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|  | **Article I****Election of Officers** |
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|  | *The Officers and Community Club Leader(s)* shall be elected at the May meeting of the unit year. A Nomination committee shall consist of the executive board and community club leaders and shall approve the method of voting used for elections. After the nomination committee proposes candidates for officer positions, further nominations maybe made from the floor. The UCCE 4-H office must confirm the selection of Community Club Leader, |
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|  | **Article II** **Age Requirements of Officers** |
|  | *The President, Vice-President, Secretary* and *Treasurer* should be Intermediate or Senior members (at least 11 years of age) if possible. Other elected offices may be held by Junior, Intermediate and Senior members. Offices filled by an election or other competitive process may not be held by Primary members. Primary members may serve in appointed positions.  |
|  | **Article III****Duties of Officers** |
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|  | *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 volunteer(s). The President is the chairperson of the Executive meetings and prepares the agenda for the club meetings with the executive board. The President may appoint committees for special purposes at any time. |
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|  | *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 Vice-President of Membership* shall keep accurate attendance of the monthly meetings and accurate accounting of the club enrollment |
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|  | *The Secretary* shall keep the minutes of all 4-H meetings. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the county 4-H YDP office.*The Correspondence Secretary* shall act as the group’s correspondent and maintain all correspondence for the club. |
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|  | *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 shall give a financial report to the club at each meeting and serve as the chairperson of the budget committees. The treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.The Healthy Living Officer shallThe Reporter shall write news reports of 4-H related projects, meetings, activities and events. The reports shall submit articles to the editor by the deadline of their assigned months.The Editor shall request articles from club members, reporters and leaders for the club newsletter. Shall prepare the club newsletter and send it to the Community Club Leader for electronic distribution to the club.The Song/Recreation Leaders shall learn games and songs suitable for club meetings and lead members in song and recreation at club meetings and club activities.The Sergeant at Arms shall lead members in the pledge of allegiance and the 4-H pledge, keep and maintain the flag poles and stands and present the flags at club meetings and activities.The Historian(s) shall collect newspaper articles, photographs, etc. about the club activities and members and put them together in a scrapbook at the end of the year.The Storekeeper shall maintain an inventory the best addresses the needs of the club. The Storekeeper shall sell items to members at cost and keep a current inventory of store items to be submitted to the Secretary for club records at the end of the 4-H year. |
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|  | Other offices may be established as needs of the unit dictate. |
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|  | **Article IV****Committees** |
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|  | The president may appoint committees for special purposes at any time. The committee may consist of a chairperson, a co-chairperson, an adult advisor and enough committee members to carry through the specific assignment/task. The Executive committee shall consist of the community club leaders and the executive club officers. The President or the community club leaders will call the executive meetings. Executive club officers are expected to attend and participate in monthly executive officer meetings. |
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|  | **Article V****Meetings** |
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|  | The regular meetings of the 4-H club shall take place on the second Wednesday of each month. With a minimum of 7 days notice, the president, with consent of the organization adult volunteer, may call special meetings. |
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|  | **Article VI****Voting Members** |
|  | Voting members of the 4-H club include the Junior, Intermediate and Senior members as listed in Article IV of the Constitution. If there are not sufficient voting members in the 4-H club the organizational unit volunteer will work with the UCCE 4-H YDP staff in establishing procedures.  |
|  | **Article VII****Quorum** |
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|  | A quorum to do business shall consist of the number of persons present at the meeting.  |
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|  | **Article VIII****Program of Work** |
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|  | A program of work for the year as described in the 4-H Club Program Planning Guide should be developed and adopted no later than the third meeting of the program year. |
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|  | **Article IX****Rules of Order** |
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|  | Robert's Rules of Order shall govern the meetings of this 4-H club. |
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|  | **Article X****Amending By-Laws** |
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|  | These by-laws may be amended by two-thirds vote of the members present at any regular meeting. |
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|  | **Article XI****Dissolution of 4-H Club** |
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|  | Upon consideration of the dissolution of the 4-H club, the officers will inform the county 4-H YDP staff and VMO as to their desire and conformance to the following procedure: |
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|  | The Independence 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 Independence 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 in the following order: |
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|  | 1. Payment of the debts and liabilities of the Independence 4-H club.
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|  | 1. Closure of all bank accounts held by the 4-H club and setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Independence 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 Independence 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.
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|  | c. The 4-H club treasurer, treasurer advisor and additional club members will complete Form 6.3 financial report, Form 6.2 inventory report, Form 8.5 year end club peer review report and Form 8.6 peer review checklist. All forms are to be submitted to the county office within one month of unit vote approving dissolution.  |
|  | Each of the members shall be furnished with a statement prepared by the Independence 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. |
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|  | **Article XII****Agreed Upon Procedures**The Independence 4-H club has agreed upon these procedures.1. Project completion – A project is considered complete when a member has received 6 hours of instruction. The Project Leader shall determine completion. Members must receive 6 hours of project instruction to compete in local fairs.
2. Expectations – 4-H members are expected to meet the responsibilities outlined in the Independence Constitution. Members must conduct themselves within the guidelines of the 4-H pledge and the 4-H Code of Conduct. All club meetings, including project meetings, shall have at least two adults, available at all times to supervise youth, one of whom is a registered adult advisor of project leader. The adults should remain within view of one another and must be over the age of twenty-one. Guardians must check in with the adult in charge before leaving their child at any club event, activity or project meeting.
3. Club Awards – In order for a member to qualify for 100% attendance they must be present at 100% of all general club meetings, with the exception of meetings changed from the regularly scheduled times. Club awards will be presented to members in good standing. To receive a citizenship pin a member must: be a member in good standing, be involved in a club fundraiser, complete at least one approved project with an approved leader, write two newsletter articles, request the citizenship pin and state the reason they qualify and turn in a record book.
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| 4-H Club President |  | Organizational Volunteer/4-H Club Leader |
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| 4‑H YDP Staff |  | County Director |
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