

NOKESVILLE 4-H CLUB CHARTER

Part A. Nokesville 4-H Club Constitution

Purpose of the Constitution and Bylaws

A 4-H Club in Virginia is any group of at least five enrolled 4-H members, led by at least two enrolled and trained volunteer leaders who meet on a regular basis for the purpose of youth development. Each 4-H Club is required to have a constitution and bylaws. These documents reflect the organizational structure of the 4-H Club. The constitution covers the basic principles that govern the Club. Just like the U.S. Constitution for the United States, your Club constitution is the highest law of the Club. It describes the purpose of the club, who can be members, how often the club meets, etc. The bylaws are secondary principles that govern the Club. Bylaws describe in detail the steps the Club must follow in order to conduct business.

Article 1 – Name *(Required but revisions allowed)*

This club shall be known as the Nokesville 4-H Club of Prince William County/ Nokesville, Virginia.

Article 2 – Purposes of the Club *(Required but revisions allowed)*

The overall purpose of this Club shall be to provide experiential learning enrichment for youth and their families while meeting these objectives:

1. Stimulating member's personal growth and development
2. Having fun while learning practical life skills
3. Developing effective leadership in youth and adults
4. Helping youth develop responsible citizenship
5. Helping youth and adults better understand the world
6. Learning about and executing community service

The development of club members will occur through 4-H project work, club meetings, field trips, demonstrations, community service, club, county, district and state events and other activities.

Article 3 – Membership

Section 1 – Nondiscrimination *(Required without revision)*

This club is open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation.

Section 2 – Age *(Required with revisions allowed. A determination of the age class for this clubs needs to be made, i.e. will it include Cloverbuds, limited to seniors, etc?)*

A 4-H Club member is any boy or girl, age 5-19, who enrolls and participates in a planned sequence of related learning experiences for a minimum of six (6) hours under the guidance of Extension-trained volunteers or Extension staff members. Members must be turning at least 5 years of age during the 4-H year of October 1 through September 30. Eligibility for 4-H membership terminates on December 31 of the year the member has his/her 19th birthday.

Article 4 – Officers *(Required with revisions allowed. All of the officers in the list below do not need to be included, however 4-H Club participation is designed to provide youth with leadership skill practice. Use as many Officers as possible.)*

The officers of this club shall be president, vice-president, secretary, reporter, treasurer, historian, parliamentarian, song leader, sergeant at arms, recreation leader, safety chairperson. This club may have more than one officer elected per office type and may create new or not use office positions as necessary. Every effort will be made by this Club and leaders to keep the office positions filled and the officers active in their positions.

Article 5 – Committees *(It is highly recommended to include a committee structure in the club. This provides greater opportunities for club leadership practice)*

Committees may be appointed to serve during the Club year. Examples of committees include but are not limited to: (a) Program, (b) Field trip/Recreation, (c) Membership, (d) Audit/By-Laws/Charter, (e) Finances, (f) Fundraising, (g) Projects, (h) Community service. This Club reserves the right to combine, delete, and/or add Committees as needed. Standing or special committees will be

created as needed. Members are expected to volunteer for committee assignments. The organizational leader and/or the president has the authority to appoint committee chairs and members.

Article 6 – Meetings *(Required but revisions allowed)*

There shall be a minimum of 4, but not more than 11 community club meetings of the Nokesville 4-H Club each 4-H year. Officers and leaders may call special meetings. Attendance and participation may be promoted through incentive and recognition programs.

- Members must attend 50% of the community club meetings to be in good standing which will be considered the equivalent of 100% community club participation.
- Members participating in a project must also attend a minimum of 50% of the community club meetings.
- Members must attend/complete 6 hours of learning time on their project to be in good standing with their project.
- Members must attend 4 Prince William County 4-H events to be in good standing. See the list of potential Prince William County events as listed on the Outstanding Member application in Appendix A of this charter document.
- Only those members in good standing are eligible to exhibit at the State Fair and/or district, state, regional, national, and/or international events.

Article 7 – Finances *(This statement is required without revisions. Additional information can be included)*

The Club will follow all VCE and state 4-H fiscal policies as well as state and federal regulations. One volunteer club leader will be assigned as the mentor to the elected treasurer and will oversee all club finances.

Article 8 – Volunteer Leaders *(A section describing the responsibilities of volunteer leaders is required without revision. Additional information can be included)*

The volunteer leadership of this club shall consist of a minimum of 2 adults. A 4-H Volunteer is anyone beyond 4-H member age who enrolls, and of his/her own free will, without compensation or expectation of compensation beyond possible reimbursement of out-of-pocket expenses, and performs a task at the direction of and on behalf of the Virginia 4-H program. All 4-H Club adult leaders will have received 4-H volunteer training prior to leading a 4-H club and/or 4-H project.

Each project must have a trained 4-H volunteer be present at all meetings and events. The organizational leader/ or leaders and another club leader must review and approve group projects prior to the start of a given project. At a minimum, plans should include the overall project objective (a clear learning objective should be stated), proposed meeting dates and objectives for each meeting. Every effort should be made by the project leader to plan meeting times and dates that do not conflict with Prince William County and community club meeting times and dates.

All adult volunteer mentors overseeing any club office must also have received 4-H leader training. This does not mean the parent of an officer must be a trained 4-H volunteer, it only means that each office must function under the oversight of a trained 4-H volunteer.

Article 9 – Parents *(A section describing the responsibilities of parents is highly recommended)*

1. Monthly community club meetings are not drop-off meetings and a parent/guardian must be in attendance with all members under the age of 16.
2. Parents/Guardians with Club members ages 8 and under must have a responsible adult attending all 4-H events with said member(s).
3. For project meetings only: parents/guardians with Club members, ages 9-19 only, may drop off members with approval from the project leader. This may only be done if the leader and one other volunteer parent is present. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment.
4. Parents/Guardians are expected to behave by the 6 pillars of character and to serve as an example of good character, model citizenship, and leadership to youth.
5. Parents are expected to abide by Virginia 4-H Code of Conduct policies.
6. After two warnings by a leader, should a parent not follow the Code of Behavior, the parent/guardian and 4-H member will be removed from Nokesville 4-H Club.
7. At least one parent or guardian per family is required to volunteer at the club level as needed. Please see the List of Nokesville 4-H Club Volunteer Jobs in Appendix B.

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- 8. At least one parent or guardian per family is required to volunteer at 1 Prince William County event per year and 1 Club level event per year. Please see Appendix A, Outstanding Member application form for a listing of typical annually recurring Prince William County events
- 9. Parents/Guardians are encouraged to participate in teaching projects under the auspices of the project leader.
- 10. Parents/Guardians are encouraged to foster the spirit of 4-H by reinforcing the purposes and goals of our club at home.
- 11. Nokesville 4-H Club is a family participation club and therefore parents/guardians are expected to keep non-4-H members under supervision and in control at all times during a 4-H event.

Article 10 – 4-H Staff *(Required without revision)*

The organization, program and activities of this club shall be under the general direction of the County 4-H staff.

Article 11 – Dissolution *(A section describing club dissolution procedures is required with revisions allowed)*

Upon consideration of disillusionment, and dissolution of the Nokesville 4-H Club becomes necessary, the members of Nokesville 4-H Club agree to the following procedure:

The Nokesville 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 members 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 Prince William County 4-H program.

Upon dissolution and termination of the Nokesville 4-H Club for any reason, the officers shall take full account of the Nokesville 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 Nokesville 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 Prince William County 4-H for the purpose of 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 Nokesville 4-H Club outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with these terms and the distribution of fund, the 4-H club shall cease.

Article 12 – Amendments *(A decision on how the Constitution will be amended is required with revisions allowed)*

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.

Club President

Club Secretary

Unit 4-H Staff

Organizational Leader

Date Adopted

Part B. Nokesville 4-H Club By-Laws

Article 1 – Election of Officers

Section 1 – Eligibility *(Required but revisions allowed)*

- 1) Members must be enrolled in the 4-H program (with forms submitted) by November 1st of the 4-H year.
- 2) Members must qualify as a Junior member or above, (be at the minimum age of 9), to be eligible for officer positions.
- 3) Members must complete County 4-H Officer Training for the office position in which they are campaigning or for which they have been elected.
- 4) Members must have been officially enrolled in a 4-H club for 1 or more years and be in good standing with that club
- 5) Members must participate in at least one project.

Section 2 - Election procedures *(It is required that the Club determine when and how elections will take place. Revisions allowed.)*

The officers of this Club shall be elected at the November meeting each year. A nominating committee may be established. The purpose of this committee is to ensure that all offices have candidates, and all candidates are in good standing. Officers shall hold office for one year. Members running for an office must be eligible as defined in Section 1. All active members may vote. Voting for officers is by majority rule.

The organizational leaders reserve the right to nominate and appoint at their discretion, an officer to a specific office position if the need arises.

Article 2 – Duties of Officers *(Required but revisions allowed. At a minimum the 4-H Club should have the following officers: president, vice-president, secretary, treasurer)*

The president shall preside at all meetings of the club and have in mind at all times the best interests of the club. Executive meetings shall be called by the President before each meeting of the club as needed. It is the president's responsibility to draft the meeting agenda and to call the song and recreational leaders on or before the Tuesday preceding the Friday meeting to ensure all are adequately prepared.

The vice president shall perform the duties of the President in his or her absence and assist the president as needed. He or she shall serve as chair of the yearly program committee.

One secretary (recording) shall keep a record of all proceedings of the club and shall keep an accurate enrollment count of all members. The secretary shall submit a completed club secretary book that includes an up-to-date club constitution and bylaws to the county Cooperative Extension office by the county deadline.

The other secretary (corresponding) shall act as correspondent in matters pertaining to the business of the club.

The 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 county Extension office by the county deadline.

The historian will do his or her best to keep an accurate scrapbook of all local club news and events, as well as countywide and statewide events.

The parliamentarian will assist the presiding officer run 4-H meetings smoothly by being well informed of parliamentary procedure.

The reporter shall write news reports of all meetings and activities and send them to the local newspapers.

The song leader shall be prepared to lead the members in community singing at club meetings and social events.

The recreation leader shall be responsible for the recreation period at club meetings and special events.

The sergeant at arms shall be expected to maintain order of all members at each meeting.

The safety chairman shall be expected to help set-up and take down/ clean-up at meetings and assist the sergeant at arms in maintaining safety and order at each meeting.

Article 3 – Membership

Section 1 – Classes of Membership *(It is highly recommended for a club to determine which age classes it wishes to include)*

Membership is open to all classes of 4-H members, including, Cloverbuds, Juniors, and Seniors.

Section 2 – Responsibilities *(It is highly recommended that Clubs determine what the responsibilities are for its members)*

Members must:

- a) Complete 4-H enrollment, Code of Conduct and Health History forms and return them to the 4-H Staff member designated 4-H leader serving as the adult volunteer secretary.
- b) Abide by the 4-H Code of Conduct. Members may be removed from 4-H programs or activities for violating the Code of Conduct.
- c) Attend local club meetings and project meetings as defined in this charter.
- d) Junior (age 9 and older) members must enroll in one or more projects and keep 4-H project records. Participation in six community club meetings may serve as a project if accurately recorded in their portfolio.
- e) Share what they learn in one of their projects through a talk, demonstration, or exhibit.
- f) Participate in local and county 4-H events.
- g) Participate in one club service project.
- h) Agree to abide by project or club agreements, if used.
- i) At the 4-H year's end, submit a portfolio of records to the County 4-H office documenting all the member's 4-H activities and projects.

Article 4 – Meetings

Section 1 – Dates *(It is highly recommended that the Club choose a regular meeting date)*

The regular meetings of the Nokesville 4-H Club generally will take place on the 2nd Friday of each month as scheduled in the yearly plan. Special meetings of the Club can be called by the president with the consent of the club organizational leader with a minimum advance notice of 7 days. Additional activities and field trips may be called at anytime.

Project schedules are to be set up by the project leader and must be called with a minimum of 4 days advance notice and should not conflict with the club meeting schedule or county 4-H events. Project leaders should also take into consideration other project schedules when planning.

Committee meeting schedules are to be set up by the committee leader as designated by the president and must be called with a minimum of 4 days advance notice and should not conflict with the club meeting schedule or county 4-H events.

Section 2 – Quorum *(A club is required to determine what constitutes a quorum. Revisions allowed.)*

When a quorum of 50% of club members is present, the club can transact business. Voting members must meet membership criteria listed in Article 3 of the Constitution.

Section 3 – Order of Business *(Highly recommended. The order can be adjusted)*

The following order of business should be followed as best fits the occasion for regular community club meetings:

1. Call to Order
2. Pledge of Allegiance and the 4-H Pledge
3. Roll Call

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- 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. 4-H Member Project Reports
- 11. Announcements
- 12. Adjournment
- 13. Educational program/project work
- 14. Team building (recreation, refreshments, teambuilding activities, etc)

Items 13 and 14 may occur at anytime before, during, or after the meeting.

Section 4 – Parliamentary Procedure *(The use of is parliamentary procedure is highly recommended. This is a key skill for learning leadership and citizenship)*

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

Article 4 – Fiscal Operations

Section 1 – Dues *(Optional)*

This 4-H Club will assess voluntary dues of \$15/ year to cover club expenses for educational programming. The volunteer leader secretary is responsible for collection and accounting of dues payments.

To members who turn in membership forms after November 1st, the club will assess a due of \$1/month for each month late. Yearly enrollment of new members will close at the November meeting.

Section 2 – Club Account *(Highly Recommended)*

The 4-H club account will be kept in a non-interest bearing account in an FDIC bank. Two signatures will be required on the account; the 4-H Club treasurer and the adult leader assigned as the treasurer’s mentor.

Article 5 – Program of Work *(Highly recommended. Setting a club program of work is good practice in planning, goal setting and decision making)*

The program of work will be written and adopted not later than the second meeting of the year.

Article 6 - Amendments to the Bylaws *(A decision on how the bylaws will be amended is required. Revisions allowed.)*

These bylaws may be amended by a majority vote of the members present at any regular meeting.

Club President

Club Secretary

Unit 4-H Staff

Organizational Leader

Date Adopted

Appendix A.

Outstanding Member Application With List of Most County Events

Prince William County - Outstanding 4-H Member Application

Name: _____ Age: _____

	Point Value	"X" Here	Points Earned
*1. a. Attended at least 75% of club meetings or	5 points		
b. Attended 100% of club meetings	10 points		
*2. Participated in a community service project (either alone or with club)			
a. 1-10 hours of community service or	3 points		
b. 10 or more hours of community service	5 points		
3. Served as a club officer	3 points		
4. Served as a committee chair	2 points		
5. Delivery 4-H presentation to your club or other organization	2 points		
*6. Participated in a county-wide event (as a participant or helper)	3 points each		
• Officer Training			
• National 4-H Week Celebration			
• Christmas Parade			
• Project Day			
• State Capital Day			
• Share-the-Fun			
• Presentation Day			
• Fashion Revue/Sewing Fair			
• Hippology			
• Junior Camp Camper			
• Fair Camp Camper			
• 4-H Promotion Tent at the Fair			
• 4-H Ambassadors			
• County Fundraiser (Poinsettia/Pecan)			
• Recognition Day			
• Presentation Training			
• Portfolio Training			
• Other:			
7. Participated in District or State Activities	5 points each		
• District Contest Day			
• District Horse Show			
• State 4-H Congress			
• State 4-H Horse Show			
• Hosted international visitor (IFYE/LABO)			
• Other camps held at 4-H Centers			
• District Teen Weekend			
• Other:			
8. Participated in National Events	10 points each		
• National Congress			
• National Conference			
• International Exchangee (IFYE/LABO)			
• Other	10 points each		
9. Served as state ambassador or other major leadership position.			
10. Served as a counselor at any 4-H Camp	5 points each		
11. a. Submitted a Portfolio for judging to Extension Office or	10 points		
b. Submitted a project record for evaluation	5 points		
Cloverbud, junior, intermediate or senior			
How Many Points Did You Earn?		Total =	

Guidelines

1. Outstanding Member Applications are due September 1st each year. Forms must be signed by your parent and your 4-H leader. Awards will be given at the 4-H Recognition program in October.
2. Please submit to the Prince William 4-H Office, 8033 Ashton Ave., Suite 105, Manassas, VA 20109.
3. Items 1, 2 and 5 are mandatory. Anyone who applies for outstanding member must attend *at least 75%* of their club meetings, must do *at least one* community service project and must participate in *at least one* county-wide activity.
4. Point Requirements to Receive "Outstanding Member" Award

Cloverbud	(4-H age 5-8)	17 points
Juniors and Intermediates	(4-H age 9-13)	35 points
Seniors	(4-H age 14+)	42 points



Signatures

CLUB NAME: _____ **CHILD'S AGE:** _____

I promise that I have earned all the points for which I have claimed credit.

(Child's Signature)

(Date)

I verify that my child has earned the point for which he/she claims credit.

(Parent's Signature)

(Date)

I verify that, to the best of my knowledge, this 4-H member has earned the points for which he/she has claimed credit.

(Leader's Signature)

(Date)

Virginia Cooperative Extension programs, activities, and employment opportunities are available to all people regardless of race, color, religion, sex, age, national origin, disability, or political affiliation. An equal opportunity affirmative action employer.

Appendix B.

Nokesville 4-H Club Volunteer Jobs List

Nokesville 4-H ClubList of Jobs

<u>Job Title</u>	<u>Job Description</u>
Community Service	plan at least three community service projects for the year that can run the span of the year or a one-time deal
Promotional	National 4-H week (October) Leader Volunteer – get help from all 4-Hers to promote – usually a table is setup at the Nokesville Bazaar Invite New Members & Parents – contact info may be given to them from another 4-Her for their friend to join. Submit info for website and email news updates to Communications Coordinator and elected Jr. Officer Reporter
Corporate Sponsorships	Getting corporate sponsorships and getting help by delegating others to help, Send thank-yous & NEWS to those sponsors Remind membership of our ebay link for donations (see Sandy Arnold for more info) Coordinate with reporters to create and send out a summary one-page newsletter 2x year, Christmas, Summertime. These newsletters can also be sent to the 4-H office for their newsletter
Communication Coordinator	Email and Website updates
County Liaison for Parent Volunteers	Help in recruiting our parent volunteers and leaders as needed by the County for events. Submit info for website and email news updates to Communications Coordinator
Project Book/Portfolio Liaison	see that all kids turn in a project book or portfolio on time, Sept. 1 – this is highly encouraged and should not be approached as an “option” but as a fundamental part of 4-H. pre-compile portfolios (shop for supplies too if needed) note in Google Documents who turned in project books / portfolios see that Outstanding member applications are turned in on Sept. 1 with their books Keep in touch with members on their books via email or phone calls, setup prep meetings. Help parents understand the process and importance. See that worksheets are posted online See that project leaders are encouraging their kids to work on them at the meetings or at home and answer their questions about the format Work with LeslieAnn Stevens who is the County expert on the format of the books and any questions about them.
Meeting Leader Program Coordinator	Follow-up on plans for monthly meeting/field trip and see that plans are secured before every monthly meeting - coordinate with Jr. Officer VP See that announcements and RSVPs are made via e-mail to all members with plenty of notice before meeting or field trip See that thank you's are sent by person who invited and coordinated with guest speaker Submit meeting plans to Communications Coordinator for website updates.
Monthly Meeting Agenda	Coordinate monthly meeting plan with the agenda that is prepared by the President and the Leader Program Coordinator See that the project reporters have announcements to give See that the song leaders and recreation leaders are prepared a week in advance.
Set-Up/Clean Up	Setup / Cleanup (Check-list provided) - MUST COME EARLY / STAY LATE
Nokesville Day Yard Sale Coordinator	Plan volunteer signup shift chart. Plan collections time and Friday setup. Coordinate with treasurer for money box. Cleanup and removal of leftover items. Children to run money box and no pricing on items. All sales are donations.
Nokesville Day Parade Coordinator	Will the kids ride bikes or ride on a float? how to design, etc.
Nut/Poinsettia Sales	attends Nuts/Poinsettia training, collects forms
Membership Enrollment and Directory Distribution	have forms turned in on time to the 4-H office (every Oct.) have copies of health forms to a leader at each event distribute directory – already compiled by the 4-H Office in excel format help 4-Hers get proper forms via mail if necessary follow up on forms throughout the year and continue to check with 4-H office as new members

Nokesville 4-H ClubList of Jobs

<u>Job Title</u>	<u>Job Description</u>
	come in and communicate with 4-H office to compare their member list with ours keep Google Documents updated help keep attendance records (communicate with Awards chairperson) of all monthly meetings and events
Treasurer	balance checkbook, deposit checks, write checks communicate with 4-hers about unpaid dues keep a checklist of dues paid, updated regularly on Google Documents prepare and review with Junior Officer to give Treasury Report at meeting
Project Leaders	prepare monthly meeting announcements of your plans and hand out a flyer with more additional information if necessary plan a syllabus draft of goals and dates of meetings help Project Kids complete their Project Book and goals keep attendance records in online Google Documents have a minimum of 6 hours of classes in any format you need (no structured parliamentary procedure needs to take place at meetings, just dive into project) have a sign-up sheet at the monthly meeting for initial group sign-up Submit plans/info to Communications Coordinator for website updates Submit email requests to Communications Coordinator for general club emails Send Project 4-Hers emails regarding meetings and plans and cc: Sandy Arnold on all emails Mail Project 4-Hers info as needed Submit project plans Communications Coordinator for website updates Submit email requests to Communications Coordinator
Phone Tree Chairperson	Occasional phone calling will e necessary for field trip reminders/cancellations Delegate some calls out to junior officers
Attendance keeper	Provide blank attendance sheet for each meeting and event (or appoint someone else to do it if you are unable to attend) Make sure attendance after every meeting/event is logged into spreadsheet on Google Documents. Blank Attendance Sheets are found in the Google Docs Spreadsheets) Communicate with and ensure that project leaders are keeping accurate records for attendance for their projects. Order, check, gather, sort patches prior to awards dinner in September (Cheryl Lackey and Awards Dinner Coordinator to assist).
Awards Dinner Coordinator	Be in contact with Attendance Keeper and help with patches. Purchase, create and print certificates, arrange in folders, present awards at dinner (Usually done by Sandy) Arrange for potluck, food and drink items, decorations, helpers to come early for set-up, any other activity (i.e. photo viewing, music, etc.) at the Awards Dinner. Call, communicate, send postcards or flyers to membership about this meeting being very important to all 4-hers to come. They've worked hard to earn and deserve this recognition.
County Fair Entries	Encourage entries for all members--contact all project leaders and suggest certain entries per project Answer questions, help those who need help with entries at county fair
Cloverbuds	Prepare monthly meeting activities for 7:30-8:30, and delegate for field trips
Jr.Sr. Officers	Oversee all jr. officer positions for meeting agenda
Snack Coordinator	Enlists parents to bring a snack to one or two meetings (perhaps by a monthly sign-up sheet) Follow-up prior to the meeting with reminders to parents. Sets up "Snack Shack" Ensures snack shack opens at 6:30 and closes at 7:30 (open/closed signs provided) Ensures we have ample supplies (cups, napkins, plates) and replenish as needed (4-H to reimburse) Clean Area