



# **Constitution and Bylaws for Green Lake County 4-H Clubs**

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## **Constitution**

### **Article I – Name**

The name of this club shall be Grand River Workers 4-H Club.

### **Article II – Purpose**

The purpose of this club is to: 1. To develop life skills in youth. 2. To provide an opportunity for parents, other interested adults and youth to become involved as volunteers to influence the development of youth. 3. To provide an opportunity for members to learn and practice the principles of democracy, citizenship and leadership.

### **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 Grand River Workers club at the Green Lake County Fair you must attend 75% meetings by the July Meeting. Unless you have a valid excuse.

Valid excuses are considered; sickness, school functions, or significant family functions. To be excused contact the President or a Leader.

## **Article IV – Officers**

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

Officers will be in 5<sup>th</sup> grade or above except for the office of reporter which can be anyone.

(Add additional officers, grade requirements, if any; term of office; etc.)

## **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 (describe nomination process) \_\_\_\_\_  
Club members nominate via open floor nomination

**Section 2.** The officers shall be elected by ballot at a regular meeting designated for that purpose. **(Add month, if known) Elections will take place at the September meeting** \_\_\_\_\_

- Section 3.** All members are eligible to vote.
- Section 4.** Ties for election of office are to be broken by secret ballot \_\_\_\_\_
- 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. **(Add duties for appointed officers or other elected officers)**

Reporters- make a collection of clippings, pictures, etc., for our club's scrapbook.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Article III – Regular Meetings**

The regular meetings of this club will be held at 7 (Sept-May), 7:30 (June-August) PM on the 2<sup>nd</sup> Wednesday of each month, at the Manchester Senior Center, School Street, Manchester, WI \_\_\_\_\_

**Article IV – Quorum**

A quorum must be present for business to be transacted. 50% 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.

1. The Club will vote annually, at the January meeting, to decide if there will be dues paid that year.

Signatures:

Stacy Lipp  
Club President

Date: 1/10/2019

Conor R Bobel  
Club General Leader

Date: 1/10/2019

Morgan Martinez  
UW-Extension 4-H Youth Development Staff

Date: 3/13/2019

