

# VALLEY VINES 4-H CLUB \* BY-LAWS

## *Article I . . . NAME*

The name of this club (**As of 9/4/2008**) is ~~H.I.S. Kids' 4-H Club~~ **Valley Vines 4-H Club**,<sup>3</sup> located in Napa, California. It is a unit of the Napa County 4-H Council. (~~H.I.S. is an abbreviation for: "Home Is School"~~)

## *Article II . . . PURPOSE*

The purpose of this unit is to aid in the development of its 4-H members through project work, meetings, presentations, judging, community service, and events.

## *Article III . . . MEMBERSHIP*

A. Boys or girls must be 5 years old or in kindergarten by January 1 of the program year and may continue until the end of the calendar year in which they become 19 years of age. They shall be eligible for membership after agreeing to follow the 4-H requirements for membership. However, the following restrictions apply to Valley Vines :

B. ~~H.I.S. Kids' 4-H Club enrollment is closed to new members at the present time<sup>4</sup> (as of 10/16/2003).~~  
**Exceptions:** **As of 4/21/05, Valley Vines 4-H Club will be opened to new member families, but not to exceed 50 members.** All eligible siblings of currently enrolled members are welcome to join. Any family members who have been previously enrolled in this club, and have "dropped out" of the club for a year, will be accepted for re-enrollment at the beginning of the new 4-H year. Members who have been out of the club for periods exceeding one year, could also be considered for re-enrollment—at the community club leaders' discretion. (For purposes of clarity, wherever "he" or "she" is referred to in this document, it is to be interpreted as: he/she, his/her, or him/her)

C. 1) Members must belong to at least one project in the club for membership to be considered *active*.  
2) A recordbook will not be accepted without project activity documentation and completion of the Personal Development Report.

### **D. Attendance at Club Meetings:**

- 1) Members are expected to attend all Club Meetings and to abide by the 4-H Code of Conduct.
- 2) Each member is responsible for calling the current year's secretary to ***inform him beforehand*** of an expected absence.
- 3) Members ~~may have one excused absence per year and still~~ **must be present at every club meeting in order to<sup>4</sup>** achieve the 100% attendance pin.
- 4) Members who have had three (3) or more unexcused absences from club meetings, will be dropped from the club roster for the following year.
- 5) The Secretary's Roll serves as the ***final*** word on attendance: it will be the responsibility of the member—if he comes in after roll call is taken—to inform the secretary of his presence.

E. Valley Vines 4-H Club **requires** all families to lead one of the following: (1) a project, (2) a major club activity, (3) an event, **OR** (4) to represent the club on a committee. Failure to do this will probably lead to being dropped from the club for the next year.

F. The Voting membership of the club consists solely of the 4th grade and older members.

#### *Article IV . . . OFFICERS AND ELECTIONS*

A. The main elected Officers of this club are: President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms. The Reporter may also be considered to be an Officer, although, there may be some years when the office is not necessary. These members are in **7th grade** or above, except in circumstances in which there are no nominees. In this case, the community club leaders **may** choose to allow some of the positions to be filled from the pool of 4th-6th graders (OR, the office may remain unfilled). The same procedure for nominations and election will apply.

B. **Only one** member serves in a main office at a time, **but if necessary**, a member may hold more than one office. (Exception: the club may allow co-Reporters at the discretion of the community club leaders.)

C. These Officers-elect **must** have been members in good standing in the club for at least one year prior to election. Any member wishing to serve as one of the main elected Officers **MUST** have completed and turned in a recordbook for judging the previous year, and must maintain a current recordbook for as long as an Officer position is held.

D. Other elected positions in Valley Vines are: Historian, Song-Leader, Birthday Monitor, Refreshment Monitor, **Activity Leader**<sup>5</sup>, and Photographer. In some years, there may also be a Recreation Leader. Although they are elected, these members record their service in their recordbooks as a “Committee Chairperson.” The Sgt.-at-Arms’ Assistants are also elected, but record their service as “committee members.” All of **these** positions can be filled by **4th graders** and above, and there **may** be 2 or more members in each of these. (Although there may be up to four (4) Sergeant-at-Arms’ Assistants.)

E. A separate nominations meeting is held to prepare a slate of all potential officers prior to the election. Attendance at this meeting is **mandatory** if a member wishes to serve as an officer. However, in the event of **special** circumstances, where the member **absolutely** cannot attend, he **must** give either **prior written** or direct **verbal** permission to his nominator to accept the nomination on his behalf.

F. The election of officers takes place at the first meeting of the new 4-H year by means of a closed ballot. **Only** 4th graders and above may vote for club officers. The term of office for **any** elected position is for one year, and a member is not to serve more than 2 *consecutive* years in the same position.

#### **G. Duties of Officers:**

- 1) The *President* shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The President may call special meetings with the consent of the club leaders.

- 2) The *Vice-President* shall perform the duties of the President in the absence of the President. The Vice-President shall serve as chairperson of the yearly program committee.
- 3) The *Secretary* shall keep the minutes of each meeting and an accurate roll of 4-H members' attendance and shall act as the group's correspondent. At the end of the 4-H year, the Secretary shall submit a neat and completed Secretary's book to either UCCE or the peer review committee.
- 4) The *Treasurer* shall keep accurate records of the group's account and will be sure that the Secretary has correct figures for the minutes. At the end of the 4-H year, the Treasurer will submit a neat and completed treasurer's book for peer review, and will turn in required paperwork to UCCE on time.
- 5) The *Sergeant-At-Arms* is responsible for setting up and returning the meeting place to order for each club meeting. He maintains the clubs' banners and flags and assists the President with keeping order and other club needs during meetings as asked, along with the help of his own assistants.
- 6) The *Reporter*, when the club membership has need of one, shall produce the club's newsletter, and will be responsible for media information concerning the club.

### ***Article V . . . CLUB MEETINGS***

A. The regular meetings of the club take place on the ~~3rd~~ ~~2nd~~ 3<sup>rd</sup> 6<sup>th</sup> Thursday of each month at 6:30 p.m. at Northwood Elementary School. There is no meeting in December. Valley Vines plans to have a minimum of 7 or 8 club meetings each year. Special meetings may be called by the President with the consent of the community club leaders.

B. An adult family member should accompany all age/grade members to the Club Meetings. But this is ***required*** for K-3 members. Project Leaders may also require a parent's attendance for primary members at all project activities or meetings.

### ***Article VI . . . PROJECTS***

A. Project Leaders will set their own parameters for their projects as to: place, time, and number of meetings it will take to cover the goals of the project. They are responsible for notifying prospective members of project startup and changes in scheduled meetings. Project Leaders may decide whether or not to accept primary members in their project—depending upon reasonable difficulty of activities and so forth. (See Article V.B. for more...)

- 1) Part of the purpose of project work is to help members have fun while learning practical life skills; to help stimulate members' personal growth and confidence; and to help youth develop responsible and effective leadership.
- 2) Every attempt should be made to use 4-H curriculum for the project, and project leaders should become familiar with 4-H publications about project and program planning.
- 3) Project Leaders are expected to read and follow the guideline sheet: "Responsibilities of Project Leaders," and should complete, at the minimum, a basic outline and submit this to the Project Coordinator for ***approval—prior*** to starting the project.

B. There are no "family only" projects allowed in Valley Vines. There must be at least two (2) other families represented. In the interest of Valley Vines, projects need to be ***offered to the entire*** club (e.g., announced at a club meeting) so eligible members all have a fair chance to sign up. This is especially true

for projects that start up after the fall signups. As new projects are offered, preference may be given to members who have signed up for one or no projects. . **Exceptions as of 4/21/2005:**

1) INDEPENDENT PROJECT STUDY- **ADVANCED LEVEL**/specialty projects

There may be a rare instance of a Jr/Sr High (7<sup>th</sup> to 12<sup>th</sup>) member who has already demonstrated mastery of 4-H project work to the advanced level in a *specific* area by:

- a) previously **completed project reports** which clearly show increased learning and a level of exposure to the project area over a period of time (at LEAST 3 years)
- b) **documentation** in the **recordbook**, which must have been submitted for annual review in each year of the project involvement

Cross clubbing has been explored but may not be an option for this member for such reasons as: serious scheduling conflicts or justifiable concerns about the character of the project offered. Additionally, the older, advanced 4-H member will need to meet the following criteria with his parents' approval:

- a) A detailed project outline and plan must be submitted to the club leaders and project coordinator and their permission must be obtained for the independent project.
- b) Member must document activities and learning experiences in both the *PDR* and the *project report forms*, (along with any inventory/expense records required by 4-H standards) and all will be submitted with the recordbook at the end of the year.
- c) Member should be willing to share skills/experiences learned in his project with other club members. (*Such as presentations and demonstrations at project and club level.*)
- d) Member understands he will have a periodic review of his documentation and project work by at least one of the club leaders who is not related to this member.

2) INDEPENDENT PROJECT STUDY – **LARGE ANIMAL/AUCTION**

Fourth grade and above. All efforts to cross club should be explored first; along with considering regular participation in the county-wide animal project offered for that particular animal. The same criteria (a, b, c, d) apply here as to permission and documentation. Additional consult with county 4-H leaders may be necessary.

C. If every attempt has been made to offer a project according to all of the above, and there is a quality plan prepared for the project but only *one* other family has enrolled, then the ***Project Coordinator may decide*** to allow the project with the agreement of the other club leaders. Members may attend Countywide Projects or cross club with all of the community club and project leaders' approval, if the area of interest is not offered in Valley Vines .

E. It will be up to the Project Leader to determine if the project is successfully completed.

F. Project leaders must be approved by the UCCE office prior to starting a project. (This includes a "live scan" fingerprinting and attendance at a New Leader Orientation meeting.)

***Article VII . . . COMMITTEES***

**Committees are filled by volunteering:**

- 1) They consist of *at least one adult advisor* and at least *one member* who functions as the Chairperson of that committee.
- 2) Ideally, the Chairperson is one of the older children of the advisor and is in 7th grade or higher, but 4th grade at a minimum, *depending on the responsibility and function of the committee.*
- 3) The **advisor** is expected to give direction and assistance, but the majority of the responsibility lies with the **Chairperson.**
- 4) The Chairperson's responsibilities include: formulating a plan to achieve the goals of the committee, soliciting members for the committee (2 to 6, depending on the need), conducting the planning and preparation meetings, and reporting back to the club both in anticipation of the outcome and after the activity is accomplished.

### ***Article VIII . . . JUNIOR AND TEEN LEADERS***

**(Please see UCCE literature for Leadership guidelines)**

A. Junior Leaders are members in 6th to 8th grades, their primary role is to assist the project leader in project activities such as, but not limited to: calling members for project meeting reminders, helping to keep attendance, demonstrating a particular skill or aspect of the project, under the project leader's direction.

- 1) Junior Leaders are not required to enroll in a leadership project.
- 2) Junior Leaders in Valley Vines should, at the minimum, plan ahead with the project leader. Document these plans and the outcomes on the first page of the Leadership Plan Record, and place this documentation in the recordbook.

B. Teen Leaders are members in 9th grade and above. Their roles are broader in project work, and they may eventually develop the expertise to lead projects under a qualified adult project leader.

- 1) ~~Teen Leaders are required to be enrolled in a leadership project (countywide, club, or cross club) during each year they are functioning as Teen Leaders.~~ **Exceptions as of 10/18/2010.** The requirements for Teen Leaders are completion of a leadership project with 80% attendance or more; current enrollment in a leadership project; or attendance at a leadership workshop.<sup>7</sup> ~~Enrollment in a leadership project should meet or exceed an 80% attendance record to be a completed project.~~
- 2) Teen Leaders should implement the Leadership Plan Record prior to project activity and place this documentation in the recordbook.

### ***Article IX . . . POLICIES***

- A. A quorum<sup>1</sup> to do business shall consist of the majority of the total current membership.
- B. A program of work for the year shall be written and adopted no later than the third meeting.
- C. Club meetings will be governed by informal parliamentary procedures, according to Roberts' Rules of Order.
- D. By-Laws will be approved by a majority vote of the members at the November<sup>2</sup> meeting.
- E. The Voting membership of the club consists of the 4th grade, and older, members.

**Article X . . . AMENDING BY-LAWS**

These By-Laws may be amended by a two-thirds (2/3) vote of the voting members. These By-Laws may also be revised yearly at a regular business meeting. Members will sign an agreement (See: “**Terms of Acceptance**” attached) each year at time of re-enrollment.

**These By-Laws were originally adopted on JAN. 15, 2004 and will be effective for Valley Vines 4-H Club immediately.**

**EXPLANATIONS AND AMENDMENTS ADOPTED:**

<sup>¶</sup> There are 17 families at the present date, Nov 18, 2010

<sup>1</sup> A “quorum” is the number of members required to be present for business to be legally transacted. The voting membership of the club consists of the 4th grade and older members, but a *majority* of the total membership of the club is a quorum

<sup>2</sup> The November reference pertains to the original date of presentation; the actual adoption date is January 20, 2011

**Amendments Adopted:**

4/21/05: Article III, Sect. B (Membership opened to 50 members); Article VI, Sect. B (Added <sup>¶</sup> 1 & 2 concerning guidelines for Advanced/Independent Projects);

11/9/06: Article V, Sect. A (Meetings changed to 2<sup>nd</sup> Thursdays)

<sup>3</sup> 9/18/2008: Article I - Club name changed due to state mandate; voted on by membership after club contest.

<sup>4</sup> 9/18/2008: Article III, Sect. D, Line 3 - Members must be physically present at every meeting to achieve 100% attendance.

<sup>5</sup> 9/18/2008: Article IV, Sect. D - Added “Activity Leader” to elected chairpersons.

<sup>6</sup> 9/18/2008: Article V, Sect. A - Changed meeting day back to 3<sup>rd</sup> Thursdays.

11/17/10: Article VIII, Sect. B - Teen leaders not required to be in a Leadership project the year they lead.

I agreed to these By-Laws and signed and submitted a copy of my acceptance:

DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

.....Tear off and Turn in.....

## Terms of Acceptance

**It will be mandatory to have this form signed in order to have enrollment completed for Valley Vines 4-H Club. *This page* is to be returned to the Club's Community Leader after reading and signing the By-Laws.**

*(List the names of all members and parents in the family OR the family name in this area)*

*(Circle)*

**I/We, \_\_\_\_\_ have read the Valley Vines 4-H Club By-Laws, or had them read and explained to me and I agree to abide by those rules. My signature shows that I understand and agree with the terms.**

*(Each and ALL members enrolling sign in this area; you can 'stack' the signatures in the space above)*

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**Signature(s) of Each Member**

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**Signatures of Both Parents**

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**Date**