

R = Required
O = Optional

University of California San Carlos-Eaton Hills 4-H Club By-Laws

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Article 1 Election of Officers

1.1 Eligibility.

1.1.1 An Officer must have completed two (2) years in good standing in 4-H and one (1) year in good standing as a junior/teen leader before the beginning of the program year in which he or she serves as an officer.

1.1.2 An Officer must be in eighth grade or higher during the program year in which he or she serves as an officer.

1.1.3 An Officer must be willing to accept the full responsibilities of the office and must be available to attend all necessary meetings, including leadership project meetings, general membership meetings and other meetings and events as necessary. An officer must enroll and participate as a member in good standing in the club's leadership project while serving as a club officer.

1.1.4 A candidate for club office must submit a 100 word essay to the club newsletter published before the club election that describes the candidate's qualifications for the office.

1.1.5 No officer may hold the same office for more than two (2) years in succession.

1.2 *The Officers* shall be elected by secret ballot by the first meeting of the unit year.

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Article 2 Duties of Officers

2.1 *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). In consultation with the other officers and community leader, the President plans the business meeting and sets the agenda. The President or President's designee serves as a Club representative at San Mateo County 4-H Council meetings.

2.2 *The Vice-President* shall perform the duties of the president in the absence of the president. The vice president may serve as chairperson of a yearly program committee and any membership committee that may be established.

2.3 *The Secretary* shall keep the minutes of all 4-H meetings, particularly recording the passage of motions and resolutions and the election of officers; shall keep a correct roll of 4-H members; and shall keep a correct record of attendance at each regular club meeting. At the end of the 4-H year, the secretary and

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community leader(s) will submit a final report to the County Extension office. The Secretary shall pass the club's secretaries' records to his/her successor.

2.4 *The Corresponding Secretary* shall receive and answer all Club correspondence, shall write thank you notes, and shall keep copies of all club correspondence, which shall be passed on to his/her successor. The Corresponding Secretary shall support the Secretary as necessary.

2.5 *The Treasurer* shall receive and keep all money belonging to the club and shall pay it out only in conformance to the annual club budget adopted by the club. 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 Treasurer's manual. The Treasurer and the designated club resource leader(s) will compile and submit required reports at the end of the program year.

2.6 Other offices may be established as needs of the Club dictate and as determined by the Leadership Project

R **Article 3
Committees**

3.1 The President may appoint committees for special purposes at any time. Committees may also be requested or volunteered, with the approval of the President and Community Leader(s).

R **Article 4
Meetings**

4.1 The regular meetings of the Club usually shall take place on the third Tuesday of each month. With a minimum of 7 days notice, the president, with consent of the community leader, or the community leader may call special meetings.

R **Article 5
Quorum**

5.1 A quorum to do business shall consist of 30% of unit members meeting membership criteria listed in Article IV of the Constitution.

R **Article 6
Program of Work**

6.1 A program of work for the year may be written and presented to the club membership for approval not later than the third meeting of the program year.

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**Article 7
Rules of Order**

7.1 Robert's Rules of Order shall guide the meetings of this club.

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**Article 8
Amending By-Laws**

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

8.2 A proposed by-law amendment must be presented to the Officers and Leadership Project for discussion and then publicized to the membership at least seven (7) days prior to appearing on a club general meeting agenda for a vote.

**Article 9
Voting**

9.1 With the exception of officer elections, only junior, intermediate and senior youth members in good standing are eligible to vote on club business.

9.2 All youth members in good standing, including primary members, are eligible to vote in club officer elections.

**Article 10
Dues and Finances**

10.1 The Club shall maintain a general account and a farm account.

10.2 The Treasurer and Community Leader(s) shall present a proposed club and farm budget to the membership for approval no later than the third general meeting of the program year. The club's approval of the budget constitutes approval of individual expenditures during the program year that are consistent with and contemplated in the adopted budget.

10.3 Expenditure or reimbursement of club funds requires the signature of the Treasurer or other club officer and the signature of a Community Leader or other approved adult resource leader. The club shall annually approve a list of members and adults authorized to sign club checks. No check will be signed by a member and an adult in the same family.

10.4 Any Individual expenditure exceeding \$250.00 and not contemplated in the adopted budget, as determined by the Community Leader for the general account budget and the Farm Manager for the farm account budget, must be presented to the officers and Leadership Project for discussion before being

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presented to the membership for approval. The advocate for the proposed expenditure must publicize and explain the proposal to the membership in the club newsletter before the proposal is presented at a membership meeting. At the membership meeting, representative(s) of the officers and Leadership Project will present their reasons recommending approval or disapproval of the proposed expenditure.

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- 10.5 The Community Leader(s), in consultation with the Steering Committee, shall establish the annual Club fees and dues, which shall include the fees and insurance amounts established by the county and state 4-H Youth Development Program; an amount to cover each family's Pen Pride ticket allotment, as established by the San Mateo County 4-H Council; and an amount necessary to support Club events and activities.

Article 11 Adult Leaders

- 11.1 Club adult leaders include the Community Leader(s), Farm Manager, Farm Boss and individual project, event and activity leaders as appropriate to support the club.
- 11.2 The Community Leader is responsible for the overall operation of the club and shall guide the club officers in managing all business brought to the club. The Community Leader shall serve as the project leader for the Leadership Project.
- 11.3 The Farm Manager oversees the farm property in general, represents the Club farm at the county 4-H level, and shares responsibility for farm operations with the Farm Boss. The Farm Manager and Farm Boss enforce the Farm Rules and perform other duties as outlined in the Farm Rules.
- 11.4 Under the leadership of the Community Leader(s), the Steering Committee supports club events, projects and activities. Membership in the Steering Committee is open to all club adults, and includes, at a minimum, the community leader(s), Farm Manager, Farm Boss, project leaders, and other club activity and event leaders, including, but not limited to, the webmaster and newsletter editor.
- 11.5 All adult leaders serve with the informal consensus of the Club and the approval of the county and state 4-H Youth Development Program.

Article 12 The Farm

- 12.1 Farm operation is governed by the Farm Rules, as adopted and amended by the junior, intermediate, and senior members of the Club.
- 12.2 All club members and adults are responsible for complying with the Farm Rules.

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Article IX Dissolution of Unit

- 9.1 Upon consideration of the dissolution of the 4-H club, the officers will inform the San Mateo County 4-H Youth Development Program staff and County VMO as

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to their desire and conformance to the following procedure:

- 9.2 The San Carlos-Eaton Hills 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 San Carlos-Eaton Hills 4-H Club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value for the assets, and shall apply and distribute the resulting proceeds in the following order:
- 9.3 a. Payment of the debts and liabilities of the San Carlos-Eaton Hills 4-H club.
- 9.4 b. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the San Carlos-Eaton Hills 4-H Club; any reserves shall be paid over by the Treasurer to the County 4-H VMO. The County 4-H VMO will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the San Carlos-Eaton Hills 4-H Club. At the expiration of the 3-year period, the balance shall be distributed to the County 4-H VMO. The balance remaining shall be distributed to the County VMO for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteers.
- 9.5 Each of the members shall be furnished with a statement prepared by the San Carlos-Eaton Hills 4-H Club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H club shall cease.

Unit President

Community Unit Leader

4-H YDP Staff

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These bylaws were adopted **[date]** , 2007. *[Carry forward the original date from year to year as the by-laws will be adopted only once. Each amendment to the bylaws must indicate the article number amended and date the amendment was made.]*