

## **CONSTITUTION & BY-LAWS**

### **Constitution**

**Article I.** The name of this club shall be Laveen Pathfinders 4-H Club of Maricopa County.

**Article II. Purpose.** The purpose of this 4-H Club is to provide learning experiences through project work, club meetings, presentations, judging, community service and 4-H activities and events, to aid in the personal development of its members.

**Article III. Membership.** Young people who are eight years of age by December 31<sup>st</sup> of the club year and who have not passed their nineteenth birthday by December 31<sup>st</sup> of the club year are eligible to join. Young people who are five to seven years of age by December 31<sup>st</sup> of the club year may join as Cloverbud members. The club year is October 1<sup>st</sup> – September 30<sup>th</sup>. This 4-H Club is open to youth without regard to race, color, gender, national origin or geographic area.

**Article IV. Officers.** The officers of this club shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary, Treasurer, Reporter and Parliamentarian.

**Article V. Number of Meetings.** The club will have as many meetings as necessary to complete project work and carry on a successful 4-H Club program.

### **By-Laws**

**Article I. Election of Officers.** Officers for the upcoming club year shall be elected or affirmed by a majority of the members in good standing. Candidates for office must be members in good standing planning and eligible to re-enroll for the next club year. Election to take place in August of the current club year and successful officers to be installed in September of the current club year prior to the start of the new club year.

#### **Article II. Duties of Officers.**

President: The President shall preside at all club meetings, appoint committees, use basic parliamentary procedure to conduct effective and orderly meetings, and coordinate the activities of the club to ensure maximum member involvement. The President shall only vote on club business in the case of a tie.

1<sup>st</sup> Vice President: The 1<sup>st</sup> Vice President shall preside at meetings in the President's absence, serve as the Program Committee Chair, help plan the annual program, secure educational and interesting programs that ensure all members participate and shall assist with other club activities as needed.

2<sup>nd</sup> Vice President: The 2<sup>nd</sup> Vice President shall perform the duties of the President in the President's and 1<sup>st</sup> Vice President's absence, serve as the Recreation Committee Chair, help plan the annual program, assist members in participating and shall assist with other club activities as needed.

3<sup>rd</sup> Vice President: The 3<sup>rd</sup> Vice President shall serve as the Membership Committee Chair, assist in recruiting and enrolling new members, help plan the annual program, assist members in participating and shall assist with other club activities as needed.

Secretary: The Secretary shall keep the minutes of all 4-H meetings, maintain membership records, meeting and activity attendance records and prepare and send all club correspondence. The Secretary shall serve as Club History Committee Chair.

Treasurer: The Treasurer shall keep an accurate record of all club financial transactions (receipts and expenditures), balance on hand in the club treasury, pay bills as approved by the club and give a report of the club financial condition at each meeting.

Reporter: The Reporter shall prepare and send news reports on club activities to various community news outlets and the County Extension.

Parliamentarian: The Parliamentarian shall advise the presiding officer and instruct the membership in correct parliamentary procedures.

**Article III. Committees.** Committees for special purposes may be appointed by the President at any time.

**Article IV. Meetings.** The regular business meetings of the club shall take place on the first Thursday of each month from October through September. Project Meetings will be determined by Project Leaders and scheduled accordingly. Special meetings may be called by the President, with the consent of the Leader and membership.

**Article V. Quorum.** A quorum is a majority of the members of the club enrolled and in good standing, excluding Cloverbud members.

**Article VI. Order of Club Meeting Business.**

1. Call to Order by the President
2. Pledge of Allegiance & 4-H Pledge
3. Roll Call & Introduction of Guests
4. Read and Approve Minutes of Previous Meetings
5. Treasurer's Report
6. Reports from Projects & Committees

7. Unfinished Business
8. New Business
9. Announcements
10. Adjourn Business Meeting
11. Program
12. Recreation/Refreshments

**Article VII. Club Member Completion Requirements.** Regular Club Members (8-19) are expected to attend at least 50% of club business meetings, participate in a minimum of 6 hours of project work in their chosen project(s) and complete a Record Book on at least one project in order to successfully complete the club year. Cloverbud Members (5-7) are expected to participate in a minimum of 6 hours of 4-H activity and complete a Cloverbud Record Book to successfully complete the club year. Members are highly encouraged to participate in judging, public speaking and community service/citizenship activities as part of a well balanced program. The club year will run from October 1<sup>st</sup> through September 30<sup>th</sup>. Maricopa County 4-H may impose additional requirements for various project areas for members wishing to compete in Maricopa County 4-H events. Club members will be responsible for knowing and meeting those additional requirements.

**Article VIII. Club Program.** A program of the planned 4-H club activities for the year will be developed, written and adopted by the club by the September meeting of the prior 4-H club year. Copies of the program will be distributed to the County Extension Office and/or other entities as required.

**Article IX. Rules of Order.** Robert's Rules of Order shall govern the meetings of the club.

**Article X. Amendments.** These by-laws may be amended by a vote of the 2/3 of the members in good standing present at any meeting.

**Article XI. Dissolution of Club.** Monies raised, products or services sold, donations, gifts, and equipment given or purchased are received in accordance with 501c3 statutes in the name of 4-H Clubs of Maricopa County. As a 501c3 organization, funds, equipment, or property utilized by the local 4-H club are governed by the rules of 4-H Clubs of Maricopa County and University of Arizona Cooperative Extension, Maricopa County.

Upon consideration of dissolution, the club will inform the Maricopa County 4-H Youth Development Agent or staff member as to their desire and conform with the following procedure:

The club shall be terminated and dissolved by majority vote of the membership and certified 4-H volunteers in favor of dissolution and termination of the club.

Upon dissolution and termination of the club, for any reason, the officers shall take full account of the club assets and liabilities, and shall apply and distribute the proceeds there from in the following order:

- To the payment of the debts and liabilities of the club.
- The balance of funds as well as all equipment and property shall be transferred to the designated Maricopa County 4-H Youth Development Agent or staff member who will distribute as hereinafter provided.
- The balance remaining shall be distributed to the Maricopa County 4-H Office for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteer 4-H adult leaders.
- In the event that 4-H Clubs of Maricopa County does not qualify for funds or does not exist at the time of dissolution and termination of the club, the balance remaining shall be distributed to the Arizona 4-H Youth Foundation or the Arizona State 4-H Program if no Foundation exists.

Each of the members, leaders, and the County Extension Office shall be furnished with a statement prepared by the club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the club shall cease. This shall be the last order of business.

Constitution and By-Laws were adopted by all members and leaders present and voting on October 4, 2007, amended on October 2, 2008, October 1, 2015, October 7, 2021 and June 5, 2025.