

**Southern Brown County Trailblazers  
4H CLUB CONSTITUTION AND BYLAWS**

**Article I - Name**

This organization shall be known as the Southern Brown County Trailblazers 4H Club or also known as SBC Trailblazers.

**Article II - Purpose**

Section I The purpose of this club will be:

- A. To develop youth leadership abilities, build character, and assume citizenship responsibilities.
- B. To provide horse and horseless educational opportunities for young people in Brown County, enabling them to become knowledgeable and skilled in their selected project areas.
- C. To increase knowledge of safety precautions needed to prevent injury to you, others and their mounts.
- D. To teach good sportsmanship in a friendly, competitive atmosphere and help each member experience personal growth and achievement.

**Article III - Membership**

Section I - The membership of this organization will be limited to horseback riders and horseless riders meeting the Wisconsin 4H enrollment requirements as follows:

- A. Club member must be in first grade and may continue in the 4-H Club through the next 4-H year following their graduation from high school. First and Second graders are enrolled as Cloverbuds.
- B. Open to any youth within grade parameter – regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section II All members shall:

- A. Be a Cloverbud, or otherwise be at least 9 years old.
- B. Agree to abide by this constitution.
- C. Behave in a manner that will bring credit to the SBC Trailblazers 4H Club and themselves.
- D. Be responsible for contributing to the club account by way of active participation in the club's activities and fund raising events.

**Article IV Officers**

Section I The officers of the club will be chosen from and by the active members of the club. Active members are defined under Article XI Status Within the Club, Section I.

Section II The officers of the club will be President, Vice President, Secretary, Social Secretary, Treasurer and Historian.

Section III The officers will meet together monthly or as needed. If any officer misses more than two officer or general meetings, s/he will relinquish her/his position and a new officer will be elected in her/his place, except for the President in which case the Vice President would be appointed.

Section V Meetings will be held on the Thursday before the general meeting.

## **Article V** Duties of Officers

Section I The President will:

- A. Enforce all provisions of this constitution.
- B. Preside at all club meetings in conjunction with SBC Trailblazer officer members.
- C. Meet with SBC Trailblazer officer members prior to general membership meetings to determine the nature of the meetings.
- D. Form committees and appoint members for reasons deemed necessary.
- E. Attend the Brown County Horse Association meetings monthly.
- F. Prepare an agenda for all general meetings.

Section II The Vice President will:

- A. Preside at all club meetings when the President is unable to attend.
- B. Assist the President when needed.
- C. Be responsible for organizing fund raising activities.
- D. Appoint persons or committees to accomplish the fund raising.
- E. Organize parents to help supervise the fund raiser.
- F. Oversee the fund raising committees and events.
- G. Will assume the duties of the President should the President step down for any reason.

Section III The Treasurer will:

- A. Complete an Annual Financial Report and Audit and submits it to the Extension Office by its deadline for review.
- B. Receive and take care of all money belonging to the club and shall pay it out upon the order of the President.
- C. Collect and record dues received from members.

Section IV The Secretary will:

- A. Take the minutes of all meetings and post a copy on the SBC Trailblazer website within three (3) days of the meeting.
- B. Email a copy of the minutes to patti@prmulcahy.com out to the members by the President.
- C. Be responsible for maintaining attendance reports.
- D. Conduct correspondence for the club.
- E. Be responsible for maintaining a calendar of events.
- F. Plan possible clinics, demonstrations, and outings for the club.
- G. Complete the Charter Renewal and submits it to the Extension Office, by its deadline, for review along with a current copy of the club's constitution and bylaws.

Section V The Social Secretary will:

- A. Plan and announce social activities for club members to attend.
- B. Organize one activity for the club at least every quarter of the year.
- C. Plan the end of year Awards Banquet for the SBC Trailblazers 4H Club.
- D. Oversee community service projects for the club.
- E. Be proactive in encouraging new and old club members to attend.

Section VI The Historian will:

- A. Attend 4H activities.
- B. Document club news and events with photos and gather photos to create a scrapbook for the year.
- C. Bring scrapbook to events for display and present scrapbook at the end of the year.
- D. Serve in a public relations capacity and shall prepare news reports of the club's meeting and activities and send them to the local papers as occasion demands.

**Article VI Elections**

Section I Eligibility to run for office is as follows:

Only club members with one full, active year of enrollment are eligible to serve as officers. Active members are defined under Article XI Status Within the Club, Section I.

Section I The officers will be elected by a secret ballot majority vote of the active membership attending the November meeting.

- A. Nominations for officers will be accepted at the October general meeting. Members unable to attend that meeting may submit their written or emailed nominations to a 4H leader prior to the October meeting.
- B. At least one month prior to the election meeting, nominees should submit personal statements that consist of an explanation of why they would like to be considered for office and why they feel they are qualified. Personal statements will be posted online as well as being distributed at the November meeting for member viewing.
- C. Elections are held at the November meeting.

Section II The officers will serve for one year.

Section III Officers may be removed from office by a majority vote of at least two thirds of the total active membership, providing all members have been notified of the impeachment proceedings. The leaders and Executive Committee may also remove officers from office if they fail to meet their responsibilities to the Club or wish to resign.

Section IV Officers may succeed themselves as long as the members of the club continue to elect them.

#### **Article VII Executive Committee**

Section I The Executive Committee shall consist of the officers and 4H club leaders.

Section II Powers of the Executive Committee will include:

- A. Making recommendations on policy and policy changes.
- B. Making recommendations on purchases and expenditures.
- C. Enforcing the provisions of the constitution.
- E. Having the right to determine active status for members.
- F. Ensure the completion of the 4H Annual Charter Renewal Packet.

#### **Article VIII Dues**

Section I This club will not presently assess dues of its members.

Section II Any dues will be determined by a majority vote of the Executive Committee.

Section III Each member will be responsible for his/her annual dues

- A. In order for a member to retain active status in the club, all dues (if any) are to be paid by March 15 of each year.

#### **Article IX Activities**

Section I Club activities will include club meetings, workshops, fund raising events, social events, and community service.

Section II Meetings will be held on the second Tuesday of every month or at the date voted.

Section III All club activities are subject to approval by the SBC Trailblazer officers.

Section IV Each member is responsible for completing 4-hours of community service volunteer work throughout the year, which shall run from October 1-September 1.

#### **Article X Record Books**

Section I Record books are provided by the SBC Trailblazers club and MUST be completed each year by anyone showing in a 4H recognized show in horse or horseless projects.

Section II Record books are due at the September meeting each year.

Section III Any member who has shown in a 4H show as part of the SBC Trailblazers and wishes to show the following year must complete a record book each year.

Section IV Members who are not showing or horseless riders are strongly encouraged to complete a record book for the educational value.

#### **Article XI Status Within the Club**

Section I Active Status:

- A. A member shall be considered an active member only when all dues and fees are paid.
- B. Attends at least 60% of the club meetings (7 out of 12)
- C. Accumulates 4-hours of community service.
- D. Complete a record book as outlined in Article X Record Books.
- E. He/she is upholding the requirements of this constitution.
- F. Any failure to complete the above requirements will result in a loss of active status.
- G. Only active members have a vote regarding the affairs of the SBC Trailblazers 4H Club.
- H. Only active members are eligible to receive any money or financial assistance from the SBC Trailblazers 4H Club.
- I. It will be the determination of the leaders and Executive Committee if a member is to be considered active.
- J. To return to active status members must complete all of the requirements necessary for active members.

The preceding status code will be strictly upheld and it will be expected that all members comply with the regulations.

## **Article XII - Meetings**

### Section 1 – Dates

The regular meeting of the SBC Trailblazers will take place on the second (2<sup>nd</sup>) Tuesday of each month of the year at 6:30pm. The President may call special meetings or change Club meeting dates and/or times with a minimum advance notice to the membership of seven (7) days. Meetings dates will be set at the general meeting each month.

### Section 2 – Quorum

The club may transact business when a quorum of 50 percent of the club members is present. Voting members must meet membership criteria listed in Article 3 of the constitution.

### Section 3 – Order of Business

The following order of business shall be followed at regular club meetings:

1. Call to Order
2. 4-H Pledge
3. Attendance Sheet
4. Minute of Last Meeting
5. Treasurer's Report
6. Unfinished Business
7. Old Business
8. New Business
9. Announcements
10. Adjournment
11. Project Work
12. Refreshments/Social Time

### Section 4 – Parliamentary Procedure

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

## **Article XIII Club Reporting**

The Executive Committee will 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 XIV Amending the Constitution and Bylaws**

Section I The constitution can be amended by a majority vote of at least one half of the total active membership **OR** Article XIII Section II.

Section II The constitution can be amended by a majority vote of all of the officers and leaders.

## **Article XV Amendments to the Bylaws**

Section I These bylaws may be amended by a majority vote of at least one half of the total active membership and leaders at any regular meeting.

Section II Policies and procedures will be approved by a majority vote of at least one half of the total active membership and leaders.

Section III This constitution will be updated as needed on a yearly basis.

## **Article XVI Dissolution Clause**

Should the Southern Brown County Trailblazers 4H Club become inactive or disbands, 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.

**SIGNATURES:**

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Club Secretary

\_\_\_\_\_  
Unit Extension 4H Staff

\_\_\_\_\_  
Organizational Leader

\_\_\_\_\_  
Date Adopted