

By-Laws

Article I – Time of Meetings

Regular community club meetings shall take place as announced. Special meetings may be called by the president, with the consent of the community club leader.

Article II – Rules of Order

Robert's Rules of Order shall govern the meetings of the club.

Article III – Order of Business

Each community club meeting shall be run in the following manner:

- Call to order
- Pledge to U.S. and 4-H flags
- Introduction of guests
- Reading of the minutes
- Treasure's report
- Committee reports
- Project Reports
- Old business
- New business
- Adjournment

Article IV – Quorum

A quorum shall consist of at least a majority of the members enrolled in the club.

Article V – Amendments

By-Laws and Constitution may be amended by a two-thirds (2/3) vote of members at any meeting.

VI – Election of Officers

Any member wishing to run for an elected office may self nominate by submitting a letter of intent by 1st Registration Meeting. Letters of intent must be filled out completely. All members shall be prepared to give statement of their intentions and qualifications. Required age for Senior Officers shall be 13-18 years of age, Junior Officers shall be 9-18 years of age.

(Refer to YVA Constitution, Article IV)

Voting shall take place after each office candidate has spoken. Voting will be by secret ballot on prepared forms provided by the community club leader, starting with the office of President. Once senior officers have been elected, junior officers will be elected in the same manner.

Article VII – Duties of the Officers

President

- Preside over meetings and make fair and just decisions
- Check order of meeting place
- Greet and introduce guests
- Direct club activities
- Votes only in case of a tie
- Any other duties as directed

Vice-President

- Performs all duties of the President in his/her absence
- Chairperson for Community Service Committee
- Reports club members' birthdays and awards at community club meetings
- Any other duties as directed

Secretary

- Performs duties of President and Vice President in their absence
- Keep records of all 4-H members
- Reads minutes of previous meetings
- In charge of all correspondence
- Any other duties as directed

Treasurer

- Performs duties of President in the absence of the Vice-President and Secretary
- Keep a record of club money, pays bills, and assists in collecting fees
- Chairs fund-raising committee
- Gives Treasurer's report at each community club meeting
- Assists in checking account bookkeeping
- Any other duties as directed

Reporter

- Write and send news stories of club meeting, activities and announcements to the 4-H office no later than the 15th of each month for the County 4-H Newsletter.
- Acts as the community club public relations person
- Any other duties as directed

Sergeant-At-Arms

- Before each meeting, has tables and chairs ready for seating
- Stand at entrance and welcome those attending community club meetings
- Maintain order during community club meeting
- After each meeting, return chairs and tables to their proper place, ensure meeting place is clean and trash thrown away
- Any other duties as directed

Communications Officer

Responsible for call all leaders and members as a reminder before each community club meeting or event
Any other duties as directed.

Parliamentarian

Be proficient with parliamentary procedure.
Rule on all questions of parliamentary conduct at club meetings.
Serve as a participant or an ex-officio member of the parliamentary procedure team.
Conduct parliamentary procedure workshops at the club level.
Learn all parts and ceremonies.
Share responsibilities with Junior Officers.
Keep chapter members informed.
Assist with maintaining member attendance chart.
Be at all activities.

Teen Council (2 positions and 1 alternate)

Attend all Yuma County Teen Council Meetings as scheduled
Participate in all Teen Council activities as directed by the Advisors
Report back to Yuma Valley Achievers 4-H Club on all Teen Council matters
Any other duties as directed

PLEASE READ THE FOLLOWING STATEMENT

Detach Here and Return to Community Club Leader

Each 4-H member serves a vital function within the Community Club. It should be every member's goal to grow from the experience and benefits that 4-H has to offer.

I, _____ (club member's name) as a member of the Yuma Valley Achievers 4-H Club have read and understand the Constitution and By-Laws. I agree to set a positive example and encourage other members to participate in club activities. By signing below, I pledge to follow the Constitution and By-Laws set forth by the club to remain in good standing.

Member: _____

Date: _____

Parent/Guardian: _____

Date: _____