



# **Constitution and Bylaws for Green Lake County 4-H Clubs**

## **Constitution**

### **Article I – Name**

The name of this club shall be Sunrisers 4-H Club.

### **Article II – Purpose**

The purpose of this club is to provide young people with the opportunities to participate in educational projects, awards, community service, leader development programs, and various trips and seminars with the guidance and support of adult volunteers.

### **Article III – Membership**

**Section 1.** A club member must be in kindergarten and may continue in the 4-H Club through the next 4-H year following their graduation from high school. Kindergarten, first and second graders are enrolled as Cloverbuds, but are considered full voting members.

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

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

- Club name
- Five or more youth from three different families
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis

**Section 4.** In order to represent Sunrisers Club at the Green Lake County Fair you must attend 50% of the meetings by the July meeting date. If a new enrollment you must attend 50% of the meetings offered after your enrollment date. Exemption: Members in Grade 13 are required to attend 1 meeting. Members are required to pay dues set by the club by the December meeting.

## **Article IV – Officers**

The officers of this club shall be a president, vice-president, secretary, treasurer, reporter and sergeant of arms. All members in good standing are eligible to hold an elected office. Term of office is 1 year. Elections will be held at the September meeting.

## **Article V – Club Leadership**

The club shall be under the direction and guidance of Club General 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 VI – Amendments**

This constitution may be amended by a (super or 2/3) majority vote of the total youth membership at any regular meeting provided notice of such amendments shall have been given at a previous meeting. **Adult votes are advisory only.**

## **Article VII – Dissolution Clause**

Upon dissolution of the club, any assets remaining shall be transferred to the Green Lake County 4-H Leader's Association or to any recognized 4-H club or group.

# **By-Laws**

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

**Section 1.** The current President will ask for nominations from the general membership. Nominated individuals are allowed to decline the nomination.

**Section 2.** The officers shall be elected by ballot at a regular meeting designated for that purpose in September. Duties will begin in October.

**Section 3.** All members are eligible to vote.

**Section 4.** Ties for election of office are to be broken by a ballot revote between the two candidates.

**Section 5.** Removal of officers for any reason is by 2/3 vote of membership

**Section 6.** Any open office position will be appointed by the Club President and confirmed by a (50%+1) simple majority vote of membership.

## **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 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. Reporter will submit pictures and articles to the newspaper and take pictures at club activities. Sergeant at Arms will properly display the flags and lead pledges at meetings.

## **Article III – Regular Meetings**

The regular meetings of this club will be held at 6:30 PM on the second Sunday of each month, unless otherwise voted on by the club.

## **Article IV – Quorum**

A quorum must be present for business to be transacted. 50% of members shall constitute a quorum.

## **Article V – The Club Year**

The Wisconsin 4-H program year is October 1<sup>st</sup> - September 30<sup>th</sup>. The Wisconsin 4-H fiscal year is July 1<sup>st</sup> – June 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, the General Leader will complete and submit the Charter Renewal to the Green Lake County UW-Extension Office. This form includes a financial audit report covering the past fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) and the 4-H Club Calendar covering the new program year (October 1<sup>st</sup> – September 30<sup>th</sup>.)

## **Club Policies**

Attach any club rules or expectations not listed above. Examples include but not limited to: dues, committee requirements, achievement requirements, record books, project exhibition, fund raising, club trip, etc. Club policies are not required, but may serve an important function.

All policies need to be approved by club members, but can be changed with a simple majority (50% plus 1) of club members (youth) present at any club meeting but may not always go immediately into effect. Best practice would be make any changes to policy at the beginning of the 4-H program year in October. **As with all voting, adult votes are advisory only.**

Local club policies do not need to be approved by UW-Extension 4-H Youth Development Staff, but must be consistent with all Wisconsin 4-H Youth Development Policies and United States Department of Agriculture policies. If any local club policy is found to be inconsistent with Wisconsin 4-H Youth Development Policy and United States Department of Agriculture policy that specific policy will be considered null and void.

### Policies

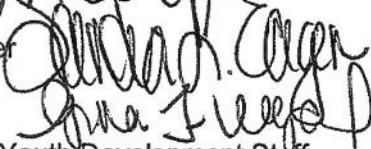
1. All members are encouraged to turn in a completed record book after the fair. They will be due in early September. Date will be determined by the general leader/s.
2. Each family shall have a turn on the refreshment committee, which includes sweeping, putting away chairs, and cleaning up after the meeting. Make arrangements to trade months with someone if you are unable to attend the meeting which you signed up for.
3. All members are expected to give a demonstration/talk. You may do it individually or in a group. First year members may be excused from this.
4. Members are encouraged to attend with an adult.

Signatures:

Club President



Club General Leader



UW-Extension 4-H Youth Development Staff



Date: 9-13-15

Date: 9-13-15

Date: 10/2/15

Revised: September 6, 2013