



4-H Club Constitution & Bylaws

Rompin' Rabbits and Cuddly Cavy 4-H Club

Constitution

ARTICLE I: Name/Identity

Section 1: Name

The name of this 4-H organization shall be the Rompin' Rabbits and Cuddly Cavy 4-H Club.

Section 2: Motto

The club motto shall be "*To Make the Best Better*"

Section 3: Emblem

The club emblem shall be a green four-leaf clover bearing a white "H" on each leaflet.

Section 4: Pledge

The 4-H club pledge shall be:

I Pledge...

My Head to clearer thinking

My Heart to greater loyalty

My Hands to larger service, and

My Health to better living, for

My club, my community, my country, and my world.

ARTICLE II: Mission and Purpose

Section 1: Mission of 4-H

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

Section 2: Purpose of Club

The purpose of this 4-H club shall be to stimulate member's personal growth and development in the areas of raising, showing, and breeding rabbits and cavies (guinea pigs); to learn practical life skills; and to develop effective leadership and responsible citizenship

ARTICLE III: Membership

Section 1: Eligibility

Youth who turn five (5) to eight (8) years old during the calendar year may be in Cloverbuds.

Any boy or girl who turns nine (9) years old during the calendar 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. The last year of membership is the calendar year the member turns nineteen (19). They will be ineligible to be a member on January 1 the year after they turn nineteen (19) [i.e. If a youth's birthday is January 1, then they are no longer eligible to be in the club on their birthday, but if they turn nineteen (19) on January 2 they would still be able to be a member until January 1 the next year.]

Section 2: Size of Club

This 4-H club shall consist of a minimum of five (5) members from at least two (2) different families. The organizational leader reserves the right to limit club size due to meeting place occupancy restrictions.

Section 3: Re-enrollment

Members must re-enroll in 4-H each year by the county deadline, September 1, to remain a 4-H member.

Section 4: Responsibility

Each member is to participate regularly in club meetings, with the goal of attending at least seventy-five percent (75%) of all scheduled meetings.

Each member must enroll in a minimum of one 4-H project and keep a 4-H project record book and financial record.

Members must give a speech or presentation at the club or county level and participate in club community service projects. Members are also encouraged to participate in county, regional, and state 4-H, and American Rabbit Breeders Association (ARBA), opportunities.

Members are strongly encouraged to join the American Rabbit Breeders Association (ARBA) and participate in the Youth Competitions at both the local and national level.

Section 5: Code of Conduct

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, volunteer and parent is expected to abide by the South Carolina 4-H Code of Conduct, Federal and State Policy. Youth and adult participants may be removed from 4-H programs or activities for misconduct.

ARTICLE IV: Officers, Duties, Terms

Section 1: Officers

The officers of this 4-H club shall consist of president, vice-president, secretary, treasurer, reporter and historian.

Section 2: The duties of the officers shall be defined in the by-laws.

Section 3: Terms

The terms of the officers shall be defined in the by-laws.

ARTICLE V: Meetings

Meetings of the Rompin' Rabbits and Cuddly Cavy 4-H Club shall be called as specified in the by-laws.

ARTICLE VI: Amendment of Constitution

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

Voted upon and adopted: 23 June 2011

Voted upon and revised: 24 August 2015

Bylaws

ARTICLE I: Meetings

Section 1: Dates

The Rompin' Rabbits and Cuddly Cavy 4-H Club shall meet at least six times a year. Meetings will be held the second Thursday and third Monday each month from 6:30 p.m. to 8:30 p.m. at a pre-determined location, unless otherwise directed in monthly club communication.

Special meetings may be called by the president and the 4-H leader as needed. Adequate notice is needed.

Section 2: Quorum

A simple majority (one-half plus one) of members must be present to conduct official club business.

Section 3: Order of Business

The following order of business shall be followed at regular 4-H club meetings:

1. Call to Order
2. Pledges to American flag and 4-H flag.
3. Roll Call
4. Minutes of the last meeting
5. Treasurer's report
6. Report of committees
7. Old or unfinished business
8. New business
9. 4-H leader's report
10. Announcements
11. Adjournment
12. Educational program/project work
13. Recreation/refreshments

Section 4: Robert's Rules of Order

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

ARTICLE II: Officers

The officers of this 4-H club shall include president, vice-president, secretary, treasurer, reporter and historian. Their duties shall be as follows:

- The president will preside at all meetings, uphold the constitution and adhere to parliamentary procedure. The president shall appoint committee chairs and members.
- The vice-president shall preside over the club in the absence of the president. The vice-president shall assist the president and serve as a link to all committees.
- The secretary shall write minutes of each meetings and report at the next meeting. The secretary will also keep attendance records and write club correspondence.
- The treasurer shall be responsible for all club funds and property, along with the club leader. The treasurer will keep an accurate record of the receipt and expenditures of all funds and give a report of the club's finances at each meeting.
- The reporter shall write news reports of all meetings and activities and send them to the county 4-H office, local newspapers, radio stations, etc.
- The historian shall collect newspaper and county newsletter clippings, photos, etc., for a club scrapbook/bulletin board/history.

ARTICLE III: Election of Officers

The officers of this 4-H club shall be elected at the first regular meeting in August. They shall hold office for one year. All active members, except Cloverbuds, are eligible to run for an office. All active members, including Cloverbuds, are eligible to vote. Voting is by majority rule and may be done by voice; roll call; general consent; division; or by secret ballot, if there is more than one candidate running for an office.

ARTICLE IV: Committees

Section 1: Standing Committees

Standing and/or special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

Section 2: Audit Committee

An audit committee consisting of one club member, one parent, and one volunteer, all of whom do not have signatory rights on the financial accounts; will conduct a yearly audit of the club financial records. The club leader will see that the audit and records are turned in to the Extension Office at the end of each calendar year.

ARTICLE V: Dues

Section 1: Member Dues

This 4-H club will assess member dues of \$1.00 per member per club meeting, not to exceed \$5.00 per member for the club year or \$25.00 per family (five [5] members from the same family) for the club year to cover club expenses and for educational programming.

If members cannot pay these dues, they need to talk about the situation with their 4-H leader. Scholarships and / or sponsorships are available for members.

ARTICLE VI: Insurance

Section 1: Member and Volunteer Insurance

The member and volunteer insurance fee of \$1.00 per member or volunteer per club year, to cover the cost of taking out insurance covering our 4-H meetings and educational programming, is covered by the member dues. Information will be provided, if requested, for exactly what is covered under the insurance.

ARTICLE VII: Fiscal Operations

Section 1: Fiscal Policies

This 4-H club will follow all Clemson Extension fiscal policies, as well as state and federal regulations. The club organizational leader will submit the *End of the Year 4-H Club Treasurer's Report* to the Extension Office by December 31 and complete the IRS e-Postcard annually.

ARTICLE VIII: Dissolution

Upon consideration of dissolution or disbandment of the Rompin' Rabbits and Cuddly Cavy 4-H Club, the members agree that all real property, including money, equipment and land, shall become the property of a recognized 4-H club or group with the approval of the local 4-H Council and the county Extension Unit Leader. The last official duty of the club's organizational leader shall be to effect the transfer of club property and to turn over the club records to the Extension office. Disbandment of assets of the club will be handled following the procedures outline in the South Carolina 4-H Policy and Procedure Handbook.

ARTICLE IX: Amendment of Bylaws

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

Voted upon and adopted: 23 June 2011

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