



## **Bits N Pieces 4-H Club**

### **Constitution & Bylaws**

Adopted September 2024

#### ARTICLE I Name and Objectives

- Section 1. The name of this organization shall be the Bits N Piece 4-H Club.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H club work.
- Section 3. The objectives of this organization shall be to provide learning situations for the development
- I. of leadership, responsibility, and effective citizenship
  - II. to provide educational and challenging experiences that will enable all young people to become knowledgeable and skilled in their selected project areas.
  - III. to provide information and training in other 4-H activities as members' interest dictate.
- Section 4. This club is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 5. No part of the net earnings of this club shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private person, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- Section 6. No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 7. Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions, to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### ARTICLE II: Membership

- Section 1. Membership in this organization shall be open to all youth who have reached five years of age and have not reached their 19th birthday as of December 31 of the current 4-H year and/or any enrolled 4-H Volunteer and who reside in the county. Colorado 4-H is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex,



gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions.

Section 2. New members must be enrolled annually through 4HOnline and be approved as an active member. All members must re-enroll annually.

Section 3. All members should be enrolled in and complete at least one project, including a project record book or appropriate paperwork.

Section 4. Attendance requirements for members. 4-H Members must have attended over half of all regularly scheduled and conducted 4-H Club meetings to successfully complete the 4-H year. If a 4-H club member cannot meet the minimum requirements due to college enrollment, family situation, employment or other factors, the club leader may agree with the member to create options for completion. This agreement should be planned in and agreed to in advance by the volunteer club leader and the members.

Section 5. Volunteer involvement. Volunteers working with members other than their own children must have been successfully screened and accepted as a 4-H Volunteer for the current program year by the Colorado 4-H Youth Development program.

Section 6. Parental involvement. At least one parent or legal guardian from each family is asked to attend each regular 4-H Club Meeting for members under 18. Successful 4-H membership usually requires a great deal of parental support. Parents may be asked to chaperon a club activity, host a meeting, teach a special skill or share a particular interest. If they are sharing information with the club, it doesn't necessarily have to be related to a project. It could be regarding citizenship, leadership, community service, careers or other topics. Parents volunteering to chaperon events, drive members (other than their own children) to or from meetings or events, must have been successfully screened and accepted by the Colorado 4-H Youth Development program.

Section 7. Club Dues. This 4-H club will assess voluntary dues of \$12/new members and \$10/returning members to cover club expenses for educational programming. If members cannot pay these dues, they need to discuss the situation with the 4-H leader.

Section 8. Member responsibilities to the club: re: demonstrations, community service, attendance. (Including collegiate members and "unusual" family situations). Project Completion will follow the Standard Club requirements as published by the Larimer County Extension Office. Demonstrations must be done at a club meeting; club community service projects must be completed fully. i.e. bears made for the nursing home must be delivered to the nursing home by the member to be completed.

Section 9. Eligibility for larger year end awards (excluding the project pins) includes:

- a) Attend 75% of monthly club meetings (attendance means member or representative of the immediate family attends)
- b) Complete at least one club community service project
- c) Participate in the Carnival booth by working at least one shift and helping with either setup or takedown
- d) Sell carnival tickets
- e) Pay club dues by March 1st
- f) Exceptions are to be decided by the club leader and the executive committee consisting of the president, vice-president, secretary, and treasurer.



### ARTICLE III: Officers and Elections

- Section 1. The officers of the club shall be president, vice-president, secretary, treasurer, reporter, Sargent at arms, and recreation leaders.
- Section 2. Officers shall be elected annually. Officers shall serve for a term of one year beginning whenever installation is held.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.
- Section 5. The presidents, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.
- Section 6. New Member enrollment deadline Feb 28<sup>th</sup> unless approved by the majority of the club.
- Section 7. Demonstrations due at June meeting

### ARTICLE IV: Duties of Officers

- Section 1. Duties of the president shall be
- to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club,
  - to appoint standing and special committees, and
  - to serve as an ex-officio member of each committee, except the nominating committee.
- Section 2. Duties of the vice president shall be
- to serve in the president's role if the president is unable to attend a meeting or function
  - will act as secretary if the current secretary is unable to attend a meeting or function
  - will be in directly working with the adult volunteer to organize the club field trips
  - will be working directly with the adult volunteer to organize the club community service projects
- Section 3. Duties of the secretary shall be
- to keep a full and correct record of all proceedings of the club, and
  - to have charge of club correspondence, and
  - to keep the roll and read the minutes at each meeting, and
  - to forward minutes to club web administrator to be uploaded.
- Section 3. Duties of the treasurer shall be
- to help prepare a budget for approval by the club, and
  - to receive, hold and pay out all monies of the club as designated by the adopted budget, and
  - to keep an accurate record of the receipt and expenditures of all funds, and
  - to present a financial statement when requested to do so, and
  - to serve as chairman of the finance committee.
- Section 5. Duties of the reporter shall be
- to report activities of the club to local news media, and
  - to report activities to the county Extension agent and in the county 4-H newsletter, and
  - to create a club scrapbook of activities to be kept with the club, and
  - to assist in the club year-end awards slide show.
- Section 6. Duties of the Sargent at arms shall be
- to assist club officers with maintaining Roberts Rules of Order during meetings, and



- b) to organize club members to assist with room set-up before and re-set after club meetings.

Section 7. Duties of the recreation leader shall be

- a) to organize and lead a team building activity for each meeting, and
- b) to coordinate a healthy snack for each meeting.

ARTICLE V: Leaders and Duties

Section 1. Adult leaders of the club shall be

- (a) at least one screened, approved, enrolled club/organizational leader and as many other approved leaders as are needed to carry out specific responsibilities, and
- (b) approved by the county Extension agent.

Section 2. Duties of the club leader shall be

- (a) to be responsible for the overall year's program of the club,
- (b) to work with other adult leaders and the club's youth executive committee to see that the club's program and activities are well-planned and executed.
- (c) to work closely with county Extension agents to provide positive youth development educational programs, and
- (d) to prepare an annual charter application and all required chartering documents to submit annually to the county Extension office.

Section 3. Duties of the project and activity leaders shall be

- (a) to be responsible for planning and directing activities and programs in their specific area,
- (b) to work closely with club leaders to coordinate their projects with other club activities, and
- (c) to use junior leaders to assist them in their areas.

ARTICLE VI: Committees and Duties

Section 1. Standing committees may be appointed by the executive committee, and/or the club leader at the beginning of the club year.

Section 2. Standing committees and duties may include

- (a) Community Service - The person or persons who takes on this volunteer position is responsible for contacting the group or groups the children choose for the community service project to facilitate and coordinate the project. An additional duty of this position is to write up an end of year report to be submitted to the county for Community Service Awards.
- (b) Parade Float - The Parade Float Volunteer is responsible for submitting the form and check to the county for Fair Parade participation. They must also purchase materials for decorating the float (for which they are reimbursed) and have those available at the Club decided decorating time. They must also obtain signed releases from each parade participant to be submitted to the Fair Parade if requested.
- (c) Field Trip & Guest Speaker - Bits N Pieces has two field trips and 1-2 guest speakers per year. Field trips and speaker topics are decided upon by the Club. The Field Trip & Guest Speaker Volunteer is then responsible for contacting the organization and coordinating the field trip and/or speaker. If there is a cost for the field trip, the Field Trip Volunteer would collect money and pay the field trip organization.
- (d) Carnival - Several volunteers are needed for carnival.
  - (i) Carnival Volunteer Coordinator – Creates online sign-up sheets which the club webmaster will link from the Club Website. Monitors the sign-up sheets and sends reminders to Club members as needed. Reserves our Carnival booths with the county 4H office. Oversees and assists as needed leading up to Carnival and at the Carnival.
  - (ii) Carnival Booth – One volunteer is needed per carnival booth. Generally Bits N Pieces runs 3-5 Carnival



Booths. Each Carnival Booth Volunteer would need to make sure they have all the materials to set up and run their booth, including game pieces, E-Z up, signs to advertise game, prizes, etc. The Club has many of these materials, but the Carnival Booth Volunteer needs to make sure they are all present and in working order. On the day of carnival, the Carnival Booth Volunteer needs to coordinate booth set-up, game running, and clean-up or arrange for another volunteer to do so.

(iii) Carnival Tickets – The Carnival Ticket Volunteer is responsible for receiving the Carnival Tickets from the county and distributing them to Club members. They also receive money for the tickets from Club members as tickets are sold. Detailed and precise records must be kept. These records, money, and unsold tickets must be returned to the county no later than the day of the Carnival.

(e) End of Year Awards - The End of Year Awards Volunteer creates online sign-up sheets which the club webmaster will link from the Club Website, monitors the sign-up sheets and sends reminders to Club members as needed, assists in obtaining and organizing awards for Club Awards, and coordinates with Club Reporter to prepare slide show of previous year's events. They will also obtain decorations and assist with set-up on the day of the awards.

(f) T-Shirts - T-Shirt Volunteer is responsible for taking t-shirt orders, collecting t-shirt payments, coordinating with vendor to have t-shirts printed, and distributing t-shirts to Club members. Detailed and precise records must be kept.

(g) Fair Entries - Assist Club Leader organizing and double checking all Member Fair Entry forms before submission to county 4H.

(h) Internet Presence - Update Club website with current Club information and post current Club information to Club FaceBook page. Maintain website and submit website payment to keep site current. Assist in responding to requests for information about Club that come through the Club website.

Section 3. Other committees may be named as the need arises.

#### ARTICLE VII: Meetings

Section 1. Regular meetings of this organization shall be held on the 2<sup>nd</sup> Sunday of each month however the day may vary depending on holidays that fall on a regular meeting date.

Section 2. Special meetings may be called by the president and club leader.

#### ARTICLE VIII: Order of Business

Section 1 Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meetings is:

1. Arrive and set up room, if necessary.
2. President calls meeting to order
3. Pledges, US and 4H
4. Roll call
5. Secretary's Report
6. Treasurer's Report
7. Old Business
8. New Business
9. Other
10. Demonstrations



11. Close of formal meeting
12. Team building activity and snack
13. Parties, work on community service, etc
14. Reset room as necessary

#### ARTICLE IX: Fiscal Accountability

The 4-H club/group shall submit a financial report, and all required chartering documents to the county Extension office each year. The club fiscal year shall be July 1-June 30.

This order of business may be altered for the convenience of a speaker giving the program or as needed to accommodate season specific projects.



ARTICLE X: Club Dissolution

Upon dissolution, this club’s assets including money and equipment, shall become the property of the County 4-H Program for care and disposition; the club or group authorizes Colorado State University Extension and the county Extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization. A Court of Competent Jurisdiction in which the principal office of the club is located, exclusively for such purposes, as said Court shall determine shall dispose of any such asset not so disposed of.

The last official duty of the club’s leader shall be to affect the transfer of club property and to turn over club records to the county Extension agent(s).

ARTICLE XI: Amendments

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

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Date Accepted and/or amended by the local Bits N Pieces\_4-H Club:

9-25-24  
\_\_\_\_\_

Date

Leisa Carson  
\_\_\_\_\_

Club Leader

Lily Fitzpatrick  
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Club President

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