



# **Constitution and Bylaws For Kenosha County 4-H Clubs**

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## **Constitution**

### **Article I – Name**

The name of this club shall be Paris Happy Workers 4-H Club.

### **Article II – Purpose**

The purpose of this club is to: give 4-H members an opportunity to build upon friendships and interpersonal skills, including communication, decision-making, responsibility and service to the community, skills which will be vital to becoming successful, productive adults.

### **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. Kindergarteners, 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, and pregnancy, marital or parental status.

**Section 3.** The following requirements must be met to be officially recognized as a 4-H club in Kenosha County, Wisconsin:

- Club name
- Five or more youth
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Submit financial record and audit report to Kenosha County UW-Extension Office once each year

**Section 4.** In order to represent Paris Happy Workers 4-H club at the Kenosha County Fair you must attend 5\* meetings or earn 25 points by the end of the 4-H year date. \*\*or call in to be excused.

## Article IV – Officers

The officers of this club shall be a president, vice-president, secretary, treasurer, and Sergeant at arms (4). Historians (3-4), Treasurer (2 year term)  
V.P. automatically becomes President following year. All officers – high schoolers, except  
Sergeant at Arms and Historian – 7<sup>th</sup> grade and above.  
(Add additional officers grade requirements, if any; term of office; etc.)

## 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 – 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 – Dissolution Clause

Upon dissolution of the club, any assets remaining shall be conveyed to the Kenosha County 4-H Council in writing.

# By-Laws

## Article I – Election of Officers

**Section 1.** Officers for the club are nominated by (describe nomination process) \_\_\_\_\_  
Ballot, unless no other members running, then verbal nomination only.

**Section 2.** The officers shall be elected by ballot at a regular meeting designated for that purpose. **(Add month, if known)** September meeting – elected  
October meeting – induction of officers.



- Section 3.** All members are eligible to vote.
- Section 4.** Ties for election of office are to be broken by the decision of the club – it will be reviewed each time it occurs.
- 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)**

President runs meetings, helps to set up activities, etc., Vice President takes over when President is absent assists club president, Secretary takes club minutes and sends them to Home Lite and takes roll call at meetings. Treasurer reports club expenses and revenue –maintains book.

Sergeant at Arms leads club in pledges and helps to oversee order at meetings.

Historians – take picture of club events and activities and creates a scrapbook to enter at fair

## Article III – Regular Meetings

The regular meetings of this club will be held at 7 PM on the 2<sup>nd</sup> Monday of each month, except the summer months of July and August. July will be our picnic month – a short meeting will be held if necessary.

## Article IV – Quorum

A quorum must be present when important business is transacted. 40 (2/3) members shall constitute a quorum.

## Article V – The Club Year

The 4-H year is continuous and extends from October 1<sup>st</sup> to September 30th.

## Article VI – Rules of Order

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



## Article VII – Club Reporting

Annually, all Kenosha County 4-H Clubs will submit the Financial Audit Report and 4-H Club Calendar to the UW-Extension Office.

## Article VIII – Additional Club Policies

(Include any additional continuing club rules, guidelines, expectations or policies not listed above: dues, committees, achievement requirements, record books, project exhibition, fund raising, club trip, etc.)

Signatures:

s/ Jessica Zarovy \_\_\_\_\_  
Club President

Date: \_\_\_\_\_ 11/10/2009

s/ Pam Boss & Melanie Einhorn \_\_\_\_\_  
Club General Leader

Date: \_\_\_\_\_ 11/10/2009

s/ Bethany Kitzrow \_\_\_\_\_  
UW-Extension 4-H Youth Development Staff

Date: \_\_\_\_\_ 11/30/2009

August 1, 2007

