

ORANGE BLOSSOM 4-H CONSTITUTION  
Adopted 9/1/1983  
Revised 3/11/91, 6/8/98, 6/30/03, 10/9/06, 5/11/09, 10/11/11

Article 1

**Name**

- a. The name of the club shall be *Orange Blossom 4-H*.

Article 2

**Purpose**

- a. The purpose of this 4-H Club is to aid in the development of its members through project works, club meetings, demonstrations, judging, community service, club/county events and other activities.

Article 3

**Membership**

- a. Any boy or girl who is 9 years old or going into the 4<sup>th</sup> grade and not 19 before January 1<sup>st</sup> of the current year shall be eligible for regular membership upon agreement to follow the requirements of 4-H membership.
- b. A Primary 4-H member (a Cloverbud) must be 5 years old or in kindergarten by January 1 of the program year. S/he may remain a primary member through June 30 of the year in which she or he turns 9 years old and/or completes the third grade.
- c. Orange Blossom 4-H club does not discriminate in any of its policies, procedures or practices on the basis of race, religion, color, natural origin, veteran status, medical condition or handicap.
- d. New membership will be open throughout the year.

**County Guidelines to be in Good Standings – Membership**

In order to be in good standing a member must:

- a. have joined prior to January 1<sup>st</sup>, have completed a project year and submitted a Record Book to the club leader by the deadline date set by the club leader, and met the grade requirements for membership and participation in the activity in question.
- b. meet basic requirements of attendance and participation in the community club and/or other delivery modes as established in their club's by-laws.
- c. successfully complete at least one project and submit a record for that project.

### **County Guidelines to be in Good Standings – Primary**

- a. Primary members ages 7-9 or in second or third grade may be enrolled in up to 2 projects; one must be the primary project. Enrollment on the other project is up to the discretion of the project leader in consultation with the community club leader. However, primary members will not be permitted to join large animal projects, specifically horse, goats, beef, sheep, swine, dairy, or similar sized species. Approved animal projects for Primary members are dogs, rabbits, rats, cats, poultry, caviars, mice, embryology, entomology, marine science, pygmy goats, and therapeutic animal projects.
- b. Primary members, especially those age seven and up or second grade and above, are encouraged to attend regular club meetings.

### **County Guidelines regarding Fair Exhibits**

- a. A member must be in good standing within their club to participate at fairs and to exhibit their project as 4-H members.
- b. A member must show under his/her home club name, not the club's name where the project is being taken.
- c. Every club must participate in the Stanislaus County Fair Farmyard Experience.

### **Record Books**

- a. The 4-H Record Book shall be officially due at the regular June Community Club Meeting as per directions provided during the club meetings and captured in the club minutes. Those wanting to compete in the County Record Book competition may submit their Record Books earlier to adhere to county timelines. Graduating seniors applying for the club scholarship will be required to submit a Record Book in advance of the club due dates to coincide with Oakdale High School's Senior Awards Night schedule.
- b. Record Books shall be submitted to the Adult Club Leader or designee specified by the Club Leader.
- c. There shall be a grace period for late Record Books to be turned in within 7 days following the official due date established.

## Article 4

### **Officers**

- a. The officers of this club shall be President, Vice-President, Secretary and Treasurer.
- b. Additional officers of the club may be reporter, historian, photographer, sergeant of arms, policy secretary, quartermaster and/or other officers.

## Article 5

### **Community Club Meetings**

1. There shall be at least 8 meetings of the club each 4-H year.

### **GENERAL INFORMATION 4-H FUNDS**

Items purchased with 4-H club funds are owned by the 4-H council. Non-consumable items used in projects that will not be returned to the club at the end of the year are to be paid for by the project members. Project participants might pay a set amount each project meeting or a set amount at the first project meeting. This information should be on the sign-up sheets, if applicable.

Projects are to provide the quartermaster or secretary with an inventory annually, including where items are located.

### **ORANGE BLOSSOM 4-H - PARTICIPATION RULES**

1. In order to enter the Stanislaus County Fair as a member of Orange Blossom 4-H, be eligible for club scholarships, and receive credit for the current year's projects, a member must be in good standing, i.e. have attended 80% of project and community meetings from the time of the current year's enrollment and have completed a record book. Primary members must attend 50% of the community meetings and submit a completed Primary Member Personal Development form according to Record Book submission guidelines.
2. Each member may miss up to 2 community club meetings regardless of cause and remain in good standing. After 3 missed meetings, the member is no longer in good standing. Meeting make-ups are at the discretion of the community club leader.
3. To receive credit for holding an office, an officer must remain in good standing and attend 80% of the officers' meetings. Failure to do both may result in being replaced during the year.
4. To receive credit for the current year's 4-H work, a member must be in good standing, complete at least one project and turn in the 4-H Record Book at the completion of the year.
5. Parent participation is essential; at least one parent should accompany members to each club meeting and function.
6. Each 4-H member is expected to participate in 2 community services and work in the rodeo booth. Working the rodeo booth will consist of a parent working one shift, and 4H members working one shift. Other optional service is available if a parent or member is unable to work in the booth. (Parental and member involvement is held at the discretion of rodeo committee chairperson.)
7. Community Service Examples: Thanksgiving/Christmas Donation (to count as one) serving on the Community Service Committee, Valentine's Cards, Assisted Living Valentine's Day Presentation and Odd Fellows Hall Clean-up, etc.
8. Each project is encouraged to do one community service per year.
9. There will be no excessive talking during the club meeting. If a member is removed from the meeting, it will be considered an absence.

### **REGARDING THE FIREWORKS BOOTH:**

- ✓ Parental and member involvement is held at the discretion of the fireworks committee chairperson; all changes must be approved by club members prior to event and may be based on club's current involvement or need.
- ✓ Funds pay up to but not more than 50% of Boosters sponsorship per child, not to exceed a total expenditure for the club than 50% of the net income of the Fireworks Booth proceeds. All remaining funds will go into the Club treasury.
- ✓ No monies shall be paid to the Livestock Boosters Club until all expenses and the total net profits have been reasonably estimated. Only after net profits have been determined can the Livestock Boosters received petitioned funding.

## **ORANGE BLOSSOM 4-H BY-LAWS**

Adopted 9/1/1983

Revised 3/11/91, 6/8/98, 6/30/03, 10/9/06, 5/11/09

### Article 1

#### **Section 1: Nomination of Officers**

- a. Nominees for President shall have held a previous executive office in this club including vice president, secretary or treasurer.
- b. Nominees for office shall be members in good standing of this club.
- c. Interest in an office by members in good standing must be fully decided before any voting of any office shall be started.

#### **Section 2: Election of Officers**

- a. The officers shall be elected by ballot if more than one club member is running, preferably in May and no later than October.

#### **Section 3: Installation of Officers**

- a. Officers shall be installed at the first club meeting having completed the prior year in good standing.

### Article 2

#### **Duties of Officers**

- a. All officers shall abide by the rules and guidelines as set fourth by the National 4-H Program.
- b. All officers will attend the officer meetings at the beginning of each year and before each meeting.
- c. All officers are encouraged to attend Countywide Club Officers' Training and the session about the office to which they have been elected.
- d. All officers shall come early to community club meetings to set up the room and stay after meetings to clean up.

#### **Section 1: The President Shall:**

- a. Meet with officers and leaders to establish a plan for the year.
- b. Plan an agenda for each meeting with the other officers.
- c. Check with committee chairmen and officers to be sure they will be ready to report at community meetings.
- d. Be a good example of leadership and citizenship.
- e. Preside at all meetings of the club.
- f. Prepare, provide members at club meeting and follow the prepared agenda and calendar.
- g. Greet and introduce guest(s) (or assign this responsibility to the sergeant of arms when available).
- h. Obey the will of the majority.
- i. Vote in case of a tie. May also vote when voting by ballot or roll call.
- j. Appoint committees as needed and define their expectations.

**Section 2: The Vice-President Shall:**

- a. Act as president when the president is absent or tardy and assist other officers and members when needed.
- b. Serve as telephone committee chairperson
- c. Assist in preparing elections of new officers, prepare ballots as needed for elections.
- d. Prepare club newsletter for mailing and/or distribution at club meeting.
- e. Plan club monthly activity as needed.

**Section 3: The Secretary Shall:**

- a. Keep minutes of all business meetings.
- b. Take roll and keep a record of attendance.
- c. Report to the president old or other business to come before the 4-H meeting.
- d. Conduct all club correspondence.
- e. When president and vice president are absent, call meeting to order and elect a temporary chairperson.
- f. Record all committee assignments.
- g. Collect and record all reports of all committees and 4-H events.
- h. Complete and submit to the County, in accordance with the County's format requirements and deadlines, the 4-H Secretary's Book at the close of the 4-H year.
- i. Notify members who have 2 absences.
- j. Post an attendance list that identifies each member and their individual meeting attendance records

**Section 4: The Treasurer Shall:**

- a. Keep a detailed account of all money received and deposited in the bank
- b. Deposit in the bank all money received in a timely manner.
- c. Keep a detailed account of all money spent, according to County guidelines and using County forms.
- d. Report on club finances at each meeting.
- e. Chair the annual budget committee.
- f. Keep a record of club possessions (or assign to quartermaster, when available)
- g. Complete a Treasurer's book for the club and submit it to the County 4-H Office in accordance with the County's format requirements and deadlines.

**Section 5: The Policy Secretary Shall:**

- a. Prepare proposed changes to the by-laws, constitution and participation rules.
- b. Submit to county office any changes for review.
- c. Present final draft to club for vote,

**Section 6: The Reporter / Communications Officer Shall:**

- a. Write news stories about 4-H activities of interest and submit them to the newspaper at least 4 times during the year,
- b. Clip these reports and other relevant articles and give them to the club historian (or act as historian / photographer when offices are not currently filled).
- c. Prepare club calendar for distribution at each meeting listing upcoming events for county, club and each project.

**Section 7: The Historian Shall:**

- a. Keep the club's current Historian's book.
- b. Collect and add items to the Historian's book throughout the year that relate to various club events and members' awards and honors.
- c. Display the Historian's book and report on it 1 or more times during the year.
- d. Prepare and give a report at each meeting on an item of historical interest.

**Section 8: The Photographer Shall:**

- a. Keep the club camera (if one is provided)
- b. Take pictures of all important 4-H events and at least one meeting of each project or delegate a member to do so.
- c. Develop the pictures and give appropriate photographs to the club Historian for use in the Historian's book.
- d. Display and report on pictures taken at least one time during the year.

**Section 9: The Sergeant of Arms Shall:**

- a. Be at the door to greet members and guests as they arrive at meetings.
- b. Lead the flag salute and the 4-H pledge.
- c. Assist the President in maintaining order during the meeting by reminding people to behave according to the rules.

**Section 10: The Quartermaster Shall:**

- a. Maintain an inventory of club-owned equipment.
- b. Annually revise inventory, based on inspection.
- c. Establish and maintain check-in / check-out log of inventory.
- d. Contact holders of inventory to verify possession of 4-H equipment / inventory.

Article 3

**Meetings**

- a. The regular meeting of the club shall take place on the second Monday of each month during the 4-H year.
- b. Meetings will be conducted according to the Parliamentary Procedures except as stipulated in these by-laws.

Article 4

**Quorum**

- a. A quorum shall consist of a majority of the 4-H membership including two executive officers.

Article 5

**Majority**

- a. A simple majority is required for action on motions except for amendments to the constitution and by-laws and participation rules.

## Article 6

### **Amendments**

- a. These by-laws may be amended by a 2/3 vote of club membership. Proposed changes shall be brought to the membership at the meeting one month prior to the vote and/or included in the newsletter prior to the club's meeting.

## Article 7

### **Community Club Leader**

- a. The Community Club Leader will serve a two-year term.
- b. Elections for Community Club Leader will be held, preferably in the spring preceding the two years of service.
- c. If the current Community Club Leader is re-elected, s/he will serve until the next election

## Article 8

### **Scholarships**

#### **Section 1: Scholarships to Events (Cal Focus, Washington Focus, Summer Camp, etc.)**

- a. Families will pay the club for their portion of the cost of a 4-H event based on the estimated number of participants and anticipated number of scholarship awards using the following guidelines: i) the total reimbursements for the event will not exceed the budgeted allocation for the event unless the club approves the amendment to the approved budget, ii) no child's registration shall be reimbursed for more than 75% of the cost of the event
- b. Families with hardship circumstances may make alternate arrangements with the community club leader; however, any sponsorship of a 4H member may not exceed the allocated amount in the approved budget unless the club so approves

#### **Section 2: Senior Club Scholarship**

- a. The club will provide a scholarship to its graduating seniors who qualify for the purposes of providing assistance for on-going education after high school.
- b. Graduating seniors must submit their Records Books by the deadline established for the purpose of computing their award. This deadline will be determined by the scheduled activities of Oakdale High School so the graduates may be honored during Senior Awards Night.
- c. The scholarship will provide an award on a sliding scale to honor 4-H members of long standing and service by applying a point system established and approved by the club.
- d. To accommodate the changing fiscal status of the Club treasury, the dollar allocation per point may vary from year to year.
- e. Graduates may claim their scholarship awards the next fiscal year by submitting proof of registration from a college or university or post-high school career education training provider. Scholarships will be held for the following school year unless pre-arrangements are made in writing with the community club leader.

## Article 9

### **Financial Responsibility**

#### **Section 1: Community Club Financial Accounts**

- a. All Community Club checks which draw funds from a Community Club checking or savings account must be signed by (2)-two active 4-H members and/or leaders who are not members of the same family and who are authorized to sign checks by the bank from which funds are drawn.

#### **Section 2: Active Member Fundraising**

- a. Upon approval of an established committee to hold a special fundraising event; Member's may participate in special fundraisers and with approval by a 2/3 vote of active Community Club members may have funds raised apply toward Individual Member's Funding Savings Accounts. Member's Funding Savings Accounts shall be managed separately by the Community Club Treasurer in a defined savings account on the Community Club Budget. Funds raised shall be deposited into the Community Club savings account until a qualifying 'Request for Expenditure' and/ or 'Request for Reimbursement' has been approved by a 2/3 vote of active Community Club members.
- b. Individual Member's funds raised by an active Community Club member that have not been spent by the end of the Stanislaus County 4-H Program Year shall be transferred into the Community Club General Fund.
- c. Funds raised by an active Community Club member shall not exceed \$500.00 unless approved by a 2/3 vote of active Community Club members. 'Request for Expenditure' exceeding \$500.00 shall be applied toward a pre-defined purchase which has been presented in writing to the Community Club with use of the 'Request for Expenditure' form.
- d. Individual Member's Funding may only be applied toward specific sponsorship purchases defined on the Community Club Budget under Section 700 'Special Event Sponsorships.' Additional 'Request for Purchase of Sponsorships' must be approved by a 2/3 vote of active Community Club members and must apply toward events that offer a significant educational experience.
- e. Only active Community Club members who are in 'Good Standing' with the Community Club may benefit from Community Club funding. If the active Community Club member loses his or her 'Good Standing' status all monies raised by that member shall be transferred into the Community Club General Fund.

#### **Section 3: Project Funding**

- a. Items purchased with 4-H club funds are owned by the Stanislaus County 4-H council. Items used in projects that will not be returned to the club at the end of the year should to be paid for by the project members.

Purchased items intended for project use that are consumable items and/or items not returned to the Community Club should avoid use of Community Club Funds for purchase

and are discouraged. If such items are requested by an active project the Community Club shall approved each request for purchase by a 2/3 vote of active Community Club members prior to purchase.

General Practice: Project participants might pay a set amount each project meeting or a set amount at the first project meeting to purchase consumable items for project use. This information should be on the sign-up sheets, if applicable.

#### **Section 4: Project Fundraising**

- a. Active Community Club projects may request to hold special fundraisers to make qualifying equipment and supply purchases. 'Request for Special Fundraiser' must be approved by a 2/3 vote of active Community Club members.
- b. All funds raised by an active Community Club project shall be managed separately by the Community Club Treasurer in a defined sub-account on the Community Club Budget. Funds raised shall be deposited into the Community Club savings account until a qualifying 'Request for Reimbursement' has been approved by a 2/3 vote of active Community Club members.
- c. Funds raised by a Community Club project that have not been spent by the end of the Stanislaus County 4-H Program Year shall be transferred into the Community Club General Fund.
- d. Funds raised by a Community Club project shall not exceed \$500.00 unless approved by a 2/3 vote of active Community Club members. 'Request for Expenditure' exceeding \$500.00 shall be applied toward a pre-defined purchase which has been presented in writing to the Community Club with use of the 'Request for Expenditure' form.

#### **Section 5: Community Club Committees and Events**

- a. All proposed events and/or fundraisers shall be organized by and established Committee consisting of a group of active Community Club members and leaders. Each established Committee must consist of at least (2)-two active youth members and (2)-two active adult leaders or active youth member's parents or guardians from (2) separate families.
- b. Prior to any Committee establishment a 'Request to Establish Committee' must be presented to the Community Club for approval by a 2/3 vote of active Community Club members.
- c. Prior to Committee action taking place all established Committees must present a proposal or plan of action to the Community Club for approval by a 2/3 vote of active Community Club members.
- d. Established Committees should make an effort to allow as many active Community Club members and/or leaders participate on Committee or during event.