



Constitution and Bylaws for Green Lake County 4-H Clubs

Constitution

Article I – Name

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

Article II – Purpose

The purpose of this club is to

- A. Provide leadership opportunities for youth within an organization.
- B. Create opportunities for youth to grow and to do their best, both individually and collectively.
- C. To provide a better understanding of our community, our country and our world
- D. Offer project based educational programming.

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 Manestream 4-H Club at the Green Lake County Fair you must attend 4 meetings by June 30th. If new enrollment, you must attend 50% of meetings offered after your enrollment date. Only exception: Grade 13 members must only attend 2 meetings.

Article IV – Officers

The officers of this club shall be a president, vice-president, secretary, treasurer, reporter and parliamentarian.

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 or in writing at least seven (7) days prior to the 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 Leaders' Association.

By-Laws

Article I – Election of Officers

- Section 1.** Officers for the club are nominated from the floor.
- Section 2.** The officers shall be elected by ballot at the regular September meeting designated for that purpose.
- Section 3.** All members are eligible to vote.
- Section 4.** Ties for election of office are to be broken by a flip of a coin.
- 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 is to keep a record of all club activities and work with the General Leader to get out all correspondence and communication necessary. Parliamentarian is to lead Pledge of Allegiance at all meetings and make sure flags are properly displayed.

Article III – Regular Meetings

The regular meetings of this club will be held at 3:30 pm on the 2nd Sunday of the month in September, October, November, December, January, February, March, April and May, except in June, July and August when we will meet on the 2nd Monday of the month at 6:30 pm.

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 1st - September 30th. The Wisconsin 4-H fiscal year is July 1st – June 30th.

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 1st – June 30th) and the 4-H Club Calendar covering the new program year (October 1st – September 30th.)

Club Policies

- 1.) Dues shall be collected at the March & April meetings. Dues must be paid for a member to be considered in good standing.
- 2.) Refreshments may be served at meetings.
- 3.) Club members and their families are expected to help with club activities including community service, fundraising, and fair events including BINGO, the Scholarship Raffle Basket booth, and other club/fair events as they occur. If a club member or their family member is unable **to fill their designated shift, they are responsible for finding a replacement.**

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.

Signatures:

Club President

Date: _____

Club General Leader

Date: _____

UW-Extension 4-H Youth Development Staff

Date: _____

Revised: November 13, 2016

