

# CONSTITUTION AND BY-LAWS OF THE NORTHWEST DISTRICT 4-H CLUBS

## CONSTITUTION

### ARTICLE I – NAME

The name of this organization shall be the Northwest District 4-H Clubs.

### ARTICLE II – OBJECTIVE

The objective of this 4-H organization shall be: (1) to help boys and girls develop into useful and responsible citizens and leaders by accepting the responsibility of 4-H project activity work; (2) to promote other activities that will aid in the development of its members and encourage a cooperative spirit within the Northwest District.

### ARTICLE III – MEMBERSHIP REQUIREMENT

- A. Any boy or girl may enroll as a 4-H member in Oklahoma after they have reached their ninth birthday or have begun the fall semester of the 4<sup>th</sup> grade whichever occurs first. Boys and girls may remain in 4-H as members providing they have not passed their 19<sup>th</sup> birthday by January 1 of the 4-H year, youth who have not graduated from high school, or special education youth who are older than 19 may be enrolled with the approval of the county.

Membership will be granted to children 5 years old through the 3<sup>rd</sup> grade to participate in a non-competitive, family oriented program called Cloverbuds. Due to the developmental skills of this age group, Cloverbuds members will not be permitted to participate in events where they or their project are compared or judged against peers. Cloverbuds members may participate in non-competitive activities on a local and county basis as deemed appropriate by the County Extension Staff and County Volunteer Leaders Council.

Membership shall not be denied upon race, color, national origin, gender, religion, handicap, marital status, place of residence, or membership in any other organization.

- B. The 4-H year will be based upon a program year July 1<sup>st</sup> and ending June 30<sup>th</sup>. The following groups are identified for the purpose of participation and eligibility in special programs and activities:

- Cloverbuds. 5 years – 3<sup>rd</sup> grade
- Beginner. Ages 9, 10, and 11
- Intermediate. Ages 12, 13, and 14
- Senior. Ages 15, 16, 17, and 18

If only two age divisions are used, the following age breaks are suggested:

- Junior. Ages 9, 10, 11, 12, and 13
- Senior. Ages 14, 15, 16, 17, and 18

## ARTICLE IV – OFFICERS

- A. The Northwest District officers shall consist of a president, vice-president, secretary, song leader, and reporter.
- B. QUALIFICATIONS
1. Must be enrolled in 4-H.
  2. Have completed or completing freshman year in high school the same year as elections and be returning to high school within the district the school year following the elections.
  3. Have residency and be available within the district during the year elected to fulfill the duties of the office.
- C. DUTIES
1. President:
    - (1) Shall preside at all district meetings.
    - (2) Attend to such duties as are necessary to carry out the 4-H programs.
    - (3) Appoint committees and chair district executive committee.
    - (4) Coordinate the activities of district and county 4-H officers and activities.
    - (5) Promote the 4-H Program by speaking to different groups throughout the district
    - (6) With the assistance of the District Director or his appointed representative, shall be responsible for planning and coordinating the following district activities: District Leadership Conference, District Share The Fun and District Mall Day.
  2. Vice President:
    - (1) Shall serve as president when the president is absent.
    - (2) Perform all duties delegated to him by the president.
    - (3) Shall assist president on questions of Parliamentary Procedure.
    - (4) Promote the 4-H Program by speaking to civic groups, 4-H groups, and 4-H leaders throughout the district.
    - (5) Serve as officers' liaison to counties in their district. Assist in coordination of district and county officers activities and 4-H programs

3. Secretary:

- (1) Shall be responsible for recording minutes of all district meetings.
- (2) Keep the state officers and state 4-H staff informed of all district projects.
- (3) Carry on all district correspondence.
- (4) Serve as treasurer.
- (5) Perform duties delegated by the president.
- (6) Assist in training of county 4-H secretaries.
- (7) Work with state secretary and reporter and other district secretaries and reporters in maintaining annual history of state and district 4-H club activities.

4. Song Leader:

- (1) Shall assist with group singing on a state and district level and at any other special meetings that are a part of the 4-H Program in the district or state.
- (2) Promote enthusiasm and the services of song leaders in the district as well as extending open communication to fellow club members.
- (3) Assist with the training of county song leaders.

5. Reporter:

- (1) Shall be well informed of special district events, collect material of interest from the district, and present it to the state reporter in cooperation with the State 4-H Newsletter.
- (2) Work to establish a district newsletter (no more than 4 per year) and county communication programs.
- (3) Work with county reporters, the state reporters and other district reporters to communicate the 4-H story throughout the district and state.
- (4) Work with state reporter and secretaries in maintaining annual history of state and district 4-H club activities.

## D. ELECTIONS

Section D. of the State Constitution will govern district elections with the following exception (copy of State Constitution attached):

Election to determine Northwest District 4-H Officers will be held in conjunction with the Northwest District Leadership Conference. It will include a primary, run-off(s) and final election as required to select successful candidates. The elected team will take office at the State 4-H Roundup following the District Leadership Conference when elected.

## E. NOMINATING CONVENTION

Section 1. Nominations will be taken as part of the registration process of the Northwest District 4-H Leadership Conference held each October.

Section 2. Each delegate attending District Conference will have a vote.

Section 3. Stricken 10-16-2002

Section 4. Amended 10-16-2002

Candidates will file for office by the due date in October of each year. Time limit for campaign speeches will be three (3) minutes. Candidates for Song Leader will be permitted to lead one song within their three (3) minutes.

Section 5. Stricken 10-16-2002

Section 6. No campaign literature or cards are allowed for District Nominating Convention.

Section 7. Stricken 10-16-2002

Section 8. Stricken 10-16-2002

Section 9. Stricken 10-16-2002

## F. TERM OF OFFICE

The term of District Officers will commence at State 4-H Roundup. Formal installation will be held during State 4-H Roundup. Officers may not serve consecutive terms in the same office.

## G. FILLING VACANCY

Extension district officers shall be responsible for declaring a vacancy in district officers with the approval of the advisor for the district officers. All vacancies in the district offices shall be filled by vote of the District Executive Board (the District Executive Board shall consist of current district officers, advisor of the district officers and other Extension staff as requested) from the list of approved but unsuccessful candidates for that office at the previous election who still comply with the district officer qualifications. The district officers shall report the result of the vote to the state 4-H officers and their advisor. Provisions have already been outlined for selection of state vice president, if a vacancy occurs.

## ARTICLE V – AMENDING THE CONSTITUTION

A meeting of all district voting delegates shall be held to consider amendments to this Constitution. A majority vote of those present shall be necessary for approval of amendments providing the following have been done prior to this meeting and as prescribed:

1. Suggested amendments shall have been approved by the district director or his appointed representative.
2. Any proposed change to the Constitution and by-laws recommended and approved by the executive committee must be presented to the voting delegates at a district 4-H meeting. Proposed change can be voted upon by the voting delegates at a second district meeting provided it is not held until a period of 12 hours has elapsed after proposed change was presented.
3. At least a 15-day notice must be given before holding any district meeting.
4. A meeting of the Northwest District 4-H clubs or any committees within will not be scheduled without prior approval of the district director or his representative.

A majority vote of attending delegates of a meeting shall ratify a motion.

This constitution approved during the 1987 District 4-H Leadership Conference and was amended to meet changes at the state level by a vote at the 1991 N.W. District Leadership Conference. Election time frame [Section D & E and Term of Office (Section F)] was changed at 2002 N.W. District 4-H Leadership Conference.