

# **ELKHORN 4H CLUB BY-LAWS**

Adopted: November 20, 2017

## **ARTICLE 1: Name and Objectives**

- Section 1: The name of the organization shall be the Elkhorn 4H Club
- Section 2: This shall be a non-profit organization for the purpose of promoting education through 4-H club work.
- Section 3: The purpose of this organization shall be to provide a fun learning experience for members through citizenship, leadership and life skills during club meetings.

## **ARTICLE 2: Membership**

- Section 1: Membership shall be open to all youth who are in third grade and up through one year beyond high school graduation and not to extend beyond the age of 19 at the time of enrollment and who reside in Walworth County regardless of race, color, creed, religion, disability, ancestry, sex or sexual orientation, pregnancy, marital or parental status.
- Section 2: The 4-H calendar year runs from October to September. New members may join anytime during the year after completing the on-line registration and submitting club forms and fees. For members to be eligible to participate in the Walworth County Fair, registration must be completed by March 1.
- Section 3: Re-enrolling members are required to complete the on-line registration and submit club forms and fees by the required deadline in order to be eligible.
- Section 4: All members are required to pay enrollment fees of \$12.00 per member. Cloverbud members will pay \$6.00 per member.

## **ARTICLE 3: Member Participation**

- Section 1: All members are required to enroll in at least one project each year.
- Section 2: Members may enroll in Cloverbuds when in grades K-2. Cloverbuds members are not required to enroll in specific projects.
- Section 3: Members shall maintain good attendance for general meetings. Good attendance is defined as attending at least 6 of the 12 scheduled meetings each 4-H year. Good attendance for members post high school is defined as attending three (3) meetings between the months of October and September. If a member does not maintain good attendance they will be unable to show at the Walworth County Fair.
- Section 4: All members, with the exception of Cloverbuds, must turn in a completed record book at the September meeting. A member who does not submit a record book will be restricted from participation in any County, District, State or National events.
- Section 5: All members shall participate in at least one club fundraiser. The club shall contribute towards the cost of a junior fair pass for each member if the member participated in a fundraiser and they will be showing at the fair. The amount the club contributes towards the junior fair pass will be based on the success of fundraising. If a member chooses not to participate in a fundraiser or there are no fundraisers held during the 4H year, members will be responsible to reimburse the club for the full price of the junior fair pass.
- Section 6: A member not in good standing shall be defined as those who don't meet attendance requirements, club participation, and or record book requirements.

Members who are not in good standing may not be eligible to participate in club activities and events. Member names who are not in good standing will be submitted to the County Extension office by the general leaders.

#### **ARTICLE 4: Meetings**

- Section 1: Club meetings are held on the third Monday of each month, except during the month of August. Meetings begin at 7:00 pm and are held at Elkhorn Area High School during the months of September, October, November, December, January, February, March, April, and May. During the months of June, July, and August, the club meets at the Walworth County Fairgrounds. Leaders will notify members of any changes in meeting time and location. Cloverbuds meet at 6:30 pm, prior to the general meeting.
- Section 2: Attendance is taken prior to the start of each meeting by the club Secretary or other designated person. If a member comes to the meeting late, it is their responsibility to let the club secretary know they are at the meeting.
- Section 3: A simple majority quorum (one half plus one) of members must be present to conduct official business of the club.
- Section 4: Robert's Rules of Order shall govern the meetings of the club.
- Section 5: Special meetings may be called by the President and general leaders as needed. Adequate notice will be given.

#### **ARTICLE 5: Officers and Elections**

- Section 1: The officers of this club shall be president, vice-president, secretary, treasurer, and sunshine/correspondence.
- Section 2: Officers shall be elected annually during the September meeting by majority vote of club members present. Each office shall be for one year. No single individual shall serve two consecutive terms in one office unless there is no one willing to fill the vacancy.
- Section 3: The offices of president, vice-president, and treasurer should be occupied by members who are in ninth grade or above. The office of secretary and sunshine/correspondence should be occupied by a member who is in 7<sup>th</sup> grade or above.
- Section 4: Any officer position that becomes vacant shall be filled by a member elected by a majority vote of members.
- Section 5: Duties of the president shall be
- (a) To preside over all business meetings, enforce the by-laws and direct business of the club.
  - (b) Work with the club leaders to develop a monthly meeting agenda.
  - (c) Be present at 10 or more club meetings.
- Section 6: Duties of the vice-president shall be
- (a) To assist the president at meetings and if the president is absent will run the business meeting.
  - (b) Work with club leaders to plan a program/project talk/demonstration at each club meeting.
  - (c) Be present at 10 or more club meetings.
- Section 7: Duties of the secretary
- (a) To take written minutes at each club meeting.
  - (b) To take attendance of the members at each meeting.
  - (c) Provide club leaders with monthly meeting minutes.

- (d) Be present at 10 or more club meetings.
- Section 8: Duties of the treasurer
- (a) To keep accurate accounting of all receipts and expenses for the club.
  - (b) Report each month to the whole club an accounting of club money.
  - (c) Be present at 10 or more club meetings.
- Section 9: Duties of the sunshine/correspondence
- (a) Send out correspondence on behalf of the club
  - (b) Send out information and announcements about club activities.
  - (c) Responsible to share information and correspondence with the whole club.
  - (d) Be present at 10 or more club meetings.
  - (e) Be responsible to take minutes and take attendance in the event the secretary is absent.

#### **ARTICLE 6: Committees**

- Section 1: Standing and/or special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

#### **ARTICLE 7: Financial**

- Section 1: All Elkhorn 4-H club funds must be deposited in a checking or savings account that bears the club's name.
- Section 2: The checking account shall be set up so that all checks require two signatures.
- Section 3: The club president, vice-president, secretary, treasurer, and general leaders are responsible to draft the budget.
- Section 4: The proposed budget shall be reviewed and voted on by club members at the November club meeting. The budget shall be adopted by majority vote of the club members.
- Section 5: Amendments to the budget may be made at any club meeting.
- Section 6: Expenses incurred during the 4-H year that are not part of the approved budget will require approval of club members present.
- Section 7: Any member requesting club monies for use at a club, county, state or national event must have actively participated in one fundraiser during the club year. The funds available to any member will not exceed ½ of the participant's share of the cost.
- Section 8: Fundraising will only be conducted to meet/support the financial goals of the club.
- Section 9: An audit of the club's financial records will be completed annually and submitted to the County office.

#### **ARTICLE 8: Amendments**

- Section 1: The by-laws will be reviewed annually by the newly elected officers and the general leaders.
- Section 2: These by-laws may be amended at any regular meeting by two-thirds vote cast by those in attendance, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club.

### **ARTICLE 9: Dissolution**

Section1: Upon the dissolution of the Elkhorn 4-H Club, all real property, including money, equipment and land, shall become the property of the Walworth County Senior Leaders Association for care and disposition. The last official duty of the club's general leaders shall be to effect the transfer of the club property and to turn over club records to the county Extension agent.