

# CONSTITUTION

## Warm Fuzzies 4-H Club of Clark County Ohio

### **Article I – Name**

#### **Section 1 – Name**

The name of this 4-H organization shall be Warm Fuzzies 4-H club.

### **Article II – Membership**

#### **Section 1 – Eligibility**

The Clark County Ohio State University Extension Office will set the policy for eligibility requirements for 4-H membership and 4-H Cloverbuds membership.

#### **Section 2 –Size of club**

Club size will be limited to 6 members per advisor. This number can only be exceeded by approval of a majority vote by the current advisors. The current maximum membership is 24.

#### **Section 3 – Re-enrollment**

Members must re-enroll in 4-H on an annual basis by the deadline set by the to Clark County Ohio State University Extension Office to retain active 4-H member status.

#### **Section 4 – Responsibilities**

Each member is encouraged to participate regularly in club meetings.

Each member must enroll in a minimum of one project and is required to keep a project record and share what they learned through a talk, demonstration, Skillathon or Project Review.

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 required to sign and abide by the Clark County 4-H Youth Code of Conduct established by the Clark County Ohio State University Extension Office.

Any expulsion from school activities will extended to club activities.

**Participants will be removed from 4-H programs or activities for misconduct.**

#### **Section 5 – Voluntary Dues**

This 4-H club will assess voluntary dues to be set by the advisors at the beginning of each year to cover club expenses for educational programming. If members cannot pay these dues, they need to discuss the situation with one of the clubs advisors.

**No member will be penalized in any manner for not having the ability to pay the voluntary dues.**

## **Article III – Meetings**

### **Section 1 – Dates**

The club shall meet at least twice per month February through July and once per month August through January. Special meetings may be called by the President and or 4-H leader as needed. Adequate notice is needed.

### **Section 2 – Quorum**

A simple majority (one half plus one) of members currently on the clubs membership roll must be present to conduct official business of the club.

### **Section 3 – Order of Business**

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

1. Call to Order
2. Pledge of Allegiance and the 4-H Pledge
3. Roll Call
4. Minutes of last meeting
5. Treasurer's report
6. Report of committees
7. 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 – Parliamentary Procedure**

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

## **Article IV – Election of Officers**

The officers of this club shall be elected at the first regular meeting in February. They shall hold office for one year. All active members are eligible to run for an office and to vote. Voting is by majority rule and done by secret ballot.

## **Article V – Officers**

### **Section 1 - Officers**

The officers of this club shall include: president, vice-president, secretary, treasurer, safety officer, health officer, recreation leader, historian, and news reporter.

### **Section 2 - Requirements of Officers**

The office of president, vice-president, secretary, and treasurer may only be held by members with one years membership with the Warm Fuzzies 4-H club. The office of safety officer, health officer, recreation leader, historian, and news reporter may be held by any member of the Warm Fuzzies 4-

H club. All offices must meet 4-H enrollment requirements set by the Clark County OSU Extension office.

### **Section 3 - Duties of Officers**

**President**—Prepares an agenda and presides at all meetings. Understands and follows basic parliamentary procedure. Appoints committees. Works with advisors to insure that each meeting runs effectively.

**Vice-President**— Presides over the meetings in the absence of the president. Serves as chairman of the program planning committee

**Secretary**-Shall keep a record of all proceedings of the club and shall keep an accurate enrollment count of all members. The Secretary will submit a completed club Secretary book which includes an up-to-date club Constitution to the Lead-Advisor at the January meeting.

**Treasurer**-Shall receive and take care of all money belonging to the club and shall pay it out upon the order of the President. The Treasurer shall also be the chair of the budget and finance committee. The Treasurer will submit a completed club Treasurer's book to the Lead-Advisor at the January meeting.

**News Reporter**-Shall write news reports of all meetings and activities and send them to the local papers.

**Recreation Leader**-Shall be responsible for the recreation period at club meetings and special events.

**Health and/or Safety Leaders**-Helps members understand health and safety principles. Arranges for educational programs such as field trips or speakers on health and safety.

**Historian**-Shall keep an accurate scrapbook of all local club news and events, as well as county-wide and state-wide events

## **Article VI – Committees**

### **Section 1 – Standing Committees**

Standing 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 member, one parent, and one volunteer – all of whom do not have signatory rights on the financial accounts will conduct an audit of the club financial records. The club Lead-Advisor will see that the audit and records are turned into the Extension Office at the end of each 4-H year. (December)

### **Section 3 – Program Planning Committee**

An program planning committee consisting of three 4-H members, two parents of 4-H members, two Cloverbuds members , two parents of Cloverbuds, and one club advisor. The meeting are open to all members but only committee members have voting privileges. They will meet as needed. This committee is appointed by the club's lead advisor.

## **Article VII – Fiscal Operations**

### **Section 1 – Fiscal Policies**

The club will follow all Clark County Ohio State University Extension fiscal policies as well as state and federal regulations.

### **Section 2 – Tax Exempt Status**

The club will obtain an Employee Identification Number from the Internal Revenue Service.

## **Article VIII – Amendments**

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.

## **Article IX – Dissolution**

Upon consideration of disillusionment, the members of the Warm Fuzzies 4-H club agree to the following procedure:

The Warm Fuzzies 4-H club shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H club. The member shall also vote on how to disburse club resources for a project or activity or contribution to the 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 Clark County 4-H program 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 Warm Fuzzies 4-H club for any reason, the officers shall take full account of the Warm Fuzzies 4-H club assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds there from in the following order:

- a. To the payment of the debts and liabilities of the Warm Fuzzies 4-H club.
- b. 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.
- c. The remaining balance shall be distributed to the Clark County 4-H Program for the purpose of program development directly related to the enrichment of the 4-H youth program.

A statement prepared by the Warm Fuzzies 4-H club outlining the assets, liabilities, and the distribution upon complete liquidation will be furnished to the Clark County Ohio State University Extension Office . Upon compliance with these terms and the distribution of fund, the 4-H club shall cease.

Voted upon and adopted March 17, 2005