

# West Plainfield 4-H Constitution

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## Article I Name

This unit shall be known as the West Plainfield 4-H Club of Yolo County, California.

## Article II Purposes

The purposes of this 4-H unit shall be:

- A. To stimulate member's personal growth and development. Help gain mastery and competence, enhanced independence, and personal values. Provide learning experiences for members to practice and evaluate their growth.
- B. To help youth develop responsible citizenship. Learn democratic ways and group living skills through practice. Share in community service-learning and citizenship projects and activities.
- C. To develop effective leadership skills through youth and adult partnerships.

## Article III Relationship

The 4-H club is responsible to the County Council. County councils and clubs are accountable to the University of California (UC) and obligated to follow UC and 4-H Youth Development Program (4-H YDP) policies and procedures, and abide by the core values of the University of California 4-H YDP.

## Article IV Membership

### Section I

The 4-H club shall consist of at least 5 youth from 3 different families. Any boy or girl may enroll in 4-H clubs upon meeting the enrollment criteria:

#### A. Primary Member:

Must be 5 years old or in kindergarten by December 31 of the program year. Primary members enrolling after December 31 must participate as a

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primary member until the end of the program year. Primary members cannot enroll in large animal projects. Approved animal projects are dogs, cats, rabbits, rats, poultry, bees, mice, embryology, entomology, marine science, pygmy and Nigerian dwarf goats and therapeutic animal projects.

B. Junior, Intermediate and Senior Members:

Must be 9 years old or in the 4<sup>th</sup> grade by December 31 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.

C. Home Schooled:

Children are to enroll based on their chronological age by December 31st.

## 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;
- Participate fully in project work;
- Complete records 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

The officers of this 4-H club shall be president, vice president, secretary, treasurer and other positions as deemed appropriate.

## **Article VI Meetings**

The 4-H club will have as many meetings as are necessary to complete project work and to carry on a successful 4-H club program. A minimum of eight (8) meetings is recommended. Attendance and participation in at least 80 % of the meetings is required to compete in the Spring Show. A person may obtain an excused absence by calling on of the Community Club Leaders, the 4-H Club President or the 4-H Club Secretary. A member is allowed three excused absences per 4-H year.

## **Article VII Organization Volunteers**

Two adult volunteers must be present at all 4-H club and project meetings. The Community Club Leader and/or Assistant Community Club Leader must be in attendance at all club meetings unless they arrange for an adult volunteer substitute.

## **Article VIII Parents/Guardians**

Parents/guardians with youth under 18 should wait until two adult volunteers are present before leaving their child/children 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 service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994: service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities.

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University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint.

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/Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607, (510) 987-0096.

The West Plainfield 4-H club of Yolo County affirms and complies with this University of California policy.

  
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4-H Club President

  
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Community Club Leader

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4-H YDP Staff

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County Director

This constitution was adopted November 9, 2009.

**University of California  
West Plainfield 4-H Unit Bylaws**

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**Article I  
Election of Officers**

The Executive Board members (Officers) shall be elected by the first meeting of the unit year. In order to hold an Executive Board (Pres., V.P., Sec., Treasurer, Sgt. at Arms) position, it is suggested that an individual must:

- a. Be 13 years old by January 1<sup>st</sup> of the year that they will be serving,
- b. Have been a member of West Plainfield 4-H for at least one year prior to serving,
- c. Have held an office or been Chair of a committee,
- d. Complete a Record Book (PDR and at least one Project Report) and turn in to the Community Club Leader(s) – it is not required that the Record Book be entered in the County Judging.

Other optional officers shall be Reporter, Historian, County Council Representative, Supplies Officer, Refreshment Officer, Games Officer, and Clean up Officer. One or two members may fill these positions.

**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 Club Leader(s).

*The Vice-President* shall perform the duties of the president in the absence of the president. The vice president shall serve as chairperson of the yearly program committee and the membership committee.

*The Secretary* shall keep the 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 Community Club Leader(s) will submit a final report to the county 4-H YDP office.

*The Treasurer* shall receive and keep all money belonging to the 4-H 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 Community Club Leader(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.

*The Sergeant at Arms* shall set up the meeting facility and maintain order during the duration of the meeting.

*The Reporter* shall be responsible for submitting meeting information and updates to the County Office for publication in the Newsletter. They may also submit information to local newspapers.

*The Historian* shall keep pictorial records of the Club activities throughout the year and display them in a Club Scrapbook.

*The County Council Representative* shall attend Yolo County 4-H Council meetings, represent and vote for West Plainfield 4-H and report to the Club as appropriate.

*The Supplies Officer* shall maintain the supply box and re-fill as necessary. *The Refreshments Officer* shall be responsible for the Refreshments sign-up sheet and be responsible for reminding members when they need to bring refreshments.

*The Games Officer* shall plan games or events for the club meetings.

*The Clean up Officer* shall clean up the meeting area after the meetings.

Other offices may be established as needs of the unit dictate.

### **Article III Committees**

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

### **Article IV Meetings**

The regular meetings of the 4-H club shall take place on the second Tuesday of each month. With a minimum of 7 days notice, the president, with consent of the organization adult volunteer, may call special meetings.

### **Article V Quorum**

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

### **Article VI Program of Work**

A program of work for the year shall be written 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 this 4-H club.

**Article VIII  
Amending By-Laws**

These by-laws may be amended by two-thirds vote of the members present at any regular meeting.

**Article IX  
Dissolution of 4-H Club**

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

The West Plainfield 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 West Plainfield 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 there from in the following order:

- a. Payment of the debts and liabilities of the West Plainfield 4-H club.
- b. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the West Plainfield 4-H club; such reserves shall be paid by the treasurer to the county council. The county 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 West Plainfield 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the county council. The balance remaining shall be distributed to the county council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.


Each of the members shall be furnished with a statement prepared by the West Plainfield 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.

**Article X  
Agreed Upon Procedures**

Any active youth member of West Plainfield 4-H may ask for financial assistance for a 4-H function. This amount shall not exceed 50% of the available General Fund or \$200.00; whichever is less. The awarding of the amount will be dependent upon:

- a. Club meeting attendance
- b. Club fundraising participation

  
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4-H Club President

  
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Community Club Leader

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4-H YDP Staff

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County Director

These bylaws were adopted November 9, 2009.