

**BY-LAWS**  
**OF**  
**RAYMOND 4-H**

**Article 1 - DEMOGRAPHICS**

- Section 1                      The name of this organization shall be "Raymond 4-H Club".
- Section 2                      The regular meetings of the club will be held at the Raymond School on the first Monday of the month at 7:00 pm
- Section 3                      The 4-H club year starts October 1st and ends September 30th.

**Article 2 - PURPOSE**

The purpose of this organization is to encourage young people to advance their skills in leadership, organization, responsibility, social awareness, and increase their knowledge through educational programs and opportunities within their own communities through projects, activities, and the promotion of county events.

**Article 3 - MEMBERSHIP**

- Section 1                      **Adult Leaders**
- a.      Adult leaders shall consist of volunteer adult leaders, parents, junior leaders, and any adult interested in the 4-H program.
  - b.      All adult leaders, 18 years of age and up, must be certified through the Youth Protection Program process as established by the UW-Extension 4-H Youth Development Program Area.
  - c.      Only members, their guardians, and adult leaders should be eligible to participate in the business meetings or to serve in any of its elective or appointive positions. Each member shall be entitled to one vote.
  - d.      The club shall be under the direction and guidance of the Club General Leader(s), approved by the Racine County University of Wisconsin Extension Office.
  - e.      There shall be Project Leaders (to lead the youth in individual projects), General Leader(s) (to direct the officers of the club), Enrollment Coordinator (to track member achievement, i.e.: record books, attendance, dues, fundraiser participation and adult club event participation, and fair participation) and Youth Junior Leaders.
  - f.      As needed to properly advise and assist in carrying out the various projects and in conducting the club program, more leaders may be added.
  - g.      Membership is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-job program.
- Section 2                      **Junior Leaders**
- a.      Membership is open to youth 7th grade and up enrolled in the project, regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non job program related conviction record, qualified Disability or socioeconomic level.

Section 3

**Youth Membership**

- a. Youth in Kindergarten are eligible to enroll in the 4-H program. Kindergarten, first and second graders will participate in 4-H as "Explorers". Youth will continue to be eligible for membership one year following their graduation from high school.
- b. Home schooling - children who are home schooled will participate in 4-H in their declared grade.
- c. Graduation - Raymond 4-H recognizes full graduation for those who wish to cease 4-H membership upon graduation from high school. High School seniors, and those participating as members in the year following high school graduation, will be eligible to participate through the entire 4-H year.
- d. All participants in the Kindergarten, 1st, and 2nd grade can only take the "Explorers" project.
- e. Third graders are eligible for no more than two projects.
- f. Any member in the 4th grade and up may take an unlimited number of projects.
- g. A member must be at least in the 4th grade of the enrollment year to take a large animal project (Large animal projects include: Sheep, Goats, Swine, Beef, Dairy, Horse, and Llamas). NOTE: Agricultural Society rule - member must be 10 years old by January 1 and not more than 19 years old by January 1st.

Section 4

**Achievement**

If a member does not achieve that member can not enroll in 4-H the following year. To achieve a member must:

- a. Turn in a Record Book
- b. Pay appropriate Club Dues
- c. Attend a minimum of five (5) General Meetings. If the member is of age and attending college where they are or may be unable to make five general meetings, the member must attend a minimum of one meeting.
- d. Show their project at the Racine County Fair. (If the member is unable to show at the Fair, they must complete the project and have a private showing).
- e. Each family is required to support our club and county 4-H by participating in at least one countywide fundraiser (Pizza Sale), and one Club Fundraiser (Wreath Sale). Appropriate minimum sales dollar amounts shall be determined by the committee chairperson of that fundraiser, or donate \$25 per family to the Raymond 4-H Club for each fund raiser missed.
- f. Each family must participate in one "Club Event"

**Article 4**

**OFFICERS AND REPRESENTATIVES**

Section 1

The Raymond 4-H Club Officers shall consist of: President, Vice-President, Secretary, Treasurer, Corresponding Secretary, Teen Coordinator, Club Reporter, Three (3) Sergeant at Arms, four (4) Attendance Takers. Past President

Section 2

If an officer misses more than three (3) club meetings in a row, they shall be replaced at the discretion of the General Leader with the input from the officers that are involved.

Section 3

If the president is taken out of office then the Vice President shall take over. Any other office shall be re-voted upon. The vote shall be taken at a meeting designed for this purpose with prior notice to the general club.

## **Article 5 ELECTIONS**

- Section 1 The Vice President shall take over the President position the following year. The President will become Past President the following year.
- Section 2 Only those persons who are seventh grade or older may run for an officer position
- Section 3 Elections shall be held every year at a meeting designed for election purposes. The election will be by secret ballot, and only members of Raymond 4-H Club will be able to vote. In the event there is only one nominee for any office, election for that office may be by voice vote.
- Section 4 Only those who have signified their consent to serve if elected shall be nominated for, or elected to, such an office.
- Section 5 Newly elected officers shall assume their offices at the first meeting after being installed.
- Section 6 The offices shall be voted on in the following order: 1) Vice President, 2) Secretary, 3) Treasurer, 4) Corresponding Secretary, 5) Club Reporter, 6) Sergeant of Arms, 7) Teen Coordinator 8) Attendance Takers

## **Article 6 DUTIES OF THE OFFICERS**

### **Section 1**

#### **President**

- a. To preside over the monthly Raymond 4-H meetings.
- b. To work with the General Leader(s) to prepare agenda for each monthly meeting
- c. To keep current the by-laws and standing rules of this organization
- d. To attend county, district and/or state leadership development events.

TERM: 1 year

### **Section 2**

#### **Vice President**

- a. To preside in the absence of the President and take care of all duties of the President in his or her absence.
- b. To assume all the powers of and be subject to all the restrictions upon the President while acting in his/her absence.
- c. Will serve as President for 1 year following term as Vice President/President Elect
- d. To keep current the by-laws and standing rules of this organization
- e. To perform other duties as from time to time may be assigned to him/her by the President
- f. To attend county, district and/or state leadership development events
- g. Oversee Clover Cash Corner and solicit help by other members.

TERM: 1 year

### **Section 3**

#### **Secretary**

- a. To keep complete minutes of all monthly meetings
- b. To record all motions whether adopted or defeated
- c. To provide the UW-Extension Office, the President, and General Leaders with a copy of all minutes within a week of the General Meeting
- d. To keep a book of all past and present minutes to be passed on to the succeeding Secretary.

TERM: 1 year

Section 4

**Treasurer**

- a. To have custody of all funds of the Raymond 4-H along with help from the General Leaders.
  - b. To keep a full and accurate account of receipts and expenditures.
  - c. To be responsible for the maintenance of books of account and financial records.
  - d. To maintain a current balance of each account in the approved budget.
  - e. To make disbursement payments of under \$200 with authorization of the General Leader, in the event of an amount over \$200 (not specified by the by-laws or budget) it must be authorized by the Raymond 4-H club members by a vote.
  - f. To be responsible for the mailing of disbursements within 30 days of the receipt of the bill.
  - g. To present a financial statement at every meeting of Raymond 4-H Club.
- TERM: 1 year

Section 5

**Corresponding Secretary**

- a. To work with the General Leader and other officers in getting out necessary correspondence and communications.
- b. To send a card or gift for those who have been hospitalized or sick for any length of time and any other correspondence as needed by the club.

TERM: 1 year

Section 6

**Club Reporter**

- a. To serve as Public Relations Officer, and shall prepare new reports of the club meetings and activities when considered well to do so and send them to the Racine County University of Wisconsin Extension Agent and local papers as occasion demands.

TERM: 1 year

Section 7

**Teen Coordinator**

- a. To attend all Racine County 4-H meetings or find a person to go in their place and report to the club the proceedings and activities of the meeting at the county level.

TERM: 1 year

Section 8

**Sergeant at Arms**

- a. To keep order at all meetings and to help with the discipline of disruptive members.

TERM: 1 year

Section 9

**Attendance Takers**

- a. To keep orderly records of all members present at monthly meetings.

TERM: 1 year

Section 10

**Past President**

- a. To mentor current President and offer advise when necessary.

TERM: 1 year

**Article 7**

**QUORUMS**

A majority of the members of the club present will constitute a quorum. Any request for funds over \$250 must be voted upon and brought up at least one meeting before voted on in the "New Business" portion of the General Meeting.

**Article 8 AMENDMENTS**

Section 1 The by-laws may be amended by a majority of the vote of the total members present at the Raymond 4-H meeting, provided notice of such amendment shall have been given at the previous meeting.

**Article 9 CLUB EVENTS**

Section 1 Each family is to serve on at least one "Club Event" during the 4-H year. Club Events are listed but not limited to the following:

- a. Raymond 4-H Wreath Sale
- b. Kiwanis Peanut Sale
- c. Fall Bonfire
- d. Club Awards Banquet
- e. Raymond Fireman Pancake Breakfast
- f. Christmas Celebration
- g. Community Service Committee
- h. Bowling Party
- i. Sledding Party
- j. Fair Memorial Maintenance
- k. Fair Building Supervision
- l. Fair Clean Up
- m. 4th of July Float
- n. RCBO Activities (Santa Sunday, Easter Eggstravaganza, 4th of July Festival)

Section 2 County Standing Committees: Scholarship Committee, Trips & Awards Committee, Recognition Celebration Committee

**Article 10 MONETARY SPONSORSHIP**

Section 1 **County Awarded 4-H Trips.** Raymond 4-H will pay the balance after Racine County 4-H payment

Section 2 **4-H Sponsored Activities.** Raymond 4H will pay one half (1/2) of the Registration Fee. Check Request form and receipts must be submitted to Treasurer. (Such activities could be: Summer Camp/ Day Camp/ Beef Camp/ Horse Leadership/ Tri-County/Adventure Camp/Discovery Days/Upham Woods/ etc...) EXCEPTION: Does not include International Exchange Programs

Section 3 **Non-Sponsored Activities** but related to specific Project Workshops: Raymond 4-H will consider funding upon a request at a General Meeting with a maximum requested dollar amount and must be voted on and approved by the members of Raymond 4-H

**NON-REIMBURSABLE COSTS: TRAVEL, HOTELS, MEALS, SPENDING MONEY**

**Article 11                    DISCIPLINE CODE**

Section 1

**General Meetings**

- a.        4-H Members who are disruptive at general meetings will be asked to sit by the Sergeant of Arms for the remainder of the meeting.
- b.        If discipline problems continue, parents will be required to attend and sit with their child during the meeting and subsequent meetings. If these conditions still continue, the member will be asked to terminate membership in the club.

Section 1

**Outings**

- a.        If a member is disruptive on an outing, the member will be given one warning and parents will be notified of occurrence. Attendance at outings may be limited for the balance of the 4-H year.

**Article 12                    DISSOLUTION**

The General Leaders and Club Officers shall, after paying all liabilities of the club, dispose of all assets of the Raymond 4-H Club by donating them to any other Racine County 4-H Club or to the Racine County 4-H Endowment Fund. Notify the UW-Extension Office and Racine County 4-H Board of Directors of the dissolution and asset disposal in writing within 60 days.

By-Laws Committee: \_\_\_\_\_ Kallie Jo Kastenson, Raymond 4-H President

\_\_\_\_\_ Laura Field, Raymond 4-H Vice-President

\_\_\_\_\_ Dennis Hebron, Raymond 4-H Treasurer

\_\_\_\_\_ Tammy Baumann, Raymond 4-H General Leader

\_\_\_\_\_ Lisa Woelbing, Raymond 4-H General Leader

\_\_\_\_\_ Lee Woelbing, Raymond 4-H General Leader