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|  | **Article I**  **Election of Officers** | | |
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|  | *The Officers* shall be elected at the Shiloh Club Meeting in May of the year prior to the new office term. | | |
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|  | **Article II**  **Age Requirements of Officers** | | |
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|  | *The President, Vice-President, Secretary* and *Treasurer* should be Intermediate or Senior members (at least 11 years of age) if possible.  *The President* must have already held an office.  Other elected offices, *Reporter, Historian, Sergeant at Arms, Activity Director and Healthy Living,* may be held by Junior, Intermediate and Senior members.  Offices filled by an election or other competitive process may not be held by Primary members. Primary members may serve in appointed positions. | | |
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|  | **Article III**  **Duties of Officers** | | |
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|  | *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 organization volunteer(s). | | |
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|  | *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 program committee and the membership committee. The *Vice-President* shall preside as acting President for at least one meeting. | | |
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|  | *The Secretary* shall keep the minutes of all 4-H meetings, act as the group’s correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the county 4-H YDP office. | | |
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|  | *The Treasurer* shall receive and keep all money belonging to the 4-H club 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 Treasurer’s manual. The treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline. Treasureris a two year position. | | |
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|  | *The Club Reporter* writes a news story of each meeting, event and activity. | | |
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|  | *The Club Historian* shall keep a complete history of all club activities. | | |
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|  | *The Activity Director* plans a recreation program to fit all members of the club. | | |
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|  | *The Sergeant at Arms* keeps order at all times, sets up and cleans up for Shiloh Community Club meetings and leads the flag salute. | | |
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|  | *The Healthy Living Officer* shall keep the Health-H front and center at Club meetings and activities. | | |
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|  | Other offices may be established as needs of the unit dictate. | | |
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|  | **Article IV**  **Committees** | | |
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|  | The president may appoint committees for special purposes at any time. | | |
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|  | There shall be standing committees created by the Program Planning as may be required to carry on the work of the club. | | |
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|  | The Chairman (or Co-Chairmen) of a committee will be responsible for notifying all members of that committee before committee meetings. Every member who has been notified of a committee meeting is expected to attend or notify the Chairman if he/she cannot attend. The Chairman shall submit a written report on all details of their work to the club secretary upon completion of the committee activity. If no written report is submitted, the Chairman may not have credit for Chairmanship. | | |
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|  | All committees are formed by sign-ups at the club meeting. | | |
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|  | **Article V**  **Meetings** | | |
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|  | The regular meetings of Shiloh 4-H club shall take place on the second Monday of each month, September to June. With a minimum of 7 days notice, the president, with consent of the organization adult volunteer, may call special meetings. | | |
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|  | **Article VI**  **Voting Members** | | |
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|  | Voting members of the 4-H club include the Junior, Intermediate and Senior members as listed in Article IV of the Constitution. If there are not sufficient voting members in the 4-H club the organizational unit volunteer will work with the UCCE 4-H YDP staff in establishing procedures. | | |
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|  | **Article VII**  **Quorum** | | |
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|  | A quorum to do business shall consist of the number of persons present at the meeting. | | |
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|  | **Article VIII**  **Program of Work** | | |
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|  | A program of work for the year as described in the 4-H Club Program Planning Guide should be developed and adopted no later than the third meeting of the program year. | | |
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|  | **Article IX**  **Rules of Order** | | |
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|  | Robert's Rules of Order shall govern the meetings of Shiloh 4-H club. | | |
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|  | **Article X**  **Amending By-Laws** | | |
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|  | These by-laws may be amended by two-thirds vote of the members present at any regular meeting. | | |
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|  | **Article XI**  **Dissolution of 4-H Club** | | |
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|  | Upon consideration of the dissolution of the 4-H club, the officers will inform the county 4-H YDP staff and VMO as to their desire and conformance to the following procedure: | | |
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|  | The Shiloh 4-H club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of Shiloh 4-H club. Upon dissolution of Shiloh 4-H club for any reason, the officers shall take full account of the Shiloh 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds in the following order: | | |
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|  | 1. Payment of the debts and liabilities of the Shiloh 4-H club. | | |
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|  | 1. Closure of all bank accounts held by Shiloh 4-H club and setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Shiloh 4‑H club; such reserves shall be paid by the treasurer to the county council. The county council 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 Shiloh 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the county council. The balance remaining shall be distributed to the county council for the purpose of program development directly relating to the enrichment of the quality of life of 4‑H youth and adult volunteers. | | |
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|  | c. The Shiloh 4-H club Treasurer, Treasurer Advisor and additional club members will complete Form 6.3 financial report, Form 6.2 inventory report, Form 8.5 year end club peer review report and Form 8.6 peer review checklist. All forms are to be submitted to the county office within one month of unit vote approving dissolution. | | |
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|  | Each of the members shall be furnished with a statement prepared by the Shiloh 4-H club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, Shiloh 4-H unit shall cease. | | |
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|  | **Article XII**  **Agreed Upon Procedures** | | |
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|  | *Member in Good Standing* shall complete the enrollment process, be enrolled in at least one project and comply with the 4-H Member Code of Conduct. | | |
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|  | *Club Participation* shall be a member in good standing and no attendance requirement. | | |
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|  | *Event Participation* in County, Sectional, State and National 4-H events is open to all 4-H members in good standing. There may be eligibility requirements established by event planning committee. | | |
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|  | *Project Completion* shall be a member in good standing plus complete a minimum of 6 hours of project instruction or more as required by the project leader. Project Completion must also complete an Annual Project Report form annually to receive a year stripe and pin. | | |
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|  | *Active Member* Must: | | |
|  | * Be a member in good standing * Enroll prior to December 31st * Complete at least one (1) project * Attend at least eighty percent (80%) of project meetings * Attend at least eighty percent (80%) of Shiloh Club meetings * Complete a Record Book, which will include the Personal Development Report (PDR), Annual Project Report (APR) and My 4-H Story * Participate in community service activities * Participate in club fundraisers | | |
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|  | 100% Attendance Pin for perfect club meeting attendance. 100% Attendance awards requires physically attending meetings. Any absence, excused or otherwise disallows receiving the award. Returning members must attend all meetings from the beginning of the new 4-H year. | | |
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|  | Must be an Active Member for any achievement rank (i.e. Star ranking system and club/county/state Record Book awards). | | |
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|  | To Exhibit at Fair a member must be anActive Member*.* | | |
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|  | *Active Member*s are eligible for the following as funds are available:   * Camp fee assistance * Leadership trip assistance * Enrollment fee assistance for active members in previous year. | | |
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|  | *Primary Members*   * Do not complete the Annual Project Report, record keeping is not required for project completion * Receive a year stripe and pin for participation in a project * Primary member ages 5 to 6 may enroll in the Primary Project only. Members 7 to 8 may enroll in the Primary Project plus one additional allowable project. It is the discretion of the project leader to accept Primary members | | |
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|  | *Junior/Teen Leaders*   * Receive a gold stripe and year pin for completing the Leadership Development Report (LDR) | | |
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|  | *College Freshmen* 4-H members shall commit one (1) hour of community service for each Community Club meeting missed beyond the allowed eighty percent (80%) attendance policy to retain Active Member status. | | |
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| 4-H Club President | |  | Organizational Volunteer/4-H Club Leader |
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| 4‑H YDP Staff | |  | County Director |
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