



CONSTITUTION

Article I – Name

The name of this club shall be: **Valley View 4-H Club.**

Article II – Purpose

The purposes of this club are to encourage youth to: develop positive relationships with peers and adults, be actively involved with their own learning, contribute as active citizens through community service and leadership, develop skills that will help them succeed, recognize, understand and appreciate others, and have fun.

Article III – Membership

Section 1 A club member must be in first grade and may continue in the 4-H Club through the next 4-H year following their graduation from high school. 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, pregnancy, marital or parental status.

Section 3 The following requirements must be met to hold a 4-H charter and be recognized as a 4-H club in Walworth County, Wisconsin

- 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
- Complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed. This is submitted to the county UW-Extension office by December 1 annually.

Article IV – Officers

The officers of this club shall be a president, vice-president, secretary, treasurer, reporter and historian. All officer positions will be a 1-year term. A member must be at least 13 years of age in order to obtain the position of president, vice-president, secretary or treasurer. A member must be at least 11 years of age in order to obtain the position of reporter and historian.

Article V – Amendments

The constitution may be amended by a (simple or 2/3) majority vote of the total membership at any regular meeting (provided notice of such amendments shall have been given at a previous meeting.)

Article VI – Club Leadership

The club shall be under the direction and guidance of local club 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. Options for leadership are outlined at: <http://www.uwex.edu/ces/4h/clubs/documents/4HClubLeadershipTeamRoleDescription.pdf>

Article VI – Dissolution Clause

Upon dissolution of the Valley View 4-H Club any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development staff.

BY-LAWS

Article I – Election of Officers

- Section 1** A member may nominate themselves or another member for an officer position. If a member is nominated by another, they may accept or decline this nomination. All members running for an officer position shall state why they think they would be a good candidate for that position.
- Section 2** The officers shall be elected by a "show of hands" at the yearly October meeting.
- Section 3** All members are eligible to vote.
- Section 4** Ties for election of office are to be broken by ballot.
- Section 5** If an officer is not able to fulfill their duties a new officer will be elected to take their place.

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. The club reporter will serve as public relations officer and shall prepare news reports of the club's meeting and activities and send them to the local papers as occasion demands. The club historian shall keep records and pictures of the club's meeting and activities and present them in a scrapbook to the club upon the end of the club year.

Article III – Regular Meetings

The regular meetings of this club will be held at the East Troy Lions Club on the second Monday of each month.

Article IV – Quorum

A minimum of 6 members of the club must be present to constitute a quorum. A quorum must be present when business is transacted.

Article V – The Club Year

The 4-H year is continuous should be dated consistent with the county 4-H Leaders Association annual year. The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

Article VI – The Club Fiscal Year

The Wisconsin 4-H fiscal year is defined as July 1 – June 30. The 4-H club financial books must be rectified annually by June 30. The Annual Financial Report is included in the 4-H Charter Renewal Packet. IRS 990 filing must be completed by November 15.

Article VII – Rules of Order

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

Article VIII – Club Reporting

Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office by December 1.

Article IX – Additional Club Policies

Wisconsin 4-H clubs must follow all Wisconsin 4-H Policies (<http://www.uwex.edu/ces/4h/resources/policies/documents/WI4HYouthDevelPolicies52011.pdf>); 4-H National Headquarters policies, (http://www.national4-hheadquarters.gov/library/4h_polregs.htm); and all federal and state laws.

All members will pay club dues of \$5.00 per member at the time of enrollment or re-enrollment.

All member record books must be turned into club leader(s) at the yearly September meeting.

All members must participate in at least one club community service project and one club fundraising project each year.

All members will be courteous and respectful to each other and adults.

All members will pay attention to the business proceedings at meetings and not socialize with friends and others until the meeting is adjourned.

All questions not pertaining to club business must be asked after meetings have adjourned to keep meetings on track.

Date: _____

President: _____

Secretary: _____



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