

# Kolts & Kitties 4-H Club CONSTITUTION AND Bylaws



## Article I. NAME AND OBJECTIVES

### Section A - NAME

1. The name of this 4-H organization shall be Kolts & Kitties 4-H club.

### Section B - PURPOSE

1. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.

### Section C - OBJECTIVES

1. The objectives of this organization shall be
  - a, To provide learning situations for the development of leadership, responsibility and effective citizenship.
  - b, To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
  - c, To provide information and training in other 4-H activities as members' interests dictate.
  - d, To help each member experience personal growth and achievement, as well as be of service to others.

## Article II. MEMBERSHIP

### Section A - ELIGIBILITY

1. Regular Member:
  - a, Any boy or girl who is eight years of age by October 1 or in the third grade and has not reached their nineteenth birthday on or before January 1 of the current year, may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability.
2. Cloverbud:
  - a, Any boy or girl who is 5-8 years of age by October 1 or in Kindergarten through second grade, may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability.

### Section B - ENROLLMENT AND RE-ENROLLMENT

1. To become a member, you must complete an enrollment form each year with your parent/guardian signature and agree to abide by the rules defined by the club and the Washington and the County 4-H programs. You must make a commitment to follow the values stated in the 4-H Club Member Pledge. Members must re-enroll in 4-H on an annual basis to retain active 4-H member status.

### Section C - RESPONSIBILITIES

1. Members must attend 75% of the club meetings and activities to remain in good standing and to be permitted to exhibit or be judged in 4-H events at the county fair.
2. Members are required to call in advance when they are unable to attend meetings. The officers and Advisors will review all reasons for absences at meetings and determine whether a member is to be kept on the roster.
3. Each member must enroll in a minimum of one project and then complete and turn in a project record form or appropriate paperwork.
4. Participation in 4-H is a privilege and participants are expected to show respect and cooperation to 4-H leaders and other participants. Each member is asked to sign and abide by the 4-H Member Code of Conduct and the Behavior Guidelines established by the State of Washington. Participants may be removed from 4-H programs or activities for misconduct.

## **Section D - DUES**

1. The 4-H club will assess dues of \$10 per year to cover club expenses and educational programming. If members cannot pay these dues, they need to discuss the situation with the 4-H leader.

## **Article III. MEETINGS**

### **Section A - DATES**

1. The club will meet a minimum of five times per year. A calendar of meeting dates, times, and locations will be distributed to members.

### **Section B - TYPES OF MEETINGS**

1. The club will hold meetings that will include business, project, social, recreation, and learning activities.

### **Section C - QUORUM**

1. One third of members must be present to conduct official business of the club.

### **Section D - ORDER OF BUSINESS**

1. The club business meetings shall follow the standard order of business as described in the officer manuals.

### **Section E - PARLIAMENTARY PROCEDURE**

1. Robert's Rules of Order shall govern the business meetings of the club.

## **Article IV. OFFICERS**

### **Section A - ELECTION OF OFFICERS**

1. The officers of this club shall be elected at the first business meeting of the year. They shall hold office for one year. All active members are eligible to run for an office and to vote. Voting is by majority rule and done by secret ballot.
2. A nominating committee of 3-5 members may be appointed to identify at least one potential candidate for each office. Nominations from the floor will also be permitted.
3. The club will vote at the next business meeting on vacancies in any given office.

### **Section B - CLUB OFFICES**

1. The officers of this club shall include: president, vice-president, secretary and treasurer. These officers must be intermediate or senior members.
2. The offices of secretary and treasurer may be combined if there are not enough qualified members.
3. Additional, optional officers include: Reporter, Historian, Parliamentarian and Hospitality Leader.
4. The officers of the club shall constitute an executive committee.

### **Section C - DUTIES OF OFFICERS**

1. The duties of the officers shall be as outlined in the officer's handbooks.

## **Article V. LEADERS AND DUTIES**

### **Section A - ADULT LEADERS OF THE CLUB MAY INCLUDE:**

1. Main Club Leader.
2. Project Leaders in specific project areas such as cats, horses, photography, etc. who shall be approved by the Main Club Leader
3. Activity Leaders and Committee Advisors or Leaders who shall be appointed by the executive committee and/or Main Club Leader.

### **Section B - DUTIES OF THE MAIN CLUB LEADER SHALL BE:**

1. To be responsible for the overall year's program of the club
2. To work as close advisor and leader along with the executive committee, other committees and adult and junior leaders to see that the club's program and activities are well-planned and executed.
3. To work closely with county Extension agents and other adult volunteers to coordinate local and county activities.
4. To keep the best interests of each member foremost in the plans of the club.

### **Section C - DUTIES OF THE PROJECT AND ACTIVITY LEADERS SHALL BE:**

1. To be responsible for planning and directing activities and programs in their specific area.
2. To work closely with club managers to coordinate their projects with other club activities.
3. To use junior leaders to assist them in their areas.

### **Section D - DUTIES OF THE COMMITTEE ADVISORS OR LEADERS SHALL BE**

1. To provide leadership and guidance to individual committees.
2. To help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out responsibilities.

### **Section E - JUNIOR LEADERS**

1. Junior Leaders shall be members who are 10 years of age or older who have been a member for at least one year.
2. Their duties shall include
  - a, Assist adult leaders in all phases of the 4-H program.
  - b, Provide leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
  - c, Help individual club members.

### **Section F - TEEN LEADERS**

1. Teen Leaders of the club shall be members who are at least 13 years of age with 1 year of project experience.
2. Their duties shall include.
  - a, Lead a club or a project group with an adult present.
  - b, Provide leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
  - c, Help individual club members.

## **Article VI. COMMITTEES**

### **Section A - EXECUTIVE COMMITTEE**

1. The Executive committee will be made up of all officers.
2. The duties of this committee are to handle any business decisions that must be made prior to the next regular business meeting. The club members may also delegate decisions to this group.

### **Section B - STANDING COMMITTEES**

1. Standing committees are appointed by the club president and serve as long as needed.
2. The committee will consist of a chair, and enough members to get the task completed.
3. Members are expected to volunteer for committee assignments.

## **Article VII. FISCAL OPERATIONS**

1. The club will follow all Washington State University fiscal policies as well as state and federal regulations.

## Article VIII. AMENDMENTS

1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

## Article IX. DISSOLUTION

1. Upon consideration of dissolution the members of Kolts & Kitties 4-H club agree to the following procedure:
  - a, The Kolts & Kitties 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.
  - b, The members shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county or state 4-H program.
  - c, When a 4-H club dissolves or fails to reorganize without vote of the members, the resources become the property of the County/Leaders Association or the Washington 4-H Foundation after a waiting period of one year. During the one-year waiting period, a representative of the county 4-H program will maintain the account.
2. Upon dissolution and termination of the Kolts & Kitties 4-H club for any reason, the offices shall take full account of the Kolts & Kitties 4-H club assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds there from the following order:
  - a, To the payment of the debts and liabilities of the Kolts & Kitties 4-H club.
  - b, To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the club.
  - c, The remaining balance shall be distributed to the Pierce County/Leaders Association or the Washington 4-H Foundation for the purpose of program development directly related to the enrichment of the 4-H youth program.
3. Each of the members shall be provided a statement prepared by the Kolts & Kitties 4-H club outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with these terms and the distribution of funds, the 4-H club shall cease.

Voted upon and adopted : November 8, 2006

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