

Unit Constitution

Article I

Name: The name of this group shall be Zamora 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

Relationships: 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 date set by the Yolo County 4-H Office. Exceptions will be made for new families.

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

Article V

Meetings: There shall be at least 8(eight) 4-H meetings each year. Attendance and participation in at least 80% of the meetings is required. 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 1 excused and 1 unexcused absence. Failure to comply will result in ineligibility to participate in the Spring Show auction for the next year.

Article VI

Record Books: Record books containing the completed personal development and project page are required in order for members to be eligible to participate in the Spring Show auction for the next year.

Article VII

Officers: The officers of this club shall be President, Vice President, Secretary, Treasurer, Newspaper Reporter, County Council Representative, and Sergeant at Arms. Other optional officers shall be Newsletter Reporter, Historian, Supply Officer, Recreation Leader, Correspondence Secretary, and Communication Officer.

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.

Articles IV, V, and VI amended June 6, 2006.

Articles V, VI, and VII amended February 2, 2010.

Community Club Leader Julie Mast 6/10/2010

Secretary Aligail Berke 6/10/2010

UNIT BYLAWS

Article I

Election of Officers: The officers shall be elected by ballot at the June meeting each year. The executive offices, President, Vice President, Secretary, and Treasurer, shall be at least 14 years of age as of the June meeting they are elected, unless not enough members qualify.

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 also 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 chair person of the yearly Zamorgy Feed fundraiser.

The Secretary shall keep minutes of all 4-H meetings, act as the group's correspondent, keep a correct roll of 4-H members, and receive calls or e-mails 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 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 Newspaper/Publicity Reporter shall write a news report of at least 2 meetings and 1 other event for the local newspaper, and write monthly articles for the county newsletter. The Newspaper Reporter will also publicize the Zamorgy Feed in the newspaper prior to the event.

The Newsletter Reporter shall create a club monthly newsletter to inform members of news and events.

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

The County Council Representative will attend the County Council meetings to take notes of the proceedings to report back to the 4-H members at the regular monthly meetings.

The Supply/Inventory Officer cleans up and organizes the 4-H supply cupboard located at the Zamora Town Hall and takes inventory of all the materials and supplies. The inventory sheet

is given to the Vice President at the January meeting so the Vice President knows what supplies are available for the February Zamorgy Feed.

The Recreation Leader plans fun songs, skits, and games, for the 4-H members, and tries to bring a game to every meeting, and keep up the club spirit.

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

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

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

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 the first 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 a majority of the 4-H membership present.

Article VI

Revenue: All funds collected for the club shall be in compliance with the policy of the California Cooperative Extension, 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 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

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 VIII

Amendments: 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 _____,

_____.
Carry forward the original date from year to year as the constitution and bylaws will be adopted only once. Each amendment to the constitution must indicate the article number amended and the date the amendment was made.

Articles IV, V, and VI of the Constitution were amended June 6, 2006.

Article II of the Bylaws was amended June 6, 2006.

Articles I and II of the Bylaws amended February 2, 2010.

Community Club Leader Julie C West 6/10/2010

Secretary Alegal Berke 6/10/2010
