

# **HAPPY VALLEY 4-H CLUB BYLAWS**

Revised March 2009



**MISSION STATEMENT:** We, the members and leaders of Happy Valley 4-H Club, have joined together to learn, have fun and work toward the development of personal and community relations. We will strive to promote the meaning behind the 4-H's – Head, Heart, Hands and Health – as stated in our pledge and to truly “Make the Best Better”.

## **CONSTITUTION**

### **Article I – Name**

The name of this club shall be the Happy Valley 4-H Club.

### **Article II – Purpose**

**Section 1.** The purpose of the Happy Valley 4-H Club is the development of leadership, social and creative skills.

**Section 2.** Provide worthwhile family participation in activities and recreation.

### **Article III – Membership**

**Section 1.** A club member must be 9-18 years of age. Youth ages 5-8 years of age may enroll as Cloverbuds.

**Section 2.** Open to any youth within age parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

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

- Club name
- Five or more youth
- 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 Brown County UW-Extension Office once each year

### **Article IV – Officers**

The officers of this club shall be a president, vice-president, secretary, treasurer, parliamentarian and photographer. If the parliamentarian or photographer positions are not filled due to lack of interest or shortage of members, these positions will remain open until the next year or until we

have a youth volunteer for the position, at which time the youth would need to be approved by a majority vote to fill the vacant position. To be eligible for an officer position, youth must be a 4-H member for at least one (1) year. Duties of said offices will be those as stated in the Officer Handbook provided by the 4-H office.

### **Article V – Amendments**

The constitution may be amended by a (simple or 2/3) majority vote of the total membership at any regular meeting.

### **Article VI – Club Leadership**

The club shall be under the direction and guidance of local club leader(s). Open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status. All adult 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 program.

### **Article VII – Dissolution Clause**

Upon dissolution of the Happy Valley 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. The treasury shall be distributed in one of the following ways:

1. If members are continuing in 4-H in other clubs, a percentage of the treasury equal to the percentage of members joining that club shall be offered to that club treasury.
2. Any remaining assets shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of club members entitled to vote.

## **BY-LAWS**

### **Article I – Election of Officers**

- Section 1.** Nominations and voting shall be held at the regular club meeting in September. Nominations are to be made from the floor. Voting will be done by secret ballot, with the outgoing president and co-general leaders counting the ballots. The president will make the election announcement.
- Section 2.** General leader(s) or leader(s) will install the new officers at the October meeting.
- Section 3.** All members in good standing are eligible to vote.
- Section 4.** Nominees shall be elected by majority vote.
- Section 5.** In the case of a tie, another vote will be held between the tied candidates. .
- Section 6.** All officers are to be elected annually.
- Section 7.** If an officer is unable to fulfill their obligation to the club, an election will be held at the club's next meeting.

## **Article II – Duties of Officers**

The president shall preside at all club meetings. In the absence of the president, the vice-president shall preside. The secretary shall keep a record of all attendance and proceedings of the club. The treasurer shall receive and take care of all money belonging to the club and shall pay it out upon order of the president and shall keep an accurate record of all money received and paid. The club reporter will serve as public relations officer and shall prepare news reports of the club's meetings and activities, and send them to the local papers as occasion demands. The photographer will take pictures at club events and work with the reporter by providing photos for articles and any other necessary publications, records, etc. The parliamentarian shall guide the club in following "Roberts Rules of Order" to govern the meetings of the club.

## **Article III – Regular Meetings**

The regular meetings of this club will be held at the Ledgeview Fire station #2 in De Pere located on Swan Road, on the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m. If any changes need to be made in the scheduled meetings, all leaders and members will be notified by the Vice President.

## **Article IV – Quorum**

A quorum shall consist of 50% of the club membership. Members must be present when important business is transacted. The secretary will advise if a quorum is present, based on roll call.

## **Article V – The Club Year**

The Happy Valley 4-H Club year runs from October 1<sup>st</sup> through September 30<sup>th</sup>.

## **Article VI – Rules of Order**

Robert's Rules of Order shall govern the meetings of the club.

## **Article VII – 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 VIII – Additional Club Policies

- Section 1.** Roll call will be taken at each meeting and a record kept of the same by the secretary.
- Section 2.** Each family will host at least one meeting. Hosting a meeting includes set-up, lead flag pledges, provide activity/demonstration, bring refreshments and clean-up.
- Section 3.** Dues must accompany enrollment forms.
- Section 4.** To be a member in good standing, dues will have been paid at time of enrollment. As a member in good standing, youth will be allowed to vote and make motions.
- Section 5.** Projects can be dropped only prior to March 1<sup>st</sup>.
- Section 6.** Each member shall submit a club record book or 1-page annual summary of their 4-H year to the General Leader by September 30<sup>th</sup>.
- Section 7.** When discipline is required, the club’s General Leaders shall meet to determine appropriate action. This committee does have the power to drop “problem children” from the club with a written statement to be kept for permanent record. A copy of this disciplinary Action Report should be sent to the 4-H office.

Date: \_\_\_\_\_

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

General Leader: \_\_\_\_\_