



# **Constitution and Bylaws for Seneca 4-H Club**

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## **Constitution**

### **Article I – Name**

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

### **Article II – Purpose**

The purpose of this club is to develop confidence and leadership skills in our youth, an opportunity for youth to learn and practice the principles of democracy and citizenship, provide educational opportunities for our members, provide opportunity for parents and other adult volunteers to offer their skills and knowledge to the youth.

### **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 Seneca 4-H Club at the Green Lake County Fair members must:

- Attended 50% of meetings between October 1-June 30
  - Club Cloverbud project meetings count toward 50% meeting attendance

- Members may receive exceptions such as for medical or family emergencies and unavoidable family obligations. Members must contact a Club Leader in advance of missing the meeting.
- Participate in at least 5 club community service activities between October 1-June 30

Any member who may not meet the requirements to represent Seneca 4-H Club at the Green Lake County Fair will be provided written notice, along with a phone call, from Club Leader(s) of steps to complete in order to meet club requirements to represent Seneca 4-H Club at the Green Lake County Fair. Member must receive notice in sufficient time to meet requirements. If any member has still not met requirements to represent Seneca 4-H Club at the Green Lake County Fair, Club Leader(s) will provide member with written notice, along with a phone call, by June 30.

#### **Article IV – Officers**

The officers of this club shall be a president, vice-president, secretary, treasurer, reporter, two photographers (must be from two different families).

#### **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 self-nomination or nomination of fellow members at the meeting prior to the election and at the time of the election.

- Section 2.** The officers shall be elected by ballot at the regular August meeting designated for that purpose. If quorum is not met, elections will be held at the next meeting.
- Section 3.** All members are eligible to vote.
- Section 4.** Ties for election of office are to be broken by a re-vote. After a second vote if there is still a tie, decision will be determined by a coin flip.
- Section 5.** Removal of officers for any reason is by 2/3 vote of membership or if an officer has been absent unexcused four consecutive times out of five meetings.
- Section 6.** A special election will be held for any open office position. In the case of the President, the Vice- President will take the President position for the remainder of the term.

## **Article II – Duties of Officers**

The president shall preside at all club meetings, appoint committee chairs and members, and work closely with the leaders in planning club meetings. In the absence of the President, the Vice-President shall preside. The Vice-President shall assist the President and serve as a link to all committees. The Secretary shall keep a record of all proceedings of the club and report these monthly to the club and county 4-H Program. 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 serve as public relations officer and shall write club meeting reports and articles about club events and submit them to the county 4-H Program and media outlets and create an annual scrapbook of the club year. The Photographers shall take pictures at club meetings and events and share these images for members to use for their Record Books and shall work with the Reporter on creating an annual scrapbook.

## **Article III – Regular Meetings**

The regular meetings of this club will be held at 6:30 p.m. on the second Monday of each month, except November when the meeting will be held on the second Saturday and December when the meeting will be held on the second Sunday.

## **Article IV – Quorum**

A quorum must be present for business to be transacted. 50%+1 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 Annual Charter Application and the Annual Financial Report (covering the past fiscal year July 1<sup>st</sup> – June 30<sup>th</sup>) to the Green Lake County Extension Office.

## 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 Extension 4-H Program Educator, 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:

Elizabeth Kutzely  
Club Youth Leader

Date: 7/27/2022

Donna Mae Petit  
Club General Leader

Date: 07/27/2022

Morgan Mottrey  
Extension 4-H Program Educator

Date: 09-08-2022

Adopted: 10/12/2015  
Amended: 05/05/2016

Amended: 07/27/2022



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