



# **Constitution and Bylaws for Country Clovers 4-H Club**

## **Constitution**

### **Article I – Name**

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

### **Article II – Purpose**

The purpose of this club is to have an organization that helps youth learn responsibility, work well with others, and support those in need within the community.

### **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 Country Clovers 4-H Club at the Green Lake County Fair you must attend 7 meetings by Fair date.

## **Article IV – Officers**

The officers of this club shall be a president, vice-president, secretary, treasurer, club reporter, sergeant of arms, and sunshine person.

## **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.** Officers for the club are nominated by nomination and voting process.
- Section 2.** The officers shall be elected by ballot at the 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 re-vote.
- 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. The club reporter shall make a club scrapbook of the years' events and submit at fair time and awards. The sergeant at arms shall lead the club at pledges at meetings. The sunshine person shall send thank you's from club, get gifts for anyone in our club who has surgery or lost a family member.

## **Article III – Regular Meetings**

The regular meetings of this club will be held at 6:30 PM on the 2<sup>nd</sup> Sunday of each month, except noted on club calendar.

## **Article IV – Quorum**

A quorum must be present for business to be transacted. 4 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**

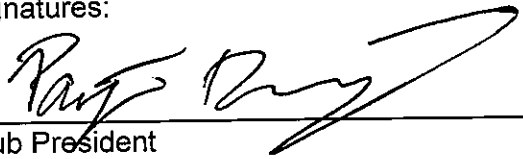
Attach any club rules or expectations not listed above. Examples include but not limited to: dues, committee requirements, achievement requirements, record books, project exhibition, fund raising, club trip, etc. Club policies are not required, but may serve an important function.

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

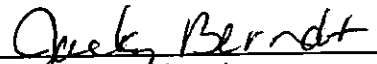
immediately into effect. Best practice would be make any changes to policy at the beginning of the 4-H program year in October. **As with all voting, adult votes are advisory only.**

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.

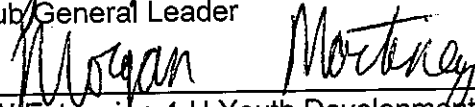
Signatures:

  
\_\_\_\_\_  
Club President

Date: 1/13/19

  
\_\_\_\_\_  
Club General Leader

Date: 1/13/19

  
\_\_\_\_\_  
UW-Extension 4-H Youth Development Staff

Date: 3/8/19

Updated: January 13, 2019

