



# Constitution, Bylaws, and Policies for Three Hilltoppers 4-H Club

## Constitution

### Article I – Name

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

### Article II – Purpose

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

### Article III – Membership

**Section 1.** 4-H membership is open to all youth beginning in 5K (five-year-old Kindergarten) through one year beyond high school graduation and not to extend beyond the age of 19 as of December 31 of the enrollment year. Youth in 5K – 2<sup>nd</sup> grade are enrolled as Cloverbuds, but are considered full voting members. The Cloverbud project is designed to meet the developmental needs of this age group. This does not include pre-kindergarten or four-year-old kindergarten youth. Cloverbud members are not allowed to exhibit animals at public events nor participate in shooting sports activities. Youth who are homeschooled will participate in 4-H in their declared grade.

**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 the Three Hilltoppers 4-H Club at the Green Lake County Fair you must attend 50% of the meetings by July 31st. If new enrollment, you must attend 50% of meetings offered after your enrollment date. Grade 13 members are only required to attend 2 meetings.

## **Article IV – Officers**

The officers of this club shall be a president, vice-president, secretary, treasurer, reporter, sergeant at arms, and sunshine chairman. All members in good standing are eligible to hold an elected office. Term of office is 1 year (October – September). Officers may be re-elected for two consecutive terms, a 3<sup>rd</sup> term will be allowed in special circumstances. 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.

# **By-Laws**

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

- Section 1.** The current president will ask for nominations from the general membership at the August meeting. Any club member may nominate a fellow club member or themselves. Nominated individuals can 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 currently enrolled members are eligible to vote.
- Section 4.** Ties for election of office are to be broken by a ballot revote between the two candidates. If after a second vote there is still a tie, a coin flip will decide the winner.
- 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**

- Section 1.** President: Shall preside at all meetings of the club and work with leaders in planning club meetings. They will work with other officers and leaders in planning the yearly calendar.
- Section 2.** Vice President: Shall, in the absence of the President, preside over the club meeting and perform all duties of the President during his/her absence. They also serve as the program leader who introduces and thanks guest speakers and presenters.
- Section 3.** Secretary: Shall keep an accurate record of all meetings of the club. They shall call the roll and record attendance.
- Section 4.** Treasurer: Shall work with leader to keep an accurate record of all expenses (money paid out, to whom, for what, etc.), all income (money received and from what source), and to maintain the checking account. An annual review (audit) of the records will be made by the officers and one adult.
- Section 5.** Reporter: Shall make a scrapbook of clippings, pictures, for the club's permanent record and present at the fair. If appropriate, they shall submit pictures and articles to the local newspaper.
- Section 6.** Sergeant at Arms: Shall properly display the flags and lead pledges at the meetings.
- Section 7.** Sunshine Chairman: Shall send out notes/cards on behalf of the club when members, leaders, or family members are hospitalized or sick. Can also send cards to members on their birthdays.

### **Article III – Regular Meetings**

The regular meetings of this club will be held at 4:30 PM on the 3<sup>rd</sup> Monday 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 exhibit at least one project at the Green Lake County Fair.
2. All members are encouraged to submit a completed record book after the fair. They will be due in early September. Date will be determined by the general leader(s).
3. Each family shall have a turn to "host" at least once each year. Hosting includes providing refreshments, sweeping, and cleaning up after the meeting. Make arrangements to trade months with another family if you are unable to attend the meeting for which you signed up.
4. Suggested dues for each member are \$10 annually and will be collected at the January club meeting.
5. All members are expected to give a demonstration/talk once each club year. You may do it individually or in a group. First year members may be excused from this. Guidelines: Cloverbuds present "Show and Tell" (1-2 minutes), Junior members present something in their project area (3+ minutes).
6. Members are encouraged to attend with an adult.
7. All members are reminded to display good behavior and give respect to your officers and leaders, other members giving demonstrations, and guest speakers.

### Approval

Date Approved by Membership September 18, 2017

### Required Signatures:

Alexis Drager  
Club President

Date: 9-18-17

Rebecca J. Helucki  
Club General Leader

Date: 10/10/17

[Signature]  
UW-Extension 4-H Youth Development Staff

Date: 9/7/17

Revised: August 25, 2017