

# CONSTITUTION of the Suamico Beavertail 4-H Club

## Article 1- Name

The name of this club shall be Suamico Beavertail 4-H club.

## Article 2- Purpose

The purpose of this club is to help youth develop skills they will need for the future.

## Article 3- Membership

**Section 1-** The club shall consist of members of children ranging from Kindergarten through high school. Members who have graduated high school shall be allowed to continue through the next 4-H year following their graduation. Members in Kindergarten through second grade will be enrolled as Cloverbuds.

**Section 2-** The Suamico Beavertail 4-H club shall not discriminate against its members for any reason, including but not limited to a person's race, color, religion, sex, national origin, disability, ancestry, sexual orientation, and pregnancy, marital or parental status.

**Section 3-** The following requirements must be met to maintain official 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 purpose 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 each year

## Article 4- Officers

The officers of this club shall include president, vice-president, secretary, treasurer and reporter. Additional officers may be assigned as the club grows by a two-thirds (2/3) vote of the total membership in good standing. Clover buds are not allowed to hold an elected office.

### Section 1- Election of Officers

- i. All members, excepting Cloverbuds are eligible for elected positions; every person who wishes to be considered for an officer position must give a short statement promoting their qualifications and desires for office. Votes will be cast by written ballot, which will be tallied by the adult leader and advisors in attendance. Highest vote totals will determine the winner, a majority is not required. Results will be announced at this same meeting.
- ii. The officers shall be elected for a calendar year of October 1 – September 30 each year.

- iii. All members in good standing including Cloverbuds in attendance are eligible to vote.
- iv. No Proxy voting will be allowed for the general election.
- v. Ties for the election of officers are to be broken by a runoff election between the two top vote recipients on the same evening. A period of not more than 5 minutes will be granted to each candidate prior to the runoff election to restate their reasons for seeking office.
- vi. In the event that an officer, excepting the President is unable to fulfill their duties, a special election will be held in the immediately following month's meeting. The process for electing officers during a special election will be the same as for a general election. In the event that the President is unable to fulfill the duties of office, the Vice-President will immediately move to the position of President and a special election will be held to fill the Vice-Presidential vacancy.

## **Section 2- Duties of Officers**

Each officer shall have unique and independent duties within the organization to include but not limited to:

- i. **President** – Prepare the meeting agenda; conduct the business required at meetings and work with the general leader. Maintain order throughout the meeting. The President's individual vote on all matters will not be considered unless needed to break a tie vote among the membership. May also be called upon to represent the club at county functions.
- ii. **Vice-President** – Will fulfill the president's duties in the event that the President is unable to attend a meeting. Will succeed the President if the President is unable to complete the term. May also serve as committee chairperson as designated by the President.
- iii. **Secretary** – Shall keep all of the minutes of each meeting and record them into permanent records. Shall maintain attendance records and complete the Secretary's book as required by Brown County 4-H directives.
- iv. **Treasurer** – Shall collect club dues, pay bills and report to the club on a monthly basis the balance and outstanding accounts payable. Shall submit the annual financial form to the Brown County 4-H office before the annual deadline as well as the Brown County Treasurers Book.
- v. **Reporter** – Promotes the Suamico Beavertail 4-H club to the community and submits a brief synopsis to club events to the monthly newsletter.

## **Article 5 - Adult Leadership**

The club shall be under the direction and guidance of an adult leader. Additional adult advisors may be designated by the club's main adult leader. Adult leaders are also subject to the same non-discrimination policy as maintained for the members; this policy is spelled out in Article 3, Section 2. All adults advisors are required to participate in the Wisconsin 4-H Youth Protection Program. There shall be such adult advisors, project leaders and youth leaders as are needed to properly advise and assist in the carrying on the various projects and conducting club programs.

**Article 6 – Regular Meetings**

Regular business meetings will be held at least monthly throughout the year. Notice of the meetings and location will be released to the membership in a timely manner.

**Article 7 – Club Reporting**

Annually, the Suamico Beavertail 4-H club treasurer will submit the Financial Audit Report and the 4-H club Calendar to the UW Extension Office. These documents must obtain written approval from the club’s adult leader prior to submission.

**Article 8 – Quorum**

A simple majority of the total member in good standing enrollment of the club will constitute a quorum. A quorum must be present when important business is transacted. Any motions brought forth without a quorum present must be tabled until such time as a meeting can be convened of the membership.

**Article 9- Amendments**

The constitution may be amended by a two-thirds (2/3) majority vote of the total membership in good standing at any regular meeting.

**Article 10- Dissolution Clause**

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