

## UNIT CONSTITUTION

### ARTICLE I

**Name:** The name of this group shall be Winters 4-H Club.

### ARTICLE II

**Purpose:** The purpose of this club is to provide educational and youth development opportunities for its 4-H members through project work, meetings, demonstrations, judging, community service and events.

### ARTICLE III

**Relationship:** The 4-H club is responsible to the county 4-H Council (VMO). 4-H VMO's are accountable to the University and obligated to follow policies and procedures established by Cooperative Extension.

### ARTICLE IV

**Membership:** Any boy or girl may enroll in 4-H clubs upon entering kindergarten or reaching 5 years old and may continue to be members until the end of the year in which they turn 19 years old, upon agreement to follow the requirements of the 4-H membership.

Members must be enrolled by filling out the appropriate enrollment forms correctly and by payment of insurance fees by the last working day in October. Exceptions will be made for new families moving into the area from outside of Yolo County.

The University of California does not discriminate in any of its policies, procedures or practices on the basis of race, religion, color, national origin, sex, marital status, sexual orientation, age, veteran status, medical condition or disability.

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

### ARTICLE V

**Meetings:** There shall be at least ten 4-H meetings each year. Attendance and participation in at least 80% of the meetings is required in order to participate in 4-H activities. Members may be excused if attending another 4-H Club, a school activity or due to illness. A person may obtain an excused absence by calling one of the community leaders, the 4-H Club President or the 4-H Secretary prior to the meeting. A family member may ask for a member to be excused prior to roll-call if he/she is in attendance at the meeting. A member is allowed 3 excused absences.

## ARTICLE VI

**Record Books:** A completed Record Book<sup>s</sup> consists a personal development page and filled out project page(s). Record Books turned in by the last Club meeting will be eligible for Club and County awards; however, Record Books may be filled out at any time.

## ARTICLE VII

**Officers:** The officers of this club shall be President, Vice President, Secretary, Treasurer, Newspaper Reporter, 2 Sergeant at Arms, Photographer, Supply Officer, Parliamentarian, 2 Spirit Ambassadors and other positions as deemed necessary.

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 the nominations and elections at the meeting prior to each event. Candidates must have attended at least 80% of the Club meetings in order to be eligible to run for office. Officer elections will be held during the June meeting. In the case of a tie, members will be asked to cast another ballot until the tie is broken.

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

## ARTICLE VIII

**Organization Leaders:** Adult leaders must be present at all meetings where youth under 18 are in attendance. The community leader must be in attendance unless he/she arranges for an adult substitute.

## ARTICLE IX

**Parents/Guardians:** Parents/guardians with youth under 18 should attend the meetings with their child. If it is not possible for them to attend the meeting, they may not leave their child unless a responsible adult is present and they must arrive to pick up their child 15 minutes before the scheduled meeting adjournment.

## ARTICLE X

**Spring Show Eligibility:** All members are eligible to compete in Spring Show. Beginning in the second year of membership and thereafter, members must have a completed Record Book from the previous year in order to be eligible to show. This requirement does not pertain to first year or primary members.

Members showing large animals must attend 80% of the Club meetings in order to participate in Spring Show.

## UNIT BYLAWS

### ARTICLE I

**Election of Officers:** The officers shall be elected by ballot at the last meeting each year.

### ARTICLE II

**Duties of Officers:** The President shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The President may call special meetings with the consent of the community leader(s). The President will also receive calls from members requesting excused absences.

The Vice President shall perform the duties of the President in the absence of the President. The Vice President shall serve as person in charge of fund-raisers.

The Secretary shall keep minutes of all 4-H meetings, act as the group's correspondent and receive calls from members requesting excused absences.

The Treasurer shall receive and keep all money belonging to the group and shall pay it out only upon order of the President, after the 4-H members' approval. The Treasurer shall keep an accurate record of all money received and paid out and keep an up to date report in the 4-H Secretary's handbook.

The Newspaper Reporter shall be responsible for writing news articles on Club meetings and activities and submitting them for publication to local newspapers.

The Newsletter Reporter shall have the same duties as the Newspaper Reporter and will submit his/her articles to the 4-H newsletter.

The Photographer shall take pictures of the 4-H meetings and events and display the pictures in a yearly photo album.

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

The Public Relations Officer shall greet any guest speaker invited to the club meetings and help them set up for their speech or demonstration. The Public Relation Officer shall also introduce the guest speaker to the 4-H club prior to the speaker's speech or demonstration. The Public Relation Officer shall also greet any new 4-H members and invite them to sit with him/her during the meeting.

The Supply Officer shall take and place orders for 4-H supplies such as hats, ties, scarves and record book covers. The Supply Officer shall distribute the supplies to members.

The Spirit Ambassadors shall plan fun songs, skits, games or events for the club meetings.

The Correspondence Secretary shall aide the Secretary by writing thank-you letters as directed by the 4-H members.

The Sergeants at Arms shall arrive 15 minutes before the scheduled meetings begin to set up the tables, chairs and flags. They shall be responsible for roll and member sign-in at meeting. The Sergeants at Arms shall remind other 4-H members to remain quiet and maintain order during meetings. The Sergeants at Arms shall help leaders and officers by passing out papers and help 4-H members set up for demonstrations. The Sergeants at Arms shall stay after the meetings to sweep the floors or mop any spills.

The Communication Officer shall be in charge of setting up a phone tree in order to help send reminders and communications to other 4-H members.

### ARTICLE III

**Committees:**

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.

Standing and Special committees will be appointed by the President. Standing committees will be Program and Membership. Suggested Standing committees such as Finance, Community Service and Recreation may be appointed. Special committees will be appointed as needed.

### ARTICLE IV

**Meetings:**

The regular meeting of the group shall take place on the second Tuesday of each month. Special meetings may be called by the President with the consent of the community leader(s).

### ARTICLE V

**Quorum:**

A quorum shall consist of the 4-H members present at each meeting.

### ARTICLE VI

**Revenue:**

All funds collected for the club shall be in compliance with the policy of the California Cooperative Extension as well as Federal, State and local laws and regulations.

In the event that a 4-H unit must be disbanded, all assets (including equipment, property, bank accounts, etc.) remain the property of the University and shall be transferred to the County Director, Regional Director or 4-H Program Coordinator as appropriate. The administrator will hold the assets in escrow for up three years before

distributing the assets for use in other components of the 4-HYDP.  
See *Business Section 503, The 4-H Charter*.

## ARTICLE VII

### **Amendments:**

The constitution and bylaws may be amended by a majority vote of the 4-H members present at any regular meeting.

Upon adoption of the constitution and bylaws, carry forward the original date from year to year as the constitution and bylaws will be adopted only once. Each amendment to the constitution and bylaws must indicate the article number amended and the date the amendment was made.

Adopted:

*November 9, 1999*