

The Shiny Shamrocks 4-H Club

Constitution

Article I

Name/Scope

Section 1 Name

The name of this organization shall be the Shiny Shamrocks 4-H Club.

Section 2 Scope

The Shiny Shamrocks 4-H Club shall operate in the city of Woodland, California.

Article II

Purpose

Section 1 Members

The purpose of this organization shall be to aid in the development of its members through project work, club meetings, demonstrations, judging events, and other activities.

Section 2 Community

The purpose of the organization shall also be to make the community a better place through organizing and participating in service projects in the community.

Article III

Club Name/Emblem

All uses of the 4-H club name or emblem shall be consistent with the educational purposes, character-building objectives, and dignity of the 4-H youth organization.

Article IV

Amendments

Section 1 Procedure

Any proposed amendment shall be submitted in writing to the executive committee, which shall review it for clarity. The amendment shall be read at a regular meeting at least one month in advance of final action, or shall be sent in a letter to every member one-week before final action.

Section 2 Committee

The president may appoint a member or committee to write an amendment if a deficiency in the By-Laws becomes apparent.

Section 3 Voting

Amendments may be passed at a regular meeting by a $\frac{3}{4}$ vote of the active members present, providing the above procedure has been followed and providing there is a quorum present.

Article V

Adoption

This constitution shall be adopted at a regular meeting. The effective date shall be _____.

By - Laws

Article I

Membership

Section 1 Qualifications

Membership shall be open to all persons 19 years of age or under who agree to abide by the requirements of the 4-H organization at state, county, and local levels.

Section 2 Privileges

All members shall have the privilege of running for any office and voting in all elections.

Article II

Officers

Section 1 Members of the Executive Committee

The officers of the Shiny Shamrocks 4-H Club shall consist of a President, Vice President, Secretary, Treasurer, Historian, Sergeant-at Arms, Supply Clerk, Reporter, Refreshment Chairperson, Recreation Chairperson, Telephone Chairperson, and Newsletter Editor.

Section 2 Qualifications and Term of Office

Any member/only members of the Shiny Shamrocks 4-H Club shall be eligible to run for any office. The officers shall serve for one year. Members may not hold the same office for two consecutive years, but may run for an office previously held, if not held in the last year. If a member has filed a vacant office for a part of the year, he may run for that office the next year.

Section 3 Installation

The President shall preside at all meetings of the Club and have in mind at all times the best interest of the Club. Special meetings may be called with the consent of the community leader (s). Responsibility for organizing all committees resides with the President.

Section 4 Duties

President

The President shall preside at all meetings for the Club and have in mind at all times the best interest of the Club. Special meetings may be called with the consent of the community leader(s). Responsibility for organizing all committees resides with the President.

Vice President

The Vice-President shall preside in the absence of the President and fulfill any other responsibilities assigned by the President. The Vice-President shall service as the program coordinator at the community meetings. The Vice-President shall succeed to the office of the President if that office becomes vacant.

Secretary

The Secretary shall keep a record of all proceedings of the Club and shall conduct such correspondence as may be necessary. The Secretary shall make a report of the community meeting at the next community meeting and a report to the County Extension Office at the end of the year. In the absence of both the President and the Vice-President, the Secretary shall assume the duty of conducting the meeting until a temporary chairperson has been called.

Treasurer

The Treasurer shall keep track of Club finances and pay all bills approved by the Club.

Historian

The Historian shall keep an accurate record of the Club's activities throughout the year in keeping with the format of the Historian's Book.

Sergeant-at-Arms

The Sergeant-at-Arms shall be the chair of the cleanup committee, which shall consist of all members of the club present. Sergeant-at-Arms shall mastermind all setting up of the room before the meetings, and cleanup afterwards. The Sergeant-at-Arms shall also be responsible for helping the President maintain order during meetings.

Supply Clerk

The Supply Clerk shall take orders for 4-H materials and distribute them to the members. The Supply Clerk shall also be in charge of the monthly door prize.

Reporter

The Reporter shall be responsible for writing news articles on Club meetings and activities and submitting them for publication to local newspapers and the County 4-H Family Newsletter.

Refreshment Chair

The Refreshment Chair shall make the arrangements necessary to ensure that there are adequate refreshments at each community meeting.

Recreation Chair

The Recreation Chair shall prepare a game or other recreation for each meeting.

Telephone Chair

The Telephone Chair shall keep telephone committee members informed of meetings far enough in advance for them to call members of the Club to remind them, or whenever else necessary.

Newsletter Editor

The Newsletter Editor shall prepare a newsletter for distribution at each regular Club meeting.

Article III

Elections

Section 1 Officer Sign Ups

The Executive Committee shall provide an officer sign up sheet to the membership no later than the April meeting. Members shall return it by the May meeting, and a temporary ballot shall be compiled by the Executive committee.

Section 2 Nominations

At the May meeting, the President shall read the temporary ballot, and then call for nominations from the floor. After the nominations are closed, and before the June meeting, the Executive Committee shall prepare a final ballot.

Section 3 Voting

Elections shall be held at the June meeting. A secret ballot shall be used for elections unless the quorum, by majority vote, decides otherwise. If a hand count is used, members nominated to the office in question shall be excused from the room until the matter is settled. The person receiving a plurality of the votes cast for each office shall be declared elected.

Article IV

Meetings

Section 1 Regular Meetings

There shall be at least 10-community meeting of the Shiny Shamrocks 4-H club per year.

Section 2 Meeting Notice

Members shall be informed at each meeting of the date, time, and place of the next meeting. They shall also be reminded of the meeting by the phone tree during the week prior to the meeting.

Section 3 Attendance

No meetings of the Shiny Shamrocks 4-H club or its committees shall be secret. Members, adult leaders, parents, and other visitors may attend meetings, and express opinions at the discretion of the chair. Members shall attend **all** meetings. Members may be excused if attending another 4-H club, a school activity, or due to illness. Members must advise a community leader of the President, Vice President, or Secretary prior to the meeting for an excused absence.

Section 4 Quorum

A quorum at regular meetings shall consist of those who attend the meeting, provided the meeting has been properly called.

Article VI

Amendments

Section 1 Procedure

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Section 2 Committee

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Section 3 Voting

Amendments may be passed at a regular meeting by a $\frac{3}{4}$ vote of the active members present, providing the above procedure has been followed and providing there is a quorum present.

Article VII

Adoption

The adoption of these By-Laws shall be concurrent with the adoption of the Constitution of the Club. The effective date shall be _____,