

Golden Valley 4-H Club Constitution/Bylaws

December 5, 2021

ARTICLE I- NAME

The name of this club shall be the **GOLDEN VALLEY 4-H CLUB** and it shall operate in the City of Davis, California.

ARTICLE II- PURPOSE

The purpose of this 4-H Club is to aid in the development of its members through project work, club meetings, demonstrations, judging, community service, county and other activities.

ARTICLE III – MEMBERSHIP

A member shall be any youth who is 5 years of age by December 31st. Such members are eligible for membership in the Golden Valley 4-H Club through December 31st of the year in which they turn 19 years of age.

4-H members ages 5 to 8 are to be designated as *Primary Members*. 4-H members ages 9-19 are to be designated as *Youth Members*.

Participation by members in 4-H activities will depend upon the availability of resources (projects) at the club level.

ARTICLE IV – MEETINGS AND ATTENDANCE

There shall be at least ten (10) community meetings a year, including the registration meeting.

Members must attend all meetings to achieve the 100% attendance award. Members may be excused if: (1) attending a school event, (2) attending another 4-H activity or (3) illness. Excused absences require the member to notify the Attendance Secretary or Club Leader prior to the meeting.

Unexcused absences may be made-up by attending another club's community meeting. Written verification should be obtained from the leader of the club visited.

Youth must attend 80% of community club meetings AND 80% of a project meeting in order to show that project at the Spring Show.

ARTICLE V – USE OF CLUB NAME

All uses of the 4-H club name shall be consistent with the educational purposes, character building objectives and dignity of the 4-H Club.

ARTICLE VI – OFFICES AND OFFICERS

SECTION I

The Officers of the Golden Valley 4-H Club shall consist of, when possible, President, Vice-President, Secretary, Treasurer, Communications Officer, Sergeant-at-Arms, Supply Clerk, Community Service Officer, Healthy Living Officer, Attendance Secretary and Leaders Council Representative. Offices may be held jointly by club members.

SECTION II

The installation of the Officers shall be held during the June meeting.

SECTION IV

The duties of the Officers shall be:

The President shall preside at all meetings of the Club and have in mind at all times the best interest of the Club. Special meetings may be called with the consent of the community leaders(s). Responsibility for organizing all committees and community meetings reside with the President.

Vice-President shall serve as the President in the absence of the President. The Vice-President shall serve as the program chairperson at the community meetings.

Secretary shall keep a record of all proceedings of the club. The Secretary will give an oral report of the previous community meeting each month and provide the community leader(s) monthly with a photocopy of minutes. All Secretary records shall be submitted to the community leaders at the end of the year.

Treasurer shall keep track of the Club finances, pay all bills approved by the Club and present an oral report each month informing the club of recent expenditures, receipts and the current balance.

Communications Officer shall update club blog/website, keep an updated list of the club email list, keep the google drive and file folders organized and updated, post the agendas to the correct google drive, post events to the calendar.

Community Service Officer(s) shall arrange a monthly club community service project for the entire club to participate in if they shall choose. There can be additional smaller community service projects if time allows.

Sergeant-at-Arms is/are responsible for setting up the room for the Community Meetings and cleaning up following the meetings.

Supply Clerk is to take orders for the 4-H materials, collect payment for the items, place orders and distribute materials to members.

Healthy Living Officer(s) are responsible for arranging the appropriate amount of refreshments for each Community meeting, as well as presenting monthly healthy living tips and presenting an activity for healthy living at each club meeting.

Attendance Clerk shall be responsible for supervising the roll sheet at the beginning of each community meeting and keeping an accurate record of the club member's attendance for member record books.

Leaders Council Representative shall attend Yolo County 4-H Council Meetings, represent Golden Valley 4-H Club and report to the Club as appropriate.

SECTION V

The Executive Committee shall consist of all the Officers and current committee chairpersons. The Executive Committee shall meet as needed to discuss issues pertaining to the Club before they are presented at the community meeting. Minutes shall be taken by the secretary of each Executive Committee meeting.

ARTICLE VII – ELECTIONS

SECTION I

Only members of the Golden Valley 4-H Club may run for Office and must meet the requirements for office

SECTION II

Requirements for officers are outlined below:

- President Preferably enrolled in 4-H for 4 years; 7th grade or older; completed a record book
- Vice President Preferably enrolled in 4-H for 4 years; 7th grade or older; completed a record book
- Secretary Preferably enrolled in 4-H for 4 years; 7th grade or older; completed a record book
- Treasurer Preferably enrolled in 4-H for 4 years; 7th grade or older; completed a record book
- Leaders Council Rep Preferably enrolled in 4-H for 3 years; 7th grade or older
- Communications Officer Preferably enrolled in 4-H for 3 years; 7th grade or older
- Community Service Officer Preferably enrolled in 4-H for 2 years; 7th grade or older
- Supply Clerk Preferably enrolled in 4-H for 2 years
- Sergeant-at-Arms Preferably enrolled in 4-H for 1 year
- Healthy Living Officer Preferably enrolled in 4-H for 1 year
- Attendance Clerk Preferably enrolled in 4-H for 1 year

SECTION III

A member may hold any office as many times as elected providing a one (1) year period of time occurs between the term of office. It is possible for an active 4-H member to hold a different office each year.

SECTION IV

In the event of a vacancy of any office, an election following approved parliamentary procedure will be held.

SECTION V

It is recommended that the secretary provide an officer application to the membership at the April meeting for the membership to self-nominate themselves for the office(s) they are interested in running for.

SECTION VI

A Nominating Committee shall be appointed by the President no later than the April community meeting. The Chair of this committee shall be the President with the Parliamentarian as Co-Chair. The president will appoint at least three committee members and one adult leader.

The committee charge shall be to nominate at least one member for each officer. The committee will verify that each self-nomination meets the required age and years in 4-H requirement. The committee will then compile the ballots for the May meeting. Members who have self-nominated will compose a short speech telling the rest of the club membership about themselves. Membership will then vote.

SECTION VII

Following the Nominating Committee's Report at the May community meeting, the President will proceed with the election of the Officers. Prior to the election, the President will call for nominations from the floor. When the nominations have been properly closed, the election may proceed in accordance with parliamentary procedure.

SECTION VIII

A secret ballot shall be used for the election of officers unless all officers are uncontested.

SECTION IX

Election of Officers shall proceed in the following order:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Community Service
6. Sergeant-at-Arms Officer
7. Healthy Living Officer
8. Supply Clerk
9. Attendance Secretary
10. Communications Officer

SECTION X

The election of each office shall proceed in the following order:

1. The President shall open nominations for the Offices
2. Nominations accepted
3. Nominations closed
4. Voting by members
5. Results returned to the Club

SECTION XI

Should the election proceed by ballot, no write-in candidates will be allowed; all candidates must be nominated.

ARTICLE VII – PROJECTS

SECTION I

Projects will be run by volunteers and must complete the State of California 4-H registration process. All paperwork and training must be completed, and the county representative must approve the leader prior to ANY project meetings taking place.

SECTION II

Members must complete all registration papers prior to attending any project meetings. Youth CANNOT be dropped off at any 4-H club event, project meeting or club meeting without ALL registration paperwork being completed and returned.

SECTION III

Projects must meet for a minimum of 6 (six) hours to be considered a complete project. Youth must attend 80% of the project meetings AND 80% of community club meetings to be able to participate in the Spring Show. Project leaders can require parental attendance at project meetings to assist with supervision and safety.

Projects must have at least two enrolled youth members in addition to a leader's own enrolled children to be a project.

ARTICLE IX – AMENDMENTS TO THE CONSTITUTION/BYLAWS

The Golden Valley 4-H Club Constitution/Bylaws may be amended from time to time by the members of the Club. The Executive Committee may propose amendments which must be approved by two thirds of the members in attendance at the Community meeting.