

Constitution & Bylaws for Polk Producers 4-H Club

Constitution

ARTICLE I: Name/Identity

Section 1: Name

The name of this 4-H organization shall be the Polk Producers

ARTICLE II: Mission and Purpose

Section 2: Mission of 4-H

4-H empowers youth to reach their full potential through youth-adult partnerships and research-based experiences.

Section 3: Clubs Vision

Challenging curious minds with fun and meaningful learning moments that increase leadership skills, agricultural knowledge and exemplary stewardship.

Section 4: Purpose of Club

The purpose of the Club shall be to stimulate member's personal growth and development, to learn practical life skills, and to develop effective leaders and responsible citizens through agricultural activities.

Section 5: Clubs Moto

Expanding beyond extraordinary

ARTICLE III: Membership

Section 1: Eligibility

Any boy or girl who has completed 3rd grade prior to the start of the club year (September 15 may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability. The last year of membership is upon completion of 12th grade.

Section 2: Size of Club

The Club shall consist of a minimum of five (5) members from at least two (2) different families.

Section 3: Re-enrollment

Members must re-enroll in 4-H each year by the county deadline to remain a 4-H member.

Section 4: Responsibility

- Each member is expected to participate during regular club meetings.
- Attendance to monthly meetings is also expected. If a member is unable to attend a meeting due to a valid reason (such as sickness, family event, etc.), the member should contact a club leader or the Secretary in advance, if possible. To remain in good standing, members must attend 7 out of 10 monthly meetings whereas officers must attend 8 out of 10 monthly meeting.
- As required by 4H, each member must enroll in a minimum of one 4-H project to be judged at the county fair.
- Whether showing livestock or not, member are expected to take YQCA.
- Members are encouraged to keep a 4-H project record book.
- Members must give a speech or presentation at the club level.
- Members will be expected to participate in club community service projects.
- Members are also encouraged to participate in county, regional, and state 4-H opportunities as well as show support when our fellow members are participating in fair activities.

Section 5: Code of Conduct

Participation in 4-H is a privilege and participants are expected to show respect and cooperation to 4-H leaders and other participants. Youth and adult participants may be removed from 4-H programs or activities for misconduct.

ARTICLE IV: Officers, Duties, Terms

Section 1: Officers

The officers of the Club shall consist of president, vice-president, secretary, treasurer, recorder/historian.

Section 2: Duties

The duties of the officers shall be defined in the by-laws.

Section 3: Terms

The terms of the officers shall be defined in the by-laws.

ARTICLE V: Use of Club Revenue

Section 1: Club Funds

The club with maintain \$200 at the end of the club year with the intent to have startup funds the following club year.

ARTICLE VI: Dissolution

Upon the disbandment of the club, all real property, including money and equipment shall become the property of the County 4-H Program for care and disposition and authorizes the Polk County Extension Service and county extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owed by this organization.

The last official duty of the club's leaders shall be to affect the transfer of club property and to turn over club records to the county extension office.

ARTICLE VII: Amendment of Constitution

This constitution may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

Voted upon and adopted/revised:

Date: 11/7/2020_____

Signature of Club Leader: Ed Sagar_____

Signature of Club President: Alex Sagar_____

Bylaws

ARTICLE I: Meetings

Section 1: Dates

The Club shall meet at least 10 times a year. Meetings will be held the first Saturday of the month at 10:00 AM and usually at the residence of one of the leaders. The Club calendar year begins in September and ends in June.

Special meetings may be called by the president and the 4-H leaders as needed.

Section 2: Quorum

In alignment with Robert's Rules of Order, a simple majority (one-half plus one) of members must be present to conduct official club business.

Section 3: Order of Business

The following order of business shall be followed at regular 4-H club meetings:

- Call to Order
- Pledges to American flag and 4-H flag
- Roll Call
- Introduction of guest
- Minutes of the last meeting
- Treasurer's report
- Report of committees
- Old or unfinished business
- New business
- 4-H leader's report
- Announcements
- Adjournment
- Educational program/project work as scheduled
- Refreshments

Section 4: Parliamentary Procedure

The Club will use basic principles of parliamentary procedures as defined in Robert's Rules of Order.

ARTICLE II: Officers

The officers of the Club shall include president, vice-president, secretary, treasurer, and recorder/historian. Their primary duties shall be as follows:

- The President will preside at all meetings, uphold the constitution and adhere to parliamentary procedure. The president shall appoint committee chairs and members.

- The Vice-President shall preside over the club in the absence of the president. The vice-president shall assist the president and serve as a link to all committees. Work with Club leaders on scheduling guest speakers.
- The Secretary shall write minutes of each meetings and report at the next meeting. The secretary will also keep attendance records and write club correspondence.
- The Treasurer shall be responsible for all club funds and property, along with the club leader. The treasurer will keep an accurate record of the receipt and expenditures of all funds and give a report of the club's finances at each meeting.
- The Recorder/Historian shall collect newspaper and county newsletter clippings, photos, etc., for a club scrapbook/bulletin board/history. Also, writes articles about club meetings and activities and submits to the local newspaper and extension office for Clover Power. Keep club's website updated monthly.

ARTICLE III: Election of Officers

Section 1: Elections

The officers of the Club shall be elected at the second regular meeting in October. They shall hold office for one year. All active members are eligible to run for an office and vote. Voting is by majority rule and done by secret ballot. Candidates will be required to give a 2-5-minute campaign speech prior to voting. In the event of a tie, the President will participate in a second casting of secret ballots alongside the club members.

Section 2: Officer Vacancies

Vacancies occurring in any of the offices due to illness or other unforeseen event whereas the officer is unable to comply with assumed duties shall be filled by election by club members except in the case of president, when the vice-president shall succeed the chair. Such officers shall serve only until the next regular election.

ARTICLE IV: Committees

Section 1: Special Committees

Special committees will be created as needed. Interested members are encouraged to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

ARTICLE V: Amendment of Bylaws

These bylaws may be amended at any regular meeting by a two-thirds vote cast by those in attendance, provided reasonable advance notice has been given.

Voted upon and adopted/revised:

Date: 11/7/2020

Signature of Club Leader: Ed Sagar

Signature of Club President: Alex Sagar