

THE CONSTITUTION OF THE DENMARK RED LIGHTNING 4-H CLUB

ARTICLE I – NAME

The name of this club shall be the Denmark Red Lightning 4-H Club.

ARTICLE II – PURPOSE

The purpose of the Denmark Red Lightning 4-H Club is to organize local youth to participate in 4-H activities on a local, county, state, national and international level. The leaders, members, parents and other volunteers will work together to create an environment for growth and leadership opportunities among all participants. The club will accept youth interested in any project area, with the understanding that leadership may not be available for all projects within the club. Every effort will be made to obtain support for youth in all project areas from other competent resources.

Parents and older siblings will be encouraged to attend club meetings and get involved in club projects and activities. Younger siblings will be invited when and where appropriate. We wish to provide an environment that is family-friendly and will have opportunities to involve the whole family.

ARTICLE III – MEMBERSHIP

Section 1 – Youth are eligible to participate in the Denmark Red Lightning 4-H Club beginning in kindergarten and continuing one year after their high school graduation (ages 5 through 19). Youth in kindergarten, 1st and 2nd grade will be enrolled in the Cloverbuds program.

Section 2 – Membership in the Denmark Red Lightning 4-H Club is open to all youth within the grade parameters listed above regardless of the person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

The Denmark Red Lightning 4-H Club will not have territory boundaries. We will focus our membership in the Denmark, Wisconsin, area, and courtesy will keep us from infringing on other clubs in the county for members.

We would like to keep our membership to a size where we will have enough adult volunteers to youth. We would anticipate having at least five members, but no more 50 members. Should our membership grow to more than 50 members, we will address this issue at that time.

Section 3 – The following requirements must be met to be officially recognized as a 4-H club in Brown County, Wisconsin. We must have:

- Club name.
- Five or more youth members.
- Adult leadership that has been approved through the Youth Protection Program.
- Educational plan which meets the purposes of the 4-H program.
- Youth involvement in leadership and decision-making.
- Meet on a continuing basis.
- Submit financial record and audit report to the Brown County Extension Office once each year.

As of (12/30/06) all of the above criteria are being met by the Denmark Red Lightning 4-H Club.

ARTICLE IV – OFFICERS

The officers of the Denmark Red Lightning 4-H Club shall be a president, vice-president, secretary, treasurer and reporter. The club member will be elected to an office for a one year term, but no more than three consecutive years (unless special circumstances warrant an extension, i.e., no members old enough to assume the role of President, etc.). The member should be in good standing at the club and county level (regular attendance at meetings, participation in club and county fundraising and other events, etc.) and of an age that would allow them to properly handle the responsibilities of the position (i.e., recommended grade level: president and vice president – grades 8 and above; secretary and treasurer – grades 6 and above, reporter – grades 5 and above). However, there may be times when a younger member will need to be elected to a position in order to fill it.

ARTICLE V – AMENDMENTS

The constitution and bylaws of the Denmark Red Lightning 4-H Club may be amended by a 2/3 majority vote of the membership present at any regular meeting. Written notice of such amendment changes and the date of the vote, must be given at least one meeting in advance, and through notification by mail 30 days prior to the meeting when the vote is to take place.

ARTICLE VI – CLUB LEADERSHIP

The Denmark Red Lightning 4-H Club shall be under the direction and guidance of a local club leader(s). Club leadership is open to all adults regardless of the person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status. All volunteers are required to participate in the Wisconsin 4-H Youth Protection Program. There shall be such assistant leaders, project leaders and youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club programs.

ARTICLE VII – DISSOLUTION CLAUSE

Upon dissolution of the 4-H Club, any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the Brown County 4-H Youth Development Staff.

It would be requested that any assets remaining shall be given to one or more Brown County 4-H Clubs that current Denmark Red Lightning 4-H Club members are transferring to. If there is more than one club involved, the funds will be split equally based on the number of members transferring to each club. If no current members move to another Brown County 4-H Club, the club funds will then be transferred to the Brown County 4-H Leaders Association to be used for a 4-H youth development program or 4-H youth development foundation as selected by the affirmative vote of the majority of association members entitled to vote.

THE BYLAWS OF THE DENMARK RED LIGHTNING 4-H CLUB

ARTICLE I – ELECTION OF OFFICERS

Section 1 – Nominations: Members will be informed of officer elections verbally and in the club newsletter at least one month prior to the October election date. Nominations will be given verbally or in writing by members during the month preceding or at the October meeting. If a member wishes to be considered for a position, but will be unable to attend the October meeting, they may request their name be added to the ballot by indicating their desired office request(s) to the current president or the club's general leader(s).

Section 2 – Election Process: All officers shall be elected according to the methods described by Roberts Rules of Order. The election of the officers shall be conducted by the general leader(s) of the Denmark Red Lightning 4-H Club. The president's position shall be filled first, and the other positions filled in the order of vice president, secretary, treasurer and reporter. Members present at the October meeting will vote and elect the officers.

The general leader will ask for verbal nominations from members; nominees will be listed; when no further nominations are voiced, the nominations will be closed by a 1st, 2nd and all in favor closure of nominations. A confidential hand vote or written ballot will be conducted. The general leader will tally the votes and announce the officer immediately after the vote.

If only one member is nominated for a position, a 1st, 2nd, and all in favor of closing the nomination and a unanimous vote of the nominated member being cast, is requested by the general leader.

Section 3 – Ties: If a tie occurs and there are more than two members nominated for a position, a second vote is held between the two members that received the most and same number of votes. The member that receives the most votes in this second round will receive the position.

If a tie occurs between only two nominated members or in the scenario in the paragraph above, the current club officers will vote and break the tie.

Section 4 – Voting Eligibility: All current members of the Denmark Red Lightning 4-H Club, regardless of age, will be eligible to vote in officer elections.

Section 5 – Replacing Officers: If an officer is unable to fulfill their duties due to relocation, school, work, illness, accident, other obligations, etc., an election will take place at the next scheduled meeting. The officer must indicate their desire to be relieved of their duties to the general leader(s) or the current club president. Members will be informed of the upcoming election either verbally or in writing at

least one week prior to the next scheduled meeting. The election will be held as indicated in Article I, Section 2.

Section 6 – Transfer of Officer Duties: The newly elected officers/returning officers shall begin their term effective with the November meeting. All materials pertinent to the office should be completed (i.e., secretary record and write/type minutes of October meeting, treasurer complete financial transaction, etc.) and transferred to the new officer before the date of the November meeting.

ARTICLE II – DUTIES OF THE OFFICERS

Section 1 – President:

- Shall be a 4-H member for at least one year, and a member in good standing at the club and county level.
- Shall preside at all club meetings.
- Shall work closely with the club's general leader in setting agendas, goals and objectives of the club.
- Shall be the spokesperson for the club at 4-H special events, other 4-H organizations (i.e., LOT2, 4-H Horse Association, Tailwaggers, and the like).
- Shall be mature and responsible to fulfill the duties of the office.

Section 2 – Vice President:

- Shall be a 4-H member for at least one year, and a member in good standing at the club and county level.
- Shall preside over the club meeting in the absence of the president.
- Shall assume the president's duties for a determined amount of time decided upon by the club's general leader(s) in the extended absence of the president.
- Shall be mature and responsible to fulfill the duties of the office.

Section 3 – Secretary:

- Shall be a 4-H member for at least one year, and a member in good standing at the club and county level.
- Shall neatly record, store and report the minutes of all club meetings in the secretary's book.
- Shall write and send thank you notes to individuals, businesses, groups that help the club in any way. If the secretary purchases and sends a card, she/he will be reimbursed by the club for the card purchase and postage.
- Shall write and send get well, congratulatory, etc., notes to individuals when appropriate. If the secretary purchases and sends a card, she/he will be reimbursed by the club for the card purchase and postage.
- Shall inform the president if she/he will not be present at the upcoming meeting in a timely manner, to allow the president to appoint someone to record the minutes in the secretary's absence.
- Shall be mature and responsible to fulfill the duties of the office.

Section 4 – Treasurer:

- Shall be a 4-H member for at least one year, and a member in good standing at the club and county level.

- Shall deposit all money for the club.
- Shall pay all bills contracted by the club.
- Shall keep accurate records of all monetary transactions in the checkbook and ledger.
- Shall keep all receipts, invoices, etc., in a neat and orderly manner.
- Shall report the financial standing and transactions in the club's savings and checking account at each club meeting.
- Shall inform the president if she/he will not be present at the upcoming meeting in a timely manner, to allow the president to appoint someone to record the minutes in the treasurer's absence.
- Shall be mature and responsible to fulfill the duties of the office.

Section 5 – Reporter:

- Shall be a 4-H member for at least one year, and a member in good standing at the club and county level.
- Shall take notes and write reports of meetings and club events. These notes should be sent in a prompt manner to the Denmark Press and the UW-Extension newsletter to be included in their publications.
- Shall be present at as many as possible of the club's activities to take photos and report on the activities in the Denmark Press, UW-Extension newsletter and the Green Bay Press Gazette when appropriate.
- Shall help to promote the Denmark Red Lightning 4-H Club through the reporting of their activities.
- Shall be mature and responsible to fulfill the duties of the office.

ARTICLE III – REGULAR CLUB MEETINGS

Section 1 – The regular meetings of the Denmark Red Lightning 4-H Club will be held on the 3rd Tuesday of the month at 6:30 p.m. in the Denmark High School.

Section 2 – Meeting dates and locations may be changed based on weather conditions, conflicting events (school, church, 4-H county, state, etc., activities), availability of space (DHS not available during the summer), special club activities (summer picnic, etc.), or some other unforeseen event.

Section 3 – In the case of such events as stated in Section 2, members will be notified of date, time or location changes at the current meeting, in the club newsletter, via telephone or some other method at the earliest possible time for all members and families to make appropriate arrangements.

ARTICLE IV – REVIEW AND SIGNING OF THE CONSTITUTION AND BYLAWS

Section 1 – The Constitution and Bylaws of the Denmark Red Lightning 4-H Club may be amended at any time by request of a member(s) or leader(s). Any amendments or changes must be reviewed by all members and leaders, and voted on by at least 2/3 of the membership.

Section 2 – The Constitution and Bylaws of the Denmark Red Lightning 4-H Club will be reviewed and updated (if needed) on a yearly basis. A copy of the constitution and bylaws will be sent to all member families for review. This review will take place by no later than the end of the calendar year.

Section 3 – The Constitution and Bylaws will be updated based on any changes agreed upon and voted on by 2/3 of the membership by no later than the December meeting.

Section 4 – The Constitution and Bylaws will be signed by the current general leader(s) and the current club president after any changes have been voted on and before the end of the calendar year.

Section 5 – A copy of the Constitution and Bylaws will be distributed to all members after they have been updated.

Article V – Club Reporting

Section 1 – Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements.

Section 2 – The 4-H Annual Charter Renewal Packet must be submitted to the Brown County UW-Extension office by December 1 of the current year.

Next Revise By Date: December 31, 2009

APPROVED:

Kathy Kurth
General Leader
Denmark Red Lightning 4-H Club

Date

Heather Buhr
Current President
Denmark Red Lightning 4-H Club

Date