

Norwood 4-H Club Constitution

Article I Name

The name of this club shall be the Norwood 4-H Club and it shall operate in the city of Davis, California.

Article II Purposes

The purposes of the club shall be:

- (1) To have fun while *learning practical life skills*.
- (2) To stimulate members' *personal growth and development*. Help gain confidence and personal values. Provide learning experiences for members to practice and evaluate their growth.
- (3) To help youth *develop responsible citizenship*. Learn democratic ways and group living skills through practice. Share in community service and citizenship projects and activities.
- (4) *Develop effective leadership* among youth and adults.

Article III Relationship

Norwood 4-H club is responsible to the Yolo County 4-H Council. The Yolo County 4-H Council and local 4-H clubs are accountable to the University of California and obligated to follow policies and procedures, and abide by the core values of the University of California 4-H Youth Development Program.

Article IV Membership

Section I. Any boy or girl may enroll in the Norwood 4-H Club upon meeting these enrollment criteria:

Primary Member: Must be 5 years old or in kindergarten by January 1 of the program year. Primary members enrolling after January 1 must participate as a primary member until the end of the program year. Primary members cannot participate in the following large animal projects: beef, sheep, swine, horse and goat.

Junior, Intermediate and Senior Members: Must be 9 years old or in the 4th grade by January 1 of the program year and may continue in the program until the end of the calendar year in which they become 19 years of age.

Home Schooled: Children are to enroll based on their chronological age.

Section 2. Individual projects may have age or skill requirements determined by the project leader or by the County 4-H Program.

Section 3. Duties of the Members.

It shall be the duty of each member to:

- Abide by the 4-H member Code of Conduct;
- Abide by the core values of the University of California 4-H Youth Development Program;
- Attend meetings regularly or contact the President(s), Community Leader or Project Leader if unable to attend;
- Study all bulletins and materials received from the University of California Cooperative Extension 4-H Youth Development Program and Norwood 4-H Club;
- Do as much of the project work as is possible;
- Complete chosen project(s);
- Furnish reports required of the work done;
- Perform such duties of office or committees as may be required; and
- Help make the meetings interesting and helpful.

Article V Officers

Section 1. The officers of Norwood 4-H Club shall be President, Vice President, Secretary, Treasurer and other positions as deemed appropriate.

Article VI Meetings

Norwood 4-H Club will hold a minimum of ten (10) community meetings each year, generally on the first Wednesday of the month unless members are otherwise notified in advance. Attendance and participation can be promoted through incentive and recognition programs.

Article VII Organizational Volunteers

At least two adult volunteers must be present at all Norwood 4-H Community and project meetings where youth under 18 are in attendance. The Community Leader and/or Assistant Community Leader must be in attendance at all community meetings unless they arrange for an adult substitute.

Article VIII Parents and Guardians

Parents/guardians with youth under 18 should wait until a responsible adult is present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment. Parents are expected to abide by all University of California 4-H Youth Development Program policies and core values.

**Article IX
Nondiscrimination Statement**

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 300 Lakeside Drive, 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.

The Norwood 4-H Club of Yolo County affirms and complies with this University of California policy.

Norwood 4-H Club Co-President

Norwood 4-H Community Leader

Diane L. Metz

Norwood 4-H Club Co-President

4-H Youth Development Program Staff

This constitution was adopted _____, 2_____. *[Carry forward the original date from year to year as the constitution will be adopted only once. Each amendment to the constitution must indicate the article number amended and date the amendment was made.]*

**Norwood 4-H Club
Bylaws**

**Article I
Officers**

Section 1 The officers of Norwood 4-H Club shall consist of, when possible: President(s), Vice President(s), Recording Secretary, Attendance Secretary, Corresponding Secretary, Treasurer(s), Historian, Sergeant(s)-at-Arms, Supply Clerk, Reporter(s), Refreshment Chair(s), Parliamentarian(s), Telephone Chair(s), Photographer(s), and County Council Representative. Should the enrollment of the club decline or exceed a manageable number for the above listed officers, the executive committee has the discretion to add or subtract officer positions in the best interest of the club.

Section 2 Only members of Norwood 4-H Club may run for office.

Section 3 The required number of years of membership in 4-H a member must have completed and the grade level/age necessary to hold office is as follows:

President(s)	Preferably four years; 7 th grade or older
Vice-President(s)	Preferably three years; 6 th grade or older
Recording Secretary	Preferably three years; 6 th grade or older
Attendance Secretary	One year
Corresponding Secretary	One year
Treasurer(s)	Preferably three years; 6 th grade or older
Parliamentarian	Past President or former officer; four years membership
Historian	One year
Sergeant(s)-at-Arms	One year
Reporter(s)	One year
Supply Clerk	One year
Refreshment Chair(s)	One year
Photographer(s)	One year
Telephone Chair(s)	One year
County Council Rep	Preferably three years; 9 th grade or older

Section 4 A member may hold an office for two consecutive years. A member may hold the same office for a third year as long as a one-year period of time occurs between the second and third year. It is possible for an active 4-H member to hold a different office each year.

Section 5 The duties of the Officers shall be:

President(s) shall preside at all meetings of the club and executive committee 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).

Vice-President(s) shall serve as the President in the absence of the President. The Vice-President shall chair the yearly Program Committee and serve as the program chairperson at the community meetings.

Recording Secretary shall keep a written record of all proceedings of the club. The Recording Secretary will make a report of the community meeting at the next community meeting and, with the Community Leader, report to the County Extension Office at the end of the year when requested.

Attendance Secretary shall keep a record of club attendance and prepare a year-end report for members' use. Reports shall be submitted to the Recording Secretary for historical keeping.

Correspondence Secretary will be the chairperson for all thank-you cards and letters to be issued from the club and will encourage general membership to sign thank-you correspondence. The Correspondence Secretary shall maintain the supplies and cards necessary to perform this duty.

Treasurer(s) shall receive and deposit all money belonging to the club and shall pay it out only upon order of the President, after the 4-H members approve. The Treasurer shall keep an accurate record of all money received and paid out and keep a report up to date in the 4-H Treasurer's manual. The Treasurer and the Adult Treasurer and Community Leader will compile and submit required reports at the end of the program year.

Historian shall keep an accurate record of the club's activities throughout the year for display at community meetings and special events when requested.

Parliamentarian shall see that the President follows both the appropriate parliamentary procedure and the Constitution and Bylaws of the club. If no Club Council Representative is elected, the Parliamentarian shall also perform the duties of the Council Representative with voting powers at the 4-H Council Meetings.

Sergeant(s)-at-Arms shall be responsible for supervising and/or setting up and cleaning up the room for the community meetings. The Sergeant(s)-at-Arms have responsibility for the care and display of the American and 4-H Flags and 4-H Banner at all community meetings.

Reporter(s) shall write news articles on club meeting and activities and submit them for publication in the local newspaper and the County 4-H Newsletter.

Supply Clerk takes orders for 4-H materials, distributes items to members, and maintains the club's inventory of 4-H supplies.

Refreshment Chair(s) shall arrange for appropriate refreshments for the community meetings.

Photographer(s) shall take, or arrange for others to take, pictures of club activities and events. The Photographer(s) shall also collect pictures for the Historian or for distribution to other club members.

Telephone Chair(s) shall call or organize the calling of members prior to community meetings and whenever else necessary.

Club Council Representative shall attend as many 4-H County Council Meetings as possible. The representative shall retain the voting privilege at the council meetings in the best interest of the club. The Council Rep shall also make monthly reports of the council meetings at the monthly community club meeting.

Section 6 The Executive Committee shall consist of all officers and the Community Leaders. The Executive Committee shall meet monthly to plan the community meeting and to discuss pertinent issues before they are presented at the community meeting. Meetings are mandatory for the President(s), Vice-President(s), Recording Secretary and Treasurer(s). Other officers are encouraged to attend.

Article II Election of Officers

Section 1 The officers shall be elected annually by a ballot vote of the members present at the June community meeting. In case of a tie, members will be asked to cast another ballot until the tie is broken. All members interested in being an officer are encouraged to attend an executive meeting in May at which nominations will be accepted. If unable to attend, members should call the President or Community Leader to express specific interest in becoming an officer prior to the May community Mmeeting.

Section 2 The installation of officers shall be held during the September community meeting.

Section 3 In the event of withdrawal of elected officers, the executive committee will recruit and elect replacement officers at the August executive meeting or as needed.

Article III Committees

The President may appoint committees for special purposes at any time.

Article IV Meetings

The regular community meetings of Norwood 4-H Club shall take place on the first Wednesday of each month, September through June. With a minimum of 7 days notice, the President, with consent of the Community Leader, may call special meetings or change the community meeting date for that month.

Article V Quorum

A quorum to do business shall consist of 30% of club members meeting membership criteria listed in Article IV of the Constitution.

Article VI Program of Work

A program of work for the year shall be written by the executive committee and adopted not later than the third meeting of the program year.

Article VII Rules of Order

Robert's Rules of Order shall govern the meetings of the club.

Article VIII Amending Bylaws

Proposed changes must be distributed in written or electronic format one month prior to being voted upon at the community meeting. The bylaws may be amended by two-thirds vote of the members present at the community meeting.

Article IX Dissolution of Norwood 4-H Club

Upon consideration of the dissolution of the club, the officers will inform the County 4-H Youth Development staff and County 4-H Council as to their desire and conformance to the following procedure:

The Norwood 4-H Club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H club. Upon dissolution of the 4-H club for any reason, the officers shall take full account of Norwood 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds therefrom in the following order:

- a. Payment of the debts and liabilities of Norwood 4-H club.
- b. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of Norwood 4-H Club; such reserves shall be paid over by the Treasurer to the County 4-H Council. The County 4-H Council will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the Norwood 4-H Club. At the expiration of the 3-year period, the balance shall be distributed to the County 4-H Council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteers.

- c. Each of the members shall be furnished with a statement prepared by Norwood 4-H Club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H club shall cease.

**Article X
Agreed Upon Procedures**

This section may be used to detail procedures established by the unit relative to finances, participation in club events and activities, 100% attendance, excused and unexcused absences, unit incentive and recognition programs, criteria for removing an officer, etc.]

Norwood 4-H Club President

Norwood Community Leader

Norwood 4-H Club President

Donna L. Metz

County 4-H Youth Development Staff

These bylaws were adopted [date] , 2005. *[Carry forward the original date from year to year as the by-laws will be adopted only once. Each amendment to the bylaws must indicate the article number amended and date the amendment was made.]*

NORWOOD 4-H
CONSTITUTION / BYLAWS

Article I – Name

The name of this club shall be the Norwood 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 19 years of age or under by January first and who agrees to follow the requirements of the California State 4-H Code of Conduct.

Article IV – Meetings and Attendance

There shall be at least 10 community meetings a year, including the registration meeting. Members shall attend all meetings. Members may be excused if attending another 4-H club or 4H event, any school activity or due to illness. Members must advise an adult community leader, the President, or the Secretary before the meeting for an excused absence.

Article V – Use of 4H 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 4-H Club shall consist of, when possible: President(s), Vice President, Secretary, Attendance Secretary, Corresponding Secretary, Treasurer(s), Historian, Sergeant-at-Arms, Supply Clerk, Reporter, Refreshment Chair(s), Parliamentarian(s), and Telephone Chairs, Photographer Coordinator, Photographers, County Council Rep, Regional Rep. Should the enrollment of the club decline or exceeds a manageable number for the above listed officers, the executive committee has the discretion to add or subtract officer positions in the best interest of the club.

Section II

The Officers shall be elected annually by a majority vote of the members present at the community meeting. Officer election will be held during the June meeting. In case of a tie, members will be asked to cast another ballot until the tie is broken. Nominations will be accepted at an executive meeting in which all members interested in being an officer must attend or call the President or Community Club Parliamentary Leader to express specific interest in becoming an officer.

A slate proposed by the current executive board or by a ballot vote at the June meeting will elect officers. In the event of withdrawal of elected officers, the executive committee will recruit and elect replacement officers at the August executive meeting.

Section III

The installation of Officers shall be held during the September 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 time the best interests of the Club. Special meetings may be called with the consent of the community leader(s). Responsibility for organizing all committees 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 proceeding of the club. The Secretary will make a report of the Community meeting at the next community meeting and a report to the County Extension Office at the end of the Year when requested by the county office.

Attendance Secretary shall keep a record of all club attendance and prepare year end reports for member's use. Reports shall be submitted to the secretary for historical keeping.

Correspondence Secretary will be the chairperson for all thank-you cards & letters to be issued from the club and will encourage general membership to sign thank-you correspondence. The correspondence secretary shall maintain the supplies and cards necessary to perform this duty.

Treasurers shall keep track of Club finances and pay all bills approved by the Club. One treasurer shall be a signer on the checks with a community club leader. The Second treasurer shall reconcile all account(s). Both treasures will perform the duties of registration, writing receipts and making all banking transactions.

Historian shall keep an accurate record of the Club's activities throughout the year in keeping with the format of the Historian's book.

Sergeant-At-Arms is responsible for supervising and/or setting up the room for the Community meetings. The sergeant-at-arms is also responsible for supervising or cleaning up the room after the meeting. The sergeant-at-arms is also responsible for creating a chart for the club members to assist with the setup and clean up of the community meeting facility.

Supply Clerk is to take orders for 4-H materials and distribute them to the members.

Reporter is responsible for writing news articles on Club meetings and activities and submitting them for publication to local newspapers and/or the County 4H Newsletter.

Refreshment Chairperson is responsible for having appropriate refreshments for the Community meeting.

Parliamentarian shall see that the President follows both the appropriate parliamentary procedure, and the Constitution of the Club. If no Club Council Representative is elected the Parliamentarian shall also perform the duties of the Council Representative with voting powers at the 4-H Council Meetings.

Club Council Representative shall attend as many 4H County Council Meetings as possible. This representative shall retain the voting privilege at the council meetings in the best interest of the Club. They will also make monthly reports of the council meetings at the Community Club Monthly meeting. All reports will be submitted to the Club Secretary for historical data record keeping.

Regional Representative shall attend as many regional meetings as possible. This representative shall report to the Community Club meetings the events of the region.

Telephone Co-chairs shall call members of the Club prior to meetings and whenever else this is necessary.

Photographer Coordinator – will purchase and dispense disposable cameras for club use. The Photographer coordinator will organize the club photographers and create "photographer of the month" list

or the year. The Photographer coordinator will also collect and develop dispensed camera and give pictures to the Historian for historical record keeping.

Photographer of the Month – an elected position will be assigned a month of duty by the Photographer Coordinator. During the month of duty the photographer will photograph any Project, Community Club, County, and Regional and State 4H related events.

Section V

The Executive committee shall consist of all Officers and community leaders. The Executive committee should meet as needed to discuss issues pertain to the Club before the are presented at the community meeting.

Article VII – Elections

Section I

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

Section II

The number of years of membership in the 4-H Club a person must have completed or the age of the person necessary to hold office is as follows:

President	Preferably four years: 7 th grade or older
Vice President	Preferably three years: 7 th grade or older
Treasurer	Preferably three years: 6 th grade or older
Secretary	Preferably three years: 6 th grade or older
Corresponding Secretary	One year
Attendance Secretary	One year
Historian	One year
Sergeant-At-Arms	One year
Reporter	One year
Supply Clerk	One year
Refreshment Chair	One year
Photographer Coordinator	Three Years
Photographer	One year
Parliamentarian	The Past President or a former officer with four year membership
Telephone Chairs	One year
County Council Rep	Preferably three years: 9 th grade or older
Regional Rep	Preferably 9 th grade or older

Section III

A member may hold any office as many times as elected, as long as a one year period of time occurs between terms 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, the executive committee will recruit and elect replacement officers at the first available executive meeting. Assistance and advice will be requested of the Parliamentary Community Leader for recommendations filling the vacancy.

Section V

The President shall appoint a Nominating Committee, no later than the May community meeting. The chair of this committee will be the President(s), and will be co-chaired by the Parliamentarian, and will consist of at least three members and one adult leader. The committee chair 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. If the report is approved, members named in the nomination report will have their names placed in nomination for the June election.

Section VI

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

Article VII- COC Violations & Infractions

Infractions or violations of the 4-H Code of Conduct shall be reviewed by a committee of no more than 4 senior executive members and 2 adult leaders. This committee shall decide the consequences of said infraction or violations in compliance with the recommendations from the 4-H Code of conduct guidelines.

Article VIII- Amendments to the Constitution/Bylaws

The Constitution/Bylaws may be amended from time to time by the members of the Club. Proposed amendments can be submitted in writing for review by the executive committee yearly August meeting. The Executive Committee may propose amendments, which must be approved by two-thirds vote of the Norwood 4-H Club member attendance of the August executive meeting. The August executive meeting is open to any enrolled 4-H member.

AMENDMENTS: May 6, 1993
September 26, 1999
August 14, 2000

NorwoodByLaws.doc

CALIFORNIA 4-H CODE OF CONDUCT

The following guidelines are designed to make your experience at 4-H events satisfying to you and to all others attending. This means that all participants — members, leaders, and staff — shall respect the individual rights, safety, and property of others. while you are attending 4-H events, you are representing all of 4-H.

WHILE ATTENDING ALL 4-H MEETINGS, PROJECTS, PROGRAMS AND EVENTS:

1. Everyone is expected to attend all planned sessions, workshops, field trips, meetings, and barn duties of the event and to be in appropriate dress. Delegation chaperons and/or project leaders are responsible for ensuring that members participate in all aspects of the planned program activities.
2. The possession and use of alcoholic beverages and/or drugs, or other than prescription medication is prohibited; participants are not to smoke in group meetings, in sleeping areas, or while wearing any part of the 4-H uniform.
3. Setting off fire alarms or tampering with fire extinguishing equipment or other emergency equipment is prohibited.
4. Gambling and betting by adults and youth representing 4-H is prohibited.
5. Obscene and discriminatory language, roughhousing, and insubordination will not be tolerated at any time.
6. Youth members should demonstrate respect to older adults.
7. Display of overly affectionate attention between boys and girls is discouraged.
8. Parking permits must be secured and cars parked in assigned areas.

WHILE ATTENDING OVERNIGHT CONFERENCES, CAMPS AND EVENTS, THE FOLLOWING WILL ALSO APPLY:

9. All participants are to be in their assigned area at curfew and to comply with the quiet hours, lights out, and other rules of the event.
10. No member or leader may leave the grounds unless permission is secured from the adult in charge of the delegation. 4-H members must be accompanied by an adult. Adults must notify another adult in the delegation before leaving grounds. Adults should develop a sign-in and sign-out sheet for anyone leaving the conference grounds.
11. At overnight events, only Conference participants may be in dormitory areas. No one will be in the sleeping areas of members of the opposite sex. Lounges may be used only for working committees and social activities.
12. Room service such as phone calls, food, laundry, or others will not be permitted.

PENALTIES FOR INFRACTIONS

Infractions of this Code of Conduct must be reported promptly by anyone observing them to the adult in charge of the delegation/project and to the person in charge of the event who will bear final responsibility for disciplinary action. Penalties may include any or all of the following:

Sending a member and/or project animal home; barring that member from future 4-H events; assessing the member the cost of damages and repairs in the event of damage/destruction of property; releasing the member to nearest law enforcement agency and/or the proper authorities; and termination of 4-H membership (youth and adult).

Parents and the county 4-H office will be notified of action taken. If a member is sent home, fees will not be refunded, and will be at the member's own expense.

(This Code of Conduct was formulated on February 1985 by a statewide committee of 4-H staff, leaders, and members representing each of the six 4-H regions in the state.)

I, _____
NAME OF MEMBER (PRINT)

have read the Code of Conduct and agree to abide by its rules.
I understand that infraction of this Code will result in any or all of the penalties listed above.

MEMBER _____ COUNTY _____

PARENT/GUARDIAN _____ DATE _____

NORWOOD 4-H

CONSTITUTION/BYLAWS

Article I - Name

The name of this club shall be the Norwood 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 19 years of age or under by January first and who agrees to follow the requirements of the 4-H Club.

Article IV - Meetings and Attendance

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

Members shall attend all meetings. Members may be excused if attending another 4-H Club, a school activity or due to illness. Members must advise an adult leader or the President prior to the meeting for an excused absence.

Article V - Use of 4-H 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 4-H Club shall consist of, when possible: President, Vice-President, Secretary, Treasurer, Historian, Sergeant-at-Arms, Supply Clerk, Reporter, Refreshment Chairpersons, Parliamentarian, Corresponding Secretary, and Telephone Chairs.

Section II

The Officers shall be elected annually by a majority vote of the members present at the community meeting. There shall be an announcement of both nomination and elections at the meetings prior to each event. Officer election will be held during the May meeting. 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 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 make a report of the Community meeting at the next Community meeting, and a report to the County Extension Office at the end of the year.

Treasurer shall keep track of Club finances and pay all bills approved by the Club.

Historian shall keep an accurate record of the Club's activities throughout the year in keeping with the format of the Historian's book.

Sergeant-at-Arms is responsible for setting up the room for the Community meetings. The Sergeant-at-Arms is also responsible for cleaning up the room after the meeting.

Supply Clerk is to take orders for 4-H materials and distribute them to the members.

Reporter is responsible for writing news articles on Club meetings and activities and submitting them for publication to local newspapers.

Refreshment Chairperson is responsible for having appropriate refreshments for the Community meeting.

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

Corresponding Secretary is in charge of keeping up with the correspondence of the Club, such as writing thank-you letters.

Telephone co-chairs shall call members of the Club prior to meetings and whenever else this is necessary.

Section V

The Executive committee shall consist of all Officers and current committee chairpersons. The Executive committee should meet as needed to discuss issues pertaining to the Club before they are presented at the community meeting.

Article VII - Elections

Section I

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

Section II

The number of years of membership in the 4-H Club a person must have completed or the age of the person necessary to hold office is as follows:

President	Preferably four years; 7th grade or older
Vice President	Preferably three years; 7th grade or older
Secretary	Preferably three years; 7th grade or older
Treasurer	Preferably three years; 7th grade or older
Historian	One year
Sergeant-at-Arms	One year
Supply Clerk	Two years
Reporter	Two years
Refreshment Chair	One year
Parliamentarian	The past President or a four year member
Senior Telephone chair	Three years
Junior Telephone chair	One year
Corresponding Secretary	7th grade or older

Section III

A member may hold any office as many times as elected, as long as a one year period of time occurs between terms 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, there will be an election following approved parliamentary procedure.

Section V

It is recommended that the secretary provide an officer application to the membership at the April 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 will be the President, and will be co-chaired by the Parliamentarian, and will consist of at least three 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 office applications 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 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 hand count or secret ballot may be used for the election. When a hand count is used, the members nominated to the office in question shall be excused from the room. They shall return to the room after the vote is taken.

Section IX

Election of Officers shall proceed in order as follows:

President
Vice-President
Secretary
Treasurer
Historian
Sergeant-at-Arms
Supply Clerk
Reporter
Refreshment Chairs
Telephone Chairs
Corresponding 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. If by hand count, nominees leave room
5. Voting by members
6. Nominees return
7. Results returned to the club

Section XII

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

Article VIII Amendments to Constitution/Bylaws

The 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 present at the Community meeting.

AMENDMENTS: May 6, 1993

Goecker/First Choice: 4Hbylaws.doc

Yolo County

CODE OF CONDUCT - 4H MEMBERS

The following guidelines are designed to make your experience satisfying to you and all others involved in 4-H Youth Development Program activities. *The primary guideline is that all participants are responsible for creating a safe environment for all youth, volunteers, and staff at all UCCE Youth Development Program functions.* While participating in 4H, youth are to follow these guidelines.

4-H Member Rights and Responsibilities:

- + Everyone is expected to participate in planned activities, in a positive and appropriate manner. Members have the right to expect that others will follow through on the agreements made.
- + Members have the right to expect that no one discriminates in any policies, procedures or practices on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, veteran status, medical condition or disability.
- + No member should be a victim of obscene, abusive and/or discriminatory language. A safe environment is free from roughhousing and insubordination on the part of any program participant.
- + Participants are responsible to insure that no person involved in any 4H event, meeting or activity possesses or uses weapons, alcohol, or illegal drugs.
- + Members have a right to be safe and may leave the 4H event ONLY after receiving approval of the adult in charge.
- + All program members have the right to file a written complaint if they believe that they or others have been treated unequally or unfairly within the 4-H program. Details for this procedure are available at the local 4-H Office and/or the 4-H Policies and Procedures Handbook.

It is expected that everyone will obey the laws of appropriate government jurisdictions. In addition, respectful and mindful behaviors are expected in the areas of health and safety, individual human rights, and public and private property.

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