



University of California 4-H Youth Development Program

Ramona Stars 4-H Club Bylaws

Article 1

Election of Officers

The Officers shall be elected by the first meeting of the 4-H year, which starts September 1. The Ramona Stars 4-H Club typically elects members at the May Community Meeting.

An officer must be a member in good standing, as identified by the duties of members defined in the Ramona Stars 4-H Club Constitution Article IV, Section 3.

Article II

Duties of Officers

The *President* shall preside at all meetings and have in mind at all times the best interest of the 4-H members. The president may call special meetings with the consent of the organization volunteers(s).

The *Vice President* shall perform the duties of the president in the absence of the president. The vice-president shall serve as chairperson of the yearly program committee and the membership committee. The vice-president is responsible for bringing the flags to the meeting.

The *Secretary* shall keep the minutes of all 4-H meetings, act as the group's correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the secretary and the organization volunteer(s) will submit a final report to the county 4-H YDP office.

The *Treasurer* shall receive and keep all money belonging to the 4-H club and shall pay it out only upon the order of the president, after the 4-H members approve. The treasurer shall keep an accurate record of all money received and paid out and keep a record up to date in the 4-H Treasurer's manual. The treasurer and the organizational volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.

Other officers may be established as needs of the unit dictate. The Ramona Stars 4-H club may decide to elect the following additional officers:

The *Attendance Secretary* shall be responsible for tracking the attendance of members at the community meeting and ensuring the attendance records go into the secretary's minutes. The attendance secretary will also assist members in tracking the club proficiencies, with support from the sergeant-at-arms.

The *Correspondence Secretary* shall be responsible for assisting the secretary in writing all club correspondence as required such as thank you notes, solicitation of donations, and reading incoming notes a meetings.

The *Historian* shall be responsible for taking photographs of club activities, creating a photo album and submitting photos to county.

The *Sergeant-at-Arms* shall be responsible for setting up the meeting room furniture and flag displays, greeting members as they arrive, maintaining good order during the meeting, and assisting in tracking club proficiencies.

The *Officer in Training* shall be responsible for supporting the officers and learning about the officer role. Their duties may include calling or e-mailing club members to remind them of upcoming meetings or events. Being an officer in training one year does not guarantee being elected to the office the following year; all officer positions are decided at the community meeting election.

Section 1 – Officers are elected for a term of one year; no officer shall hold the same office for more than two consecutive years.

Section 2 – Installation of officers shall be held at the first meeting of the 4-H year, with the term of office to begin immediately.

Section 3 – Officers are required to attend any officer planning meetings established by the club community leader and/or club president.

Section 4 – Any officer who neglects his/her responsibilities and misses planning meetings/community meetings may be required to give up their office and a new vote will be taken by the club to fill that office for the remainder of the term. Such a decision is not taken lightly. The officer would be counseled and given a opportunity to improve prior to dismissal. This decision would be made by the club community leader and the club officers.

Article III

Committees

The president may appoint committees for special purposes at any time, such as food booth committee, barn display committees, and special events committees. Each committee will have a member chairperson and an adult volunteer advisor. The committee chairperson is responsible for presenting committee ideas and plans to the club members for approval.

Article IV

Meetings

Community Meetings

The regular community meetings of the Ramona Stars 4-H Club shall take place on the second Wednesday of each month. With a minimum of 7 days notice, the president, with consent of the organization adult, may call special meetings.

Project Meetings

Each project leader determines the schedule of meetings/activities for that project. Projects must include a minimum of six hours of meetings/related activities.

Article V

Quorum

The quorum to do business shall consist of 50% of unit members meeting membership criteria listed in Article IV of the club constitution.

Article VI

Program of Work

A program of work (plan) for the year shall be written and adopted no later than the third meeting of the program year. The purpose of the program of work is to define:

- Club goals
- Club budget (due November 1 to the County 4-H Office)
- Club schedule of events

Article VII

Rules of Order

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

Articles VIII

Amending By-laws

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

Article IX

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 Ramona Stars 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 Ramona Stars 4-H Club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair values thereof, and shall apply and distribute the proceeds there from in the following order:

- a. Payment of the debts and liabilities of the Ramona Stars 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 Ramona Stars 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 purposed of contingent or unforeseen liabilities or upon re-establishment of the Ramona Stars 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 Ramona Stars 4-H Club setting forth the assets, liabilities, and distribution upon completion liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H unit shall cease.

Article X

Agreed Upon Procedures

The following items are specific operating procedures agreed upon by the Ramona Stars 4-H Club:

1. Projects:

- a. Project leaders must complete the 4-H requirements (LiveScan, orientation and training, paperwork) prior to serving as a project leader for our club.
- b. Project leaders are responsible for setting the expectations/requirements for the successful completion of a project. Upon completion of the project, the project leader signs the record book.
- c. Project leaders submit inventory lists and budget requests to the community leader.
- d. Project leaders must submit appropriate receipts for project expenditures to the club treasurer for club approval for reimbursement.
- e. Project leaders may decide to have a Junior/Teen leader assist them in leading the project.

2. Finances:

- a. The University of California is responsible and must account for all funds collected or dispersed in the name of 4-H. This includes money from donations, fees, fund-raising or other sources. The Ramona Stars 4-H Club will maintain accurate records of all contributions and expenses.
- b. In *unique* situations when the club needs to make an *urgent* decision and approval at the community meeting is not possible, the adult volunteer community leader, along with another adult volunteer, the club president and officers may proceed with the decision and then inform the rest of the club at the next community meeting. This includes the use of funds, not to exceed \$100.00. All appropriate records will be maintained for such money. Again, this is for unique, urgent situations and should be a rare exception.
- c. Use of all funds, except the urgent situation for less than \$100.00 described above, must be discussed and approved at a community meeting with appropriate motions/vote prior to use.
- d. At the conclusion of the 4-H year, the club treasurer must complete the online Annual financial Report and submit the Treasurer's Manual with a copy of the Secretary's minutes to the County 4-H Office.

3. Attendance and Participation:

- a. Members are expected to attend a minimum of 80% of the monthly community meetings.
- b. In unique situations where attendance is not possible such as illness, family is traveling out of town, mandatory school event/test; the absence can be declared an excused absence at the discretion of the club adult volunteer community leader.
- c. 100% attendance to the monthly community meetings is defined as attending all the monthly community meetings, without any absences, excused or unexcused. Returning members are expected to know the 4-H year begins in September and attend all meetings starting in September. New members enrolling in 4-H for the first time may be recognized for 100% attendance for attending all meetings from the time they enroll prior to January 1. (example: A first time member who enrolls in November and attends all monthly meetings thereafter would be recognized as having 100% attendance.) The club may award 100% attendance pins for members who meet this criteria.
- d. Members are expected to participate in club meetings, activities, events, and community services.

Examples of participation in the meetings include: lead a pledge, make a motion, make an announcement, present a project report, give a demonstration or presentation, participate in a skit, assist in setting up or taking down the meeting room.

Examples of participation outside of the club meetings include: submit a newspaper article, work to clean up the fairgrounds, serve as a committee member/leader, attend art & Design Day, attend Judging Day, attend a county or state 4-H event, work at the club food booth, do community service.

4. Record Books:

- a. All members are strongly encouraged to record their 4-H year in a record book. Completed record book are required in order to participate in the Ramon Fair. Record books help members learn in many ways and are a fun reminder of their 4-H experiences. Primary members use the simpler, primary record book format.
- b. Record books are due to the club community leader following the Ramona Fair and no later than August 5th. Books will be judged at the club level and forwarded to the county record book judging if the member would like.
- c. Record books must have all required signatures prior to being submitted to the club.

4-H Club President

Organizational 4-H Club Volunteer

4-H YDP Staff

County Director

These bylaws were adopted October 2009

(NOTE: Carry forward the original date from year to year as the constitution will be adopted only once. Each amendment to the bylaws must indicate the article number amended and the date the amendment was made.)