



Constitution and Bylaws For Kenosha County 4-H Clubs

Constitution

Article I. – Name

The name of this 4-H Club or Group shall be Bristol Challenge 4-H Club or Group or Committee.

Article II. – Purpose

The purpose of this 4-H Club or Group/Committee are: To provide a club where youth can gather and develop leadership skills as well as provide community service in our area.

Article III. – Membership

Section 1. A 4-H club member must be in 5-year-old 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.

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, pregnancy, marital or parental status.

Section 3. The following are requirements to hold a 4-H charter and be recognized as a 4-H Club or chartered Group/Committee in Kenosha County, Wisconsin:

- (a) Club or Group/Committee name
- (b) Five or more youth from at least three families
- (c) Adult leadership that has been approved through the Youth Protection Program
- (d) Educational plan which meets the purposes of the 4-H program
- (e) Youth involvement in leadership and decision-making
- (f) Meet on a continuing basis
- (g) Have written operating guidelines, bylaws or constitution approved by members to govern the club or group/committee
- (h) Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements submitted to the county UW-Extension office once a year.
- (i)
 - All Wisconsin 4-H Youth Development Policies (<http://www.uswx.edu/ces/4h/resources/policies/index.cfm>)
 - 4-H National Headquarters policies (http://www.national4-hheadquarters.gov/library/4h_polregs.htm)
 - All federal and state laws

Section 4. In order to represent Bristol Challenge club at the Kenosha County Fair you must attend 5 meetings or earn _____ points by _____ date.

Members not able to meet this requirement due to extenuating circumstances, such as college classes, must contact the General Leader. All other members have the responsibility to call a General Leader if he or she is unable to attend a monthly meeting for any reason.

Members are expected to maintain good behavior during meetings. Courtesy to others will be stressed at all times. Members can be asked to leave a meeting for behavior reasons.

Article IV. – Parliamentary Authority

Robert's Rules of Order shall govern the meetings of the club.

By-Laws

Article V. – Amendments

This constitution may be amended by a (super or 2/3) majority vote of the total youth membership at any regular meeting (optional – provided notice of such amendments shall have been given at a previous meeting.) **Adult votes are advisory only.**

Article VI. – Youth Officers

Section 1 The officers of this 4-H Club or Group shall be:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) *(Correspondence Sectary.)*

Section 2 Qualification for officers include

To be nominated for office, officers must have completed two years of 4-H as achieving members. Attendance at out monthly meetings must be a priority. Only consider accepting a nomination if you understand that you will be able to commit time to our club in a leadership role.

Section 3 Election of Officers

Section 4 Officers for the club/group are nominated by (describe nomination process)

Correspondence Secretary- Seventh grade or older- write all thank you letters and other notes as promptly as possible. Come to each meeting ready to tell the Club what letters you have sent.

Secretary- Seventh grade or older- Take minutes at each meeting and read the following meeting. Record attendance of members.

Treasurer - Seventh grade or older- Promptly cash and deposit all checks that our club receives. Repay with Club funds and receipts that are brought to you. Report to the Club our monthly balance, using the most current available information. Bank statements may be requested at any time by the general leaders.

Vice President- ninth grade or older - Be ready to lead the meetings on a "moment's notice" whenever the President is ill or cannot attend for school commitments. Lead the community service part of the meetings.

President- Tenth grade or older- Lead the meetings. In a clear lout voice is highly encouraged.

Make attendance a priority.

Section 5 The officers shall be elected by ballot at a regular meeting designated for that purpose. (Add month, if known) September.

Section 6 All members are eligible to vote that have continuous enrollment in Brighton Bombers/Explores from the previous year.

Section 7 Ties for election of office are to be broken by reelection, second ballot.

Section 8 Removal of officers for any reason is by 2/3 vote of membership.

Section 9 Any open office position will be appointed by the Club President and confirmed by a (50%+1) simple majority vote of membership.

Article VII. – 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):

The Correspondence secretary also sends out thank you letters or any other type of letters of appreciation.

Article VIII. -- Club or Group/Committee Volunteer Leadership

Section 1 The 4-H Club or Group/Committee shall be under the directions of Youth Leadership working in partnership with local adult volunteer leaders(s).

- (a) Volunteer leadership is 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.
- (b) All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H Volunteer.
- (c) There shall be such volunteer assistant leaders, volunteer project leaders and volunteer youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program.

Article IX. – Dissolution Clause

Upon dissolution of the 4-H Club, Group/Committee any assets must be turned over to the Kenosha County 4-H Council, with the approval of the Kenosha County 4-H Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy.

Article X. – Meetings



Section 1 Regular Meetings

The regular meetings of this club will be held at 7pm AM/PM on the 1st Tuesday of each month, except the summer months of July and August.

Section 2 Quorum

A quorum must be present when important business is transacted. 10 members shall constitute a quorum.

Article XI. – Club Organization

Section 1 Club Planning Year

- (a) The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

Section 2 Club Fiscal Year

- (a) The Wisconsin 4-H fiscal year is defined as July 1 – June 30.
- (b) The 4-H club financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

Article XII. – Additional Club Policies and Standing Rules

Section 1 The clubs policies and standing rules contained within this article are subject to amendment or suspension by a majority vote at any regularly scheduled meeting in which a quorum is present.

- 4-H is a family affair. At least one parent is required to help in one area during the year. Examples of volunteer areas would be club enrollment night, club recognition night, Bristol Progress Days, 4-H fund raiser, Fair Pop and Pizza Stand, Fair Building Supervisor.
- Much communication from General Leaders will be given through email. Members are responsible for giving the leaders current addresses. Those member families without email hold the responsibility to contact the general leaders for information. US Postal mail and telephone calls will be used at the discretion of leaders to keep members informed.

Signatures:

Grace Hippen
Club President

Date: 9/29/15

Kelly Dwyer
Club General Leader

Date: 9/29/15

Bethany Dorce
UW-Extension 4-H Youth Development Staff

Date: 10/8/15

July 1, 2015

