



Adopted April 18, 2016

Article I-- Name, Motto, and Definition of Year

Sec. 1 The name of this 4-H Club or Group shall be **Linn 4-H Club**.

Sec. 2 The club motto shall be "To Make the Best Better," and the emblem shall be a green four-leaf clover bearing a white "H" on each leaf.

Sec. 3 The program year for this club shall be October 1-September 30 annually. The fiscal year for this club shall be July 1-June 30 annually.

Article II--Purpose

The purposes of this 4-H Club or Group/Committee are to inspire young people in learning to work together (teamwork) and help them learn skills for living (life skills).

Article III--Membership

Sec. 1 4-H club members 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 not to extend beyond the age of 19 at the time of enrollment. Homeschooled youth participate in 4-H in their declared grade.

Sec. 2 Members in grades 5K-2 will be considered Cloverbud members and will be limited to enrollment in the Cloverbud project. Cloverbud members may participate in club activities and events as appropriate for their age.

Sec. 3 This club is 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.

Sec. 4 Full graduation recognition is available for those members who wish to cease membership upon graduation from High School.

Article IV--Enrollment

Sec. 1 Enrollment is online at <https://wi.4honline.com>. All re-enrollments are due Dec. 1 of each year. New members enrollment is due as soon as possible, with a deadline of March 1 if they wish to participate in the Walworth County Fair as 4-H members. New members can join after March 1 as CLUB members only.

Sec. 2 To end the year "in good standing," Linn 4-H Club members must: 1) attend 50% of the regular club meetings held from their join date; 2) enroll in and complete a *Minimum Requirements 4-H Record Book* for at least one project; 3) participate in one 4-H-sponsored community service project; and 4) participate in one 4-H sponsored fundraiser.

- a. For meeting participation purposes, the "join date" for all re-enrolling members is October 1, regardless of the date enrollment is completed on-line.
- b. Sign up only for projects you intend to actively participate in, create products of your learning for, and complete records on.
- c. Record books must be turned in to club leaders at the September club meeting.
- d. Members are encouraged to participate in as many service projects and fundraisers as they can. Community service projects must be club-sponsored or approved and members must be visibly representing 4-H (through their attire, words, or promotion) during the effort. Individual or small group efforts must be reported during a club meeting to count.

- e. Fair entry tags will be given to members once their community service and fund-raiser participation requirements have been met.

Sec. 3 If members don't meet all Walworth County 4-H achievement requirements and are not "in good standing" at the end of the program year, they can only join the following year as CLUB members, or sit out one full year and then rejoin.

Sec. 4 All members must pay current Walworth County enrollment fees at the time of joining. That fee goes towards accident insurance, state fees, Junior and Senior Leaders' Associations (to offset program costs), and the UW-Extension office (to offset materials costs). Linn 4-H does not charge an additional enrollment fee, however participation in fundraisers is expected to help cover club expenses.

Sec. 5 Participation in the fair is NOT required for active 4-H membership. The 4-H program does encourage members to exhibit at the fair as a means of showcasing what they have learned in the projects.

Sec. 6 Members must enroll in and complete records for at least one project annually. Sign-up only for projects that you intend to participate in and properly complete.

Sec. 7 4-H is a FAMILY AFFAIR. Parent involvement is expected. Parents are encouraged to become active with their youth and attend meetings and other community service events. Their ideas, help, and suggestions are always welcome! The leadership may call upon parents to assist youth with special events. Parents help their members succeed in the program through their support of project and club activities.

Article V--Club Chartering Requirements

The following are requirements for this 4-H club to be a Wisconsin 4-H Club:

- Club name
- Five or more youth from at least three families
- 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
- Have written operating guidelines, bylaws or constitution approved by members to govern the club or group/committee
- Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed and submitted to the county UW-Extension office annually no later than the due date set by the 4-H Youth Development Educator.
- Must comply with all: Wisconsin 4-H Youth Development Policies (<http://4h.uwex.edu/about-4-h/policies/>), 4-H National Headquarters policies (http://www.national4-headquarters.gov/library/4h_polregs.htm), and all federal and state laws

Article VI--Club Meetings & Attendance

Sec. 1 Meetings will be held on the third Monday of each month from 7 p.m. to -8:30 p.m. in the Linn Town Hall in Zenda. Members will be notified of exceptions to this by the leadership in a timely fashion prior to the meeting.

Sec. 2 Attendance is required. Members must attend 50% of yearly meetings or have a reasonable excuse to be considered "in good standing" with the club and county at the end of the program year. Attendance will be taken at each meeting. It is the member's responsibility to make sure that he or she gets counted as present. For re-enrolling members, 50% of the yearly meetings equals six. To be counted present at club meeting, you must be present for a minimum of 30 minutes.

Sec. 3 All members and guests are expected to act respectfully and courteously at club meetings and other 4-H activities (club, county, or beyond) in compliance with *Wisconsin 4-H Member Behavior Expectations (Member Code of Conduct)* agreed upon at the time of enrollment. Disorderly behavior will not be tolerated.

Sec. 4 Members are encouraged to sit at the front of the meeting area. Adults are asked to sit in the back.

Sec. 5 If your family is in charge of refreshments for the meeting, you must also set-up, serve, and clean-up. Refreshments assignments will be made alphabetically and will appear in the club newsletter each month.

Article VII--Parliamentary Authority

Sec. 1 Robert's Rules of Order shall govern the meetings of the club.

Sec. 2 Fifty percent of the enrolled club membership must be present to conduct business.

Sec. 3 A majority of those present shall determine votes during business meetings.

Sec. 4 The order of business at regular club meetings will be as follows:

- Call to order
- Pledges
- Roll Call
- Secretary's Report & Approval of the Minutes of the Last meeting
- Treasurer's Report and Approval
- Reports of Other Officers/Leaders
- Old Business
- New Business
- Adjournment

Discussions, demonstrations, program presentations, refreshments, and recreation may be completed before, after, or as part of the meeting at the discretion of the officers and organizational leaders.

Article VIII--Amendments to these Bylaws

A simple majority of the total membership may amend the bylaws, provided previous notice is given to the membership.

Article IX--Youth Officers

Sec. 1 The officers of this 4-H Club or Group shall annually be: President (1), Vice-president (1), Secretary (1), Treasurer (1), Corresponding Secretary (1), Reporter (1), Historian (1), Officer at Arms (1), and Leadership Ambassadors (# TBD annually).

Sec. 2 Every club officer will be responsible for presiding over and coordinating one club committee and activity. In addition, individual officer roles shall be as follows: 1) The President shall preside over monthly club meetings; 2) the Vice-president shall preside over monthly club meetings in the absence of the President and generally support him/her; 3) the Secretary shall take meeting minutes, turn them in both to club leadership and the county UWEX office, and read club correspondence/meeting minutes at club meetings; 4) the Corresponding Secretary shall take over for the Secretary in his/her absence and generally support him/her in the role; 5) the Treasurer shall oversee club finances, maintain an accurate of money received and paid, and pay approved bills; 6) the Reporter shall prepare news reports of the club's meeting and activities and send them to the local papers as occasion demands; 7) the Officer at Arms shall help maintain order at club meetings and oversee the club's attendance chart; 8) the Historian shall take club photos and help with the club's year-end awards program

and/or scrapbook; 9) Leadership Ambassadors shall support the officer team and club leaders and serve as club greeters.

Sec. 3 Officers will be selected each September by a popular vote of the membership. Candidates for President, Vice-president, Secretary, and Treasurer must be in grades 9-13 during their year of service. Candidates for all remaining positions must be in grades 7-13.

Sec. 4 Officer candidates must be members who have assisted leaders with club leadership activities during the current program year.

Sec. 5 Individuals interested in running for officer positions should complete and submit *Linn 4-H Officer Applications* by the required deadline. Members expressing an interest and willingness to serve in any particular office(s) will be placed on the ballot for that/those office(s).

Sec. 6 Offices will be elected in order as printed in *Article IX, Sec. 1*. Just prior to the election of officers, candidates must 1) introduce themselves; 2) share why they are interested in the position(s) they are running for; and 3) tell what skills or experiences they possess to help them be successful in those roles. In the event that an officer candidate cannot be present during the election, he/she must arrange for another member to share a written statement that they prepared addressing this matter.

Sec. 7 If candidates with completed *Linn 4-H Officer Applications* on file are too few to cover all of the officer positions, members may be nominated for positions from the floor at the time of the elections and proceed with the statements described in Article IX, Sec. 6.

Article X--Adult Leadership

Sec. 1 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.

Sec. 2 All adult volunteers must be screened currently enrolled Walworth County 4-H adult volunteers.

Sec. 3. 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 XI--Dissolution Clause

Upon dissolution of the Linn 4-H Club, any assets will be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Youth Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy.

Article XII--Projects & Project Meetings

Sec. 1 Members should sign-up only for those projects that they intend to participate in and properly complete. Consider your availability during judging, so you may benefit from fair judges' input.

Sec. 2 Some projects have club and/or county project meetings to support them. Some do not. Some have county mandatory meeting requirements for fair eligibility. Some do not. It is your responsibility to attend meetings or notify the proper leaders if you cannot. If you don't attend REQUIRED meetings, you won't be able to show at the fair.

Sec. 3 Remember, project leaders are volunteers who give freely of their time. Some are more involved than

others. Any adult interested must become a screened WI 4-H volunteer and is then welcome to provide educational meetings and information distribution as appropriate.

Sec. 4 The club is not responsible for providing project leaders for every project area. When no club contact exists, families are encouraged to get in touch with the county contact if one exists. If no one exists at either level, the family is responsible for pursuing the project independently.

Review and Approvals

Review by 4-H Youth Development Staff (Date and Signature) Nathan B. Burkman

Date Approved by Membership 4/18/16

Required Signatures

President Alex Kadel

Date 4/18/16

Secretary Connor Peterson

Date 8/4/16