

## Club Guidelines and By-Laws

### Membership

1. Members must be in 3rd grade through one year beyond high school. Cloverbuds must be in kindergarten through 2nd grade.
2. Re-enrollment forms and annual membership fees are due at the November meeting. Membership fees are \$15 per member and \$6 per cloverbud (county fees) with an additional \$10 per family (club mailing fees). Checks should be made payable to Ridge Prairie 4-H. The County fee covers insurance, helps to offset the cost of literature, and aids in funding programs at the county, district and state levels for 4-H members and the club mailing of the club newsletters.
3. New enrollments are due by the February meeting in order to show at the fair.
4. Parents are expected to attend meeting with 4-H members as often as possible.
5. Parents are expected to volunteer to chair or co-chair at least one club activity during the year to allow the club to offer as many activities as possible to club membership.
6. To be a member in good standing in the Ridge Prairie 4-H and to be eligible to enroll the following year, member must:
  - a. Follow the Walworth County 4-H Behavior Agreement.
  - b. Attend at least 5 of 10 meetings from December to August. (Excused include college students and other 4-H activities.)

- c. Carry at least one project to exhibit at the fair or at the club level.
- d. Participate in at least one or more club activities during the year; such as the club fair, Drama fest, Music fest, etc.
- e. Turn in a record book at the September meeting, including:
  1. Activity Report (MPE-A)
  2. Permanent Participation Record Form – completed
  3. Reports on projects the member is enrolled in.

Membership in the Ridge Prairie 4H Club is open to all qualifying youth regardless of race, color, creed, religion, national origin disability, ancestry, sex, sexual orientation, pregnancy, martial or parental status. Qualifying youth are those who are in third grade through the next 4-H year following their graduation from high school.

### Meetings

1. Club meetings are held the 3rd Monday of each month at the Darien Town Hall.
2. Project meetings are arranged by Project Leader. Project leaders are volunteers and it is the member's responsibility to attend meetings or notify the leader if unable to attend.
3. For club activities, read our club newsletter each month. Also read the County 4-H Newsclip for information on county- level activities.
4. Check you attendance with the club Secretary at each meeting.

5. When signing up for activities include your name and phone number. If you want to participate, sign up first. If you sign up, be sure to attend.

### Elections

1. Candidates must be members in good standing.
2. Each office may be held only once.
3. Officers must have been a member for at least one year.
4. Nominations will be taken from the officer Nomination Committee and from the floor at the September meeting. Election is held at the October meeting.
5. The Officer Nomination Committee consists of the present year's officers.
6. For the offices of President, Vice-President, Treasurer and Secretary, preference is given to members fourteen years of age and older, and actively participating in the Ridge Prairie 4-H Club.
7. For the offices of Corresponding Secretary, Thank You Secretary, Sunshine, Reporter/Photographer, and Sergeants at Arms, there is no age requirement.

### Community Service

1. Members are encouraged to actively participate in service to their community.
2. Organized activities will be planned throughout the year. (To be announced)

### Fundraisers

1. Pizza sales are Ridge Prairie's major fundraisers.

2. Additional fundraisers will be announced.
3. Each member must sell enough fundraiser products to equal at least \$20 profit for the club. If members choose not to participate in the annual fundraiser, they must then donate \$20 to the Cub Treasury to help fund club activities.

#### Parent Advisory Council

1. The council is made up of 7 parents of members and the General Leader(s)
2. Responsibilities include developing guidelines, fundraising, record book review & club award selection, and budget. (This council has just been formed and additional responsibilities may be added)

#### Fair

1. To show at the fair, members must have paid all member fees.
2. Members must have attended five (5) club meetings from December to August.

#### Refreshment Committee

1. Each family will serve, annually on the refreshment committee with other club families. Families will contact each other.
2. Light refreshment for 60-70 people will be needed.
3. In addition to providing refreshment, the committee will also be responsible for setting up prior to and cleaning up after club meetings.

### Financial Year

Ridge Prairie 4-H club's financial year shall be consistent with the state and county level and therefore shall start on November 1 and run through October 31.

### Dissolution

Upon dissolution of the 4-H club any assets must be turned over to a recognized 4-H club or group with the approval of the county's Senior Leader Association and the county 4-H Youth Development Program educator.