

Unit Bylaws

Article I

The officers shall be elected by ballot at the May meeting each year. Voting may only be done by youth members.

Article II

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 Secretary shall keep minutes of all 4-H meetings, act as the group's correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the Secretary and organization leader(s) will submit a final report to the county extension office.

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 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 Reporter shall write a news report of each 4-H meeting and event for the local newspaper.

Article III

The regular meeting of the group shall take place on the second Monday of each month. Special meetings may be called by the President with the consent of the organization leader.

Article IV Record books will be kept and turned in in June.

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

Article VI

All funds collected for the club shall be in compliance with the policy of the California Cooperative Extension, federal, state, and focal 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 to 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

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

The constitution and bylaws were adopted January 2000. Carry forward the original date from year to year as the constitution and bylaws must indicate the article number amended and date the amendment was made.

Unit Constitution

Article I The name of this group shall be Clever Clovers

Article II

The purpose of this club (unit) 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

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

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 graduate from high school.

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 Clever Clovers 4-H club of Yolo County affirms and complies with this University of California policy.

Article V

The officers of this club shall be President, Vice President, Secretary, Treasurer, Reporter and other positions as deemed appropriate. Youth Leadership, as it relates to officers of the club, is normally selected from the oldest experienced members.

Article VI

There shall be at least eight 4-H meetings each year. Attendance and participation can be promoted through Incentives and Awards programs. Youth under nine may elect not to participate in monthly meetings. If they elect to participate, meetings should be adjourned as early in the evening as possible.

Article VI I

Adult leaders must be present at all meetings where youth under 18 are in attendance. The Community leader and Assistant Community Leader must be in attendance unless they arrange for an adult substitute.

Article VII I

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.