

University of California 4-H Unit Constitution

Article I

The name of this unit shall be the Indian Valley 4-H Club.

Article II

Purpose

The purposes of this unit shall be:

- (1) To have fun while learning practical life skills.
- (2) To stimulate members personal growth and development help gain confidence and personal values. Provide learning experiences for members to practice and evaluate their growth.
- (3) To help youth develop responsible citizenship, learn democratic ways and group living skills through practice. Share in community service and citizenship projects and activities.
- (4) Develop effective leadership among youth and adults

Article III

Relationship

The 4-H unit is responsible to the county 4-H Volunteer Management Organization (VMO). 4-H VMOs and unit are accountable to the University of California and obligated to follow policies and procedures, and abide by the core values of the University of California 4-H YDP.

Article IV

Membership

Section 1. Yearly membership in this organization shall be sealed at 50 members with no new membership being accepted except siblings of already enrolled 4-H families. Others wishing to join this organization shall be placed on a waiting list and admitted on a first come first serve basis.

Any boy or girl may enroll in 4-H units upon meeting the enrollment criteria:

Primary Member: Must be 5 years old or in kindergarten by January 1 of the program year. Primary members enrolling after January 1 must participate as a primary member until the end of the program year. Primary Members cannot participate in the following large animal projects: beef, sheep, swine, horse and goat

Junior, Intermediate and Senior Members: Must be 9 years old or in the 4th grade by January 1 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.

Home Schooled: Children are to enroll based on their chronological age.

Section 2. County guidelines and the specific purposes or projects of the local club; its leadership and membership, determine local membership eligibility.

Section 3. Duties of the Members.

It shall be the duty of each member to:

- Abide by the 4-H member Code of Conduct
- Abide by the core values of the University of California 4-H Youth Development Program;
- Attend meetings regularly;
- Study all bulletins and materials received from the University of California Cooperative Extension 4-H Youth Development Program;
- Do as much of the project work as is possible;
- Complete the project;
- Furnish reports required of the work done:
- Perform such duties of office or committees as may be required; and
- Help make the meetings interesting and helpful.

Article V

Officers

The officers of this club shall be president, vice president, secretary, treasurer and other positions as deemed appropriate.

Article VI

Meetings

There shall be **ten** regular meeting of the club each year (November–August) and 1 recruitment meeting (September) and 1 enrollment meeting (October). Members must attend 8 of the 10 meetings for project completion.

Article VII

Organization Volunteers

Adult volunteers must be present at all unit 'and project meetings where youth under 18 are in attendance. The Organizational Unit Volunteer and/or Assistant Organizational Unit Volunteer must be in attendance at all club meetings unless they arrange for an adult substitute.

Article VIII

Parents/Guardians

Parents/guardians with youth under 18 should wait until a responsible adult is 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.

Article IX

Non-Discrimination Statement

The University of California, in accordance with applicable federal and state laws and University policy, prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related), ancestry, marital status or age. The University of California also prohibits discrimination on the basis of sexual orientation, status as a Vietnam-era veteran or special disabled veteran, or within the limits imposed by law or University policy, on the basis of citizenship.

In conformance with applicable law and University policy, the University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action for under-represented minorities and women, for persons with disabilities, and Vietnam veterans and special disabled veterans.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action Director, University of California, Agriculture and Natural Resources, 1111 Franklin, 6th Floor, Oakland, California 94607-6200.

The Indian Valley 4-H unit of Plumas County affirms and complies with this University of California policy.

Unit President

Organizational Unit Volunteer

4-H YDP Staff

This constitution was adopted October 21, 2002

University of California 4-H Unit By-Laws

Article I

Election of Officers

The officers shall be elected by the first meeting of the unit year.

Article II

Duties of Officers

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)~

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 of work committee and the membership committee.

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 Extension office.

The Treasurer shall receive and keep all money belonging to the unit 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 at the end of the program year.

The Reporter shall write a news report of each club meeting and club activities for the Clover Leaf.

The Historian shall keep the club scrapbook.

The Sergeants at Arms shall set-up for meetings and keep order at the club meeting and club events.

Article III

Committees

The President may appoint committees for special purposes at any time.

Article IV

Meetings

The regular meetings of the unit shall take place on the third Monday of each month. With a minimum of 7 days notice, the president, with consent of the organization volunteer, may call special meetings.

Article V

Quorum

A quorum to do business shall consist of 50%+ 1 person of unit members meeting membership.

Article VI

Program of Work

A program of work for the year shall be written and adopted not later than the third meeting of the program year.

Article VII

Rules of Order

Roberts Rules of Order shall govern the meetings of this unit.

Article VIII

Amending By-Laws

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

Article IX

Dissolution of Unit

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

The Indian Valley 4-H Club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H unit. Upon dissolution of the 4-H unit for any reason, the officers shall take full account of the Indian Valley 4-H unit 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 there from in the following order.

- a. Payment of the debts and liabilities of the Indian Valley 4-H club.
- b. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Indian Valley 4-H unit; such 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 Indian Valley 4-H unit. At the expiration of the

S-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.

Each of the members shall be furnished with a statement prepared by the Indian Valley 4-H unit 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 X

Agreed Upon Procedures

These bylaws were adopted on October 21, 2002.