

CONSTITUTION AND BY-LAWS
EL SERENO 4-H CLUB
(REVISED 11/1997)

CONSTITUTION

Article I

Name: The name of this club shall be the El Sereno 4-H Club.

Article II

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.

Article III

Membership: Any boy or girl who is of eligible age shall be able to be a member [without regard to race, national origin, sex, handicap or economic well-being] upon agreement to follow the requirements of club membership. All members shall abide by the Santa Clara County Code of Conduct. [The club will actively pursue participation of all ethnic groups in their community service area as defined by the city and/or school district boundaries of the following schools: Saratoga School District, Los Gatos Joint Union High School District].

Article IV

Officers: The officers of this club shall be president, vice-president, 2nd vice president, secretary, corresponding secretary, and treasurer. These members shall serve on the Executive Board. Other officers include: supplies, reporter, historian, photographer, recreation leaders, birthday-sunshine, [sergeant at arms, honor guard, and any other office the club feels it necessary to fill.]

Article V

Meetings: There shall be at least eight meetings of the club each year.

BY-LAWS

Article I

Election of Officers: The officers shall be elected by ballot at the May meeting of each year. If there is no more than a single nominee for any/all offices, they may be elected by a club vote for the slate of officers.

Article II

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 President serves as chairman of the Nominating Committee.

The Vice-President shall perform the duties of the President in the absence of the President. He/She shall serve as chairman of the yearly program committee.

The 2nd Vice-President shall perform the duties of the President in the absence of the President and the Vice-President. He/She will be Chairman of all recruitment activities, [and shall be called the membership chair.]

The Secretary shall keep minutes of all club meetings, keep a correct enrollment of club members, and is responsible in keeping the committee reports. The Secretary shall

prepare the Secretary's book for review by the county 'Club Seals' program at the end of the year.

The Corresponding Secretary shall write the monthly newsletter, mail it to members, and handle all club correspondence.

The Treasurer shall receive and keep all money belonging to the club and pay it out only upon the order of the President, Community Leader, or club vote. He/She shall keep an accurate record of all money received and paid out in the Treasurer's book [*At the end of the club's fiscal year a copy of all final reports and statements by the club treasurer, after audit or review by the club, shall be forwarded to the 4-H Office of the University of California Cooperative Extension. This shall be no later than the published enrollment deadline of each year.*] The Treasurer serves as chairman of the Budget Committee. Two signatures, that of the treasurer and an adult, shall be required for signing checks.

The Supplies Officer shall keep hats, ties, record book covers, and other 4-H supplies for the club. He/She shall be available to members at each meeting so that they may purchase needed supplies.

The Reporter shall write a news report of club activities for the local newspapers and five copies to the Historian.

The Historian shall keep the club's scrapbook up to date by including news clippings, programs, and pictures of the club's activities.

The Photographer shall take pictures of 4-H events, display them to the members and include them in the club's scrapbook.

The Recreation Leaders shall plan fun activities for club meetings and help on special party committees such as Halloween and Christmas.

The Birthday-Sunshine chairman shall lead the club in singing at each Community Meeting and send appropriate greetings to members when they are ill, bereaved, etc.

Article III

Committees: Committees will be appointed by the President and Community Leader.

Article IV

Meetings: The regular meeting of the club shall take place on the third Wednesday of each month. Special meetings may be called by the President with the consent of the Community Leader. All Community Meetings are to be conducted in accordance to Robert's Rules of Order.

Article V

Quorum: A quorum shall consist of a majority of the membership.

Article VI

Program of work: A written plan of work for the year shall be adopted no later than the third meeting of the year.

Article VII

Community Leader Transition: An adult may not be Community Leader for more than 7 consecutive years and must have been a Co-Leader with the previous Community Leader for 1 year. Adults may be Co-Leader for 1 year, then Community Leader for 1 year and choose a new Co-Leader to work with who will be Community Leader the following year.

Article VIII

Standing Rules: The Club Standing Rules shall govern all incidental questions about the responsibilities and requirements of the members. Standing Rules may be amended at any regular meeting by a majority vote.

Article IX

By-Law Amendments: These By-Laws may be amended by a majority vote of the members present at any regular meeting providing that the amendment has been submitted in writing at the previous meeting.