

Rock Bridge 4-H Club Constitution

Article I. Name and Purpose

Section A: Name – The name of this organization shall be the Rock Bridge 4-H Club.

Section B: Purpose – The Purposes for the formation of the Rock Bridge 4-H Class are as follows:

1. To develop life skills such as self-concept, relating to others, decision-making, physical skills, and practical skills,
2. To provide an organized means for youth to learn from the knowledge of adult leaders,
3. To provide for an enjoyable atmosphere for learning,
4. To promote community interaction through volunteerism and community service,
5. To promote the 4-H Goal: To Make the Best Better,
6. To promote the four “H’s” of pledging our head to clearer thinking, our hearts to greater loyalty, our hands to larger service, and our health to better living for our Club, our community, our country, and our world,
7. To promote the 4-H way: Learn by Doing.

Article II. Organization

Section A: The Rock Bridge 4-H Club abides by rules as stated by the National, State, and County levels of the 4-H organization.

Article III. Membership

Section A: Eligibility – The Rock Bridge 4-H Club shall consist of members who are at least eight years of age on December 31 of the 4-H year and who have not reached their nineteenth birthdays on December 31 of the current 4-H year. Youth may become members of this Club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation, or disability. Youth who are between the ages of five and seven years of age on December 31 of the 4-H year may enroll as 4-H Clover Kids. Clover Kids are encouraged to participate in the monthly meetings and other Club activities with adult supervision.

Section B: Enrollment – Members must re-enroll in 4-H on an annual basis to retain active 4-H member status.

Section C: Dues – Dues for Club members and Clover Kid members will be determined by the Club.

Section D: The 4-H Year – The 4-H year shall begin on the first day of September in each year and end on the thirty-first day of August each year.

Section E: Good Standing – Club members must remain in good standing with the Club in order to retain membership in the Rock Bridge 4-H Club. To be in good standing, members must:

- Show interest in and take part in Club affairs and activities.
- Work at completing projects.
- Conduct themselves in a manner upgrading to the Club.
- Respect the laws set forth in the bylaws.
- From the time of enrollment, members must attend half of the Club meetings by July 1 of the current 4-H year.
 - The definition of attendance for the monthly Club meeting is to attend and participate in the meeting from the time the meeting is called to order until adjournment.
 - Member participation in the Club activities outside of the monthly Club meetings shall be considered by the Club leader in determining “good standing” status for members who are within two meetings of the attendance requirement.

Section F: Responsibilities – 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 expected to conduct him- or herself in accordance with the Behavior Guidelines established by Missouri 4-H. Participants may be removed from 4-H programs or activities for misconduct.

Section G: Club members under 16 must have a parent (or appointed adult) present with them at each Club meeting.

Section H: Parents of Club members are a vital part of the Club. Each parent is expected to serve in some capacity such as a project leader, an assistant project leader, a committee member, or as a volunteer for Club or county activities.

Article IV. Meeting Conduct

Section A: The Club will hold a business meeting at a minimum quarterly and preferably monthly during the 4- H year.

Section B: Quorum – A quorum shall consist of 30% of the active members of the Club and must be present for business transactions of any kind to take place.

Section C: Parliamentary Procedure – *Robert's Rules of Order* shall generally govern the meetings of the Club. Club decision-making on some issues may also be guided by the process outlined in LG 776 – “Making Group Decisions” by Missouri 4-H.

Article V. Officers

Section A: Essential Officers – The required officers of the Rock Bridge 4-H Club shall be as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer

Section B: The Executive Committee shall be made up of the President, Vice President, Secretary, Treasurer and Club Leader.

Section C: Other Officers – Other officers may be elected. See the Club Bylaws.

Section D: Duties – The duties of these officers shall be as follows:

- President – Preside at all meetings and look out for the Club's best interests at all times, review agenda before each monthly Club meeting, ensure the enforcement of the bylaws, exercise supervision over the affairs of the Club, and appoint standing and special committees.
- Vice President – Perform the duties of the President in the President's absence. In case a vacancy occurs in the office of the President, the Vice President shall serve in the office as the President. The Vice President's office shall be filled at the next meeting, provided due notice of such election has been given. The Vice President shall serve as the chair of the Program Committee.
- Secretary – Record proceedings of Club, read minutes of the previous month's meeting, act as Club correspondent, and keep a correct record of member attendance. The Secretary shall submit a report of the Club meetings to the county newsletter and the press, unless a Reporter or other officer is appointed to do so by the President.
- Treasurer – Monitor all monetary transactions involving the Club, keep an accurate record of all receipts and expenditures of the Club, and read the monthly financial report. The Treasurer shall assist in the annual audit of the Club's financial records.

Article VI. Adult Advisors

Section A: Club Leader(s) (Extension Center Contact and Coordinator(s)) shall be in charge of providing officers with help preparing the agendas and programs, assist with the procedures of the meeting, and be in charge of recruiting project leaders.

Section B: Project Leaders and Committee Chairs shall be comprised of adult volunteers who shall be in charge of conducting their project and committee meetings. All adult leaders must complete the appropriate volunteer forms as designated by the County Extension Office.

All Project Leaders must provide project meeting dates to the Web Master and the Web Master Adult Advisor to post on the Club web site.

Article VII. Methods of Amending

Section A: The Club constitution or bylaws may be amended or changed at any Club meeting by a two-thirds vote of the members present, providing that the changes are not in conflict with state or national 4-H laws and that a written amendment has been provided at the previous regular Club meeting.

Article VIII. Dissolution

Section A: Upon consideration of dissolution, the members of Rock Bridge 4-H Club agree to the following procedures:

- The Rock Bridge 4-H Club shall be terminated and dissolved by a two-thirds majority vote of the members in favor of dissolution of the 4-H Club. The members shall also vote on how to disburse Club resources for a project or activity or for contribution to the betterment of the community or betterment of the county or state 4-H program. When a 4-H Club dissolves or fails to reorganize without vote of the members, the resources become the property of the County 4-H Council or the Missouri 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.
- Upon dissolution and termination of the Rock Bridge 4-H Club for any reason, the officers shall take the full account of the Rock Bridge 4-H Club assets and liabilities, shall liquidate the assets, and shall apply and distribute the proceeds thereof in the following order:
 - To the payment of the debts and liabilities of the Rock Bridge 4-H Club.
 - 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.
 - The remaining balance shall be distributed to the Boone County, Missouri, 4-H Council or the Missouri 4-H Foundation for the purposes of the program development directly related to the enrichment of the 4-H youth program.
- Each of the members shall be provided a statement prepared by the Rock Bridge 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.

Rock Bridge 4-H Club Bylaws

Article I. Mission

Section A: The Rock Bridge 4-H Club will follow the National 4-H three (3) mission mandates to promote Citizenship, Healthy Living, and Science.

Article II. Projects

Section A: Members who are in their first year of 4-H or who are less than 9 years of age (4-H age) shall enroll in no more than three (3) projects.

Section B: Project leaders should contact members as soon as possible after enrollment to confirm contact information and communicate project meeting times and other expectations. Initial contact should be made no later than December, preferably earlier if possible. Project meetings should begin no later than February.

Section C: Project leaders must report to the Web Master a list of all project meeting dates so that they can be posted to the Club website calendar.

Article III. Business Meetings

Section A: Meeting Dates – The Club shall hold a business meeting on the second Thursday of every month if possible.

Section B: Alternative – In accordance with the Club Constitution, the Club may hold an alternative activity or move the business meeting date and time when approved by the Club Executive Committee.

Article IV. Officers

Section A: Essential Officers – The essential Club officers are listed in the Club Constitution.

Section B: Additional Officers – In addition to the essential officers listed in the Club Constitution, if warranted, the Club may select other officers such as the following:

- Sergeant at Arms – Shall assist the President in greeting members, overseeing the attendance record, and maintaining order. If a vote count by show of hands is needed, the Sergeant at Arms will assist. (May be more than one officer.)
- Reporter – Write news reports of each monthly Club meeting and other Club activities and send said reports to local press and the county extension office for inclusion in the monthly newsletter.
- Photographer(s) – Photograph all Club activities and events, including project meetings and projects when reasonable to do so.
 - Provide copies to the Club Historian and Reporter for use in the Club scrapbook and news reports.
 - If no photographer is elected, the Historian and/or Reporter is responsible for taking photographs needed to document the Club's activities.
- Historian – Shall keep records and take pictures of Club activities and, with the help of a committee, write the Club story and compile the scrapbook.
- Activity Leader(s) – Lead activities such as games, songs, ice breakers, or other interactive events for members during Club meetings or other events.
- Web Master – Provide technical support to maintain the Club website, ensuring that it is functioning and up to date. The Web Master will work closely with an adult volunteer or project leader who has the security access to the site.

Section C: Officer Elections will be held annually. Members interested in holding officer positions shall submit an officer application (Attachment A) for any offices they are interested in holding by the designated deadline set by the Club leader. For each office, the applicant receiving the highest score will be awarded the officer position for the year.

Those members applying for more than one officer position will be considered for the positions they have requested based on the ranking indicated on the officer applications.

Officers may serve in the same office for not more than two consecutive terms.

Section D: All officer applications will be judged by an Election Committee. In the event that a member of the Executive Committee applies for an officer position, that member will be excluded from the judging of that position. All scores awarded by the individual members of the Election Committee will be averaged to determine the final score.

In the event no applications are received for an office, the Election Committee shall nominate eligible member(s) for each office to be filled and report the nominee(s) at the next regular Club meeting, at which time additional nominations may be made from the floor. Only those persons who have given their consent to serve shall be nominated/elected to any office.

Section E: If an officer vacancy occurs, the Election Committee shall present nominee(s) to the Club, and the position shall be filled by a majority vote of the Club at the next regular meeting.

Article V. Meetings

Section A: Meetings shall be held on the second Thursday of every month, unless altered by the Executive Committee.

Article VI. Standing Committees

Section A: Committee responsibilities and duties:

- Activities Committee – The Activities Committee shall be made up of the Activity Leader(s) and other interested members and parent volunteers. Should there be no Activity Leader, the President will appoint a committee member from the Executive Committee. The committee shall be in charge of scheduling Club involvement in chosen activities such as health, safety, community improvement, and recreation.
- Executive Committee – The Executive Committee, as defined in the Club Constitution, shall plan yearly goals and activities for presentation to the Club. The committee shall also plan tentative meetings and agendas. Three to five additional members/leaders may assist the Executive Committee in planning the program agendas for the meetings.
- Fundraising Committee – The Fundraising Committee shall be made up of the Treasurer and other member and parent volunteers. The committee shall approve and oversee all fundraising events prior to the Club vote. (This committee may be combined with the Finance Committee.)
- Election Committee – The Election Committee shall consist of the Executive Committee (President, Vice President, Secretary, Treasurer and Club Leader(s)), one member at large, and one adult project or committee leader. The committee shall review the attendance record of potential officers and participate in the scoring of officer applications in addition to duties outlined in Article IV, Section D, in the event no application is received for an officer.
- Financial Review Committee – The Financial Review Committee shall consist of one member, one parent and one volunteer, all of whom do not have signatory rights on the financial accounts, and shall conduct a review of the Club financial records. The Club leader will see that the review and records are turned in to the Extension Office after the end of each 4-H year, which is August 31

- Finance Committee – The Finance Committee shall consist of the Treasurer, Club Leader, Clover Kid Leader, Vice President, and a member at large. This committee shall draft an annual budget, which will be presented to the Executive Committee. (See Article VII: Fiscal Operations.)
- Additional Committees – The Club leader has the authority to appoint committee chairs consisting of adult and /or 4-H parents to oversee various projects throughout the 4-H year. Members may also be appointed or volunteer for these committees.

Article VII. Fiscal Operations

Section A: The Club will follow all University of Missouri 4-H fiscal policies as specified in the “Missouri 4-H Treasurer Record Book,” as well as the state and federal regulations.

Section B: The Finance Committee will draft the annual Club budget each year, which will be presented to the Executive Committee. After any modification and final endorsement by the Executive Committee, it will be forwarded to the Club at the next Club regular meeting. To be implemented, it must be approved by a 50% + 1 majority of the members present at the next Club business meeting.

Section C.: The Executive Committee may authorize additional expenses throughout the 4-H year, provided such expenses do not exceed 10% of the balance in total Club checking and savings accounts. All expenditures must be reported in the next Treasurer’s report and announced to the Club.

Article VIII. Use of Electronic Tabulation

Section A: Electronic media may be used to collect availability of members and parents for Club activities, poll 4-H families concerning events or activities, set times and locations of events, sign up for volunteer shifts, etc. Electronic tabulation should not be used to conduct Club financial business or approve financial expenditures.

Section B: Electronic tabulation should be tabulated one per 4-H family household.

Article IX. 4-H Related Activities

Section A: Any member of the Rock Bridge 4-H Club requesting financial support for a 4-H related activity must submit a written request to the Executive Committee at least one week prior to the meeting.

The Executive Committee will forward requests that they have endorsed to the Club membership for approval by a simple majority vote.

Adopted 1958


Amended September 11, 1997


Amended March 1981

Amended August 2003

Amended July 11, 2013

Rock Bridge 4-H Club


Paige Selman, President


Ariel Walker, Vice President