

## UNIT CONSTITUTION

### ARTICLE I

**Name:** The name of this group shall be Zamora 4-H Club

### ARTICLE II

**Purpose:** The purpose of this club is to provide educational and youth development opportunities for its 4-H members through project work, meetings, demonstrations, judging, community service and events.

### ARTICLE III

**Relationship:** The 4-H club is responsible to the county 4-H Council(VMO). 4-H VMO's are accountable to the University and obligated to follow policies and procedures established by Cooperative Extension.

### ARTICLE IV

**Membership:** Any boy or girl may enroll in 4-H clubs upon entering kindergarten or reaching 5 years old and may continue to be members until the end of the year in which they turn 19 years old, upon agreement to follow the requirements of the 4-H membership.

Members must be enrolled by filling-out the appropriate enrollment forms correctly and by payment of insurance fees by the last working day in October. Exceptions will be made for new families moving into the area, from outside of Yolo County..

The University of California does not discriminate in any of its policies, procedures, or practices on the basis of race, religion, color, national origin, sex, marital status, sexual orientation, age, veteran status, medical condition or disability.

The Zamora 4-H Club of Yolo County affirms and complies with this University of California policy.

### ARTICLE V

**Meetings:** There shall be at least eight 4-H meetings each year. Attendance and participation in at least 80% of the meetings is required. A person may obtain an excused absence by calling one of the

community leaders, the 4-H Club President or the 4-H secretary prior to the meeting. A family member may ask for a member to be excused prior to roll-call if he/she is in attendance at the meeting. A member is allowed 3 excused absences.

#### **ARTICLE VI**

**Record Books:** Record books containing the completed personal development and project page are required in order for members to be eligible to participate in the Spring Show for the next year.

#### **ARTICLE VII**

**Officers:** The officers of this club shall be President, Vice President, Secretary, Treasurer, Newspaper Reporter, County Council Representative, and Sargent at Arms.. Other optional officers shall be Newsletter Reporter, Historian, Public Relations Officer, Community Service Officer, Supply Officer, Recreation Leader, Correspondence Secretary, and Communication Officer.

#### **ARTICLE VIII**

**Organization Leaders:** Adult leaders must be present at all meetings where youth under 18 are in attendance. The community leader must be in attendance unless he/she arranges for an adult substitute.

#### **ARTICLE IX**

**Parents/Guardians:** Parents /guardians with youth under 18 should attend the meetings with their child. If it is not possible for them to attend the meeting they may not leave their child unless a responsible adult is present and they must arrive to pick up their child 15 minutes before the schedule meeting adjournment.

## UNIT BYLAWS

### ARTICLE I

**Election of Officers:** The officers shall be elected by ballot at the last meeting each year.

### ARTICLE II

**Duties of Officers:** The President shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The President may call special meetings with the consent of the community leader(s). The President will also receive calls from members requesting excused absences.

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 Zmorgy Feed Fund Raiser.

The Secretary shall keep minutes of all 4-H meetings, act as the group's correspondent, keep a correct roll of 4-H members, and receive calls from members requesting excused absences..

The Treasurer shall receive and keep all money belonging to the group and shall pay it out only upon 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 report up to date in the 4-H Secretary's handbook.

The Newspaper Reporter shall write a news report of at least 2 meetings and 1 other event for the local newspaper. The Newspaper Reporter will also advertise the Zmorgy Feed in the newspaper prior to the event.

The Newsletter Report shall have the same duties as the Newspaper Reporter and will submit his/her articles to the 4-H newsletter.

The Historian will take pictures of 4-H meetings and events and display the pictures in a yearly photo album.

The County Council Representative will attend the County Council meetings to take notes of the proceedings to report back to the 4-H members at the regular monthly meetings.

The Public Relations Officer will greet any guest speaker invited to the club meetings and help them set-up for their speech or demonstration.. The Public Relation Officer will also introduce the guest speaker to the 4-H club prior to the speaker's speech or demonstration. The Public Relation Officer will also greet any new 4-H members and

invite them to sit with them during the meeting. The Public Relation Officer will go around to the tables during the Zmorgy Feed and thank people for attending and supporting our club.

The Community Service Officer serves as the chairperson of both the tree watering committee and the community clean-up day. At the end of the year the Community Service Officer gives a report on the number of the trees and their health and progress. This report is kept in the Secretary's Handbook.

The Supply Officer cleans up and organizes the 4-H supply cupboard located at the Zamora Town Hall and takes inventory of all the materials and supplies. The inventory sheet is given to the Vice President at the January meeting so the Vice President knows what supplies are available for the February Zmorgy Feed.

The Recreation Leader plans fun songs, skits, games, or events for the 4-H members.

The Correspondence Secretary aides the Secretary by writing thank-you letters as directed by the 4-H members.

The Sergeants at Arms arrive 15 minutes before the scheduled meetings to set-up the tables, chairs, and flags. The Sergeants at Arms stay after the meetings to sweep the floors or mop any spills. The Sergeants at Arms remind other 4-H members to remain quiet and maintain order during meetings. The Sargent of Arms help 4-H members set-up for demonstrations. The Sargent of Arms help leaders and officers by passing out papers.

The Communication Officer is in charge of setting up a "phone-tree" in order to help send reminders and communications to the other 4-H members.

### ARTICLE III

**Committees:** Committees, standing and special, will be appointed by the President, Standing committees will be program ad membership. Suggested standing committees, such as finance, community service, and recreation, may be appointed, special committees will be appointed as needed.

### ARTICLE IV

**Meetings:** The regular meeting of the group shall take place on first Tuesday Of each month. Special meetings may be called by the President with the consent of the community leader(s).

### ARTICLE V

**Quorum:** A quorum shall consist of a majority of the 4-H membership present.

## ARTICLE VI

**Revenue:** All funds collected for the club shall be in compliance with the policy of the California Cooperative Extension, federal, state, and local laws and regulations.

In the event that a 4-H unit must be disbanded, all assets (including equipment, property, bank accounts, etc) remain the property of the University and shall be transferred to the county Director, Regional Director, or 4-H Program coordinator, as appropriate. The administrator will hold the assets in escrow for up to three years before distributing the assets for use in other components of the 4-HYDP. See *Business Section 503, The 4-H Charter*.

## ARTICLE VI

**Program of Work:** A written plan of work for the year shall be adopted not later than the third meeting of the 4-H year.

## ARTICLE VII

**Amendments:** These bylaws may be amended by a majority vote of the 4-H members present at any regular meeting.

The constitution and bylaws were adopted June 1, 1999.  
Carry forward the original date from year to year as the constitution and bylaws will be adopted only once. Each amendment to the constitution and bylaws must indicate the article number amended and date the amendment was made.