



SEQUOIA 4-H CLUB OF SONOMA COUNTY BYLAWS

Article I Election of Officers

The officers shall be elected by the May meeting of the unit year.

The Community Club leader and up to three Assistant Community Club leaders shall be elected by the May meeting of the unit year.

Officers will give a full description of their office at the March meeting, followed by nominations for officers and community club leaders from the officers and the floor in April.

Article II Age Requirements of Officers

The President, Vice-President, Secretary and Treasurer should be Intermediate or Senior members (at least 11 years of age) if possible.

Other elected offices may be held by Junior, Intermediate and Senior members.

Offices filled by an election or other competitive process may not be held by Primary members. Primary members may serve in appointed positions.

Article III Duties of Officers

The President shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The President may call special meetings with the consent of the organization volunteer(s). The President submits a monthly column to the Editor for inclusion in the club newsletter. He/she is the chairperson of the Executive committee and actively participates in monthly executive committee meetings.

The Vice-President, if only one shall assume the duties of both 1st and 2nd Vice Presidents.

The 1st Vice President of Programs shall perform the duties of the president in the absence of the president. He/she coordinates the monthly program at the club meetings. The Vice President shall serve as chairman of the yearly program committee and the annual audit committee. The Vice President of Programs is a member of the Executive Committee and actively participates in month executive committee meetings.

The Vice President of Membership shall perform the duties of the President in the absence of the President and the Vice President of Programs. He/she shall serve as chairman of the yearly membership committee and maintains the club inventory. Responsibilities include working with leaders to promote club members, maintaining accurate enrollment and attendance records for all members, and keeping records of equipment belonging to the club. The Vice President of Membership is a member of the executive committee and actively participates in monthly executive committee meetings.





The Secretary shall keep the minutes of all 4-H meetings and acts as the group's correspondent. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report as outlined by county requirements to the county 4-H YDP office. The Secretary is a member of the Executive committee and actively participates in monthly executive committee meetings.

The Treasurer shall receive and keep all money belonging to the 4-H club and shall pay it out only upon order of the president, after the 4-H members approve. The Treasurer shall keep an accurate record of all money received and paid out and keep a report up to date in the 4-H Treasurer's Manual. He/she is the chairperson of the Budget committee. The Treasurer will keep track of all monies in special reserves for the specific project and advise the club. The Treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline. The Treasurer is a member of the Executive committee and actively participates in monthly executive committee meetings.

The Community Service Officer shall provide monthly community service and/or service learning opportunities for club members and report to the club on its community service activities at each regular club meeting and in the monthly club newsletter. The Community Service Officer shall serve as chair of the Community Service Committee and will submit a completed Community Service Award application to the Community Club Leader by the established deadline each year. The Community Service Officer is a member of the Executive committee and actively participates in monthly executive committee meetings.

The Healthy Living Officer is responsible for educating, inspiring, and leading club members as they dedicate their "health for better living." Provides leadership for all health-related activities and will help to inform and educate club members on easy ways to incorporate physical activity and healthful eating habits into their lives.

The Historian(s) shall keep an accurate scrapbook of all local news and events, as well as the countywide and statewide events.

The Editor shall gather information, write, edit and produce a monthly newsletter for the membership, providing helpful information for the parents, leaders and members. The Editor shall submit a complete record of the newsletters to the Community Club Leader by the established deadline each year.

The Reporter shall write news reports of meetings and activities and then send them to the local papers. The reporter will write at least three articles for the newsletter each year.

The Song/Recreation Leaders shall be prepared to lead the members in community singing or recreation periods at the local club meetings and social events.

The Sergeant at Arms shall be expected to maintain order of all members at each meeting, and to assist in the set-up and clean-up for club meetings. The Sergeant at Arms is responsible for presenting the 4-H and American flags and leading members in the respective pledges.

Other offices may be established as needs of the unit dictate.





Article IV Committees

The President may appoint committees for special purposes at any time. Committees will be on a sign up basis. The committee shall consist of a chairperson, an adult advisor and enough committee members to carry through the specific assignment. Standing committees will include Budget Committee, the Executive Committee, the Audit Committee, the Community Service Committee and the Membership Committee.

Article V Meetings

The regular meetings of the 4-H club shall take place on the second Wednesday of each month. With a minimum of 7 days notice, the President, with consent of the organization adult volunteer, may call special meetings.

Article VI Voting Members

Voting members of the 4-H club include the Junior, Intermediate and Senior members as listed in Article IV of the Constitution. If there are not sufficient voting members in the 4-H club the organizational unit volunteer will work with the UCCE 4-H YDP staff in establishing procedures.

Article VII Quorum

A quorum to do business shall consist of 50% plus one of the voting members.

Article VIII Program of Work

A program of work for the year as described in the 4-H Club Program Planning Guide should be developed and adopted no later than the third meeting of the program year.

Article IX Rules of Order

Robert's Rules of Order shall govern the meetings of this 4-H club.

Article X Amending By-Laws

These by-laws may be amended by two-thirds vote of the members present at any regular meeting.





Article XI Dissolution of 4-H Club

Upon consideration of the dissolution of the 4-H club, the officers will inform the county 4-H YDP staff and VMO as to their desire and conformance to the following procedure:

The Sequoia 4-H club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H club. Upon dissolution of the 4-H club for any reason, the officers shall take full account of the Sequoia 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds in the following order:

- a. Payment of the debts and liabilities of the Sequoia 4-H club.
- b. Closure of all bank accounts held by the 4-H club and setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Sequoia 4-H club; such reserves shall be paid by the treasurer to the county council. The county council will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the Sequoia 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the county council. The balance remaining shall be distributed to the county council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.
- c. The 4-H club treasurer, treasurer advisor and additional club members will complete Form 6.3 financial report, Form 6.2 inventory report, Form 8.5 year end club peer review report and Form 8.6 peer review checklist. All forms are to be submitted to the county office within one month of unit vote approving dissolution.

Each of the members shall be furnished with a statement prepared by the Sequoia 4-H club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H unit shall cease.

Article XII Agreed Upon Procedures

- A. *Project Completion* – A project is considered complete when a member has received six hours of instruction. The Project Leader shall determine completion. Members must complete 6 hours of project instruction to be able to compete at the local fairs. Members are encouraged to attend 80% of the project meetings to stay informed and receive the best educational opportunities.
- B. *Membership* – Membership responsibilities are to complete enrollment timely and return to the 4-H Community Leader by the deadline, pay insurance and fees, enroll in one or more projects and agree to follow the 4-H Code of Conduct. Violation of the 4-H Code of conduct may result in disciplinary action or membership removal. We encourage 80% attendance at your club meetings and project meetings so you are aware of all activities and events.
- C. *Awards* – Awards will be given by the club for all members to include a year pin and stripe. With the





completion and submission of a minimum 4-H Record Book the following awards are also granted: Officer pins and buttons, 100% attendance for members attending all club meetings; Jr. Leader and Teen Leader pins, buttons, and patches will be awarded when the project is complete; Project pins for all completed projects represent in the Record Book; and white hats will be supplied to all members (at no cost) entering the ninth grade with four years of prior enrollment. Special awards will be given at the discretion of the Community Leaders staff based on the submission of record books and/or outstanding achievement or service to the club.

- D. *Record Books* – 4-H members are encouraged to maintain accurate 4-H records and to submit a minimum 4-H book that includes a Personal Development report form, Annual project forms (one per project) at the end of the 4-H year. Bronze, Silver, Gold and Platinum stars cannot be awarded without submission of the Personal Development Report.
- E. *Project Expenses* – Each active current club project may hold funds in a sub-account for its purposes. The funds are to remain available until the club project is dissolved. In the event the project dissolves the remaining balance for that project will revert back in to the general club account.

Project leaders may determine nominal annual project fees to cover the cost of consumable expenses for the projects. Such fees are included in the annual club budget, are payable to the club and will be directed to the project sub-account. The club will set aside funds (as available and approved in the annual club budget) each year for the sole purpose of the individual club projects. A request must be made in writing and presented to the club during a general 4-H meeting. The amount available to each club project will be determined during an annual budget meeting and brought to the club for approval. All purchased items are assets of the club and must be treated as such.

Shelby Gersley /s/

4-H Club President

Kelly Hinde /s/

Organizational Volunteer/4-H Club Leader

4-H YDP Staff

These bylaws were adopted 10/12/05
These bylaws were amended 4/8/08
These bylaws were amended 9/12/09
These bylaws were adopted 9/8/10

County Director

These bylaws were amended 9/16/11
These bylaws were amended 9/12/12
These bylaws were amended 4/10/13
These bylaws were amended 9/8/14

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