

## **Greenleaf 4-H Club Bylaws (revised March 2009)**

### **Article 1- Name**

The name of this 4-H club shall be Greenleaf 4-H Club.

### **Article 2- Purpose**

A. The purpose of this 4-H club shall be:

1. To provide an opportunity for members to learn and practice the principles of democracy, citizenship, leadership and life skills.
2. Encourage members to participate and become involved in 4-H activities and show responsibility in meeting club requirements.
3. To provide an opportunity for parents, other interested adults and youth to become involved as volunteers to influence the development of youth.

### **Article 3- Membership**

A. Membership shall be consistent with Wisconsin 4-H policy.

B. No person shall on the grounds of race, creed, color, religion, disability, age, marital or parental status, pregnancy, sex, sexual orientation, national origin or ancestry be excluded from participation in 4-H club activities.

C. Withdrawal- Any member who ceases to be registered is automatically dropped from membership. Such persons forfeit all property rights in the organization.

### **Article 4- Officers**

Officers of the Greenleaf 4-H Club shall be members in good standing. All terms will be for **one year**, with elections to be held at the September meeting. Terms of office shall not exceed more than 4 consecutive years. If an officer is unable to fulfill their obligation to the club, an election will be held at the club's next meeting. The elected officers of this club shall be Vice President, Secretary, Treasurer, Reporter and Historian. The Vice President will move to the President role the following year.

Duties of the officers shall be:

A. All officers shall attend the County officer training sessions.

B. President: Preside at all meetings of the club and work with the leader(s) in planning club meetings. Inform the Vice President if unable to preside at a meeting.

C. Vice President: Preside in the absence of the president and perform duties of the president in his/her absence. Will head up the Recreation/Social committee with the assistance of the general leader.

D. Secretary: Keep minutes of all meetings of the club; work with leaders in getting out correspondence: keep accurate records of attendance. At year end, the secretary shall submit a completed Secretary's book to the County Extension Office for judging.

E. Treasurer: Work with an assigned leader to keep an accurate record of all expenses (money paid out, to whom, for what, etc.), all income (money received and from what source), and to maintain the checking and petty cash accounts. An annual review (audit) of the records will be done by an outside party. Completed Brown County Treasurers Book shall be submitted to the County Extension Office by September. Completed audit shall be submitted to the County Extension office by the General Leader.

F. Reporter: Make a collection of clippings for the club's permanent record. Contact the local news media to make them aware of the club's programs/projects. Each month, the reporter shall submit a news article to the County Extension Office for the monthly newsletter. Reporter shall also submit a completed Reporter's book to the County Extension Office at the end of the 4-H year.

G. Historian-Make a collection of pictures, brochures, clippings, etc in scrapbook form. This scrapbook shall contain information from August to July. Therefore, it will be ready to be entered for judging at the Brown County Fair in August.

#### **Article 5- Meetings**

A. The club shall hold at least 10 business meetings per year.

B. Basic understanding of Parliamentary procedure will be encouraged.

C. The regular meetings of this club shall be held at St. Mary School Hall in Greenleaf on the third Monday of each month.

D. Solicitation shall be brought to the club for discussion and vote.

#### **Article 6- Executive Board**

A. The executive board shall consist of the general leader(s) and club officers.

B. The executive board will plan the annual calendar, develop meeting agendas and bring policy issues to the floor for discussion and votes.

#### **Article 7- Committees**

A. Recreation/Social- This committee will develop and lead recreational activities for the monthly meetings, as well as plan the fun activities for the club.

B. Fair- This committee will assist the general leader(s) in assembling the paperwork associated with the fair and work with the club to plan the theme for decorations and organize the fair booth and any other activities related to the fair.

C. Issues and activities not specifically mentioned in these bylaws will generally be discussed with club members with a decision determined by a majority vote of the members in attendance. To keep the meeting moving along, club meeting time spent on some issues may need to go to committee. The committee will come back with a recommendation at a later date. Club membership will discuss issue and vote on committee recommendation.

D. Any other committees shall be formed as the need arises.

## Article 8- Club Policies

### Members in Good Standing:

- A. Members shall attend 5 club meetings per year (effective from time of enrollment). Meetings count from September to August. One of these meetings can be excused.
- B. If a member is unable to attend a meeting, it is their responsibility to get the information that was presented at the meeting.
- C. Members shall participate in at least 1 club activity each year. The club activities are: #1 serving on a committee, #2 help on a community service project, and #3 assist with fundraising.
- D. No drugs, alcoholic beverages, inappropriate behavior or conduct that disregards the safety of members will be tolerated at any 4-H connected event. This means before, during, or after a 4-H event. Violation of this rule is grounds for immediate expulsion from the club-no questions asked. When you leave the building, it is to go out to the car and go home, not run around outside. Areas of the building not open to us are off limits. RESPECT THE PROPERTY OF OTHERS. Please abide by these rules.
- E. Each member is highly recommended to attend at least half of the project meetings per project during each enrollment year or be mentored by another qualified individual. Projects should be shown at the Fair to encourage the learning experience.
- F. Each member should participate in bringing snacks for the club meetings at designated times.
- G. Members are expected to participate in club/county fundraisers.
- H. Member must be in good standing with the club to be in good standing at the county level (i.e. participation in trips, Fair or other county activities).

### Parent and Family Requirements

- I. Parents are expected to serve in at least 1 volunteer role each year.
- J. Parents and members shall assist with setup and cleanup at meetings.
- K. Parents are expected to help their child complete their project work and be their support during activities. Parents are expected to arrange for transportation, fees, activities, and practices, etc.

### Club Requirements

- L. Dues of \$5.00 per member per year will be collected at enrollment in September. \$6.00 for horse project members. Dues shall be reviewed annually.
- M. Record Books will be completed on time to be eligible for awards. Awards will be given out as determined by record book judging committee. To re-enroll the following year, members must hand in a completed record book at each year end.

### General Leader

Note: All leaders will be approved by the Youth Protection Process required by Wisconsin 4-H and provided by Brown County 4-H Youth Development staff.

O. The general leader(s) shall meet leadership requirements determined by University of Wisconsin 4-H Youth Development and the County 4-H Leader's Association.

P. The general leader(s) term shall be reviewed every **5** years. This is done to see if other parties are interested in this leadership role. New ideas for the club may be generated by doing this.

Q. The general leader(s) shall inform the membership of his/her intention to resign at least **1** year prior to resignation with the potential successor assisting the leader and/or club in some capacity before assuming the position of general leader.

R. The general leader shall assume or delegate responsibility for:

- a. enrollment of members and leaders
- b. helping members understand parliamentary procedure
- c. advising in the election of officers
- d. helping plan yearly and monthly program
- e. serving as the contact person between UW-Extension office and the club
- f. keeping parents informed of club activities
- g. serving as coordinator of the leadership team (executive board)

#### Community Service Leader

S. The community service leader shall assume or delegate responsibilities for all community service projects or activities for the club.

#### Project Leaders

T. The project leaders shall meet leadership requirements determined by Wisconsin 4-H Youth Development Program and the County 4-H Leader's Association.

U. The project leaders shall contact all members in their specific project/projects, individually or in a group, as soon as possible after receiving their member list/lists from the general leader(s).

V. At the first meeting, help members to set goals for the year. Project work can begin as soon as goals are set. Assist members with evaluating their project work.

W. Assist members with their project work throughout the year as needed.

X. Encourage members to exhibit at least one project at the Brown County Fair.

Y. Showing projects at the Fair is the goal and highlight of the members work in their projects.

Z. Project leaders shall contact Junior leaders to assist in project meeting and project work. Project leaders will give guidance to Junior leaders.

#### Junior Leaders

AA. The Junior leaders shall assist with project meetings and project work.

#### Article 9-Club Reporting

Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial, and educational accountability requirements. This is submitted to the county UW-Extension office by December 1.

**Article 10- 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 county 4-H Youth Development staff.

Signature of two significant persons  
(president, secretary, general leader, etc.)

Date of Adoption: