

WILLOW OAK 4H

CONSTITUTION/BYLAWS

Article I--Name

The name of this club shall be the Willow Oak 4H Club and it shall operate in the City of Woodland, state of California.

Article II--Purpose

The purpose of this 4H 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 meets the state 4H age requirements. The Willow Oak 4H club of Yolo county affirms and complies with all University of California policies.

Article IV--Enrollment

Enrollment and all other assorted administrative matters, including insurance fees shall be completed by all returning members by the November community meeting of the current 4H year. Membership will cease if this is not complied with. Exceptions will be as follows;

1. You are new to the club and or to the area
2. You can articulate a hardship as to why you cannot comply with the enrollment procedure.

Article V--Meetings and Attendance

There shall be at least 10 community meetings a year. The standard meeting place will be Willow Oak Fire Hall, unless otherwise noted. Members shall attend all meetings. Members may be excused if attending another 4H function, a school activity or due to illness. Members must advise the contact person prior to the meeting for an excused absence. Two unexcused absents will drop you from the club.

Article VI--Record Books

The club will use the county recommended record book sheets. All members of the club must turn in a completed record book at the end of the 4H year to correspond with the county deadline for record books. A completed book for this purpose is; completed/signed front page of the personal development form and completed/signed project report form for each completed project in a cover containing all previous records. Any member not completing and turning in their record book may not return to Willow Oak 4H Club the following year.

Article VII--Use of 4H Club Name

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

Section V---The Executive committee shall consist of all Officers. The executive committee should meet as needed to discuss issues pertaining to the Club before they are presented at the community meeting.

Article VIII--Elections

Section I---Only members of the 4H club may run for an office.

Section II---The recommended number of years of membership and the suggested age of the people who are going to hold office is as follows:

President	Preferably; four years, or 7th grade or older
Vice President	Preferably; three years, or 7th grade or older
Secretary	Preferably; three years, or 7th grade or older
Treasurer	Preferably; three years, or 7th grade or older
Reporter	Preferably; three years, or 7th grade or older
Council Rep	Preferably; three years, or 7th grade or older
Historian	One Year
Sergeant-at-Arms	One Year
Supply Clerk	Two Years
Refreshment Chair	One Year
Parliamentarian	The past President or a four year member
Telephone CO Chairs	One Year

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 4H 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. The application to be due back before the May Community Meeting.

Section VI---A Nominating Committee will 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 Vice President or Parliamentarian, and will consist of at least three members and one adult leader. The committee charge shall be to review applications of the members and see that at least one member per necessary offices has applied. If need be nominate to meet this. The committee will compile a nomination report that will be presented at the June 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 on the ballot.

Section VII---Following the Nominating Committee's report at the June community meeting the President will proceed with the election of Officers. The election will proceed in accordance with parliamentary procedure. A Secret ballot will be used for the election. There will be no write in candidates, they must have submitted an application.