



Changes and additions to meet the needs of the unit may be made and must be approved by the county 4-H YDP staff and county director prior to the unit approval.

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Article I
Election of Officers

The Officers shall be elected by the next to last (April) meeting of the unit year.

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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.

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Article III
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 volunteer(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 organization volunteer(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 organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.

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





R **Article IV**
Committees

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

R **Article V**
Meetings

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

R **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.

R **Article VII**
Quorum

A quorum to do business shall consist of the number of persons present at the meeting.

R **Article VIII**
Program of Work

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.

R **Article IX**
Rules of Order

Robert's Rules of Order shall govern the meetings of this 4-H club.

R **Article X**
Amending By-Laws

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

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:

The Sacred Heart 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 Sacred Heart 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:

- a. Payment of the debts and liabilities of the Sacred Heart 4-H club.
- b. 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 Sacred Heart 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 Sacred Heart 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.
- 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 Sacred Heart 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

- Officers: 80% physical attendance is required at officer meetings and club meetings to remain in office.
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- Project Completion: Complete a minimum of 6 hours of project instruction or more as required by the project leader. Complete Annual Project Report (APR) required to receive a year stripe and pin.
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- Primary members, youth aged 5 to 8 years, receive a year stripe and pin for participation in a project. Project completion is not required and they do not complete the APR. Record keeping is not required for project completion.
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- Primary members ages 5 to 6 may enroll in the Primary Project only. Members 7 to 8 may enroll in the Primary Project plus one additional project (County policy). It is at the discretion of the project leader to accept Primary members.

Junior/Teen leaders receive a gold stripe and year pin for completing the Leadership Development Report (LDR). Junior/teen leaders are not required to actively participate in the project in which they are a leader.

100% Attendance awards requires physically attending meetings. Any absence, excused or otherwise disallows receiving the award. Returning members must attend all meetings from the beginning of the new 4-H year.

Members are encouraged to participate in community service events.

Members need to show respect of one another by listening and waiting in turn to speak during community meetings. Before speaking must be recognized by the club officer leading the meeting. Reasonable conduct and appropriate language is expected from 4-H members at all activities. Members, parents and leaders may be dismissed for violation of the 4-H code of conduct.

Members are to remain in the building at all times during the meetings.

Members must be enrolled in 4-H prior to December 31st and have active member status to be eligible to enter the County Fair





Active Member Status:

Joined prior to December 31

Attend 80% of club meetings

Attend 80% of project meetings

Turn in a complete record book by June meeting. 80% attendance in project and club meetings is a Record Book requirement for any achievement rank

Participate in club fundraisers

Absences: Members can have no more than two (2) unexcused absences in order to maintain active member status. If a member exceeds three absences, excused or not, the club leader shall review the member's club standing.

Active Members are eligible for the following as funds are available:

Scholarships up to a maximum of \$250 may be awarded by the members. Written request for a scholarship for graduating seniors shall be submitted by the April club meeting. Recipients must have been an active member for at least four years.

Assistance with camp fees. (Members must give a report at club meeting following camp.)

Assistance with leadership trip support.

Assistance with project and fair costs.

End of year awards or gifts.

Enrollment fee assistance for active members in previous year.

County Fair Participation: Active member status required. See above

4-H Club President

Organizational Volunteer/4-H Club
Leader

4-H YDP Staff

County Director

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