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*Changes and additions to meet the needs of the unit may be made and must be approved by the county 4-H YDP staff and county director prior to the unit approval.*

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**Article I  
Election of Officers**

Officers are elected in June for the following year and will take office at the Sept. meeting. Nominations are made at the May community meeting and in June before the voting starts. Any member may be nominated to an office as long as the requirements are met as stated below in Article III. Presidential and Vice Presidential candidates are required to have served as an officer in another capacity at least one year prior to running for President or Vice President (unless there is a shortage of eligible members). A member cannot hold the office for more than two (2) consecutive years (unless there is a shortage of eligible members). A member may be nominated for no more than two officer positions, however if a member is elected to more than one office they may choose which office they will accept. Nominations will be held again for the position that remains open and a new ballot will be cast for that position only. The person receiving the largest number of votes for each office shall be declared elected. In the case of a tie, there shall be a runoff. Two adult volunteers will count the ballots. These volunteers should not be the Community Leader or parents of members running for office.

There shall be one executive board (officer) meeting between election and installation of new officers attended by both outgoing officers and newly elected officers to communicate and coordinate regarding specific officer duties to ensure a smooth ensure a smooth transition. Elected officers shall attend all Club and Executive Board meetings. Installation shall be at the first meeting of the year.

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**Article II & Article III  
Age Requirements and Duties of Officers**

*The President, Vice-President, Secretary and Treasurer should be Senior members (at least 9th grade or 14 years of age if homeschooled) if possible.*

Other elected offices may be held by Junior, Intermediate and Senior members.

Offices filled by an election or other competitive process may not be held by Primary members. Primary members may serve in appointed positions. Primary members are permitted to do a speech for an appointed position. Appointed Primary positions may be rotated throughout the year i.e. every 3 months.

The President shall preside at all community and officer meetings and have in mind at all times the best interests of the 4 H members. The president may call special meetings with the consent of the organization volunteer(s). The President provides leadership to the officer team, ensures that the officers provide reports to the club and strives to engage all members in club activities. The President must be in 9th grade or older and have held a previous officer position for one year (unless there is a shortage of eligible members).

The First Vice-President shall perform the duties of the president in the absence of the president. The First Vice President shall serve as chairperson of the yearly program committee which includes planning activities for each community meeting and greet and introduce speakers. The First Vice President shall be in 9th grade or older and have held a previous officer position for one year (unless there is a shortage of eligible members).

The Second Vice-President shall prepare a calendar of the month's events, including project meetings and a list of all project leaders and their phone numbers. The Second Vice President shall provide sign-up sheets for events and projects. The Second Vice President shall serve as chairperson of the yearly membership committee and greet new members and introduce them to the club. The Second Vice President shall preside over community and officer meetings if the President and First Vice President are not available. The second vice is in charge of calling all members for community, officer meetings (for officers) and other activities. The Second Vice President shall be in 9th grade or older and have held a previous officer position for one year (unless there is a shortage of eligible members). If there is a shortage of eligible members the second vice-president and first vice president positions may be combined.

The Recording Secretary shall keep the minutes of all 4-H community and officer meetings, record all motions, who made the motion, who seconded it, any discussions and what the final vote is (approved or not approved). The Recording Secretary shall keep a correct roll and attendance of 4-H members at the community meetings. At the end of the 4-H year, the Recording Secretary

and organization volunteer(s) will submit a final report, which will include all minutes, reports, attendance and correspondence to the County 4H YDP Office. The Recording Secretary shall be in 9th grade or older (unless there is a shortage of eligible members).

The Corresponding Secretary/Reporter shall be responsible for all correspondence outside of the 4-H club. The corresponding secretary will note all speakers and demonstrations and send Thank you cards to the speaker. The corresponding secretary will also report any correspondence to the club such as thank you cards received. The corresponding secretary/reporter shall prepare a club newsletter and submit any articles to the County newsletter and local paper. The Corresponding secretary/reporter shall be in 7th grade or older (unless there is a shortage of eligible members).

The Treasurer shall maintain all banking records of the club including income and expenses, keep an accurate record of all money received and paid out, and pay it out only upon order of the President, after the 4-H members approve. The Treasurer shall keep an up to date report in the 4 H Treasurer's book. The Treasurer shall report at each community meeting on the clubs financial status. The Treasurer shall also maintain the inventory of the clubs property and equipment. The treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline. The Treasurer shall be in 9th grade or older (unless there is a shortage of eligible members).

The Store Keeper maintains the club's inventory of uniform supplies and other items for sale and handed down whites. Storekeeper will also prepare orders and deposits and submit them to the treasurer.

The Sergeant at Arms arrives early to the community meetings to set up and put away tables and chairs, as needed, before and after each community meetings, and maintains order. The Sergeant at Arms will help the Second Vice President greet new members and assist them in any way possible. The Sergeant at Arms will assist guest speakers with equipment and set up, if necessary. Members any age may run for Sergeant at Arms.

The Historian maintains a club scrapbook of pictures and information on 4-H activities. The Historian shall bring an updated page from the previous month to each officer and community meeting. The Historian will be reimbursed for up to \$25 for any purchases made for their scrapbook. Amounts higher than this must be approved by the members at the community meeting. The Historian is

responsible for storing previous scrapbooks. Members any age may run for Historian.

The Flag Bearer is in charge of bringing the American Flag and the 4H Banners to each community meeting and leading the club in the Pledge of Allegiance and the 4-H Pledge. Members of any age may run for Flag Bearer.

Other offices may be established as needs of the unit dictate.

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**Article IV**  
**Committees**

Committee participation is a tool to accomplish the work of the club. Sign up for committees shall be requested at the regular community meeting with their Chair being appointed by the officers. The President may appoint committees for special purposes at any time.

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**Article V**  
**Meetings**

The regular community meetings of the Poway 4-H Club shall take place on the first Wednesday of each month at 6:30pm, at a place designated at the prior meeting. The president, with consent of the organization volunteer, may call special meetings with 2 days notice via email and/or phone tree. An adult leader and at least one other adult must be present at all 4-H meetings, whether community, committee, officers or project meetings. Officer meetings are held prior to the regular community meetings to prepare the agenda for the community meetings.

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**Article VI**  
**Voting Members**

Voting members of the 4-H club include the Junior, Intermediate and Senior members as listed in Article IV of the Constitution. If there are not sufficient

voting members in the 4-H club the organizational unit volunteer will work with the UCCE 4-H YDP staff in establishing procedures.

R **Article VII**  
**Quorum**

A quorum to do business shall consist of all members that are present at the regularly scheduled meetings and special meetings as indicated in Article VI.

R **Article VIII**  
**Program of Work**

A program of work for the year as described in the 4-H Club Program Planning Guide should be developed and adopted no later than the third meeting of the program year.

R **Article IX**  
**Rules of Order**

Robert's Rules of Order shall govern the meetings of this 4-H club.

R **Article X**  
**Amending By-Laws**

These by-laws may be amended by two-thirds vote of the voting members present at any regular meeting.

R **Article XI**  
**Dissolution of 4-H Club**

Upon consideration of the dissolution of the 4-H club, the officers will inform the county 4-H YDP staff and county council as to their desire and conformance to the following procedure:

The Poway 4-H club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H club. Upon dissolution of the 4-H club for any reason, the officers shall take full account of the Poway 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds there from in the following order:

- a. Payment of the debts and liabilities of the Poway 4-H club.
- b. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Poway 4 H club; such reserves shall be paid by the treasurer to the county council. The county council will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re establishment of the Poway 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the county council. The balance remaining shall be distributed to the county council for the purpose of program development directly relating to the enrichment of the quality of life of 4 H youth and adult volunteers.

Each of the members shall be furnished with a statement prepared by the Poway 4-H club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H unit shall cease.

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## **Article XII**

### **Agreed Upon Procedures**

[This section may be used to detail procedures established by the 4-H club relative to finances, participation in club events and activities, 100% attendance, excused and unexcused absences, unit incentive and recognition programs, criteria for removing an officer, etc. All such additions must adhere to State 4-H YDP policies. Note: Participation in events and activities including fundraisers and community service cannot be required for membership in the 4-H club.]

### **Membership**

Membership is based on the completed on-line registration and health history and waiver forms filed with the club and having paid membership fees. Members are expected to attend all community meetings and project meetings which they are enrolled in. Members attending all community meetings will receive a 100% attendance pin. Members may participate in as many projects as they have the time for and should attend all meetings if possible. Some projects may have deadlines for enrollment or various guidelines or limitations. Members shall

abide by the State 4H Code of Conduct. Members are entitled to participate in all discussions at the community meetings according to parliamentary procedure and may vote on all issues presented. Officers cannot make a motion to approve an issue on the table. All members may vote for officer elections.

Attendance at community meetings and the project meetings is highly recommended and required for participation at fairs and shows and to obtain annual pins. The Project Leader has the right to refuse to sign fair entry forms if a member has not attended at least 80% of the project meetings and the community meetings. "Excused absences" or "make up" activities may be considered by the Project Leader and/or Community Leader.

### **Removal of Officers**

If an officer is unwilling or unable to perform his or her duties in their elected position or is absent from three officer or community meetings, he or she shall be determined to have vacated that office (unless excused before the meeting by the Community Leader). Officers may be removed for cause by a 2/3 vote of the member present at a regular business meeting. Inability or unwillingness to perform the duties of the office may be cause for removal. Should a vacancy occur in any office other than the President, a special election may be called and at any regular community meeting nominations may be made and votes casted for the vacant position. If the President should resign or be removed from office, the First Vice President shall succeed to the Office of President. A special election may be called to fill the First Vice President position.

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Anika Jessup  
4-H Club President

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Debbie Katz  
Organizational Volunteer/4-H Club  
Leader

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4-H YDP Staff

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County Director

These bylaws were adopted \_\_\_\_\_, 20\_\_\_. [Carry forward the original date from year to year as the by-laws will be adopted only once. Each amendment to the bylaws must indicate the article number amended and date the amendment was made.]