

**CLARKSBURG 4-H
CLUB BYLAWS**

**ARTICLE I
Election of Officers**

The officers shall be elected by ballot at the October meeting each year. If the office of treasurer is not filled, it may be maintained by the adult treasurer of the club.

*Members that wish to run for an executive office, ie: President, VP, Attendance Secretary, Recording Secretary and Treasurer, must have completed and turned in a full record book in the prior year. (amended 6/04)

**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 organization leader(s).

The Vice President shall perform the duties of the President in the absence of the President. The Vice president shall be responsible for each club meeting's "activity".

The Recording Secretary shall keep minutes of all 4-H meetings.

The Attendance Secretary will act as the group's correspondent, and keep a correct roll of 4-H members.

(The two offices of Secretary may be combined into one office if there are not enough eligible members to fill the positions)

The Treasurer shall receive and deposit all money belonging to the group into the groups bank account 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 Secretary's Handbook. The Treasurer shall submit a final financial report to the county at the end of the year.

The Sergeant at Arms will help set up before meetings and help clean up after meetings. They are also responsible for counting votes and will assist the President in keeping control of the meetings.

*If a club officer misses two club meetings without a valid excuse, they will be removed from office and an election will be held to replace them providing that there are at least 3 club meetings remaining. In the event there are not 3 club meetings remaining, the other officers will absorb the removed officers duties. (amended 6/04)

ARTICLE III

Committees:

Committees, standing and special, 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 second Tuesday of each month. Special meetings may be called by the President with the consent of the organization leader.

ARTICLE V

Quorum:

A quorum shall consist of a majority of the 4-H membership present.

ARTICLE VI

Program of Work:

A written plan of work for the year shall be adopted not later than the third meeting of the 4-H year.

ARTICLE VII

Rules of Order

Robert's Rules of Order shall govern the meetings of this unit.

ARTICLE VIII

Amendments:

These bylaws may be amended by a majority vote of the 4-H members present at any regular meeting, but shall not take effect until the next program year.

ARTICLE IX

Dissolution of Unit

Upon consideration of the dissolution of the 4-H unit, the officers will inform the county 4-H YDP staff and County VMO as to their desire and conformance to the following procedure:

The Clarksburg 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 the Clarksburg 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 the Clarksburg 4-H club.**
- b. **Setting up of any reserve which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Clarksburg 4-H club, such reserves shall be paid over by the Treasurer to the County 4-H VMO. The County 4-H VMO will hold the funds in an escrow account for Three years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the Clarksburg 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the County 4-H VMO. The balance remaining shall be distributed to the County VMO for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteers.**

Each of the members shall be furnished with a statement prepared by the Clarksburg 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 unit shall cease.

The constitution and bylaws were adopted February 2002. 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 date the amendment was made.

***Article I and article II were amended June 8, 2004. Voted on and passed by club members.**

University of California Clarksburg 4-H Unit Constitution

Article I Name

The name of this unit shall be the Clarksburg 4-H Club.

Article II Purposes

The purposes of this unit 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

The 4-H unit is responsible to the county 4-H Volunteer Management Organization (VMO). 4-H VMOs and units 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 YDP.

Article IV Membership

Section I. Any boy or girl may enroll in 4-H units upon meeting the 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. County guidelines and the specific purposes or projects of the local club, its leadership and membership, determine local membership eligibility.

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;
- Study all bulletins and materials received from the University of California Cooperative Extension 4-H Youth Development Program;
- Do as much of the project work as is possible;
- Complete the project;
- 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 this club shall be president, vice president, recording secretary, attendance secretary, treasurer, sergeant at arms and other positions as deemed appropriate. Youth leadership, as it relates to officers of the club, is normally selected from the oldest experienced members (IE:members having one or more years enrollment and in the 4th grade or above.

**Article VI
Meetings**

There shall be at least eight 4-H meetings each year. Attendance and participation can be promoted through incentive and awards programs.

**Article VII
Organization Volunteers**

Adult volunteers must be present at all unit and project meetings where youth under 18 are in attendance. The Organizational Unit Volunteer and/or Assistant Organizational Unit Volunteer must be in attendance at all club meetings unless they arrange for an adult substitute.

**Article VIII
Parents/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 YDP 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.

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The _____ 4-H unit of _____ County affirms and complies with this University of California policy.

Unit President

Organizational Unit Volunteer

4-H YDP 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.]*