KINGS HARVEST 4-H CLUB BYLAWS

1) ***NAME:*** *The name of this club shall be KINGS HARVEST 4-H Club.*

2) ***PURPOSE:*** *The purpose of this club is to aid in the development of its members through project work, club meetings, demonstrations, judging, community service, club and county events and other activities.*

3) ***MEMBERSHIP:*** *Any boy or girl who is in the 4th grade or above, or at least nine before January 1 of the current club year, and is not nineteen before January 1 of the current club year, shall be eligible for regular 4-H membership. For those who are home schooled, only the age will be considered. Youth remain eligible for membership until the end of the calendar year in which they turn nineteen years old.*

   a) Youth are eligible to participate in 4-H as Primary Members if they are 5 years old or in kindergarten as of January 1 of the program year. They pay the 4-H program fee. The only approved animal projects for Primary Members are dogs, rabbits, rats, cats, poultry, cavies, mice, embryology, entomology, marine science, pygmy goats and therapeutic animal projects. They are not eligible to participate in activities beyond the club level, unless specific provisions are made for them by the event planners. They do not participate in county awards programs or keep record books.

   b) Primary Members may receive participation recognition only. Structured competition, including the use of the American and Danish Systems of judging, is not permitted for Primary Members.

   c) Membership is open to all youth without regard to race, creed, religion, national origin, or mental or physical handicap.

   d) Membership for members enrolled in a Kings County 4-H Club during the previous year shall close on October 31.

   e) New members may join until October 31.

   f) Members transferring from other counties and states will be accepted at any time.

4) **VOTING:** Only enrolled members (not Primary Members) of the club shall have a vote in matters before the club.

5) **OFFICERS:** The officers of this club shall be president, vice-president, secretary, treasurer, reporter/ historian, song leader and recreation leader(s), and sergeant(s)-at-arms.

6) **MEETINGS**: There shall be at least eight (8) meetings of the club each year.

7) **ELECTION OF OFFICERS:** The officers shall be elected at the **August** meeting each year.

a) VACANCY: If an officer is no longer a member of the club, the president can appoint someone to fill the vacancy until the next election with the approval of the club and the Community Club Leader.

8) ***DUTIES OF OFFICERS****: The president shall preside at all meetings of the club and have in mind at all times the best interests of the club. S/he may call special meetings with the consent of the Community Club Leader.*

a) The vice-president shall perform the duties of the president in the absence of the president. S/he shall serve as chair of the yearly program committee.

b) The secretary shall keep minutes of all club meetings, act as a club correspondent, and keep a correct enrollment of club members. At the end of the club year, the secretary and the Community Club Leader will submit a year-end club report to the county Cooperative Extension office.

c) The treasurer shall receive and keep all money belonging to the club and shall pay it out upon order of the president, after club action. S/he shall keep an accurate record of all money received and paid out, and provide an accurate monthly report to the secretary for inclusion in the minutes. S/he shall assist the secretary and club leader with the year-end financial summary.

d) The reporter shall write a news report of s**pecial activities in the club and submit it to local news media and the Cooperative Extension office.**

e) The historian shall keep **a scrapbook with newspaper clippings and pictures of club members and events throughout the year.**

f) The song and recreation leader(s) shall be responsible for the singing and recreational activities at club meetings and events.

g) The sergeant(s)-at-arms shall set-up the meeting room before each meeting and maintain order during club meetings.

9) **NOMINATIONS AND ELECTIONS**: Officers shall be nominated at the May meeting, elected at the **August** meeting, and shall assume office at the September meeting.

a) Nominations shall be limited to three persons for each office.

b) Officers may hold any one office for no more than two years in succession.

c) Officers shall be responsible for all club materials in their possession. Outgoing officers shall present materials pertaining to their office to incoming officers.

10) ***COMMITTEES:*** *Committees will be appointed by the president and shall consist of a leader and at least two members.*

11) ***AUDIT:*** *An annual audit of the treasurer's records is to take place at the end of each club year by a committee appointed by the president in accordance with the instructions provided by the Kings County UC Cooperative Extension Office, and an audit report filed with the office by the due date each year.*

12) **MEETINGS:** The regular meeting of the club shall take place on the second Monday of each month, with the exception of the month(s) of July and August. Special meetings may be called by the president with the consent of the Community Club Leader.

13) ***QUORUM:*** *A quorum shall consist of a majority (50% plus one member) of the membership. A quorum shall be required at a club meeting to conduct club business.*

14) ***PROGRAM OF WORK****: A written plan of work for the year shall be adopted not later than the third meeting of the club year and submitted to the UC Cooperative Extension Office.*

15) ***MEMBERSHIP FEES:*** *No fee for membership will be collected except for the Program Fee specified by Cooperative Extension each year.*

16) **ATTENDANCE:** Members missing three (3) or more club meetings without a valid excuse shall be expelled from the club for the remainder of the club year. To be excused, a member must contact the community club leaders.

17) **ROLE OF PARENTS:** Parents are welcome, encouraged and expected to attend community club meetings. Should parental attendance not be possible, parents must designate another adult to supervise the member at the meeting, and the parents must make arrangements for the member's timely transportation to and from the meeting.

18) **PROJECT GROUPS:** Cooperative Extension requires that an adult 4-H leader be assigned to each project offered by the club, and that there shall be at least three project meetings between July 1 and June 30; however, a minimum of six meetings during the entire club year is recommended by the Cooperative Extension office. The size of project groups and the requirements for meeting attendance and completion shall be determined by the project leader and communicated to members and their parents at the beginning of the club year. Record books are required to be turned in at the end of the club year.

19) **GUESTS:** A club member may bring a guest to a club meeting, project meeting, or club activity only with the approval of the Community Club Leader, president and/or project leader.

20) ***CODE OF CONDUCT:*** *Reasonable conduct is expected from 4-H members at all times. Obscene language, roughhousing, and insubordination will not be tolerated. The possession*

and use of alcoholic beverages, drugs or tobacco (for those under 18) by 4-H members is prohibited. The 4-H Code of Conduct available at the Extension Office will be in effect for all trips.

21) ***AMENDMENTS:***

a) *These by-laws may be amended by a majority vote of the members present at a regularly scheduled meeting, after discussion at a previous regular meeting, or after the proposed changes have been mailed to all members and leaders at least one week before the meeting at which the vote is to occur. Changes in the by-laws must be immediately reported to the county Cooperative Extension office and are subject to staff approval.*

b) *All members shall receive a copy of the by-laws after they are amended. All new members shall receive a copy at the time of enrollment.*

These by-laws were adopted on September 8, 2008.

Signature of Club President _____

Ashley Blomquist

Signature of Community Club Leader _____

Loretta Toledo & David Lafferty

Staff approval: _____ Date: _____

Peggy Gregory
4-H Youth Development Advisor