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GOLDEN VALLEY 4-H CLUB CONSTITUTION/BYLAWS

5/1/95

ARTICLE I - NAME

The name of this club shall be the GOLDEN VALLEY 4-H CLUB and it shall operate in the City of Davis, California.

ARTICLE II - PURPOSE

The purpose of this 4-H Club is to aid in the development of its members through project work, club meetings, demonstrations, judging, community service, county and other activities.

ARTICLE III - MEMBERSHIP

A member shall be any boy or girl who is eligible for entrance into Kindergarten in their local public school jurisdiction. Such members are eligible for membership in the Golden Valley 4-H Club through December 31st of the year in which they turn 19 years of age.

4-H members in Kindergarten and in Grades 1 through 3 are to be designated as Primary members.

Participation by Primary members in 4-H activities will depend upon the availability of resources (projects) at the club level.

ARTICLE IV - MEETINGS AND ATTENDANCE

There shall be at least ten (10) community meetings a year, including the registration meeting.

Members shall attend all meetings to achieve the 100 per cent attendance award. Members may be excused if: (1) attending a school event, (2) attending another 4-H activity or (3) illness. Excused absences require the 4-Her to notify the Attendance Secretary or Club Leader prior to the meeting.

Unexcused absences may be made-up by attending another club's community meeting. Written verification should be obtained from the leader of the club visited.

ARTICLE V - USE OF CLUB NAME

All uses of the 4-H Club name shall be consistent with the educational purposes, character building objectives and dignity of the 4-H Club.

ARTICLE VI - OFFICES AND OFFICERS

SECTION I

The Officers of the Golden Valley 4-H Club shall consist of, when possible: President, Vice-President, Secretary, Treasurer, Historian, Sergeant-at-Arms, Supply Clerk, Reporter, Refreshment Chairpersons, Parliamentarian, Correspondence Secretary, Telephone Chairpersons, Attendance Secretary and Council Representative. Offices may be held jointly by club members.

SECTION II

The Officers shall be elected annually by a majority vote of the members present at the May community meeting. There shall be an announcement of both nomination and elections at the meetings prior to each event. In case of a tie, members will be asked to cast another ballot until the tie is broken.

SECTION III

The installation of Officers shall be held during the June meeting.

SECTION IV

The duties of the Officers shall be:

President shall preside at all meetings of the Club and have in mind at all times the best interests of the Club. Special meetings may be called with the consent of the community leader(s). Responsibility for organizing all committees and community meetings resides with the President.

Vice-President shall serve as the President in the absence of the President. The Vice-President shall serve as the program chairperson at the community meetings.

Secretary shall keep a record of all proceedings of the club. The Secretary will give an oral report of the previous community meeting each month and provide the community leader(s) monthly with a photocopy of minutes. All Secretary records shall be submitted to the community leader(s) at the end of the year.

Treasurer shall keep track of the Club finances, pay all bills approved by the Club and present an oral report each month informing the club of recent expenditures, receipts and the current balance.

Historian shall keep an accurate pictorial record of the Club activities throughout the year by collecting newspaper clippings, photos, etc. and displaying them in the Club Scrapbook.

Sergeant-at-Arms is responsible for setting up the room for the Community Meetings and cleaning up following the meetings.

Supply Clerk is to take orders for 4-H materials, collect payment for the items, place orders and distribute materials to members.

Reporter is responsible for writing meeting notices for upcoming community meetings for the Davis Enterprise and submitting articles on various Club activities for the Yolo County Newsletter.

Refreshment Co-Chairpersons are responsible for arranging for the appropriate amount of refreshments for each Community meeting.

Parliamentarian shall see that the President follows both the appropriate Parliamentary procedure and the Constitution of the Club.

Correspondence Secretary is responsible for writing thank-yous on behalf of the Club and answering correspondance received.

Telephone Co-Chairpersons shall call members of the Club prior to each meeting and whenever requested to notify members by the Club President or Community Leader(s).

Attendance Secretary shall be responsible for supervising the roll sheet at the beginning of each community meeting and keeping an accurate record of the club member's attendance for member recordbooks.

Council Representative shall attend Yolo County 4-H Council Meetings, represent Golden Valley 4-H Club and report to the Club as appropriate.

SECTION V

The Executive Committee shall consist of all Officers and current committee chairpersons. The Executive Committee shall meet as needed to discuss issues pertaining to the Club before they are presented at the community meeting. Minutes shall be taken by the secretary of each Executive Committee meeting.

ARTICLE VII - ELECTIONS

SECTION I

Only members of the Golden Valley 4-H Club may run for office.

SECTION II

Offices requiring a specific number of years membership are:
President Preferably 4 years, 7th grade or older

Vice President	Preferably 3 years, 7th grade or older
Secretary	Preferably 3 years, 7th grade or older
Treasurer	Preferably 3 years, 7th grade or older
Council Rep	Preferably 3 years, 7th grade or older
Sr Telephone Chair	Three (3) years
Supply Clerk	Two (2) years
Reporter	Two (2) years
Correspond. Sec.	Two (2) years
Jr Telephone Chair	One (1) year
Historian	One (1) year
Sergeant-at-Arms	One (1) year
Refreshment Chair	One (1) year
Attendance Sec.	One (1) year

SECTION III

A member may hold any office as many times as elected, providing a one (1) year period of time occurs between the term of office. It is possible for an active 4-H member to hold a different office each year.

SECTION IV

In the event of a vacancy of any office, an election following approved parliamentary procedure will be held.

SECTION V

It is recommended that the secretary provide an officer application to the membership at the April meeting or hold an Officer Interest Meeting to assist the Nominating Committee in determining which members are interested in holding office the next year.

SECTION VI

A Nominating Committee shall be appointed by the President no later than the April community meeting. The Chair of this committee shall be the President with the Parliamentarian as Co-Chair. The President will appoint at least three committee members and one adult leader.

The committee charge shall be to nominate at least one member for each office. The committee will compile a nomination report that will be presented at the May meeting. All of the officer applications and/or sign-ups shall be processed and regarded by the committee and the names of the applicants shall be placed in the nomination report. If the report is approved, members named in the nomination report will have their names placed in nomination.

SECTION VII

Following the Nominating Committee's Report at the May community meeting, the President will proceed with the election of the Officers. Prior to the election, the President will call for nominations from the floor. When the nominations have been properly closed, the election may proceed in accordance with parliamentary procedure.

SECTION VIII

A secret ballot shall be used for the election of officers unless all offices are uncontested.

SECTION IX

Election of Officers shall proceed in the following order:

- President
- Vice President
- Secretary
- Treasurer
- Historian
- Sergeant-at-Arms
- Supply Clerk
- Reporter
- Refreshments Co-Chairs
- Telephone Co-Chairs
- Correspondence Secretary
- Council Representative and
- Attendance Secretary

SECTION X

The election of each office shall proceed in the following order:

1. The President shall open nominations for the Offices
2. Nominations accepted
3. Nominations closed
4. Voting by members
5. Results returned to the Club.

SECTION XI

Should the election proceed by ballot, no write-in candidates will be allowed; all candidates must be nominated.

ARTICLE VIII - AMENDMENTS TO THE CONSTITUTION/BYLAWS

The Golden Valley 4-H Club Constitution/Bylaws may be amended from time to time by the members of the Club. The Executive Committee may propose amendments which must be approved by two-thirds of the members in attendance at the Community meeting.