



## 4-H Unit Constitution Template

R = Required

O = Optional

2/2009

*Changes and additions to meet the needs of the unit may be made and must be approved by the county 4-H YDP staff and county director prior to the unit approval.*

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### Article I Name

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

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### 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.

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### Article III Relationship

The 4-H club is responsible to the County Council. County councils and clubs are accountable to the University of California (UC) and obligated to follow UC and 4-H Youth Development Program (4-H YDP) policies and procedures, and abide by the core values of the University of California 4-H YDP.

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### Article IV Membership

*Section 1*

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

A. Primary Member:

Must be 5 years old or in kindergarten 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 animal projects are dogs, cats, rabbits, rats, poultry, bees, mice, embryology, entomology, marine science, pygmy and Nigerian dwarf goats and therapeutic animal projects.

B. Junior, Intermediate and Senior Members:

Must be 9 years old or in the 4<sup>th</sup> grade 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*

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;
- Participate fully in project work;
- Complete records of the work done;
- Perform such duties of office or committees as may be required; and
- Help make the meetings interesting and helpful.

R **Article V  
Officers**

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

R **Article VI  
Meetings**

The 4-H club will have as many meetings as are necessary to complete project work and to carry on a successful 4-H club program. A minimum of eight (8) meetings is recommended. 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 organizational 4-H club volunteer and/or assistant organizational unit volunteer must be in attendance at all club meetings unless they arrange for an adult volunteer substitute.

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**

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), 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: service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities.

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University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607, (510) 987-0096.

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

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

\_\_\_\_\_  
Organizational 4-H Club Volunteer

\_\_\_\_\_  
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.]*