



Faulkner County 4-H Constitution

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University of Arkansas, United States Department of Agriculture and County Governments Cooperating.

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FAULKNER COUNTY 4-H CONSTITUTION

ARTICLE 1 – NAME

This organization shall be known as *Faulkner County 4-H*.

ARTICLE 2 – PURPOSE

The primary purpose of this organization shall be to develop the young people of the county into better individuals and citizens. As a means of achieving this purpose, the organization will strive to improve educational and social opportunities for young people in the community and will carry out a well-planned program of club meetings, club activities, and project work.

ARTICLE 3 – COUNTY EXTENSION AGENTS

The organization, program, and activities of the club shall be under the general direction of the county Extension agents of the Cooperative Extension Service, University of Arkansas System Division of Agriculture.

ARTICLE 4 – TYPES OF 4-H CLUBS

4-H clubs offer unique opportunities to members: the chance to learn life skills through a variety of project experiences, to participate in citizenship/community service activities, and to practice and hone leadership skills. Each club is an organized group of at least eight youth (ages 5–19) that have a planned meeting calendar with a minimum of six meetings scheduled throughout the year. 4-H clubs are advised by two non-related volunteer leaders and officers are elected by members. Meetings are held in public locations accessible to all potential members.

Community Club is an organized continuing multi-project group with elected officers, adult leaders, and planned programs throughout the year.

Project Club is an organized group with elected officers, adult leaders, and planned programs. The entire club focuses together on one project.

Project Group is a group of youth and leaders interested in learning about the subject matter for a specific project. This group does not follow the guidelines of an organized club, nor does it have elected officers. However, it does hold regular meetings to gain specific information in a specified project area.

After-School Club is an organized group of youth led by adult volunteer/staff within childcare settings. Clubs participate in planned activities, some of which are community service and project activities. Meetings include business conducted by the club's officers, education programs, and group building or recreational activities; These may vary by site. All activities focus upon positive youth development.

In-School Club is a club with planned activities and elected officers that meets during school hours. This club operates about the same as community clubs except that a teacher may serve in the role of a club leader.

ARTICLE 5 – MEMBERSHIP

Section a – General Requirements

This organization shall be composed of clubs throughout Faulkner County. Any boy or girl between the age of 5 and 19 years, regardless of race, color, national origin, sex, age or handicap who is interested in 4-H and willing to accept supervision by trained adult leaders, may be considered for membership.

Youth may join 4-H anytime after their fifth (5th) birthday.

Youth under nine years of age on January 1 of any year will be considered Cloverbud 4-H members for that year.

Members ages 9– 13 on January 1 of any year will be considered junior 4-H’ers for that year.

Members ages 14 – 18 on January 1 of any year will be considered senior 4-H’ers for that year.

Clubs must maintain completed 4-H enrollment cards on file through the Arkansas 4-H online system for all members. 4-H members must also complete the 4-H health card, code of conduct, and publication release by the annual 4-H membership deadline. 4-H members with active enrollment cards will be eligible for competitions and participation in club, county, state and national events.

All 4-H members must declare a “home county” for membership. 4-H members are not allowed to compete in more than one county for awards in qualifying activities; each member can only be counted for membership in one county at a time.

Section b – Active Membership

“Active membership” is defined as maintaining current enrollment and having up-to-date records on file with the University of Arkansas Cooperative Extension Service. The annual 4-H enrollment period will be October 1 of the current year through February 1 of the following year. Open enrollment will be available for new members and for those transferring membership. Club members are encouraged to turn in a 4-H Journal each year.

Section c – Requirements for Community and Project Clubs

- Clubs must have at least 6 regular club meetings per year and elect officers.
- Clubs must be represented at a minimum of three (3) county activities per year.
- Community 4-H clubs may expand county requirements and have additional requirements for membership.

All community and project club members must meet requirements in sections **a & b** and adhere to the following attendance requirements.

New members must attend two (2) consecutive meetings before joining: the first in order to express a desire to join, and the second in which to join.

Prospective members may participate in non-competitive 4-H activities.

Members absent from three (3) consecutive regular club meetings are to be removed from club roll and from active member status. However, the following **exceptions** will apply:

- School activities
- Illnesses
- Other county 4-H activities when publicized through e-mail or newsletter
- Exceptions brought before the club’s executive committee for approval ; Sports excuses should be limited as determined in club by-laws.

***In order to receive **exemption**, the club member must contact the club leader *before* the regularly-scheduled club meeting.

Membership status will be reviewed and determined by an appointed 4-H Review Committee when a member fails to comply with county requirements for membership.

Main club leaders must submit a “drop form” to the Cooperative Extension Service office to move a 4-H member from **active** to **inactive** status.

Clubs must keep a recorded copy of club by-laws or standing rules on file in the Extension office. New member attendance requirements, attendance policies, requirements for officers, and 4-H journal requirements must be included.

Section d – Requirements for Faulkner County Teen Leader Clubs

Members must be ages 13 –19 as of January 1 of the year in which they apply for membership.

Selection is based on the following criteria:

- Journal submission for judging during the current year; (No non-judged books unless a previous state journal winner)
- Submission of a completed Teen Leader application
- Two recommendations (One from the leader of the member’s 4-H club and one from a teacher or youth group leader)
- Interview with a panel composed of one 4-H alumni, one 4-H Foundation member, one 4-H leader and a non-voting Extension advisor
- Active 4-H member status for at least one full year at time of application.

Members absent from two (2) consecutive regular club meetings are to be removed from club roll and from active member status. However the following **exceptions** will apply:

- School activities
- Illnesses
- Other 4-H activities
- Exceptions brought before the club’s executive committee for approval; Sports excuses should be limited.

***In order to receive **exemption**, the club member must contact the 4-H county extension agent *before* the regularly-scheduled club meeting.

Section e – Transferring Club Membership

Members in good standing who move their membership to a different club in Faulkner County can submit a “transfer form” to the cooperative extension service office.

Members **not** currently in good standing who move their membership to a different club in Faulkner County must attend two (2) regular monthly meetings prior to becoming an active 4-H club member.

Transferring membership from another county:

In order to gain immediate active status, a 4-H'er must submit a recommendation from their previous county Extension office stating that he/she was an active member in the previous state or county program. Contact information should be included so that local Extension staff can follow up on the youth's previous 4-H experiences.

Section f - Cloverbuds

Cloverbud 4-H members must be at least five (5) years of age and less than nine (9) years of age as of January 1 of the current year. Cloverbuds are recognized for participation only in 4-H organized events:

*They are not eligible to compete for *or* to receive county, district or state awards designating one winner over others. Voting privileges will be determined by individual clubs.

**Research indicates that this age group's comprehension of competition or judging one over the other is limited and may be harmful to the development of positive self-esteem.*

ARTICLE 6 – ADULT LEADERSHIP

Section a – Club Leadership

The adult leadership of the club shall consist of at least two non-related leaders, with as many other leaders as needed to carry out specific responsibilities. To qualify as an adult leader you must have fulfilled the child protection requirements along with the following annual paperwork: *Code of Conduct and Volunteer Agreement (MISC-120)*.

Each club must have at least **one (1) main, organizational leader**. All club leaders shall have specific responsibilities and are to work with or under the direction of the main leader.

(Note: If a co-leadership team is in place instead, the leaders will determine and agree upon the division of specific responsibilities.)

Main leaders have these responsibilities:

- Providing updates to members
- Ensuring member compliance of general policies
- Providing *representation at quarterly Parent and Leader Meetings (PALs) or as announced.

*Leaders may represent their own clubs or another adult leader from their club may do so. If a club is not represented at two (2) consecutive leader's meetings, the club charter will be put on probation for the next two (2) consecutive PALs meetings. If a meeting is missed during the probation period the club charter will be reviewed and possibly revoked.

Office Vacancy: The club will follow their usual club procedure (by-laws) for selection, either: **a)** nomination, **b)** election, or **c)** promotion of the next person in line—based on prior election results.

Section b – Leader Definitions

4-H Certified Adult Volunteer Leader: A parent or other adult who has completed a volunteer enrollment card and a child protection packet, provided three (3) letters of recommendation, and passed the child registry form. This volunteer annually attends at least three (3) leader training sessions and annually renews his/her volunteer enrollment card. (Each year, 4-H club organization/main leaders should meet the Certified Adult Volunteer requirements).

4-H Adult Volunteer Leader: A parent or adult who has completed a volunteer enrollment card and a child protection packet, provided three (3) letters of recommendation, passed the child registry form and who annually renews his/her volunteer enrollment card.

4-H Parent: Refers to a 4-H parent who attends regular monthly meetings with their child(ren) and who assists their child(ren) with project work at home.

Section c – Quorum

A quorum of the adult leaders is defined as two-thirds (2/3) of the clubs represented at the current meeting.

ARTICLE 7 – CONDUCT

Members - 4-H members must annually read and sign the *Arkansas 4-H Code of Conduct*. If a member breaks a conduct rule, a written statement detailing the issue must be submitted. Depending on the severity of conduct, a grievance committee, executive committee or county extension agent will determine consequences.

Adult Volunteers - Adult volunteers will adhere to the guidelines of the *Arkansas Youth Protection* program and read, sign and follow the behavior guidelines for adult volunteers.

ARTICLE 8 – 4-H OFFICERS

The official officers of the clubs shall be: **(a)** President, **(b)** Vice President, **(c)** Secretary, **(d)** Treasurer, and **(e)** Reporter.

The **president** shall preside at all club meetings, appoint committees, call special meetings, assist in planning programs, and carry out other duties of a presiding officer. When more than 50 percent of club members are present, the club can transact business (Quorum).

The **vice-president** shall be chairman of the program committee and shall preside in the absence of the president.

The **secretary** shall carry out the following duties: **1)** keep minutes of regular club meetings and other club records as outlined in the secretary's book, **2)** call or check roll and read the minutes at each regular meeting, **3)** serve on the program committee and as chairman of the club's history committee, **4)** handle correspondence for the club and **5)** preside in the absence of the president and vice-president.

The **treasurer** shall carry out the following duties: **1)** work with adult leader to complete all financial guidelines required of club, **2)** give monthly treasurer's reports, **3)** keep track of all monies coming in and out of the club account, and **4)** perform any other duties outlined in the treasurer's book.

The **reporter** shall prepare news items on the activities of the club, which should be sent either to the county Extension office or directly to the newspapers. In addition, the reporter shall serve on the club's history committee.

***Note:** Additional officers may be elected or appointed as needed or desired by the club. Other possible offices include the following: photographer, song leader, and recreation leader. Officers shall be elected every August-September and shall serve until their successors are elected and installed. Club officers are encouraged to attend the annual county officer's training sessions.

ARTICLE 9 – COMMITTEES

Club Committees shall be appointed to serve each year . Suggested committees include: **(a)** program, **(b)** recreation, **(c)** history, **(d)** fund-raising, **(e)** community service, **(f)** grievance, and **(g)** executive. Note: Additional committees may be organized as needed.

Clubs are encouraged to schedule and participate in the following programs/activities:

- Educational programs, to be scheduled regularly as part of the monthly club meeting.
- Recreational activities, to be scheduled in *addition* to the recreational activities held during club meetings.
- Fund-raising activities, to assist in paying for activity costs and to allow for enriched activities for the members.
- Community service activities, to be performed throughout the year.
- Community service report, to be compiled and submitted for county and district recognition.
- Grievance committee, to be established and utilized by members when needed; To consist of the club president, main leader, advisory board, and a non-4-H community member.
- Executive committee, to assist in leading the club and in determining exemptions for members to be composed of the club's officers.

ARTICLE 10 – FINANCES AND ASSETS

Dues are not required for membership in *Faulkner County 4-H* . However, individual clubs may require a fee to cover incurred club cost such as insurance or program supplies.

4-H club fundraising activities may be held when authorized by a vote of the club and when the activity's purpose is in agreement with the objectives of the 4-H program. The county Extension office should be notified of all club fundraising activities involving the solicitation of monies or donations *before* fundraising begins.

Clubs must submit audited financial records to the Extension office by October 1 of each year.

No part of the net earnings of a club shall be to the benefit of, or be distributable to, its members, trustees, officers, or other private persons *except* that the club shall be authorized to pay reasonable compensation for expenses and to make payments and distributions in furtherance of the objectives of the *Faulkner County 4-H program* hereof. Detailed receipts regarding all club financial transactions should be kept and filed for future reference.

Dissolution: In the event of the dissolution or final liquidation of a 4-H Club, after all liabilities and obligations of the club have been paid, satisfied, and discharged, or after adequate provision has been made thereof, *all remaining property and assets* of the 4-H club shall be distributed, conveyed, assigned, or transferred to the *Faulkner County 4-H Foundation*.

ARTICLE 11 – USE OF 4-H NAME AND EMBLEM

The official 4-H emblem consists of a green four-leaf clover with stem and the capital letter "H" in white or gold on each leaflet. The emblem may also appear in other colors, if necessary, however, and still be considered the official 4-H emblem. For example, when it is not possible to use the color green for the emblem, as in printing on fabric, plaques, and trophies, other colors may be used. When the 4-H emblem is used, the following wording (exactly as printed below) will be displayed to the right of the base of the stem and under the lower right leaf:

18 U.S.C. 707



The **ONLY** exception will be when the wording "18 U.S.C. 707" becomes too small to be legible. In computer-generated samples, it appears that as long as the 4-H emblem is at least 3/4 inch in size, the writing is legible.

When larger versions of the 4-H emblem are used (e.g., t-shirts, posters, and banners), the statement can be somewhat smaller in proportion to the emblem. When used, the 4-H club name and emblem shall be given positions of prominence. *It is not permissible* to super-impose any letter, design, or object on the 4-H emblem or to alter its shape in audio-visuals, or on certificates, publications, or stationery over which a letter is written or typed, etc.

For complete guidelines on use of the 4-H Clover, see the *Arkansas 4-H Policy Guide* located at <www.uaex.edu>

ARTICLE 12 – SPECIAL EVENTS, TRIPS, AND AWARDS

Scholarships – Seniors applying for a *Faulkner County 4-H* scholarship must submit a current journal.

Trip Funding – Youth members may participate in a regional, national or international event that is sponsored financially by the *Faulkner County 4-H Foundation* *only one time per event*. Members are not

limited on how many times they may participate in an event -- only in how many times they may receive partial expenses paid by the 4-H Foundation. Members may only receive partial funding by the *Faulkner County 4-H Foundation* for one regional, national or international trip per year. The *Faulkner County 4-H Foundation* will determine whether members are qualified to receive funding assistance for out- of- county trips.

****Refer to the *Faulkner County 4-H Foundation Payment Policy Guide* for information regarding payment assistance for specific 4-H activities and events.**

ARTICLE 13 – AMENDING BY-LAWS

Club by-laws may be amended with one (1) month notice, at any adult leader meeting when a *quorum is present.

Club by-laws may be amended with one (1) month notice at any regular club meeting when a quorum of county-wide 4-H Clubs are present. A current copy of the club by-laws must be filed in the county Extension office within one (1) week after amendment has been made.

***Note:** A *quorum* is defined as two-thirds (2/3) of the official county 4-H clubs represented at the current meeting.