



[Note: If the club will have a bank account the constitution and bylaws templates must be used instead of operating procedures. Also, consider using the constitution and bylaws templates if the club will have officers and make decisions by parliamentary procedure as they are commonly part of an organizational structure that includes these elements.]

R **Article I  
Name**

This unit shall be known as the *(Name of Club)* 4-H Community Club of *(Name of County)* County, California.

R **Article II  
Purposes**

The purposes of this 4-H unit shall be:

- A. To stimulate members *personal growth and development*. Help gain mastery and competence, enhanced independence, and personal values. Provide learning experiences for members to practice and evaluate their growth.
- B. To help youth *develop responsible citizenship*. Learn democratic ways and group living skills through practice. Share in community service-learning and citizenship projects and activities.
- C. To *develop effective leadership skills* through youth and adult partnerships.

R **Article III  
Relationship**

The \_\_\_\_\_ 4-H Community Club is responsible to the UCCE 4-H YDP staff and accountable to the University of California, Division of Agriculture and Natural Resources (UC ANR) and obligated to follow UC 4-H Youth Development Program (YDP) policies and procedures, and abide by the core values of the program.

R **Article IV  
Membership**

*Section I*



The 4-H community club shall consist of at least 5 youth from 3 different families. Any youth may enroll in 4-H clubs upon meeting the enrollment criteria:

A. Primary Member:

Must be 5 years old by December 31 of the program year. Primary members enrolling after December 31 must participate as a primary member until the end of the program year. Primary members cannot enroll in large animal projects. Approved primary member animal projects are dogs, cats, rabbits, rats, poultry, bees, mice, embryology, entomology, marine science, pygmy and Nigerian dwarf goats and therapeutic animal projects. A complete list of all approved primary projects is in the California 4-H Project List.

B. Junior, Intermediate and Senior Members:

Must be 9 years old by December 31 of the program year and may continue in the program until the end of the calendar year in which they become 19 years of age.

C. Home Schooled:

Children are to enroll based on their chronological age by December 31st.

*Section 2. Duties of the Members.*

It shall be the duty of each member to:

- Be a member in good standing;
- Abide by the Core Values of the UC ANR 4-H YDP;
- Participate in club meetings and projects they sign up for; and
- Perform such duties of office or committees as may be required.

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**Article V  
Officers**

The officers of the 4-H community club shall be president, vice president, secretary, treasurer and other positions as deemed appropriate.





R **Article VI**  
**Meetings**

The 4-H community club will have as many meetings as are necessary to complete project work and to carry on a successful 4-H community club program. There shall be at least six (6) club business meetings per year. Attendance and participation can be promoted through incentive and recognition programs.

R **Article VII**  
**Organization Volunteers**

Two adult volunteers must be present at all 4-H club and project meetings. The Community Club Leader and/or Assistant Club Leader must be in attendance at all club meetings unless they arrange for an adult volunteer substitute. When two 4-H adult volunteers cannot be at the meeting, one 4-H adult volunteer and another adult at least 21 years old or 4-H staff member must be present instead.

R **Article VIII**  
**Parents/Guardians**

Parents/guardians with youth under 18 should wait until two adult volunteers are present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment. Parents are expected to abide by all University of California 4-H YDP policies and core values.

R **Article IX**  
**Nondiscrimination Statement**

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies. University policy also prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or



participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or to any of its programs or activities.

In addition, it is the policy of the University and ANR to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence. In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, including the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated.

Inquiries regarding the University's nondiscrimination policies may be directed to John Sims, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.

The \_\_\_\_\_ 4-H Community Club of \_\_\_\_\_ County affirms and complies with this University of California policy.

\_\_\_\_\_  
4-H Club President

\_\_\_\_\_  
Community Club Leader

\_\_\_\_\_  
4-H YDP Staff

\_\_\_\_\_  
County Director

This constitution was adopted \_\_\_\_\_, 20\_\_\_\_. *[Carry forward the original date from year to year as the constitution will be adopted only once. Each amendment to the constitution must indicate the article number amended and date the amendment was made.]*