

4-H office  
Lucia

# CONSTITUTION AND BY-LAWS of the AMERICAN VALLEY 4-H CLUB

## CONSTITUTION

### **ARTICLE I - NAME**

The name of this group shall be American Valley 4-H Club.

### **ARTICLE II - PURPOSE**

The purpose of this unit is to aid in the development of its 4-H members through project work, meetings, demonstrations, judging, community service, and events.

### **ARTICLE III - MEMBERSHIP**

Any boy or girl who is in the 4<sup>th</sup> grade of 9 years old and not 10 before January 1 of the current year shall be eligible for membership upon agreement to follow the requirements of 4-H membership. There shall be no regard to race, creed, religion, color, national origin, sex, physical condition, or disability. A special mini-member group for member's age 5-9 years may be organized at the discretion of the club advisor.

### **ARTICLE IV – OFFICERS**

The officers of this group shall be President, Vice President, Secretary, Treasurer, Reporter, Historian, Two Sergeant at Arms, Two Livestock Sale Representatives, and Activity Leader.

### **ARTICLE V – MEETINGS**

There shall be at least eight club meetings each year to be held at the Grange Hall, Quincy, on the 2<sup>nd</sup> Wednesday of each month.

## BY-LAWS

### **ARTICLE I – ATTENDANCE**

In order to receive credit (hat and/or stripe) for membership in the current year a member must turn in one completed project sheet as well as attending 80% of the club meetings and project meetings. The only exceptions for missed meetings to be excused and counted as attended are; if the member is sick, there's a family emergency, or the member is at another function where their attendance is required and that cannot be rescheduled. The organization leader or a club officer must be notified before the meeting so they can be excused.

Enrollment is from September-December, late signups past October must be made up by available/acceptable makeup meetings.

Unexcused/Makeup meetings can be made up by attending a By-County Council, Livestock Sale, another Club's Officer or regular monthly meeting, or American Valley 4-H Club Officer Meeting. A signed verification is required for proof of attendance. A current officer of American Valley cannot use our Club Officer meetings as any makeup for regular Club meetings.

## **ARTICLE II – ELECTION OF OFFICERS**

Officers shall be elected annually by ballot at the October meeting and shall take office at the following meeting. Voting privileges are limited to those enrolling for the current year.

## **ARTICLE III – REQUIREMENTS OF OFFICERS**

The President shall have completed the 8<sup>th</sup> grade and 2<sup>nd</sup> year in 4-H and turned in a completed record book for previous year.

The Vice President shall have completed the 8<sup>th</sup> grade and 2<sup>nd</sup> year in 4-H and turned in a completed record book for previous year.

The Secretary shall have completed the 7<sup>th</sup> grade and 2<sup>nd</sup> year in 4-H and turned in a completed record book for previous year.

The Treasurer shall have completed the 5<sup>th</sup> grade and 2<sup>nd</sup> year in 4-H and turned in a completed record book for previous year.

The Reporter shall have a completed 1 year in 4-H and turned in a completed record book for previous year.

The Historian shall have a completed 1 year in 4-H and turned in a completed record book for previous year.

The Sergeant at Arms shall have shall have a completed 1 year in 4-H and turned in a completed record book for previous year.

The Two Livestock Sale Representatives shall have shall have a completed 1 year in 4-H and turned in a completed record book for previous year.

The Activity Leader shall have a completed 1 year in 4-H and turned in a completed record book for previous year.

An officer must be responsible for office duties in his/her absence. An officer is expected to attend monthly officer meetings.

Qualifications for officers may be adjusted if necessary due to lack of qualified nominees.

## **ARTICLE IV – DUTIES OF OFFICERS**

The President shall preside at all meetings and have a mind at all times the best interests of the club members. The President may call special meetings with the consent of the organization leaders.

The Vice President shall perform the duties of the President in absence of the President. The Vice President shall serve as the chairperson of the yearly program committee.

The Secretary shall keep minutes of all 4-H meetings, act as the group's correspondent, and keep a correct roll of 4-H members. A completed Secretary's Book shall be turned into the organization leader at the end of the 4-H year.

The Treasurer shall receive and keep all monies belonging to the group and shall pay it out only upon order of the President after the 4-H members' approval. 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 Book. The Treasurer's Book shall be turned into the organization leader at the end of the 4-H year. Initiate meeting with Advisor by December of election year.

The Reporter shall write a news report of each 4-H meeting and event for the local newspaper and County Cloverleaf.

The Historian shall collect and keep all published articles, photos, etc. of 4-H club events in the scrap book.

The Sergeant at Arms shall keep order during club meetings and perform other duties as directed by the club President.

The Two Livestock Sale Representatives shall attend meeting set by the Livestock Sales Committee.

The Activity Leader shall provide and activity of choice, approved by Advisor, for end of Club meeting where time permits.

#### **ARTICLE V – COMMITTEES**

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

#### **ARTICLE VI – MEETINGS**

The regular meeting of the group shall take place on the 2<sup>nd</sup> Wednesday of each month. Special meetings may be called by the President with the consent of the organization leader.

#### **ARTICLE VII – QUORUM**

The quorum shall consist of a majority of the 4-H membership.

#### **ARTICLE VIII – PROGRAM OF WORK**

A written plan of work for the year shall be adopted no later than the third meeting of the 4-H year.

#### **ARTICLE IX – AMENDMENTS**

These by-laws may be amended by a majority vote of the 4-H membership present at any regular meeting.

The Constitution and By-Laws were adopted May 8, 2013.

Advisor Margie Day  
President Kealey Froegedts  
Vice President Cheri E. Coelker  
Secretary Cody Morrison  
Treasurer Rebecca Leonardt