



# **Constitution and Bylaws for Prairie View Rockets 4-H Club**

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## **Constitution**

### **Article I – Name**

The name of this club shall be Prairie View Rockets 4-H Club.

### **Article II – Purpose**

The purpose of this club is to promote 4-H through community involvement and to develop leadership skills in young people.

### **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 the Prairie View Rockets 4-H Club at the Green Lake County Fair you must attend six (6) meetings by the July meeting. Reconsideration may be given to college members and members of divided families. If need arises to only attend three (3) meetings by the July meeting, in which meetings might include extra community service projects or skype/phone visit for meetings.

## **Article IV – Officers**

The officers of this club shall be a president, vice-president, secretary, treasurer, and up to 2 reporters if nominations allow.

## **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.

## **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.** Officers for the club are nominated by peers or personal nominations
- Section 2.** The officers shall be elected by a raise of hands. The person with the most votes will be elected the new officer at a regular meeting designated for that purpose.
- Section 3.** All members are eligible to vote and to run for an officer position.
- Section 4.** Ties for election of office are to be broken by a revote of the membership and leaders.
- Section 5.** Removal of officers for any reason is by 2/3 vote of membership.
- Section 6.** Any open office position will be filled by a special election.

## **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. The reporter shall take pictures of meetings and club events and give them to the families at the end of the year.

## **Article III – Regular Meetings**

The regular meetings of this club will be held at 6:00 PM on the 2<sup>nd</sup> Monday of each month, except for months with special events.

## **Article IV – Quorum**

A quorum must be present for business to be transacted. A majority (50% + 1) 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

To show at the Green Lake County Fair you must be a member in good standings with Prairie View Rockets 4-H. To be a member in good standings of the Prairie View Rockets 4-H club you must complete the following requirements:

- Complete all meeting requirements.
- Complete a demonstration within the 4-H year.
- Complete a record book at the end of the year.
- You must take one (1) project to the fair each year.

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 to make any changes to policy at the beginning of the 4-H program year in October.

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:

Golby Heitman  
Club President

Date: 10/16/18

Jessie Chapman / Dan Johnson  
Club General Leader

Date: 10/16/18

Kathy Rinne  
UW-Extension 4-H Youth Development Staff

Date: 10-16-18

Revised: September 6, 2013

