

SPRINGFIELD 4-H BYLAWS

Revised 2014

I. MEETINGS

- A. Held the second (2nd) Monday of each month unless otherwise notified. September meeting is moved to 3rd Monday to allow time for completion of record books.
- B. Start promptly at 7:00 p.m.

II. MEMBERS

- A. Must be in the 3rd Grade as of **January 1** of enrollment year.
- B. First year members, up to 10 years old, are encouraged to take the Exploring Project as a first year fair entry.
- C. Should attend project meetings as offered.
- D. Must exhibit locally or at the county fair.
- E. Must turn in a completed record book. Members not turning in a completed record book will forfeit fair premium money.
- F. Dues of \$12.00 each member will be collected along with the *Family Behavior Agreement*.
- G. May not miss more than five (5) membership meetings without parental excuse.
- H. Non-achieving members (those not meeting 4-H requirements) may not join the club the following year.

III. PARENTS

- A. Should be present at time of enrollment.
- B. Are considered members of committee(s) their children volunteer on and should assist in the activities of the committee(s).
- C. Should keep informed about club and county activities.

IV. OFFICERS

- A. Will be nominated by a committee consisting of the out-going Club President, two senior members and two junior members, who will meet in August. At least two nominees will be sought for each office.
- B. New officers will be elected at the September meeting by secret ballot.
- C. Should not hold an office more than two (2) consecutive years and cannot succeed themselves in office, excluding Vice-President nominated for Club President.
- D. Candidates for Club President **MUST** have previously held an office and should be a senior member (at least 14 years old).
- E. Will assist in planning the yearly club calendar with the help of General Leader(s) and parents.
- F. Should be enrolled in the Leadership project for a county record book award opportunity.

G. Duties of Officers:

CLUB PRESIDENT:

1. Plan agenda for monthly membership meetings with General Leader(s).
2. Start meetings promptly and conduct an orderly meeting by using Robert's Rules.
3. Notify General Leader(s) when unable to make membership meeting.

VICE-PRESIDENT:

1. Preside at meetings in the absence of the Club President
2. Coordinate activities at membership meetings with General Leader(s) and current officers.
3. Assume responsibility for the monthly activity program held at the membership meetings.

SECRETARY:

1. Keep accurate written record of all meeting happenings.
2. Read the last month's minutes clearly at each membership meeting.
3. Read roll call and record attendance at all membership meetings.
4. Assist reporters in preparing newspaper articles.

TREASURER:

1. Deposit all money received into the club's account.
2. Keep accurate records by using Club Financial Record forms.
3. Give a monthly report at all membership meetings.
4. Pay bills by writing checks as directed and collecting receipts for all expenses.
5. Prepare a financial statement at end of Fiscal Year – July 1 of prior year through June 30 of current year.

SUNSHINE REPORTER:

1. Send a timely article or event photo of monthly happenings to area newspapers for publication.
2. Write articles about special club events and submit for publication in Newsclip.
3. Send written correspondence to membership families, club supporters or demonstrators.
4. Prepare birthday "treats" for members each month celebrating their birthday.

V. RECORD BOOKS

- A. Are required for re-enrollment each year.
- B. Must include completed cover, current Permanent Participation Record (PPR), completed MPE-A form, and MPE or other required forms for each project in which member is enrolled.
- C. Will be turned in at September meeting for checking by General Leader(s) and volunteers.

VI. COMMITTEES

- A. Should be limited to 5-7 members, plus their parents.
- B. Club President will designate chairperson for each committee if no one volunteers.
- C. At least one General Leader will attend each committee meeting.
- D. Committee members and parents will implement activity plan and budget for event.
- E. Chairperson or committee members will report at monthly meeting following the activity.
- F. An effort will be made to give all members an equal opportunity to serve on committees.

VII. PROJECT LEADER RESPONSIBILITIES

- A. Should hold at least three (3) project meetings a year. These may include tours and/or county meetings attended by the project leader and members as a group.
- B. Are encouraged to attend county Senior Leaders' meetings held on 4th Monday in Gov't Center.
- C. Must take part in the Volunteer Screening Program as mandated by the county and state programs.