**KIERNAN KLOVERS 4-H CLUB BYLAWS**

**Any boy or girl who is 9 years old and up through the end of the calendar year in which they become 19 years of age shall be eligible for membership, upon agreement to follow the requirements of 4-H membership. Children age 5 through 8 may join as “Primary Members”. This club does not discriminate in any of its politics, procedures or practices on the basis of race, religion, color, national origin, sex, sexual orientation, veteran status, medical condition or disability.**

*\*Major changes to the bylaws will be in underlined italics.*

**Article I**

**Election of Officers**

1. The Officersshall be elected by the first meeting of the unit year. The club will enable members to self-nominate for as many as two offices at the March meeting. Members will submit their nomination form by the designated date. The ballot vote will take place at the April meeting. A current officer and a Project Leader will count the ballots. Officers will be installed at the end of the May meeting.
2. A member wanting to hold office must be a active member with Kiernan Klovers 4-H. Before election, each nominee will give a verbal introduction before the club to inform the club of their qualifications for the office.

**Article II**

**Age Requirements of Officers**

1. The President, Vice-President, Secretary and Treasurer should be Intermediate or Senior members (at least 6th grade or 11 years of age if homeschooled) if possible. It is highly recommended the President, Vice President, Secretary, Treasurer and Hi 4-H Rep should be of High School age. Other elected offices may be held by Junior, Intermediate and Senior members: The Historian, Outreach Commissioner, Reporter, and Healthy LivingOfficer should be of Junior High School age. Offices filled by an election or other competitive process may not be held by Primary members. Primary members may serve in appointed positions.

**Article III**

**Duties of Officers**

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 organization volunteer(s).
2. 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.
3. 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 by the club and county deadline.
4. The Treasurer role will be held for a term of 2 years, unless approved by club leader. 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 club and county deadline.
5. 80% physical attendance is required at the officer meetings and club meetings to remain in office.
6. Other offices may be established as needs of the unit dictate.

**Article IV**

**Committees**

1. The president may appoint committees for special purposes at any time.

**Article V**

**Meetings**

1. The regular meetings of the 4-H club shall take place on the 2nd Tuesday of each month. With a minimum of 7 days notice, the president, with consent of the organization adult volunteer, may call special meetings.
2. Each member is to be accompanied by a parent or responsible adult to the meetings. Members are encouraged to wear a 4-H t-shirt to all community meetings and sponsored events.
3. Members must **physically** attend *80%* of all Community Meetings, participate in club activities, and complete and turn in a record book in May to be an “Active Member*”*. An Active Member is a member who can show at fair, attend camp at a discounted rate, hold an office the following year, would be eligible for club funding support and to attend Family Fun Day. To be a “Active Member” all guidelines stated in these bylaws must be met.

**Article VI**

**Voting Members**

1. 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.

**Article VII**

**Quorum**

1. A quorum to do business shall consist of the number of persons present at the meeting.

**Article VIII**

**Program of Work**

1. 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.

**Article IX**

**Rules of Order**

1. Robert's Rules of Order shall govern the meetings of this 4-H club.

**Article X**

**Amending By-Laws**

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

**Article XI**

**Dissolution of 4-H Club**

Upon consideration of the dissolution of the 4-H unit, the officers will inform the county 4-H YDP staff and county council as to their desire and conformance to the following procedure:

The Kiernan Klovers 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 Kiernan Klovers 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof. Proceeds shall be applied and distributed in the following order:

* 1. Payment of the debts and liabilities of the Kiernan Klovers 4-H club.
  2. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Kiernan Klovers 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 Kiernan Klovers 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 members and adult volunteers.
  3. Each of the members shall be furnished with a statement prepared by the Kiernan Klovers 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 unit shall cease.

**Article XII**

**Agreed Upon Procedures**

1. **Participation in the major club event (tri tip dinner*)*** is highly encouraged. “Participation” for all members includes; involvement on a committee, the selling of 2 ads per family, and 1 member per family selling of 5 tickets, 2 members per family 9 tickets, 3 members per family 12 tickets, 4 members per family 14 tickets and attendance at the event on a shift.
2. Chairmen of events must document their chaired event by giving a written and oral report at the club meeting following the event,submit a list of members attending the event, and give all documentation to the club Secretary to receive credit as the “Committee Chairperson”. If a picture of the event is taken, it will be submitted to the Historian.
3. Members are to be prompt. Meetings begin at 7:00 pm on the second Tuesday of the month at a designated site. The Sergeant-At-Arms and the Secretary prior to the start of the meetings will take attendance by way of sign in form. Members that arrive after the meeting begins must report to the Sergeant-At-Arms or to the Community Leaders for credit of attendance. Late arrival/early departure, without notifying the club leader, could affect your active member status**. Members may not be signed in for by parents or any other persons**.
4. Members missing ***1*** or more Community Meetings will have their active status reviewed by officers and community leader(s). *A* **VALID EXCUSE: Illness, death in the family, church, school, other 4-H *or FFA* obligations or sports related activities that you are directly involved in. Excuses will be granted at the discretion of the Community Leader, *but will not substitute for a valid excuse*.** Excessive excused absences (2 or more) will be reviewed by the officers to determine standing. A telephone call ***or email*** must be made/sent to a Community Leader **PRIOR** to the Community Meeting. You may call Amy Crabtree 209-595-7632. Or Nancy Penwell 209-531-2487.
5. *An email or telephone call must be made with a valid excuse prior to the meeting for a late arrival or early exit to be counted for full attendance.*
6. *In the event that a member exceeds the number of excused/unexcused absenses, arrangments will need to be made to make up absenses in order to maintain active status. These may be working an extra shift at the tri-tip dinner, selling 5 extra tri-tip dinner tickets, helping out at county 4H events, etc…. After missing more than one meeting, a member may attend the August, December or June meeting as a make-up.*
7. Participation medals and stripes will be awarded at the October Community Meeting for successful completion of the previous year. Successful completion is described as being a member in good standing, completing projects and turning in Annual Project Report. Awards will be given for 100% Attendance, Teen/Junior Leadership and officers. Teen/Jr. Leaders will need to complete a Leadership Development Report (LDR) to earn their Leadership Pin.
8. Members are to remain in the building at all times during the meetings. Reasonable conduct and appropriate language is expected from 4-H members at all activities. The Sergeant-At-Arms will enforce this. Members, parents, and leaders will be dismissed for inappropriate conduct.
9. Primary Members are children aged 5 to 8 years old. A Primary Member is not eligible to exhibit at County events unless there is a specific entry class for Primary Members. 5-6 year olds may only take the Primary project. 7-8 year olds may take two projects, primary and one other at the discretion of the project leader. No primary member will be allowed to take any large animal project. Primary members are also not permitted to vote.
10. In order to participate in the end of the year Family Fun Day, members must have participated in a minimum of 3 fundraisers (i.e. tri tip dinner, car wash, pancake breakfast, etc) and 3 service learning events (i.e. Gospel Mission, Memorial Day Crosses, Soroptomist tree, Bell Ringer, etc), and have 80% physical attendance at Community Meetings. Members that meet these requirements, will have their admission as well as 1 parents admission covered to the event. All members are invited to attend and pay for their own way and invite any family members to attend.

**Article XIII**

**SCHOLARSHIPS**

1. Scholarships are to be awarded to members of the club on a one-time basis upon graduation from High School. The criteria for obtaining scholarships are: 1) Submit application to the Community Leader by the May Club meeting of the year you plan to graduate, including a narrative about your participation in 4-H: what you’ve learned, shared and gave back to the community, 2) Be a Active Member, 3) Have functioned in the role of two of the following: held an office, teen/junior leader of a project, chaired a committee, 4) Submit proof of enrollment in a college, trade school or military. The Scholarship Committee will consist of two adults and two officers of the club. The committee, as determined by budget vote, will decide the amount of each scholarship.

**Article XIV**

**PROJECT MEETINGS**

1. Members are limited to three projects (excluding “Leadership”) unless the member’s parents are leaders of another project that the member wishes to enroll in. Only two of these projects can be animal projects that are shown at fair, unless approved by the project leader.
2. Members will be expected to physically attend 80% of all project meetings, unless the Project Leader is notified with a **VALID EXCUSE** (See Article XII, Item #4). You are expected to physically attend a minimum of 80% of the meetings or you will be dropped from the project, get no credit for the project and be unable to show that project at the County Fair. The Project Leader’s signature on the Project Report verifies successful completion of the project per attendance guidelines.
3. There will be a mimum of four meetings or at least 6 hours total, for each project during the 4-H year. Scheduling of the meetings is at the discretion of the Project Leader, with the first meeting occurring by October 31st, unless special cirsumstances approved by the community leader.
4. Members should turn in a completed and signed 4-H Record Book by the May meeting to be an Active Member.

**Article XV**

**FINANCES**

1. All returned checks will result in an additional $25.00 fee, payable to the club.
2. All payment for events: fund-raisers, camp and/or materials must be made before or on the day of the event.
3. All receipts for events must be submitted to the Treasurer within 30 days of the event for reimbursement to Leaders. Proper forms must be submitted with request for reimbursement.
4. The Treasurer will deposit all monies received for events within 7 days, (unless agreed to other arrangements with Club leader) for an exact accounting of events.
5. The club will accept no checks written by sponsors for a 4-H Member project, or to sponsor that individual member.

Officers Revised: 9/10/17 Approved: 9/12/17