

ROLLING HILLS OF CUPERTINO 4H CLUB

Constitution and By-Laws

Constitution

Article I - Name

The name of this group shall be Rolling Hills of Cupertino 4H Club as stated on the charter granted by the University of California and dated November, 1971.

Article II - Purpose

The purpose of this unit shall be to aid in the development of members through project work, meetings, demonstrations, judging, community service, events and activities.

Article III - Membership

Membership shall be open to all persons meeting the age requirements of the University of California Cooperative Extension Service 4H Youth Development Program without regard to race, color, national origin, religion, sex, or economic status. The club will actively pursue participation of all ethnic groups in the community service area.

Article IV - Officers

The officers of this group shall be President, Vice President, Vice President for Membership, Secretary, Corresponding Secretary, Treasurer, Recreation/Song Leader, Parliamentarian, and "Little Joe Rep".

Article V - Meetings

There shall be a minimum of eight regular club meetings held during the program year running July 1 through June 30.

Bylaws

Article I - Membership

Active members are those who have a completed enrollment form on file and whose fees have been paid. Members are expected to attend all club meetings and the meetings of those projects in which they are enrolled. Members may participate in any project with respect to that project's guidelines and limitations. Members are expected to abide by the County Code of Conduct. Members are entitled to use of the club farm at McClellan Ranch Park with a signed contract. Members shall be entitled to participate in all discussions at club meetings according to parliamentary procedure, and shall have full voting privileges on all issues, as well as elections.

Membership of the club shall be limited to 75* in number and shall generally serve those residing in the City of Cupertino and adjacent areas.

Primary members are those ages 5-8 enrolled in Kindergarten through the third grade. Limitations on projects and activities for these members shall follow the guidelines proscribed by the University of California 4H Youth Development Program.

Regular members are those enrolled in 4th grade through 12th grade, or age 9 and above.

Leaders are those individuals age 18 and above who have completed an enrollment form, whose fees are paid, and who have completed the Leader Certification as proscribed by the University of California.

Attendance:** All members are expected to attend the monthly Community Club meetings. A member may be excused from attendance by notifying either a Community Club Leader or the Club Recording Secretary. Three absences without notification will be cause for the Club Leader to inform the County 4H Office that member is to be deleted from club's enrollment. It is the responsibility of the member to attend meetings of the projects in which they are enrolled and to inform the project leader if they are unable to attend. The project leader has to right to drop a member from their project for violations of the project's attendance policy.

Article II - Officers

Only active members of the club shall be eligible to hold office. Officers and elected chairmen must have been members in the 4H club program for 6 months prior to their election and must be taking and complete at least one project during that year. A member can hold the same office of elected chairmanship only once (unless there is a shortage of eligible members). All table officers should be 7th grade or above, unless not enough members are available; in that case 6th grade members may be elected.

Candidates are required to serve as an officer in another capacity prior to running for Vice President. The officers shall be elected for one year each October and will take office at the end of that meeting. Installation shall be at the November meeting. Elected officers shall attend all club and executive board meetings.

ELECTED OFFICER DUTIES

The President shall preside at all meetings of the club and shall have in mind the best interests of the club members. The President may call special meetings with the consent of the Community Club Leaders. This individual shall serve as club Parliamentarian for the term following the term as President.

The Vice President shall preside at all meetings in the absence of the President, and to succeed to the office of President if that office should become vacant between elections. The Vice President shall be chair of the Program Planning Committee and shall provide programs for each regular club meeting. The Vice President shall succeed to the office of President automatically at the end of the year.

The Vice President for Membership shall organize an annual recruitment campaign seeking new membership from all ethnic groups in the club community, to welcome and introduce new members and assist them in any way possible, and shall chair the club membership committee.

The Secretary shall keep minutes of all club and executive board meetings which shall either be published in the club newsletter or read at the next meeting for approval. The secretary shall keep a current roll of members and their attendance. A final report shall be presented to the club at the end of term.

The Corresponding Secretary shall be responsible for any and all correspondence involving the activities of the club and the Executive Board and may be directed by the President to handle correspondence involving committees.

The Treasurer shall receive, deposit, disburse, and keep a complete and accurate accounting of all monies of the club. The treasurer shall be prepared to present a current report at each meeting of the club or executive board. A final report will be prepared for submission to the County 4H Council Treasurer no later than September 15th.

The Recreation Leader shall provide recreational activities at each club meeting and shall encourage participation by all members.

The "Little Joe" Representative shall be elected only by those members 5th grade and below. This individual shall represent members 5th grade and below on the Executive Board and shall be responsible for birthday recognition at each club meeting.

The Parliamentarian is the outgoing President and will have the responsibility to interpret by-laws and procedure.

INSTALLATION OF OFFICERS

Officers shall be installed at the beginning of the November club meeting. The ceremony shall be the responsibility of the Parliamentarian.

REMOVAL OF OFFICERS

If a member of the Executive Board is absent from three Executive Board meetings, he/she shall be determined to have vacated that office (unless excused before meetings by the Community Club Leader).

Should the President resign or be removed from office, the 1st Vice President (Program) shall succeed to the office of President and a new Vice President shall be elected at the next regular meeting. The new President and Vice President shall serve out the remaining term and continue these offices as originally intended. Should a vacancy occur in any other office, the Executive Board shall appoint a qualified member to complete the term of that office. Officers may be removed for cause by a 2/3 vote of members present at a regular business meeting. Inability or unwillingness to perform the duties of office may be cause for removal.

Article III - Elections

Nominations for elective office shall be made by a Nominating Committee of no less than three, preferable five, members appointed by the President. The Parliamentarian shall be chair, with the President as alternate. The committee shall present a slate of nominees not to exceed two for any given elective position. The committee shall present the slate of nominees to the membership at the regular meeting in October. Additional nominations for any elective office shall be called for from the floor before the vote for that office begins. No nominee for office shall be offered to the membership without prior consent of the nominee.

Election shall take place by written ballots and shall be limited to active members as specified. The person receiving the largest number of votes cast for each office shall be declared elected. The Nominating Committee shall be responsible for procuring parental election officials to count the ballots. These may not be the Community Club Leader(s) or parent(s) of candidates.

Article IV - Committees

Committee participation is a tool to accomplish the work of the club. Sign ups for committees shall be requested at club meetings with the chair being appointed by the President. The only standing committee required shall be the Budget Committee. Additional committees may be established by the membership, with special

committees being established by the Executive Board as needed. The Budget Committee shall prepare a club budget to be presented to the club membership for approval. The committee will be co-chaired by the outgoing and newly elected Treasurers.

***The Farm Board is composed of one member representative from each project using the ranch site at McClellan Ranch Park during the current year. The members of the Farm Board shall establish rules for the committee (term and meeting dates). Recommendations of the Farm Board shall be submitted to the Executive Board for review and forwarding to the club.

Article V - Meetings

An adult leader must be present at all 4H meetings: club, committee, board, or project.

This club shall meet on a regular basis once a month, except for the month of August. The membership shall be given notice of the date, time, and place thereof, and of any special meetings that may be called. Special meetings may be called by the President with the concurrence of the Community Club Leader(s). The meeting agenda shall be prepared by the Executive Board and published in the club newsletter and be available before the club meeting.

Twenty-five percent (25%) of the enrolled membership shall constitute a quorum for the transaction of the business of the club. In the absence of a quorum at a regular meeting, the Executive Board shall be authorized to transact any required business of the club with the exception of annual elections.

The Executive Board shall consist of all officers of this club. The board shall meet regularly once a month with date, time, and place thereof to be chosen by the President with the concurrence of the Community Club Leader(s). Special meetings may be called by the President with the concurrence of the Community Club Leader(s), or by written request of a majority of its members. Members of the Executive Board shall receive notice of all meetings. A quorum shall consist of 40% of its members. The Executive Board will be responsible for program planning. Club finances shall be guided by the Santa Clara County 4H Club Council by-laws. A written plan of work for the program year shall be prepared by the Executive Board and submitted to the club membership for approval.

Article VI - Community Club Leaders

The Community Club Leader and the Assistant Community Club Leader shall be elected annually by majority vote of the club members (only) at their November election meeting. The Community Club Leader(s) shall coordinate and advise members on club operations, identify and assist project leaders and event advisors. The Community Club Leader(s) shall also be responsible for liaison with the University of California's 4H Program Office and the City of Cupertino for the club farm at

McClellan Ranch Park. The Assistant Community Club Leader shall be responsible for recruitment and enrollment efforts for the club membership. [This responsibility may be delegated by the ACCL to another adult volunteer.] The CCL and the ACCL shall meet the requirements for "Leader" as outlined in Article I of these By-laws.

**It is the responsibility of the Community Club Leader(s) to act in the best interests of the club and its membership as a whole. Assignment of leader(s) to lead a specific project shall be made by the CCL. If more than one leader requests a specific project, the final determination shall be made by the CCL.

Article VII - Regulation

Standing rules shall consist of such rules as may be adopted from time to time as needed. They shall be adopted without notice by a majority vote at any proper meeting of the club. Standing rules may be suspended, amended, or rescinded by majority vote of the members present.

The rules contained in Sturgis' Book of Parliamentary Procedure govern this club in all cases to which they are applicable, and in which they are not inconsistent with these by-laws.

Amendments to these by-laws shall be presented to the membership by reading or writing at a regular meeting of the club, and shall be acted upon at the next regular meeting thereafter. A 2/3 approval vote of the members present shall pass an amendment.

These by-laws shall fully replace club by-laws dated May 8, 1980. The effective date of adoption of these by-laws is November 3, 1994. *Amendment approved 1997. **Amendments approved at the November 5, 1998 club meeting. ***Amendment approved at the April 1, 1999 club meeting.

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