DINWIDDIE TEEN 4-H CLUB CONSTITUTION

ARTICLE 1 – Name

This club shall be known as the Dinwiddie Teen 4-H Club of Dinwiddie County, Virginia

ARTICLE 2 – Purposes

The purposes of this club shall be:

1. To stimulate member’s personal growth and development

2. To have fun while learning practical life skills

3. To develop effective leadership in youth and adults

4. To help youth develop responsible citizenship

The development of club members will occur through 4-H project work; club meetings, demonstrations, and community service; club, county, district, state, regional, national and international 4-H events; and other activities.

Article 3 – Membership

Section 1 – Nondiscrimination

Club membership is open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

Section 2 – Age

Membership is limited to senior 4-H members.

Article 4 – Officers

The officers of this club shall be president, vice president, secretary, treasurer, historian/reporter, and three recreation leaders.

Article 5 – Committees

The following committees shall be appointed to serve for the club year: (a) program, (b) recreation, (c) membership, and (d) audit. Standing or special committees may be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

Article 6 – Meetings

There shall be a minimum of eight meetings of the club each year. Attendance and participation can be promoted through incentive and recognition programs. A maximum of 3 meetings can be missed unexcused. Members must inform the secretary at least 24 hours in advance should they be unable to attend.

Article 7 – Finances

The club will follow all Virginia Cooperative Extension and Virginia 4-H fiscal policies as well as state and federal regulations. One volunteer club leader will be assigned as the mentor to the elected treasurer.

Article 8 – Volunteer Leaders

The volunteer leadership of this club shall consist of a minimum of two (2) adults. A 4-H volunteer is anyone beyond 4-H member age who is enrolled, and of his/her own free will, without compensation or expectation of compensation beyond possible reimbursement of out-of-pocket expenses, performs a task at the direction of and on behalf of the Virginia 4-H program. All 4-H club leaders are expected to abide by the Standards of Behavior for Virginia 4-H Volunteers and will have received 4-H volunteer orientation and training prior to leading a 4-H club.

Article 9 – Parents

Parents/guardians of club members should wait until two responsible adults are present before leaving their child(ren) at a meeting. They must arrive to pick up their child(ren) 15 minutes before the scheduled meeting adjournment. Parents/guardians are expected to abide by the Virginia 4-H Expectations of Volunteers statement.

Article 10 – Extension 4-H Staff

The organization, program, and activities of this club shall be under the general direction of the unit 4-H or other Extension staff.

Article 11 – Dissolution

Upon dissolution, the members of the Dinwiddie Teen 4-H Club agree to the following procedure: The Dinwiddie Teen 4-H Club shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H club. The members shall also vote on how to disburse club resources to a project or activity or contribution to the betterment of the county or state 4-H program. If this 4-H club dissolves or fails to reorganize without a vote of the members, the resources become the property of the unit 4-H council or the unit 4- H foundation after a waiting period of one year. During the one-year waiting period, a volunteer representative of the county 4-H program will maintain the account.

Article 12 – Amendments

Providing notice has been given at the previous meeting, this constitution may be amended at any regular meeting by a two-thirds vote cast by those in attendance.

SIGNATURES:

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Club President Club Secretary

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Unit Extension Staff Organizational Leader

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Adopted

DINWIDDIE TEEN 4-H CLUB BYLAWS

Article 1 – Election of Officers

Section 1 – Eligibility

All club members are eligible to serve as officers.

Section 2 - Election Procedures

The officers of this club shall be elected at the May meeting each year. A nominating committee consisting of a chair and three (3) members will make its officer nominations report to the club one month before the election. Officers shall hold office for one year. Voting for officers is by majority rule and by secret ballot.

Article 2 – 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.

The Vice President shall perform the duties of the president in his or her absence. He or she shall serve as chair of the yearly program committee.

The Recording Secretary shall keep a record of all proceedings of the club and shall keep an accurate roll of all members. The secretary shall submit a completed club secretary book that includes an up-to-date club constitution and bylaws to the unit Extension office by the unit deadline.

The Treasurer shall receive and take care of all money belonging to the club and shall pay it out upon the order of the president. The treasurer shall also be the chair of the Budget and Finance Committee. The treasurer will submit a completed club treasurer’s book to the unit Extension office by the unit deadline. The treasurer shall also design and submit

The Historian/Reporter shall keep an accurate scrapbook of all local club news and events, as well as unit-wide and statewide events. He or she shall write news reports of all meetings and activities and send them to the local newspapers. The scrapbook shall be presented at the June meeting.

The Recreation Leaders shall be responsible for the recreation period at club meetings and special events. There will be a maximum of three recreation leaders.

The Sergeant at Arms shall be expected to maintain order of all members at each meeting.

Article 3 – Membership

Section 1 – Responsibilities

Members must:

a) Complete 4-H Enrollment, 4-H Code of Conduct, Health History Report, and Media Release forms and return them to the 4-H club volunteer organizational leader.

b) Abide by the Virginia 4-H Code of Conduct. Members may be removed from 4-H programs or activities for violation of the Virginia 4-H Code of Conduct.

c) Regularly attend local club and project meetings.

d) Attend a minimum of three-quarters (3/4) of the regular club meetings to be eligible to participate in district and state competitive events.

e) Enroll in one or more projects and keep 4-H project records and portfolio.

f ) Share what they learn in one of their projects through talks, demonstrations, or exhibits.

g) Participate in at least one club service project.

h) Agree to abide by project or club agreements, if used.

Article 4 – Meetings

Section 1 – Dates

The regular meetings of the Dinwiddie Teen 4-H Club will take place on the first Thursday of each month. The President with the consent of the club organizational leader can call special meetings of the club with a minimum advance notice to the membership of seven (7) days.

Section 2 – Quorum

The club may transact business when a quorum of 50 percent of club members is present. Voting members must meet membership criteria listed in Article 3 of the constitution.

Section 3 – Order of Business

The following order of business shall be followed at regular club meetings:

1. Call to Order

2. Pledge of Allegiance and the 4-H Pledge

3. Roll Call

4. Minutes of Last Meeting

5. Treasurer’s Report

6. Other Reports (other officers, committees, 4-H leaders)

7. Unfinished Business

8. New Business

9. Announcements

10. Adjournment

11. Team Building (recreation, singing, refreshments, etc.)

Section 4 – Parliamentary Procedure

Robert’s Rules of Order shall govern the meetings of the club.

Article 5 – Fiscal Operations

Section 1 – Dues

This 4-H club will not assess dues of its members.

Section 2 – Club Financial Account

The Dinwiddie Teen 4-H Club finances will be kept in an account governed by the 4-H Extension Agent.

Article 6 – Plan of Work

A committee of the club officers and the adult leaders will write The Club Annual Program Plan. The plan will be presented to the club membership for adoption not later than the second meeting of the year.

Article 7 - Amendments to the Bylaws

These bylaws may be amended by a majority vote of the members present at any regular meeting.

SIGNATURES:

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Club President Club Secretary

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Unit Extension Staff Organizational Leader

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Date Adopted