

# (Name of club) 4-H Community Club Constitution

R = Required. O = Optional
[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.]

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| **R** | **Article IName** |
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|  | This unit shall be known as the (Name of Club) 4-H Community Club of (Name of County) County, California. |
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| **R** | **Article IIPurpose** |
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|  | The purposes of this 4-H unit shall be: |
|  | 1. 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.
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|  | 1. 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.
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|  | 1. To *develop* effective *leadership skills* through youth and adult partnerships.
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| **R** | **Article IIIRelationship** |
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|  | The (name of club) 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.  |
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| **R** | **Article IVMembership** |
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|  | **Section 1.**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: |
|  | 1. 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. |
|  | 1. 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. |
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|  | 1. Home Schooled:

Children are to enroll based on their chronological age by December 31st. |
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|  | **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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| **R** | **Article VOfficers** |
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|  | The officers of the 4-H community club shall be president, vice president, secretary, treasurer and other positions as deemed appropriate. |
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| **R** | **Article VIMeetings** |
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|  | 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. |
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| **R** | **Article VIIOrganization Volunteers** |
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|  | Two appointed 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 appointed adult volunteer substitute. Only in emergencies and unforeseeable circumstances when two 4-H adult volunteers cannot be present, there must be appointed adult volunteer and another adult participant or 4-H staff member, one of which must be at least 21 years old.  |
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| **R** | **Article VIIIParents/Guardians** |
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|  | 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. |
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| **R** | **Article IXNondiscrimination Statement** |
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|  | In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the University of California, Division of Agriculture and Natural Resources (UC ANR) is prohibited from discriminating on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, status as a U.S. veteran, or reprisal or retaliation for prior civil rights activity in any program or activity conducted by UC ANR. Remedies and complaint filing deadlines vary by program or incident. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the UC ANR Office of Diversity & Inclusion, phone: 530-786-0206, email: dewhite@ucanr.edu or USDA’s TARGET Center at (202) 720- 2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at  [How to File a Program Discrimination Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.Alternatively, a program discrimination compliant may be filed with the UC Harassment & Discrimination Assistance and Prevention Program (HDAPP) by email hdapp@ucdavis.edu or phone: 530-304-3864; or contact the UC ANR Title IX Coordinator at (530) 752-9466.The University of California, Division of Agriculture and Natural Resources (UC ANR) is an equal opportunity provider.Inquiries regarding the University’s nondiscrimination policies may be directed to: UC ANR, Interim Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1280. Email: tljordan@ucanr.edu. Website: <http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/>. |
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| R | The (name of club) 4-H Community Club of (name of county) County affirms and complies with this University of California policy.  |
| Print Name | Signature | Date |
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| President |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| 4-H Community Club Leader |  |  |
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| 4-H Co-Community Club Leader |  |  |
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| 4-H Community EducationSpecialist (CES) |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| 4-H CES Supervisor |  |  |
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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.]*

Amendment History:

(As of April 2021) The University of California Division of Agriculture & Natural Resources (UCANR) is an equal opportunity provider. (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>)

Inquiries regarding ANR’s nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.