

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:
 - a. To provide an opportunity for members to learn and practice the principles of democracy, citizenship, leadership and life skills.
 - b. Encourage members to participate and become involved in 4-H activities and show responsibility in meeting club requirements.
 - c. 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, and Reporter and Historian. The Vice President moves to the President role the following term.

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. The President shall submit agenda via email to the General Leader one week prior to meeting. General Leader will review and add any further information to the agenda. 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. The Vice President shall perform the duties of Secretary, Treasurer or Reporter in their absence. The absent officer needs to inform General Leader and Vice President prior to meeting of their absence.

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 account. Completed Brown County Treasurers Book shall be submitted to the County Extension office by deadline. Completed audit shall be submitted to the County Extension office by General Leader.

F. Reporter: Make a collection of clippings, pictures, etc., 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 clippings, brochures, pictures, etc. in a scrapbook format to maintain the club's history. The 4-H year starts with the Brown County Fair and ends July 31. This scrapbook shall be done so it can be entered in the Brown County Fair.

Article 5- Meetings

A. The club shall hold at least 10 business meetings per year. The October meeting is the end of year party (Achievement Night) and there is no August meeting due to the Brown County Fair.

B. Basic understanding of Parliamentary procedure will be encouraged.

C. The regular meetings of this club will be held at St. Mary School Hall in Greenleaf on the second 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.

- 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

The Greenleaf 4-H club members, leaders, and parents shall follow the National, WI and Brown County 4-H policies. In addition, members, leaders, and parents shall adhere to the Greenleaf 4-H Club policies regarding the Member in Good Standing and the Election of Officer policies.

Club Requirements

- A. Dues of \$ 5.00 per member per year and \$ 6.00 for horse project members per member per year will be collected at enrollment in September. Dues shall be reviewed annually.
- B. Record Books shall 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.

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.

- A. 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.
- B. 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.
- C. 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.
- D. 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 and Activities Leader

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.

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

Project Leaders

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.

- F. The project leaders shall meet leadership requirements determined by Wisconsin 4-H Youth Development Program and the County 4-H Leader's Association.
- G. 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).
- H. At the first meeting, help members to set goals for the year. Project work can begin as soon as goals are set.
- I. Assist members with their project work throughout the year as needed.
- J. Encourage members to exhibit at least one project at the Brown County Fair.
- K. Showing projects at the fair is the goal and highlight of the members work in their projects.
- L. Project leaders shall contact Jr. Leaders to assist in project meeting and project work. They will also give Jr. Leaders guidance.

M. The Jr. Leaders shall assist with project meetings and project work.

Article 9- **Dissolution**

Upon dissolution of this club, any assets remaining shall be conveyed to the Brown County 4-H Leaders Association.

Signature of two significant persons
(President, Secretary, General Leader, etc.)

1. *Shannon Hobbs - President*
2. *Shelby Kussaw*

Date of Adoption: *3/15/10*