Three Hilltoppers 4-H Club Bylaws

Article I: Name

The name of this club shall be: The Three Hilltoppers 4-H Club.

Article II: Purpose

The purpose of this club is to provide informal educational opportunities for mental, physical, and social growth of young people so that they may lead useful and satisfying lives and be better prepared for adult citizenship responsibilities.

Article III: National 4-H Pledge

I pledge
My Head – to clearer thinking
My Heart – to greater loyalty
My Hands – to larger service, and
My health – to better living, for
My Club, My Community, My Country, and My World.

Article IV: Membership Guidelines

A. *Eligibility for 4-H members wishing to join The Three Hilltoppers 4-H Club as a 'regular' member: the youth must be enrolled in third through thirteenth grade of the 4-H year. Clover bud membership is open to members in grades Kindergarten through grade 2.
B. *Re-enrollment period is September 1 to the first Friday in November. New member enrollments will be accepted at any time. All members must be enrolled and in the project by March 1st in order to show that animal/item at the Green Lake County Fairy.
C. *Members Qualify for full graduation honors upon completion of high school.
D. *A member may enroll in one 4-H club during the enrollment year. This process is done through the general leader.
E. Membership Requirements
    a. Club dues amount are set by the club/county, and must be paid by the time enrollments are turned in.
    b. New Members
        i. *Must enroll in at least one project.
        ii. Must accept the Club's Constitution and agree to abide by it.
    c. Re-enrolling Members
        i. Must enroll in at least one project.
        ii. Must accept the Club's Constitution and agree to abide by it.
        iii. If re-enrolling members do not achieve for 2 consecutive years, he/she will not be allowed to re-enroll during the 3rd year. Upon the 4th year, however, she/he will be allowed to re-enroll in the club.
F. Achievement Requirements
    a. Members must strive for perfect attendance.
    b. Members must attend at least 2/3 of all 4-H Club meetings and 4-H Project meetings.
        i. Club Meeting Emergencies – a phone call to the general leader for excused absences (illness, church, school function, project meetings, or county meetings) will substitute for attendance at club meetings.
        ii. Project Meeting Emergencies – a phone call to the project leader for excused absences (illness, church, school function, project meetings, or county meetings) will substitute for attendance at project meetings.
        iii. All members must complete a record book using the required forms.
        iv. All members must exhibit at least one project at the Green Lake County Fair.
        v. If a member cannot comply with these rules and will not achieve because of it, he/she may appear before the club officers and advisors.
        vi. All deadlines set by the club must be met on time.

Article V: Meetings

A. Regular meetings are held on the third Monday of each month at the Caestecker Public Library at 6:30 p.m. (some exceptions will be made for special events. A calendar of events will be given to each family shortly after the beginning of each 4-H year). Parents and project leaders are strongly encouraged to attend the meetings also.
B. The Three Hilltoppers 4-H Club will not be held liable for any medical injury or destruction of property. All visitors attend at their own risk.
C. Out of respect to fellow members, each member and gust is to display good behavior. It is only common courtesy to give your entire attention to your officers and leaders, other members giving demonstrations, and guest speakers.

Article VI: Officers

A. The Officers of this club shall be: president, vice president, secretary, treasurer, reporter, sunshine chairman, and two parliamentarians. A general leader and assistant general leader shall advise the officers. The officers are the chief executives of the club and will advise the club members during the 4-H year.
B. Nominations shall be held in August. Elections will then take place at the next meeting in September. All candidates must have been in 4-H at least one year before they are eligible for election. Officers may serve only 2 consecutive terms per office. Members may not participate in an election until they have been a member for at least 6 months. Every attempt shall be made to obtain at least 2 nominations for each office, and accept 4 for parliamentarians. Election will be by secret paper ballot.
C. President's Responsibilities
    a. *Plan the business part of the meetings with the other officers and leaders before the meetings are held.
    b. *Know parliamentary procedure so that you can conduct an organized meeting.
    c. *Start and stop the meeting on time.
    d. *Call the meeting to order and direct the business meeting.
    e. *Keep order. Be courteous, but firm. Delegate responsibility. Keep in touch with local leaders and county extension agents.
    f. *Provide opportunities for all club members to be heard. Get everyone to participate, if possible.
    g. *Decide points of order fairly.
    h. *Check frequently on the progress of committees and ask for a report from each chairman.
    i. *Work with other officers on program plans and carrying out of events.
D. Vice President's Responsibilities
    a. *Know parliamentary procedure so that you can conduct an orderly meeting.
    b. *Preside at the meeting in the absence of the president.
    c. *Know the duties of the president.
    d. *Work closely with the president, leaders, and other officers on all club activities.
    e. *Act as the recreation leader.
    f. *Consult the president on plans or special work that has to be done.
E. Secretary's Responsibilities
    a. *Keep an accurate record of the proceedings of all meetings. Record any officers elected, committees formed, and other business brought before the club.
    b. *Call the roll at the request of the president and record the attendance.
    c. *Send a copy of the minutes to the county 4-H office after each meeting. Comprise a secretary's book to be sent to the county by the Tuesday after Labor Day.
    d. *Read all correspondence directed to the club, and formulate replies when necessary.
    e. *Preside over the meeting in case of the absence of both the president and the vice president.
F. Treasurer's Responsibilities
    a. *Take charge of all the money taken in by the club.
    b. *Keep an accurate record of…
        i. All money received and their sources.

ii. All money paid out showing whom the money was paid to and what it was paid for.

c. *Deposit in a checking account in a local bank (Green Lake Bank) all money received as soon as it is received. Do not keep large sums of club monies at home or on your person.

d. *Give a report of monies received, bills paid, and amount on hand at each meeting when called upon by the president at each meeting.

e. *Give an itemized account of funds (an annual report) at the end of each 4-H calendar year.

f. *Pay bills authorized by the club promptly.

g. *Have the ledger up to date and accurate, so that a committee can audit it at the end of each 4-H calendar year.

h. *Calculate and write up an annual financial statement of current club year (from 9/1/XX to 8/31/XX) to be reviewed by our auditor. A copy must be sent to the county office.

i. *Complete County Treasurer Ledger and submit to county for review and audit.

G. Reporter's Responsibilities

a. *Write a report of each 4-H meeting immediately following the meeting and mail/e-mail it or take it to the local newspaper as soon as possible. This also pertains to any special events held by the club.

b. *Make a collection of clippings and newsletters concerning the club for the club's permanent record to be finished the Tuesday after Labor Day and to be submitted to the county for review.

c. *Take pictures of special events or demonstrations that take place during club meetings or special events throughout the 4-H year.

H. Parliamentarians' Responsibilities

a. *Leading pledges at club meetings.

b. *Keeping order at club meetings.

c. *Know parliamentarian procedures.

I. Sunshine Chairman's Responsibilities

a. *Send cards when members/leaders/family members are hospitalized or sick.

b. *Send cards to members, if you desire, on their birthdays.

c. *Know parliamentarian procedures

J. Officer Attendance

a. Officers must make every attempt to attend every meeting and activity. If they cannot, it is their responsibility to inform their temporary replacement of that person's responsibilities. If they miss two consecutive meetings (without a good excuse such as illness), they will be warned. If this situation continues, the club has the right and responsibility to hold a special election and replace the officer. Officers must take into consideration their church, athletic, school, and family responsibilities which might conflict with 4-H meetings and activities before he/she agrees to run for an office.

Article VII: Family Responsibilities

A. *Parents must assume the responsibility of helping their children to attend club meetings, and encourage and advise them in the selection of their projects, and the early completion of their projects and Record Books. Parents are encouraged to attend club meetings with their children.

B. Each family is required to serve as 'host' at least once each year or as assigned on the yearly calendar. It is your responsibility to find a replacement if you find that your family cannot serve on the assigned host date. *('Host' proves drinks/snack & educational activity/game for everyone. It is also at your expense, so keep both minimal.)*

C. Member(s) must have parent(s) permission to be on a committee prior to volunteering.

D. Member participation in club activities, is obviously by parental consent. Therefore, parents are expected to assume responsibility for their own child's actions at any and all club activities.

E. It is the sole responsibility of parents to assume any and all costs of each individual project taken by their children.
F. The cost of most club special activities are assumed by the club. If this is not the case, the sot will be especially noted before the event. Monies to cover the cost of these paid events is derived from such club fundraisers, so every effort should be taken by families and members to attend and work at the events to which they have been assigned.

Article VIII: Amendments

This constitution may be amended by a two-thirds majority vote of the total members present at any regular meeting, provided that written notice of such amendments shall be given at a previous meeting.

*According to the requirements set forth by the Green Lake County 4-H Youth and Extension Service.