a Successful Youth Adult Partnership**

- Provide different Choices and Option for youth and adult to participate.
- Clear Roles and Responsibilities helps group function more effectively.
- Need time to get to know each other, to brainstorm, and explore ideas.
- Youth & Adults need shared time together to prepare for the future.
- Both Youth & Adults share the roles of learner and teacher. The value in working together is also to learn from each other.
- Commit to an approach, try it out and discover what works for you.

CORE  
Ingredients  
for Quality  
Y-AP

- Youth Need Choice, Youth Need Options
- Establish Clear Roles and Expectations
- Time and Preparation
- Encourage Collective Mentoring
- Carefully Select Where Y-AP Is Most Needed

Adapted from: *Being Y-AP Savvy: A Primer on Creating & Sustaining Youth-Adult Partnerships*  
Zeldin S., Collura, J. June 2010.

## The HISTORY of Outagamie County 4-H

Beginning in 1925, Outagamie County 4-H club work was introduced in the township of Greenville at the Wide Awake Forward school through the efforts of the late Mrs. John Schoettler. The first projects included dairy, gardening, cooking and sewing.

In 1927, the late Mrs. Ernest Schuster, a teacher at Isaar, introduced 4-H project work into the school curriculum. These two women planted the seed that grew into a county-wide 4-H program.

As clubs began to grow in the late 1920's, the objectives of the programs were to promote the best and latest practices in agriculture and home economics, and to develop better citizens. By the mid-1930's, there were 21 4-H Clubs in the county.

In 1937, the Outagamie County Leaders Federation was formed. Shortly after, in 1948, the 4-H Youth Leaders Organization was formed. Both of these organizations encouraged additional leadership responsibilities at both the club and county level and helped develop educational and recreational programs to maintain 4-H membership.

Additional programs and activities were added to the 4-H curriculum to broaden members' interests and talents. In the mid-1960's, volunteer resource leaders were developed to expand the 4-H project areas. Urban youth and parents became more active with the 4-H program in the 1970's. The 1980's brought the development of the 4-H cloverbud program and other special interest programs. Now, children and youth from kindergarten through high school graduation could participate in one or more of the offerings. Volunteers became more skilled to meet the new demands of the programming.

Currently, Outagamie County is home to 18 active and thriving 4-H clubs with over 550 active club members. More than 180 adult volunteers are part of the 4-H program. In addition, the youth development outreach work done through 4-H and other programming reaches thousands of youth per year.

Since the beginning of Outagamie County 4-H, a few things have changed; however, the mission has remained the same:

**“4-H is a community of young people who are learning leadership, citizenship and life skills.”**

## LEADERS ASSOCIATION AND EXECUTIVE COMMITTEE ROLES

### 4-H Leaders Association:

Brings together volunteers and youth to serve as a venue for leader training and as an organizing mechanism in providing volunteer and financial support for county level educational opportunities for 4-H members and volunteers. 4-H Leader Associations are not responsible for the hiring and supervision of 4-H Youth Development Staff or the selection and supervision of volunteers.

Leader associations:

- Conduct supplemental county level programs for youth
- Raise funds and manage a budget to support 4-H youth development work
- Coordinate county-level recognition
- Represent 4-H youth development in the community
- Advocate for positive 4-H youth development
- Provide input on new 4-H youth development opportunities and youth and volunteer needs



#### **4-H Leader Executive Committee:**

The elected body that works closely with the 4-H Youth Development Staff in providing leadership for the activities of the 4-H Leader Association. This includes compliance with state and federal policies and laws. The Executive Committee often makes recommendations on issues for discussion and action by the organization's membership, and is accountable to the membership of the organization. Leadership roles the Executive Committee provides include:

- **Organizational planning:** Ensures understanding of the purpose of the 4-H Leader Association, has a vision of how the organization should operate and takes steps to make these visions happen. Provides leadership.
- **Policy making that relates to the 4-H Leader Association:** Establishes by-laws that give direction on how the local 4-H Leader Association policies are developed and communicated. Makes recommendations on policy issues for discussion and action by the full membership.
- **Enforcement of policies and grievance handling:** Ensures 4-H Leader Association compliance with state and national policies, procedures and expectations and decisions that comply with federal and state nondiscrimination policy and laws. Oversees any grievance related to the 4-H Leader Association policies and implements a fair and equitable procedure for addressing concerns with the aid of the 4-H Youth Development Staff.
- **Legal responsibilities:** Provides leadership for completion and submission of the 4-H Charter Renewal documents. Provides leadership that ensures the business of the Leaders Association is accurately recorded and reported to membership. Executive committee members should avoid conflict of interest questions by abstaining on votes in which they may personally gain.
- **Financial responsibilities:** Provides leadership for budget development and oversight; establishes and implements legal and accountable banking and check writing policies, involves the membership in budget adoption, fundraising, and provides leadership for compliance with federal and state tax reporting requirements.

#### The Outagamie County 4-H Leaders Association

#### **PRESIDENT**

Shall preside at all meetings of the Association. Shall act as chair of the Executive Committee. Perform all duties incidental to the office of President working with County 4-H Extension Educator and Staff shall determine and act upon organizational problems, which, in their judgment, would not require an Executive Committee meeting.

#### Other Responsibilities:

- Set agenda in consultation with the Leaders Executive Committee, 4-H Youth Development Educator and/or support staff and facilitate all Executive Committee and all Leaders Association Meetings
- Flip a coin in case of a tie vote
- Serve on the Endowment Fund Committee

#### General Executive Committee Responsibilities:

- Attend and assist in planning the Leaders Recognition Dinner in September
- Attend Executive Committee Member meetings typically held in January, April, June, August, September and November
- Attend and actively participate in Leaders Association Meetings held in January, April, June, August, September and November
- Assist in other county activities as needed
- Encourage youth leaders to attend Leaders Association Meetings
- Review by-laws and goals annually
- Assist with the completion of the Annual Charter Renewal
- Assist with review and proposal of annual budget to Leaders Association

The Outagamie County 4-H Leaders Association  
**VICE - PRESIDENT**

Shall preside in the absence of the President and take care of all the duties of the President during his/her absence.

Other Responsibilities:

- Lead the “open forum” section of all Leaders Association meetings
- Introduce all guests and guest speakers
- Monitor progress towards annual goals achievement
- Assist with setting agenda and facilitation of meetings
- Call candidates for office positions and recruit candidates for the executive committee ballot—give names for final ballot to Extension office preferably second week in September (ask for names of possible officers)
- Serve on the Endowment Fund Committee
- Become familiar with the duties of the President

General Executive Committee Responsibilities:

- Attend and assist in planning the Leaders Recognition Dinner in September
- Attend Executive Committee Member meetings typically held in January, April, June, August, September and November
- Attend and actively participate in Leaders Association Meetings held in January, April, June, August, September and November
- Assist in other county activities as needed
- Review by-laws and goals annually
- Assist with the completion of the Annual Charter Renewal
- Assist with review and proposal of annual budget to Leaders Association

The Outagamie County 4-H Leaders Association  
**SECRETARY**

Shall keep minutes of all meetings of the Association and of the Executive Committee.

Other Responsibilities:

- Take minutes at both Executive Committee and Leaders Association meetings
- Send copy of minutes to the UW-Extension Educator/staff within one week following the Executive Committee or Leaders Association meeting

General Executive Committee Responsibilities:

- Attend and assist in planning the Leaders Recognition Dinner in September
- Attend Executive Committee Member meetings typically held in January, April, June, August, September and November
- Attend and actively participate in Leaders Association Meetings held in January, April, June, August, September and November
- Assist in other county activities as needed
- Review by-laws and goals annually
- Assist with the completion of the Annual Charter Renewal
- Assist with review and proposal of annual budget to Leaders Association

The Outagamie County 4-H Leaders Association  
**TREASURER**

Shall be responsible for the Leaders Association laptop complete with the Quick Books program to carry out the treasurer officer duties. Shall collect and manage all money and dues of the association and deposit funds in the public financial institution named by the Leaders Association. Pay bills that fall under the approved current budget by the Executive Committee. Any other expenses must be pre-approved through the Leaders Association.

Other Responsibilities:

- Track all expenses and income for the Leaders Association, restricted accounts and non-chartered committees
- Prepare a report to be distributed to all Executive Committee and Leaders Association meetings (send report to Extension office at least one week prior to meetings)
- Assist with developing the annual budget for the Leaders Association, and ensure all expenses are appropriate for approved budget
- Check documentation in the laptop for monthly reminders
- Prepare end-of-year financial report for audit, taxes and charter document (in partnership with Mike Stevens, tax preparer for the Leaders Association)
- Purchase Executive Committee appreciation gift cards and gifts for incoming and outgoing officers (see established procedure page 14)
- Serve on the Endowment Fund Committee

General Executive Committee Responsibilities:

- Attend Leaders Recognition Dinner in September
- Attend Executive Committee Member meetings as requested typically held in January, April, June, August, September and November
- Attend and actively participate in Leaders Association Meetings held in January, April, June, August, September and November
- Assist in other county activities as needed
- Assist with review and proposal of annual budget to Leaders Association
- Miscellaneous expense/donation is limited to \$1000 and must be association approved if more than that

The Outagamie County 4-H Leaders Association  
**SENIOR DIRECTOR**

Shall be a member of the Executive Committee. The Senior Director shall be the Leaders Association Historian.

General Executive Committee Responsibilities:

- Attend Executive Committee Member meetings typically held in January, April, June, August, September and November
- Attend and actively participate in Leaders Association Meetings held in January, April, June, August, September and November
- Attend and assist in planning the Leaders Recognition Dinner in September with other Director
- Assist in other county activities as needed
- Review by-laws and goals annually
- Assist with the completion of the Annual Charter Renewal
- Assist with review and proposal of annual budget to Leaders Association
- Attend as many county-wide events as possible
- Association historian will work with county 4-H staff to capture annual local 4-H history gathering information from events listed below but not limited to:
  - Collect all thank you cards
  - Communication Arts Festival - name(s), age, club, placing (program)
  - Winter Leadership Camp/Art Beat/Art Lab/Art Camp - name(s), club
  - Club statistics (handed out at January Leader meeting)
  - Project Learning Day - projects offered
  - Drama Festival - club(s) who participated and results (program)
  - Dairy Quiz Bowl/Meats Judging - name(s), club placing
  - Foods Revue - name(s), club, winners
  - Educational Trips - name(s), club, chaperone(s)
  - Camp - location, date, list of counselors/adult volunteers, number of participants that attend
  - Fair - General info, Action Center program, booths & planters (list of clubs/results), Fair Promotion (clubs/results)
  - Youth leader stats - number of youth, mentors, officers
  - Program committees - list of names
  - Leaders Recognition dinner - Friend(s) of 4-H photo and write up as to why they were chosen, Exec Board photo (program)
  - Resource Leader Dinner (program)
  - Member Recognition (program)

- National 4-H Week - collect news articles from local papers
- Pumpkin Sunflower Contest - name(s) results
- Pop Tab Weigh-in - list of clubs/results
- Music Festival - club(s) who participated and results (program)
- Copy of 4-H Family Handbook

The Outagamie County 4-H Leaders Association  
**DIRECTOR**

Shall be a member of the Executive Committee.

Other Responsibilities:

- Complete and send Thank You cards on behalf of the Leaders Association
- Attend as many county-wide events as possible and take pictures for annual history book while also working with the Press team, as well as collecting press releases and National 4-H Week stories

General Executive Committee Responsibilities:

- Attend and assist in planning the Leaders Recognition Dinner in September
- Attend Executive Committee Member meetings typically held in January, April, June, August, September and November
- Attend and actively participate in Leaders Association Meetings held in January, April, June, August, September and November
- Assist in other county activities as needed
- Review by-laws and goals annually
- Assist with the completion of the Annual Charter Renewal
- Assist with review and proposal of annual budget to Leaders Association

**EXECUTIVE BOARD APPRECIATION**

Procedures for Officers coming on and going off the Leaders Association Executive Board

Starting in 2016, newly elected officers (3 each year) at the November Executive board meeting will receive a small 4-H meeting folder 5 5/8 x 8 1/2 from Shop4-H.org Item: FX872. Extension office 4-H staff orders folders and keeps them on hand for use. Adult Leaders Association pays for these folders.

Current Officers get together and have a year-end dinner/activity/event to celebrate being on the executive board. The President or board as a whole decides on the activity. Must stay in approved yearly budget amount.

Officers after completing their term will get their gift at the December year-end dinner/activity gathering if your officer obligations are met per the executive committee booklet/handbook.

President will receive a \$50.00 gift card  
 Secretary will receive a \$50.00 gift card  
 Treasurer will receive a \$50.00 gift card annually  
 Senior Director will receive a \$30.00 gift card

The treasurer will purchase the gift cards. The (first year) director will write out the "Thank You" cards to the outgoing officers. Blank 4-H Thank you notes can be obtained at the extension office. These funds will come out of the board appreciation account.

**4-H Program Educator**  
(i.e. Youth Development Educator/Agent)

This year, we will be working together to organize, implement and evaluate programs, projects and activities for 4-H members throughout the County. Your ideas are essential to the success and growth of our program.

The 4-H Program Educator will:

- Provide leadership and support for the overall 4-H Youth Development program
- Serve as the link to the University of Wisconsin-Madison Division of Extension, State 4-H program and the County Extension Office
- Provide resources and information to 4-H groups
- Teach content in youth development, organization building and volunteer development

Educational administrator:

- Responsible for assuring adherence to State and National policies, including 4-H name and emblem, non-discrimination, religion, etc.
- Financially accountable for working with 4-H clubs and groups to maintain federal and state tax requirements and ongoing tax-exempt status

Volunteer Manager:

- Implement the Wisconsin 4-H Youth Protection Program (VIP)
- Maintain a comprehensive 4-H volunteer development and management system (selection, orientation, training, recognition, evaluation, etc.)

Outagamie County Youth Development Leader:

- Provide academic preparation, skills and resources for a comprehensive youth development program
- Facilitate positive development of young people
- Support youth engagement in 4-H sponsored events
- Provide opportunities for older youth to assume leadership roles and responsibilities

Alicia Schroeder-Haag  
Phone: 920-832-5127 or 920-349-7377  
Email: alicia.schroederhaag@wisc.edu

**OUTAGAMIE COUNTY 4-H LEADERS ASSOCIATION  
CONSTITUTION**

Dated: 11/29/2021

Article I – Name

The name of this organization shall be the Outagamie County 4-H Leaders Association. This organization is part of Wisconsin 4-H and the University of Wisconsin-Madison, Division of Extension Outagamie County.

Article II – Purpose

The purposes of this 4-H organization shall be: (a) to work with the 4-H Youth Development Educator and County Extension Office staff in planning the year's 4-H program, (b) to implement the yearly program, (c) to adopt policy in matters relating to the 4-H program on a county level, (d) to promote and support the program and to assist the progress of youth activities through 4-H in Outagamie County. The 4-H Youth Development Educator is charged with overall leadership and oversight for all 4-H Youth Development programs, groups and clubs in the county. This includes guidance and support for the 4-H community club program, 4-H outreach programs, and serving as a community leader in youth development. The 4-H Youth Development Educator works with the county 4-H Leader Association and Executive Committee as an educator, educational administrator, 4-H volunteer and program manager/coordinator, and provides youth development leadership.

Article III – Membership

- Section 1: The membership of this organization shall consist of:
- a. 4-H Youth in grades 7 to 13
  - b. Adult volunteers that have been approved through the Youth Protection Program
    1. Club affiliated main, project and activity leaders/volunteers
    2. County 4-H resource leaders
    3. Youth leader mentors
    4. Non-club affiliated 4-H Leaders
- Section 2: Membership is open to all persons regardless of that person's race, color, sex, creed, disability, religion, national origin, 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 or chartered Group/Committee in Outagamie County, Wisconsin
- Club or Group/Committee name
  - 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, by-laws or constitution approved by members to govern the club or group/committee
- Successfully 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 Extension Office annually by November 1 or by the date requested by the 4-H Youth Development Educator.
- Must comply with all Wisconsin 4-H Youth Development Policies; 4-H National Headquarters policies; and all federal and state laws.

Article IV – Executive Committee

- Section 1: The Executive Committee of this organization shall consist of officers and directors as follows:
- President
  - Vice-President
  - Secretary
  - Treasurer
  - Two Directors
  - Two Youth Leaders
  - 4-H University Extension Staff (non-voting member)
- Section 2: The adult members of the Executive Committee (listed a-e) shall be elected for a two-year term. The treasurer and one director shall be elected on even-numbered years. The secretary and one director shall be elected on odd-numbered years. A vice-president is to be elected each year and that leader is to assume the office of President the following year. The terms of the office of President and Vice President shall be for one year – all others for two years, except for the treasurer who may serve two consecutive terms if there are no other possible candidates. Up to two Youth Leaders Members are encouraged to be present at the Leaders Association Executive Board meetings to represent the youth voice.
- Section 3: Adult members of the Leaders Association Executive Committee shall be elected at the Annual Leader Recognition event and will take office on January 1 of the following year.
- Section 4: Members of the Executive Committee shall meet at such times as the President deems necessary. The Executive Committee shall, in working with the 4-H Youth Development Educator, review committees, propose yearly 4-H programs and programs for regular meetings of the association.

- Section 5: Special committees may be appointed by the Executive Committee or the 4-H Youth Development Educator.

Article V – Meetings

- Section 1: The Association shall hold at least six regular meetings each year. Additional meetings may be called by the Executive Committee.
- Section 2: A quorum shall consist of at least 40% of the clubs being represented by members of the Association.
- Section 3: Robert’s Rules of Order shall be considered as satisfactory guidance for parliamentary procedure at meetings.

Article VI – Amendments

- Section 1: The constitution may be amended at any meeting by a two-thirds majority of the members present, provided there is a quorum. Notice must be given at a previous meeting or through written (mail or email) notification regarding the change in the constitution being considered. Wisconsin 4-H clubs and groups must follow Wisconsin 4-H, National 4-H and University of Wisconsin-Madison Policies, as well as, all federal, state and local laws

Article VII—Volunteer Leadership

- Section 1: Volunteer leadership is open to all adults regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H Volunteer. Leader role descriptions are outlined at: <https://fyi.extension.wisc.edu/wi4hvolunteers/become-a-volunteer/>

Article VIII – Dissolution Clause

- Section 1: Upon dissolution of the association any assets remaining shall be conveyed to a 4-H Youth Development Program, 4-H Youth Development Foundation, or the Wisconsin 4-H Foundation as selected by the association, approved by the 4-H Youth Development Educator and with an affirmative vote of the majority of Outagamie County 4-H Leaders Association members present.

**OUTAGAMIE COUNTY 4-H LEADERS ASSOCIATION  
BY-LAWS**

Article I – Election of the Executive Committee

- Section 1: Method of nomination for adult officers - officers and directors shall be nominated by the Executive Committee of the Association at a meeting previous to the election. No officer may serve 2 consecutive terms in the same position with the exception of the treasurer (maximum of 4 consecutive years).
- Section 2: Additional nominations may also be made from the floor at the Leaders meeting prior to the annual recognition event in September.
- Section 3: All members of this Association may vote provided they are present at the meeting at which the election is to take place. Ballots will be provided to voting members of the Association.
- Section 4: Ties for election of office will be broken by the President of the Executive Committee by flipping a coin.
- Section 5: Vacancies in elected office in the middle of a term may be filled at a regular leaders meeting providing notice to this effect has been given to members prior to the meeting, by either nomination from the floor at a leaders meeting or nomination of the Executive Committee, followed by an official vote of the Leaders Association.
- Section 6: No club may have more than two adult representatives on the Executive Committee at one time, unless there are no other possible candidates. Spouses, significant others and immediate family members may not serve in the President and Treasurer positions simultaneously. It is strongly recommended that, if possible, no more than two of the Executive Committee members are from the same immediate family at one time.

Article II – Duties of Officers

- Section 1: Duties and responsibilities for each officer position are presented in detail in the current Outagamie County Leaders Association's Executive Committee handbook.

Article III - Meetings

- Section 1: The regular meetings of this organization will be held at least six times each year. Additional meetings may be called by the Executive Committee.

Article IV – Quorum

- Section 1: A quorum shall consist of at least 40% of the clubs being represented by members of the Association.

Article V - The Association Program Year

- Section 1: The Outagamie County 4-H year is continuous with the Wisconsin 4-H membership year, defined as October 1 through September 30 for the purpose of definition in Wisconsin 4-H Policy.

Article VI—Financials

- Section 1: The Wisconsin 4-H fiscal year is defined as July 1-June 30. The Outagamie County 4-H Leaders Association financial records 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 and turned into the Extension office by the date requested.
- Section 2: Any donations to the Leaders Association must be cash or in-hand donations

Article VII—Rules of Order

- Section 1: Roberts Rules of Order shall govern the meetings of the Leaders Association.

Article VIII – Reporting

- Section 1: The Association must successfully 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 local County Extension office annually by the date set by the 4-H Youth Development Educator.

Article IX—Compliance

- Section 1: Wisconsin 4-H Club and Group/Committees must follow all Wisconsin 4-H Youth Development Policies (<http://www.uwex.edu/ces/4h/resources/policies/index.cfm>); 4-H National Headquarters policies ([http://www.national4hheadquarters.gov/library/4h\\_polregs.htm](http://www.national4hheadquarters.gov/library/4h_polregs.htm)); University of Wisconsin - Madison Division of Extension Policies; and all federal, state and county laws.

Article X - Association Committees

- Section 1: The Outagamie County 4-H Leaders Association may form non-chartered committees that will support the Outagamie County 4-H program and the youth members. These committees will report directly to the Leaders Association or the 4-H Youth Development Educator.
- Section 2: The Leaders Association will act as the fiscal agent of the non-chartered committees in Outagamie County 4-H.
- Section 3 All committees will follow all guidelines and best practices found in the Outagamie County 4-H Program Committees Booklet.

Article XI – The 4-H Youth Fund - Outagamie County (Endowment)

- Section 1: The Outagamie County 4-H Leaders Association has an endowment fund, the 4-H Youth Fund - Outagamie County, located at the Community Foundation for the Fox Valley Region, Inc., as described in the memorandum of understanding between The University of Wisconsin - Madison, Division of Extension, the Outagamie County 4-H Leaders Association, and the Community Foundation for the Fox Valley Region and the 4-H Youth Fund Regulations.
- Section 2: The 4-H Youth Fund is designed for the legacy (continued long term existence) of Outagamie County 4-H. There have been and will continue to be many contributors to the fund. The donors to the fund have built the intention of the legacy (continued long term existence) of 4-H and give to the endowment fund because of the long-term use.
- Section 3: The Outagamie County 4-H Leaders Association has an Endowment Fund Committee to meet regularly to review the fund, grant applications and disbursement of funds, according to the 4-H Youth Fund Endowment Regulations.
- Section 4: The 4-H Youth Fund Committee will consist of the current Executive Committee and two lifetime members, which are nominated by the Executive Committee and approved by the Outagamie County 4-H Leaders Association.
- Section 5: If any changes occur within the 4-H Youth Fund, Outagamie County, the Leaders Association will notify the 4-H Youth Development Educator, who will contact the necessary University representatives.

- Section 6: The Outagamie County 4-H Leaders Association will communicate any local fundraising on behalf of the 4-H Youth Fund with the WI 4-H Foundation for information and to prevent donor saturation.

Article XII – Amendments

- Section 1: These By-Laws may be amended in the same manner as that provided for amending the Constitution.

Approval

These By-laws and Constitution have been approved by Membership on this day: November 29, 2021

## 4-H Youth Development Program

Alicia Schroeder-Haag  
 4-H Program Coordinator  
 alicia.schroederhaag@wisc.edu  
 920-832-5127 or 920-349-7377

## Support Staff

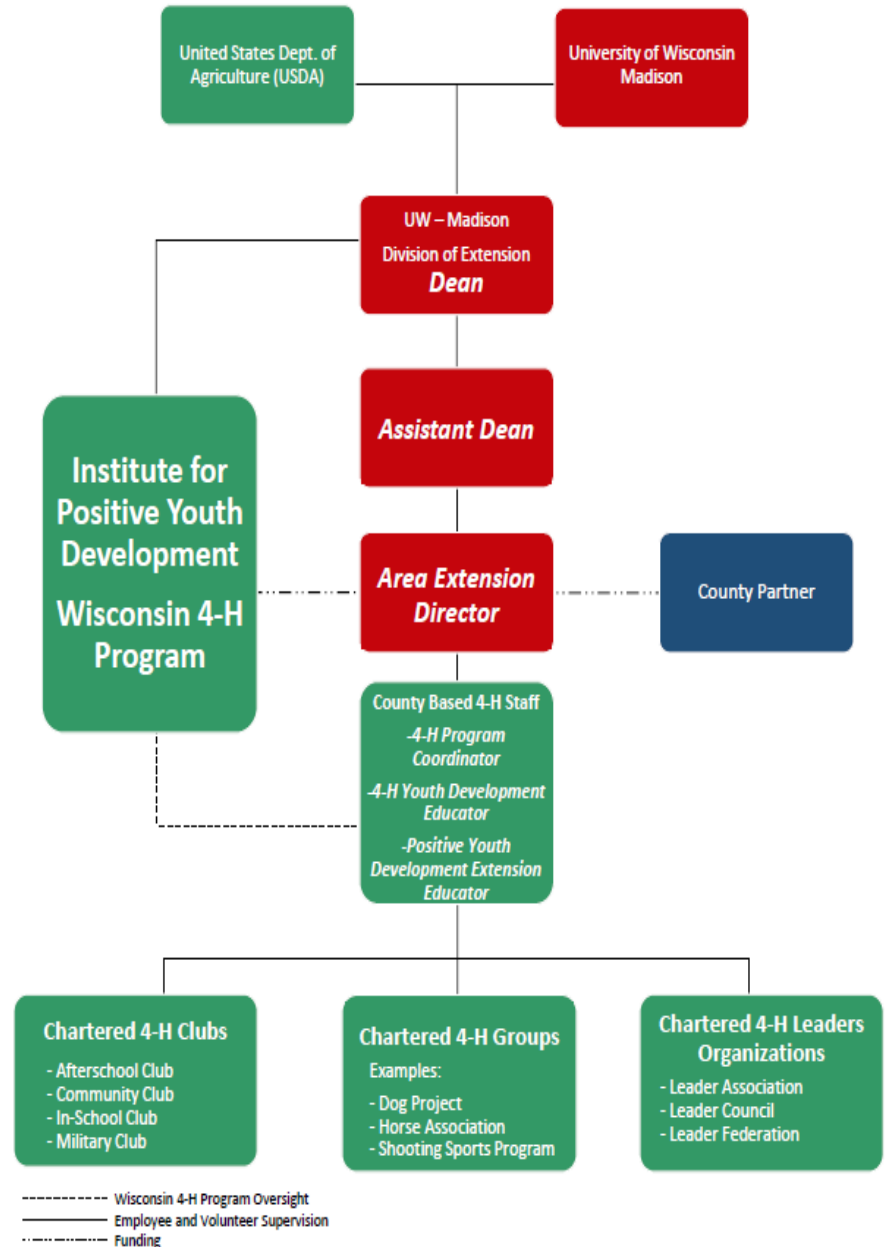
Vicki Handschke  
 Office Assistant  
 vicki.handschke@outagamie.org  
 920-832-5123

Amy Beck  
 Office Assistant  
 amy.beck@outagamie.org  
 920-832-1859

Ina Montgomery  
 Program Assistant  
 ina.montgomery@outagamie.org  
 920-832-4763

**Office Hours:** Monday-Friday  
 8:00 a.m. - 4:00 p.m.

4-HINFO\4-H Leaders Association\executive committee\Exec Comm handbook\Executive Handbook 2023-2024.pub



\*NOTE: Non-chartered 4-H committees/groups must report to a chartered 4-H club/group/leader organization or directly to Extension staff.

