

Constitution and By-Laws
Big Foot Pioneers 4H Club

NAME

The name of this organization is the Big Foot Pioneers 4H Club.

PURPOSE

To provide youth with a community based organization to develop skills in the context of today's society and environment.

To provide opportunities for interested adults and youth leaders to become involved as volunteers and serve as 4H leaders who plan and carry out organized community service, recreational, learning and leadership opportunities for youth of the Big Foot Pioneers 4H.

MEMBERSHIP

Members must meet all eligibility requirements as set forth in the Walworth County Policies & Guidelines for 4H membership. Membership is open to all youth regardless of race, color, creed, religion, national origin, disability, ancestry, sex, sexual orientation, and pregnancy, marital or parental status. The club deadline for enrollment or re-enrollment will be one week prior to the county deadline. The club deadline for project changes will be one week prior to the county deadline.

ENROLLMENT FEES

County enrollment fees are paid by the member when enrolling for their first year in the Big Foot Pioneers 4H club. The county enrollment fees will be paid by the club each year thereafter for members in good standing as determined by the Walworth Co Policies & Guidelines and the By Laws of the club, provided the club has sufficient funds to do so.

MEETINGS

The club will hold monthly business meetings the second Monday of each month. Meetings will be called to order at 7:30pm. Meetings will be held at Big Foot High School during the school year. Alternate locations may be used for the month of December, June, July and August to better serve the needs of the club for recreational activities planned for the holiday and summer break seasons. Advance notice will be given to all members in the event meetings are held at an alternate location.

FORM OF ADMINISTRATION

The administration of this club will include the General Leader(s), President, Vice President, Secretary, Corresponding Secretary, and Treasurer at a minimum. Offices of Reporter, Photographer(s) and Historian(s) may also be appointed as the club deems necessary.

Officers should be of High School or Junior High age. Term of office will be for 1 year. Officers must be in good standing for the year prior to being nominated. No single individual shall serve two consecutive terms in one office unless there is no one willing to fill the vacancy.

Duties of General Leader(s)

Keep the club informed of any and all vital information pertinent to the club functions or project work. General Leaders(s) will decide the record books to be nominated for county recognition; will score the member's record books and select members for club awards and recognition.

Duties of Officers:

Officers are to attend officer training and learn parliamentary procedure so that they can conduct an orderly meeting.

President: Preside and call meeting to order and direct the business meeting. Provide opportunities for all club members to be heard. Encourage everyone to participate. Cast the deciding vote in case of a tie vote. President may vote when the vote is by ballot.

Appoint committees when needed and define the responsibility of the committee.

Vice President: Preside over the meeting in the event of the president's absence. Keep records of all committees, chairperson(s) and those who have lead flag pledges.

Secretary: Keep an accurate record of the proceedings of all meetings. Record all important business discussed at any business meeting. Be able to provide a copy of the minutes to leader's, officers, or UWEX 4H offices as needed.

Corresponding Secretary: Read correspondence directed to the club when called upon by the president and write replies when necessary. Send cards in the following circumstance:

Thank you card for donation of supplies, services or money to the club

Get well card for hospitalization of a 4H member, a 4H leader, or immediate family member

Sympathy card with a memorial for the death of a 4H member, 4H leader or immediate family member

(Memorial amount will be determined by general leaders and/or officers that can be reach in a timely manner)

Treasurer: Keep an accurate record off all money received and its source, all money paid out, showing who the money was paid to and what it was paid for. Work with General Leader(s) to pay approved bills from the club checking account. Assist the club General Leader(s) to provide any financial reports that may be required by UWEX 4H offices at county or state.

Reporter: Write reports of 4H meeting important business and activities and provide to local community newspaper for publication to build community awareness and promote the club and its members.

Photographer: Make yourself available for your club events and take pictures of everything of significance. Develop photographs, label with event, date, etc. and provide to club historian(s).

Historian(s): Collect articles about your club and its members from any local newspapers. At year-end, use articles, and photos to compile into scrapbook, computer PowerPoint presentation etc. for the club.

NOMINATIONS & ELECTIONS

A nominating committee will be selected at the meeting prior to the club's election of officers. The committee will be made up of at least 2 adults (one parent and one leader), 2 junior members (ages 9-13) and 2 senior members (14 and over). In addition to their recommendations, there will also be nomination open to the floor at the business meeting when elections are held.

Officers will be elected 2 months prior to the end of the fiscal year (May) by paper ballots. The elected officers will be installed into their elected office and will begin serving at the first business meeting conducted after the beginning of the new fiscal year. The beginning of the fiscal year at the time of this Constitution approval is July 1st.

Eligible voters must be members in good standing with this or another 4H club for the year prior to the election or in the case of new enrollees, from the time of their enrollment.

If any vacancies should arise between elections, the prior election nomination committee will be called upon to make a recommendation and an election will be held to fill the position until the end of the fiscal year.

DEPARTMENTS AND COMMITTEES

Committee chairperson will be designated by the president at the time of the committee selection. Committee chairperson will be responsible to report back to the club on the work of that committee.

FINANCIAL AFFAIRS

The club will pay 50% or up to \$25.00 on any county or out-of-state 4H trips or competitive events, as long as the member is in good standing, and has participated in fund raisers held by the club for the year prior to the trip or for new members from the time of enrollment. The member is responsible to report to the club the costs they incurred and about the trip or event and how they benefited from the experience. Trips or events of substantial cost or hardship may receive additional funding and will be decided upon on a case by case basis, as voted upon by the club prior to the occurrence of the trip or event.

Upon dissolution of the Big Foot Pioneers 4H club, any assets must be turned over to a recognized 4H club or group with the approval of the county's Senior Leaders Association and the county 4H Youth Development Educator.

YEAR END REQUIREMENTS

Members must meet all requirements as set forth by the county to be in good standing. Members not in good standing will not be eligible to re-enroll in this or any other 4H club for one year.

Members wanting to be eligible for county record book recognition must turn in a completed record book that meets all county level requirements.

Members in good standing will be eligible to receive bronze, silver and gold pins, as they attain the number of points on the PPR form, as set forth by the county for each level.

Members wanting to achieve and be eligible for club awards must complete at least the minimal record book requirement and complete the year as members in good standing.

AMENDMENTS

Any changes in this Constitution or its By Laws must be voted upon by 2/3 of all members, parents and leaders present at the business meeting.

By-Laws to the Constitution

Awards and Certificates

Awards offered each year by the club will be for Outstanding first year member, Outstanding Junior Member, Outstanding Intermediate Member, and Outstanding Senior Member. Multiple awards may be given for each category as the number of members enrolled at each level varies from year to year. General leader(s) will decide upon the number of awards for each level.

There will be one agriculture award each year, to be decided upon by the General Leader(s).

Each member in good standing will receive a project award.

Additional award(s) will be decided by the General Leader(s) as they feel are needed in any given year. Examples of additional awards are Friend of 4H Award, Leadership Award, Helping Hand Award, Fund Raising Award, Perfect Attendance Award etc.

Officer certificates will be awarded to all officers who fulfill their duties for their elected term of office.