

**October 2024**

**Approved**

## **BLACK JACK 4-H CLUB CONSTITUTION & BYLAWS**

### **Black Jack 4-H Club Constitution**

#### **Article 1 - Name**

The name of this organization shall be the Black Jack 4-H Club.

#### **Article 2 - Purpose**

The purpose of this club is to help members in (1) building self-confidence, (2) relating to others, (3) developing a concern for the community and others in it, (4) using knowledge, skills, and values in making decisions, and (5) developing an inquiring mind. These aims are to be implemented by encouraging members' participation in planning and involvement in (a) meetings, (b) individual or group projects, (c) tours or field trips, (d) camps, and (e) other community or county activities.

#### **Article 3 - Membership**

Section 1. Boys and girls who agree to carry out the requirements of a 4-H project or 4-H group are eligible to join a 4-H club when they become 7 years of age. They are ineligible to remain in 4-H the year that their 19th birthday comes before January 1 of the year for which enrollment is made. 4-H is open to all youth without discrimination on the basis of race, national origin, sex or handicap.

Section 2. Duties of members. It shall be the duty of all members to become fully acquainted with the club rules and requirements, to attend meetings regularly, to perform such duties of officers or committees as may be put upon them and to help make each meeting as interesting as possible.

#### **Article 4 - Officers**

The officers of this club shall be those identified as appropriate by the group. They may include president, vice president, secretary, council representative/alternate, treasurer, and reporter. Historian(s), parliamentarian, health and safety officer, citizenship leader, recreation leader(s), song leader(s), and monitor(s) may be elected by the club if desired. Junior officers may also be elected.

#### **Article 5 - Meetings**

The club shall hold meetings as agreed by the group.

#### **Article 6 - Amendments**

It shall require a two-thirds vote of the members present at any regular meeting to amend this constitution. Proposed changes to the constitution must be sent via email to members at least 2 weeks prior to the vote.

## **Black Jack 4-H Club Bylaws**

### **Article 1 - Club Membership**

#### 1.1. Expectations for members of Black Jack 4-H Club:

- A. Attend meetings regularly, preferably with a parent or guardian.
- B. Complete enrollment online by May 1<sup>st</sup> to exhibit at the county fair.
- C. Transfer members from other clubs will be accepted.
- D. Renew previous membership by January 1 to have \$15 fee covered by county sponsorships.

1.2. All members of the Black Jack 4-H Club are encouraged to keep records for projects in which they are enrolled. The records are to be turned in at the end of the 4-H year or as requested by the Community Club or Project Leaders. The minimum records due include: Personal Page and Permanent Record. Records judged at the county level are Project Records. Members are encouraged to submit applications for their appropriate level of Membership Award Pin.

1.3. All members of the Black Jack 4-H Club are expected to have one or more entries at County Fair.

### **Article 2- Officer Elections**

#### 2.1. Requirements for Senior Officers

- A. President, Vice President, Secretary, and County Council must be a Senior 4-Her (14-19 years)
- B. Treasurer, Reporter, Historian(s), Parliamentarian, Health/Safety Officer, and Citizenship Leader must be at least an Intermediate 4-Her and may be a Senior 4-Her. (11-19 years)
- C. Recreation Leader(s), Song Leader(s), and Monitor(s) may be a Junior, Intermediate, or Senior 4Her (7 and up)
- D. Must be at least a 2nd year member,
- E. Should have attended at least 2/3 of the meetings the previous year
- F. Must meet 3/4 of the following to hold the offices of President, Vice President, Secretary, or County Council. Must meet 2/4 for Treasurer,

Reporter, Historian, Parliamentarian, Health/Safety Officer, and Citizenship Leader.

- served on a committee,
- held previous office,
- participated in 2 county/club activities
- conducted a project meeting

G. 4-H members elected to a senior office may hold only one office with the exception of County Representative and Alternate.

## 2.2. Requirements for Junior Officers

- A. Must be at least a 2nd year member,
- B. Should have attended at least 2/3 of the meetings the previous year.
- C. 4-H members elected to a junior office may hold only one office.

2.3. If officer positions are not filled, then members not meeting the requirements can be elected to fill the offices or a 4-H member can hold more than one office.

## 2.4. Election Procedures

- A. Members will complete an application for senior and junior offices with elections being held in September.
- B. The parent's committee will meet prior to the September meeting and review the applications to ensure they meet the requirements as outlined in the bylaws.
- C. The elections will be held at the September meeting.
  1. While voting each candidate's application will be displayed for the members to view, or copies will be provided for review prior to voting.
  2. The Parents Committee will tally the votes in the order the offices are listed below and eliminate candidates from consideration after they receive an office.
  3. Members under 10 will sit with their parents who can guide them to use appropriate voting procedures.

## Article 3 - Duties of Officers

3.1. All elected officers shall attend the monthly or requested meetings. If it is impossible to attend, officers will notify a Community Leader and/or next available backup officer and make sure necessary reports are delivered to the meeting. All elected officers serve as the executive planning and goal setting committee for the club and are expected to attend all planning meetings.

3.2. Officers:

President shall call the meetings to order on time and hold order. He/she shall conduct the meetings in an orderly and timely fashion working closely with the Community Club Leaders. The President may be requested to attend Parents' Committee meetings.

Vice President shall be in charge of all programs at the meetings and will notify 4-H'ers of their program duties. He/she shall be prepared to assume the President's duties when necessary and will make announcements to the club when requested by the Community Club Leaders and keep track of the club's activities toward the purple seal and do a parliamentary minute if no parliamentarian is elected or present.

Council Representatives and Alternate shall represent the club at the county 4-H council and serve on committees as determined by the council. They shall report to the club following the by-monthly council meetings. Two (2) youth representatives will be elected with one alternate to assume duties if a youth representative cannot attend a council meeting. The adult council representative will be a parent of one of the representatives.

Secretary shall file all reports and keep minutes of each meeting and all special meetings as requested and conduct club correspondence, including thank you notes. Roll call and attendance records are the responsibility of the Secretary. The Secretary is encouraged to enter a Secretary's Book at the County Fair.

Treasurer shall keep accurate accounts of all monies, pay all bills monthly and be prepared to give a treasury report at each meeting. He/she shall be responsible for depositing club monies in financial institution as designated by club and keeping a ledger of expenses and receipts. Treasurer will obtain signature card for newly elected treasurer and give the treasurer's book to the Community Club Leaders for audit at the end of each club year. The treasurer will be part of the fundraising committee.

Reporter shall send news reports to the local papers and file copies of each report monthly and whenever instructed by president or Community Club Leaders. The reporter is encouraged to enter a news book at the County Fair.

Historian (1 or 2) shall keep a record of all club activities including pictures and narrative. The record is encouraged to be entered at the County Fair. Historian may request pictures and information from members. The Historian will present a year in review at the club achievement banquet.

**Parliamentarian:** Responsibility offers clarification, facts, and efficiency for meetings. Could present the parliamentary fact each meeting.

**Health and Safety:** Responsibility to prepare report for meeting that promotes their health and or safety. Could do a fact each meeting or a quick point.

**Citizenship Leader:** Responsibility to encourage the group to take a variety of community service learning projects throughout the year.

**Recreation Leaders (1 or 2)** shall plan and direct an activity for members at each regularly scheduled meeting and as requested by the president or Community Club Leaders.

**Song Leaders (1 or 2)** shall lead a song at each regularly scheduled meeting.

**Monitor (1 or 2):** Responsibility to arrive early to each meeting, see to it that the room is set up including tables and chairs. Club flags and banners properly displayed, and at the end of each meeting make sure everything is put away.

#### **Article 4 - Officer back up order**

If a Senior Officer is unable to attend a Black Jack 4-H meeting, it is that officer's responsibility to notify the next available backup officer to ensure that their responsibilities will be performed.

Officer backup order for meeting responsibilities:

Sr. President

Sr. Vice President

Jr. President

Jr. Vice President

Sr. Vice President

Jr. President

Jr. Vice President

Sr. Secretary

Jr. Secretary

Sr. Vice President

Jr. President

Jr. Vice President

Sr. Treasurer

Jr. Treasurer

Sr. Vice President

Jr. President

Jr. Vice President

Sr. Reporter

Jr. Reporter  
Sr. Song Leaders  
Jr. Song Leaders  
Sr. Recreation Leaders  
Jr. Recreation Leaders

If a backup officer is needed for more than one role, the following priority order should be used to determine which role should be filled.

President  
Secretary  
Treasurer  
Reporter

If an officer is unable to locate an available backup officer, the Community Club Leader should be notified and will decide how to fill that officer's role for the meeting in question.

#### **Article 5 - Regular Meetings**

The Black Jack 4-H Club of St. George, Kansas of the Pottawatomie County will hold monthly meetings at the St. George Elementary, unless announced at another place and or time by Community Leaders.

There shall be 12 regular club meetings. A minimum of two meetings per quarter will be held for the purpose of conducting club business. A 4-H member is encouraged to attend at least half of the regular meetings. 4-H members are encouraged to attend the project meetings scheduled for projects in which they are enrolled. Project members are expected to notify project leader if they cannot attend scheduled project meetings.

#### **Article 6 - Order of Business**

Club meeting will vary depending upon the type of program planned and urgency of pending business.

Business meetings, when needed, shall use this agenda: (1) Call to order; (2) Roll call; (3) Reading and approval of minutes; (4) Reading of communications; (5) Reports of officers; (6) Reports of committees; (7) Unfinished business; (8) New Business; (9) Announcements; (10) Adjournment.

#### **Article 7 - Quorum**

A quorum shall consist of the majority of the membership present at any regular meeting.

#### **Article 8 - Rules of Order**

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

### **Article 9 - Amending Bylaws**

Revision of the bylaws will require at least a majority of the members present. All families are to be notified of the proposed changes. The changes are to be announced at a club meeting 2 weeks prior to the vote.

### **Article 10 - Scholarships**

Scholarships for 4-H activities and events for which there is a registration fee: Applies for one activity or event per 4-H year per person.

- a. Members shall receive \$25 for registration. To receive the 4-Her must give a brief description of the event they participated in and/or submit a reimbursement form to the treasurer to be approved by club leader.
- b. Adult volunteers shall receive \$25 for expenses not covered by additional scholarships when a reimbursement form is submitted to the treasurer and approved by club leader.

### **Article 11 - Committees**

#### **11.1 Executive Committee**

The executive committee is composed of the community leaders and the following senior officers: President, Vice President, Secretary, Treasurer, and County Council Representatives.

#### **11.2 Club Committees**

Committees' goals and activities should correspond with the current club activities and goals. A committee will be responsible to meet and select a chairperson and organize themselves in the manner they deem appropriate.

The following provides a listing of committees:

Parents --To provide leadership and guidance for the health and well being of Black Jack 4-H club.

Finance/Fund Raising --To assume the responsibilities for determining and organizing fund raising events which ensure financial resources are available for club activities, project, trips and special activities.

Community Service --To identify opportunities for community service activities and coordinate the clubs participation in these events.

Club Events and Activities - - To recommend, organize and coordinate special events and activities.

Fair Activities - -To organize effective participation by the club in the Pottawatomie County Fair.

Parliamentary - - Be knowledgeable of parliamentary procedures and maintain club's copies of parliamentary information.

Leadership & Communications -- To assist the Black Jack 4-H members in developing communication and leadership.

11.3 Special Committees

Shall be appointed as needed by the president or presiding officer of the club.

**Article 12-Parent Assisted Vote**

In times of needing parental advice the parents committee, community leaders(s), and/or president may call for a parent assisted vote where 4-Her's under the age of 10 will sit with their parents who can guide them to use appropriate voting procedures.