

LYONS 4-H CLUB
CONSTITUTION AND BYLAWS

ARTICLE I – NAME

The name of the club shall be the **LYONS 4-H CLUB**

ARTICLE II – OBJECTIVES

The objectives of this club shall be :

- A. To improve the quality of 4-H events
- B. To provide project training for the members
- C. To plan and conduct 4-H events
- D. To encourage participation in club and county event
- E. To provide opportunity for members to become better acquainted
- F. To encourage members to continue in 4-H activities

ARTICLE III – MEMBERSHIP

Anyone who is in the 3rd grade in the current 4-H year and through their first year of college may become a member. The 4-H fiscal year runs from July 1st thru June 30th beginning August 1, 2011. Anyone who has completed their first year of college (or one year out of high school) must graduate at the end of the 4-H year.

ARTICLE IV -ENROLLMENT

- A. All members, new and old, must enroll each year. An enrollment form must be turned in by re-enrolling members to the general leaders before December 1st, and at any time by new members, however new members will not be allowed to show at the Walworth County Fair unless they have their enrollment forms in by March 1st.
- B. Completed Permanent Participation records will be required for re-enrollment. Non-achieving members, (those who have not filled out Participation Record or attended the required number of meetings) must appear before the general leaders and the officers to request special circumstances for re-enrollment.

ARTICLE V – ATTENDANCE

- A. Members must attend a minimum of six (6) meetings per calendar year. Excused absences will be included in the total. An excused absence must be approved by the general leader.
- B. Parents are encouraged and welcome to come to meetings. Parents are requested to attend at least one (one) meeting or activity per year. Parents who are present at meetings may take an active part and will be allowed to vote on all matters except elections.

ARTICLE VI - WALWORTH COUNTY FAIR

- A. In order to show at the Walworth County Fair, members will be required to attend at least six (6) meetings (Unless special arrangements are made before hand with the general leaders). The number of meetings attended will be taken from the secretary's roll call.
- B. Project meetings: All projects do not have the same requirement of project meetings. Specific project meeting requirements will be printed in the 4-H newsletter.

ARTICLE VII – OFFICERS

- A. In order to hold an office, a member must have been enrolled with the Lyons 4-H club for a minimum of one year and must have attended at least six (6) meetings the previous year.
- B. The term of office will be no longer than one year without reelection.
- C. A member may not hold the same office for more than two (2) consecutive years.
- D. An officer with more than three (3) unexcused absences during their term will be removed from office. In the case of the President's removal, the Vice President will be asked to step up to the President's position, and a new Vice President will be elected.
- E. The responsibilities of the officers shall be the following:

PRESIDENT

- A. Plan meeting with general leader before the club meeting
- B. Prepare agenda before meeting
- C. Conduct orderly meetings
- D. Help in yearly program planning
- E. Notify the general leader and vice president well in advance, if you are unable to attend meeting.

VICE PRESIDENT

- A. Preside at club meetings in the absence of the President.
- B. Help prepare yearly calendar of events.
- C. Be responsible for monthly program, notify members on the program insufficient time to prepare for the program
- D. Send correspondence as directed
- E. .Send postcards to notify members of monthly meetings and refreshment, demonstrations reminders, etc.

SECRETARY

- A. Read the minutes at the club meetings
- B. Keep accurate records of the club meetings
- C. Call roll call and record attendance
- D. Inform the President/General Leaders if unable to attend club meeting, find someone to perform secretary's duties
- E. Submit a regular monthly report to the county office.

TREASURER

- A. Take charge of all money taken in by the club
- B. Keep accurate records
- C. Give a report of money received, bills paid and cash on hand at each meeting.
- D. Have records ready for auditing by June 30th and before turning over to successor in October following the club elections

REPORTER

- A. Write a report of each 4-H meeting immediately following the meeting and mail or take it to the local newspaper within a week of the meeting.

- B. Write an article about special 4-H events for the newspaper with the help of and adult or the General Leader

ARTICLE VIII – CONDUCT

- A. Adult leaders will keep order at meetings. Members with poor conduct will be asked to leave.
- B. Members will be suspended from the club for a period of one (1) year if found to be using alcohol, drugs or tobacco at any club activity. They can be reinstated by appearing before the General Leaders and officers. This includes all activities that 4-H members and families attend.

ARTICLE IX – REFRESHMENTS

Each 4-H family is required to provide refreshments at least once per year. The Vice President will notify the family responsible for the refreshment at a club meeting using the meeting notice postcard sent out monthly.

ARTICLE – DEMONSTRATIONS

All reenrolling members must give at least one demonstration in a 4-H year at their club meetings. Arrangements will be made with the Vice President of the club as to when member will give the demonstration.