

4-H Unit By-Laws

Changes and additions to meet the needs of the unit may be made and must be approved by the county 4-H YDP staff and County director prior to the unit approval.

Article I Election of Officers

The *Officers* shall be elected by the first meeting of the unit year.

Article II Duties of Officers

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 organization volunteer(s).

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 and the membership committee.

The Secretary shall keep the minutes of all 4-H meetings, act as the group's correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the County Extension office.

The Treasurer shall receive and keep all money belonging to the unit and shall pay it out only upon order of the President, after the 4-H members approve. The Treasurer shall keep an accurate record of all money received and paid out and keep a report up to date in the 4-H Treasurer's manual. The Treasurer and the organization volunteer(s) will compile and submit required reports at the end of the program year.

All board members, chairpersons, committee, teen/junior leaders need to take on a board position for the SGV 4-H Fair either as a Youth Director or a Chairperson if they are not 14 year's old.

Article III Committees

The President may appoint committees for special purposes at any time.

Article IV Meetings

The regular meeting of the unit shall take place on the 3rd Wednesday day of each month. With a minimum of 7 days notice, the president, with consent of the organization volunteer may call special meetings.

Members are required to attend **80%** of their project meetings during the program year and turn in a completed project to the 4-H fair to receive credit. If they do complete the required percentage and/or turn in a project for they will not be allowed to participate in that project the following year.

Article V Quorum

A quorum to do business shall consist of 70% of the unit members meeting membership criteria listed in Article IV of the Constitution.

**Article VI
Program of Work**

A program of work for the year shall be written and adopted no later than the third meeting of the program year.

**Article VII
Rules of Order**

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

**Article VIII
Amending By-Laws**

These by-laws may be amended by two-thirds vote of the members present at any regular meeting.

**Article IX
Dissolution of Unit**

Upon consideration of the dissolution of the 4-H unit, the officers will inform the County 4-H YDP staff and County VMO as to their desire and conformance to the following procedure:

The Palos Verdes Peninsula 4-H Club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H unit. Upon dissolution of the 4-H unit for any reason, the officers shall take full account of the Palos Verdes Peninsula 4-H unit assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds there from in the following order:

a. Payment of the debts and liabilities of the Palos Verdes Peninsula 4-H Club.

b. Setting up of any reserves which the officers may deem necessary for any contingent of unforeseen liabilities or obligations of the Palos Verdes Peninsula 4-H unit; such reserves shall be paid over to the Treasurer to the County 4-H VMO. The County 4-H VMO will hold the funds in an escrow for three (3) years for the purpose of contingent of unforeseen liabilities or upon re-establishment of the Palos Verdes Peninsula 4-H unit. At the expiration of the 3-year period, the balance shall be distributed to the County VMO for the purpose of the program development directly relating to the enrichment of the quality of life of 4-H youth and volunteers.

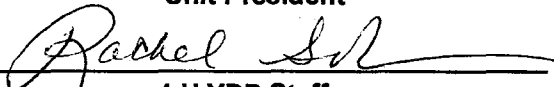
Each of the members shall be furnished with a statement prepared by the Palos Verdes Peninsula 4-H unit setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H unit shall cease.

**Article X
Agreed Upon Procedures**

[This section may be used to detail procedures established by the unit relative to finances, participation in the club events and activities, 100% attendance, excused and unexcused absences, unit incentive and recognition programs, criteria for removing an officer, etc.]

Unit President

Community Club Leader



4-H YDP Staff

1-31-2011