CONSTITUTION

Article I – Name

The name of this club shall be Calumet County 4-H Teen Leaders.

Article II – Purpose
The purposes of Teen Leaders: To carry out teen leadership roles in Calumet County 4-H projects, and county events; to complete and promote service learning and community service projects; to promote involvement in Calumet County 4-H programs

Article III – Membership

Section 1. Teen Leaders is open to every teen enrolled in 4-H between seventh and twelfth grade; however the membership only includes those teens who have attended a Teen Leader meeting during the current 4-H year. Teens may continue in Teen Leaders through the next 4-H year following their graduation from high school.

Section 2. Open to any 4-H youth within grade parameter – regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3. The following requirements must be met to hold a 4-H charter and be recognized as a 4-H club in Calumet County, Wisconsin

- Club name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the club
- Complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office by December 1 annually.

Article IV – Officers

The officers of this club shall be a president, vice-president, secretary, treasurer, sergeant at arms, and reporter
Article V – Amendments

The constitution may be amended by a simple majority vote of the total membership present at any regular meeting. Notice of such amendments shall have been given at a previous meeting.

Article VI – Club Leadership

The club shall be under the direction and guidance of local club leader(s). Open to all adults regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program. There shall be such assistant leaders, project leaders and youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program. Options for leadership are outlined at: http://www.uwex.edu/ces/4h/clubs/documents/4HClubLeadershipTeamRoleDescription.pdf

Article VI – Dissolution Clause

Upon dissolution of the 4-H Teen Leaders, any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Council and the county 4-H Youth Development staff.

BY-LAWS

Article I – Election of Officers

Section 1. Qualifications needed to be nominated for office:

* Must have at least one year experience in Teen Leaders
* Must have attended a simple majority of Teen Leader meetings/community service projects during the previous year.

Section 2. The officers shall be elected by ballot at a regular meeting designated for the purpose.

Section 3. All members present at the meeting are eligible to vote.

Section 4. All officers are required to inform an adult leader if they are unable to attend monthly meeting. Failure to contact an adult leader and or attend monthly meetings could result in removal from office.

Article II – Duties of Officers

The president shall develop the agenda, preside at all club meetings, and perform other duties as Teen Leaders assign. In the absence of the president, the vice-president shall preside. The vice president is also responsible to provide communication to members of upcoming events/meetings, and perform other duties as assigned by the Teen Leaders. The secretary shall keep a record of all proceedings of the club, record attendance, and perform other duties as assigned by Teen Leaders. The treasurer shall receive and take care of all money belonging to the Teen Leaders and shall pay it out upon order of the president and shall keep an accurate record of all money received and paid, and perform other duties as Teen Leaders assign. The club reporter will serve as public relations officer and shall prepare news reports of the Teen Leader meetings and activities and send them to the local papers as occasion demands. The reporter will also develop a promotional binder with articles and pictures of Teen Leader events/activities and perform other duties as Teen Leaders assign. The Sergeant at Arms shall help maintain order during Teen Leader meetings,
take responsibility for finding volunteers to provide a team building activity and refreshments for monthly meetings.

Article III – Regular Meetings

The regular meetings of Teen Leaders will be held the last Monday of the month.

Article IV – Quorum

Passing an amendment requires a quorum; a simple majority of the Calumet County 4-H Teen Leaders membership.

Article V – The Teen Leader Year

The 4-H year is continuous and should be dated consistent with the county 4-H Leaders Association annual year (October 1st – September 31st). The Wisconsin 4-H fiscal year is defined as July 1 – June 30. The Teen Leader’s financial books must be rectified annually by June 30. The Annual Financial Report is included in the 4-H Charter Renewal Packet.

Article VI – Rules of Order

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

Article VII – Club Reporting

Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office by December 1.

Article VIII – Additional Club Policies