Sugar Creek 4H Membership Guidelines

Reviewed Annually by officers and General leaders

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Being a 4H member is a privilege. Sugar Creek 4H Club is happy you have chosen to join our club. We are excited to have you as a member, and hope you will have fun during the upcoming year. As a member of the Sugar Creek 4H Club, you are expected to fulfill some basic requirements as listed below if you have any questions, please contact one of the current officers or general leaders.

I. Meetings
   a. Club meetings are to be on the second Monday of every month at 6:45 pm at the Millard Church at the corner of Cty tk O and Cty tk A unless otherwise directed by the general leader(s).
   b. The 4H club year begins in November and ends in October of the following year.
      1. Per Wisconsin State Law the 4H club fiscal year begins July 1st and ends June 30th.
   c. Families requesting to receive materials by mail shall pay postage as necessary to the club.

II. Participation
   a. Members may enroll between grades 3 and 13.
      i. Members may enroll as Cloverbuds grades K-2.
   b. Members and families are encouraged to actively participate in club meetings and activities.
      i. Each member shall participate in one fundraiser and one community service activity per year.
   c. Members are expected to remain quiet and be respectful to others during the meetings.
   d. Every family will serve as chairperson/co-chairperson of at least one club activity/committee during each 4H year.
      i. Those families who do not volunteer to chair an activity/committee will be assigned as needed.
   e. Members are encouraged to donate money to the sunshine fund on a voluntary basis.
      i. Members donate ten cents times their age in the month of their birthday.
      ii. Money collected will be used by officers to execute their given duties.
      iii. At the end of the fiscal year any excess funds over $50 will be donated back to the clubs general fund.

III. Attendance

a. Every member shall maintain a good attendance record.
b. A good attendance record, in accordance with the county requirements, is defined as attending at least five (5) club meetings between the months of November and August.
c. Attendance requirements for members post high school are as follows:
    i. Members must attend a minimum of three (3) meetings between the months of November and August.
d. A member who does not maintain a good attendance record will be unable to show his/her project(s) at the Walworth County Fair for that year.
    i. If project judging occurs prior to the fair and attendance requirements aren't met premium money will be for fitted.
e. Oral roll call will be taken by the secretary at the meeting. If a member is not present when roll call is taken, it is his/her responsibility to speak with the secretary either before the meeting starts or after the meeting is adjourned.

IV. Officers

a. Sugar Creek 4H will have one (1) president, one (1)vice-president, one (1) secretary, one (1) treasurer, one (1) sunshine, one (1) sergeant of arms, and one to three (1-3)Photographer(s)
b. 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 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 photographer(s) will serve as a public relations officer and shall prepare a scrapbook or powerpoint of the clubs activities and present them at the fall banquet if they choose to. Sergeant of arms will prepare the room for the meeting and keep order during the meeting.
c. Each officer shall be elected by majority vote of club members present.
d. Each office shall be for one year.
e. Elections shall occur during the September club meeting.
f. The offices of president, vice-president, secretary, and treasurer shall be occupied by members who are sixth grade or older and have been active in 4H for at least two years.
g. No person shall hold the same office for more than two (2) consecutive years.
h. Election of an Election Chair shall be held at the August meeting by open nominations from the floor. Any member that is in 6th grade or above may be nominated and will be responsible for the running of the elections in September with the assistance of the General Leaders.
    i. The elections Chair shall be responsible for keeping track of any members seeking election and for what position.
    ii. Those seeking election must make their desire known to the election chairperson before 8 pm Sunday night prior to the September club meeting either verbally or in writing.

iii. Nominations from the floor will be taken at the meeting only for the positions that no member has expressed a desire to be elected to.
iv. The election chair is not eligible for an annual club office.

i. A nominee must have a good attendance record for the current 4H year.
j. Nominees for the offices of president, vice-president, secretary, and treasurer will be required to give a brief speech prior to voting during the September meeting.

V. Record Books
   a. Every member shall complete a record book according to the Walworth County 4H guidelines.
   b. Record books are to be submitted to the general leader(s) at the September club meeting.
   c. A member who doesn't submit a record book must be allowed to re-enroll in Sugar Creek 4-H but is restricted from participation in any County, District, State, or National events. This is in line with the county policies.

VI. Budget
   a. The club president, vice-president, secretary, and treasurer are required to draft the budget. All other elected officers that wish to attend will draft a proposed budget. The general leaders will offer guidance with the procedure.
   b. The proposed budget shall be reviewed and voted on by club members at the November club meeting.
   c. The budget shall be adopted by majority vote of the club members present.
   d. Amendments to the budget will be adopted by majority vote of the club members present.
   e. Amendments to the budget may be made at any club meeting.
   f. Expenses incurred during the 4H year that are not part of the approved budget will require approval of club members present.

VII. Members not in good standing
   a. A member not in good standing shall be defined as those who don't meet attendance requirements, participation, and or record book requirements.
   b. Members not in good standing will be submitted to the county by the general leader(s) and members will be subjected to the county guide lines.

VIII. Amending Guidelines
   a. The guidelines will re-viewed annually by the newly elected officers and the general leaders. To stay compliant with any County or State changes.
   b. Any member with a proposal for change should submit it in writing to the president or a general leader at any time before the review.
   c. Proposals for amendments will be presented in the first newsletter after the review and presented at the next meeting.
   d. Changes will not be made at another time of the year.
   e. Amendments shall be approved by majority vote of club members present.