

SENECA 4-H CLUB CONSTITUTION

Article I - Name/Identity

Section 1 - Name The name of this organization shall be Seneca 4-H Club.

Section 2 - Motto The club motto shall be "To Make the Best Better".

Section 3 - Emblem The club emblem shall be a green four-leaf clover bearing a white "H" on each leaflet.

Section 4 - Pledge The club pledge shall be:
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 II

Section 1 - Mission of 4-H The Cooperative Extension 4-H Youth Development program uses a learn by doing approach to enable youth to develop the knowledge, attitudes, and skills they need to become competent, caring and contributing citizens of the world. This mission is accomplished by using the knowledge and resources of the land grant university system, along with the involvement of caring adults.

Section 2 - Purpose of Club The purpose of this club shall be

- To improve ourselves, our homes, our club and our community.
- To develop life skills in youth.
- To provide an opportunity for youth, parents and other interested adults to become involved as volunteers to positively influence the development of youth.
- To provide an opportunity for members to learn and practice the principles of democracy, citizenship and leadership.

Article III - Nonprofit Status This club is a nonprofit organization. Any funds received by the club for carrying out its purpose shall not accrue to the benefit of individuals, but to the benefit of the 4-H Youth Development Program.

Article IV - Membership

Section 1 - Eligibility

A. Membership shall be consistent with Wisconsin and County 4-H qualifications. Any boy or girl may become a member of this club by applying for membership in at least one of the approved club projects and agreeing to live up to the standards set by the club. The size of this club may be limited due to meeting space limitations or the leader to youth ratio. A club member must be at least Kindergarten age and may continue in the 4-H Club through the next 4-H year following their graduation from high school (referred to as grade 13). Youth in grades K, 1 & 2 would enroll as 4-H Cloverbud members but are considered full voting members.

B. No person within the grade parameter shall on the basis of race, creed, color, religion, disability, age, marital or parental status, pregnancy, sex, sexual orientation, national origin or ancestry be excluded from participation in 4-H club activities.

Section 2 - Responsibilities

A. Good Standing To be in good standing with the club, members must attend five meetings by June 30. (from the beginning of the club year October 1.) Of the four absences, one may be excused for a valid reason (such as a sickness or an important school or family event), and the member must contact the club leader, secretary, or president in advance to be excused. That one excused absence will then count toward the five required meetings. Cloverbuds shall be allowed to substitute Cloverbud project meetings with a designated Cloverbud 4-H Leader for regular club meetings. Members who are not in good standing as of July 1 will not be able to represent Seneca 4-H Club at the Green Lake County Fair.

B. Each member is also encouraged to complete at least one approved club project, exhibit it at the fair, and fill out a record. County and club level awards are all based on record book information, so a member who does not complete this requirement will not receive any awards.

Section 3 - Dues Club dues will be set annually by the club membership, based on the county dues plus some extra for the club.

Article V - Officers The officers of the club shall be a president, vice president, secretary, treasurer, reporter, and two photographers.

Article VI - Club Leadership All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program.

Section 1 -- General Leader

A. The club shall be under the direction and guidance of a club general leader or co-leaders. 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.

B. There will be no limit on the number of consecutive years the general leader can serve. A potential successor will assist the leader in some capacity for at least one year prior to becoming general leader.

C. The general leader shall assume or delegate responsibility for:

- a. guiding members and leaders in the enrollment process and the process for entering exhibits in the fair
- b. helping members understand parliamentary procedure
- c. advising in the election of officers
- d. helping plan yearly and monthly program
- e. serving as the contact person between the 4-H office, 4-H leaders association, and the club
- f. keeping parents informed of club activities
- g. serving as coordinator of the executive board

Article VII - Project Leaders

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. The project leaders shall help members plan and evaluate their projects and serve as a resource person for information on their project area. Project meetings are encouraged whenever feasible.

Article VIII - Amendments

This constitution may be amended at any regular meeting by a two-thirds vote cast by those enrolled members in attendance, providing notice has been given at the previous meeting and quorum is met (50% + 1).

Article IX - Dissolution

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

BY-LAWS

Article I – Election of Officers

Section 1 Any club member In good standing with the club may run for office. Nominations will be opened to the floor at the meeting prior to the election as well as the time of the election. Any club member may nominate a fellow club member or themselves. Officers may be re-elected for a consecutive term.

Section 2 The officers shall be elected by ballot at the August meeting. If quorum is not met at the August meeting elections will be postponed until quorum is met.

Section 3 All currently enrolled members are eligible to vote.

Section 4 Ties for election of office are to be broken by a revote. If after a second vote there is still a tie, a coin flip (U.S. quarter dollar) will decide the winner.

Section 5 If an officer cannot fulfill their term (is absent for **four** consecutive or **any five** meetings) they will be removed from office. An officer can be removed for any other reason by a $\frac{2}{3}$ vote of the total membership. A special election will be held (notice of the election must be given at the meeting prior to the election) to decide who is to replace the officer. Nominations will be held at this meeting and the one prior. In the case of president the vice president will take the president's seat and an election will be held for the vice president's position. The elected officer would then hold the position until the regular elections in August.

Article II – Duties of Officers

Section 1 The president will preside at all meetings, appoint committee chairs and members, uphold the constitution, and adhere to parliamentary procedure. The president shall work with the leader(s) in planning club meetings. The president and vice president must be elected from two different families.

Section 2 The vice-president shall preside over the meetings and perform duties of the president in the absence of the president. The vice-president shall assist the president and serve as a link to all committees. The president and vice president must be elected from two

different families. If neither can be present at a meeting it is the vice president's responsibility to ask another officer to preside.

Section 3 The secretary shall write minutes of each meeting and report at the next meeting, post them to the club website, and also send a copy of them to the 4-H Youth Development Office. The secretary will keep a permanent record of all proceedings of the club including minutes and accurate attendance records, and write club correspondence. If the secretary cannot attend a meeting it is his or her responsibility to find another officer or member to give the secretary's report and take notes at the meeting for him or her.

Section 4 The treasurer shall be responsible for all club funds and property, with guidance from the club leader. The treasurer will keep accurate records of all expenses (money paid out, to whom, for what, etc.), all income (money received and from what source), maintain checking and savings account records, and give a report of the club's finances at each meeting. An annual review (audit) of the records will be made by a neutral third party selected by the general leader or treasurer. If the treasurer cannot attend a meeting it is his or her responsibility to find another officer or member to give the treasurer's report for him or her.

Section 5 The club reporter will serve as public relations officer and shall write club meeting reports and articles about other club activities and send them to the extension office for the 4-H newsletter, local newspapers and/or radio stations. The reporter shall also collect newspaper and county newsletter clippings, photos, etc. for the club's permanent record (scrapbook) and post them to the website. Articles may include photographs taken by the reporter or club photographers. The reporter also works together with the photographers in assembling a club scrapbook to enter in the fair and for county reporter awards. If the reporter cannot attend an important event or meeting it is his or her responsibility to find another member to take notes and get them to him or her.

Section 6 The club photographers (two elected) shall take pictures at club meetings and other club functions, and make them available to the members to use for their record books before the books are due. This may be done by making and distributing prints and/or by posting photos to the club website. The photographers shall also work together with the reporter in assembling a club scrapbook to enter in the fair and for county reporter awards. The photographers must be elected from two different families. If neither photographer can attend an important event or meeting it is their responsibility to find another member to take photos and get them to one of them.

Article III – Regular Meetings

Section 1 – Dates The regular meetings of this club will be held at 6:30 p.m. on the second Monday of each month, except the bowling party on the second Saturday of November and the Christmas party on the second Sunday of December. Special meetings may be called by the president and 4-H leader(s) if needed. Adequate notice is required.

Section 2 – Quorum A majority of the members of the club will constitute a quorum (50% +1). A quorum must be present when business is transacted. A count for quorum is required at the beginning of the meeting during attendance by the secretary.

Section 3 – Order of business The following order of business shall be followed at regular club meetings:

1. Meeting called to order
2. Pledge of Allegiance and 4-H pledge.
3. Roll call
4. Minutes of the last meeting.
5. Treasurer's report
6. Report of committees
7. Old or unfinished business
8. New business
9. Announcements
10. Adjournment
11. Educational program/project work/demonstrations
12. Recreation/refreshments

Article IV – The Club Year The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

Article V – The Club Fiscal Year The Wisconsin 4-H fiscal year is defined as July 1 – June 30. The 4-H club financial books must be rectified annually as of June 30.

Article VI – Rules of Order Robert's Rules of Order shall govern the meetings of the club.

Article VII – Club Reporting Annually The general leaders, with help from the club treasurer and president, will complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, and educational accountability requirements, an audit report covering the past fiscal year (July 1st – June 30th) and the 4-H club calendar covering the new program year (October 1 – September 30). This is submitted to the UW-Extension office by November 1.


Article VIII –Committees

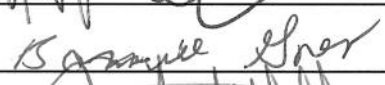
The president and/or the executive board will appoint standing and/or special committees as needed. Members are expected to volunteer for committee assignments.

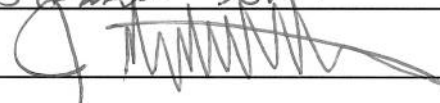
Article IX – Executive Board The executive board consists of the president, vice president, secretary and treasurer. General leaders are ex-officio members of this group to provide advice and guidance as needed. This board can plan the annual calendar, develop meeting agendas and bring policy issues to the floor for discussion and votes.

Article X- Executive Orders

An executive order can be given by the president. An executive order is never to be used frivolously. They are only to be used if absolutely necessary and if a meeting or vote cannot be held in time. The executive board (excluding the president) can veto an executive order with a simple majority vote.

President:  Date: 4/10/16

General Leader:  Date: 5/5/16

UW-Extension Staff:  Date: 5/5/16

Adopted: October 12, 2015