



# Constitution and Bylaws For Kenosha County 4-H Clubs

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## Constitution

### Article I. – Name

The name of this 4-H Club or Group shall be Kenosha Klovers 4-H Club or Group or Committee.

### Article II. – Purpose

The purpose of this 4-H Club or Group/Committee are: the Kenosha Klovers 4-H club aims to provide the youth of the club with service, education, and leadership opportunities in a safe, supportive, and inclusive environment.

### 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](http://www.national4-hheadquarters.gov/library/4h_polregs.htm))
  - All federal and state laws

Section 4. In order to represent Kenosha Kloves club at the Kenosha County Fair you must attend 5 meetings or earn 25 points by May 30th date.

## 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) (*Sergeant of Arms*)
- (f) (*Historian*)

**Section 2** Qualification for officers include

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**Section 3** Election of Officers

**Section 4** Officers for the club/group are nominated by (describe nomination process) Members and then a majority vote

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

**Section 6** All members are eligible to vote that have continuous enrollment in Brighton ~~Brighton~~ ~~Bombardier/Explorers~~ from the previous year. Kenosha Kloves

**Section 7** Ties for election of office are to be broken by narrow it down to two in tie and revote.

**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):**

Historians take pictures and sergeant at arms keeps the meeting quiet

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## **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 6:30pm AM/PM on the 1<sup>st</sup> 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. 5 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.

- Collect club dues

Signatures:

*Alyssa Emerick*  
Club President

Date: 10/5/15

*Erika Behling*  
Club General Leader

Date: 10/14/15

*Barbara Louie*  
UW-Extension 4-H Youth Development Staff

Date: 10/15/15

July 1, 2015

