

# **University of California East Hills 4-H Club Operating Rules**

## **Article I Attendance**

- A. Members are required to attend at least eighty percent of either the monthly Community Club meetings or the Officers' meeting for the month as well as eighty percent of the meetings for at least one project in order to meet the attendance requirement for year stripes and pins. Exceptions may be made at the discretion of the club co-leaders.
- B. Members must submit a record book at the club level in order to earn year stripes and pins.
- C. Having two unexcused absences from regularly scheduled project meetings may result in being dropped from that project.
- D. An absence may be considered excused upon notification of the club leader(s) or the project leader. Excused absences will not be included in the total number of meetings.

## **Article II Supervision of Members**

- A. Parents are urged to supervise their children at the monthly business meetings as well as at project meetings. This includes all outside and adjoining areas at all meetings. Adequate adult supervision is strongly recommended for primary members as well as for those members who may need assistance due to project work complexity or other issues. This supervision should be in addition to the project leader and must be done or arranged for by the parent.
- B. At project meetings and other 4-H events, there must be in attendance at least two adults. One of these adults must be a certified project leader.

## **Article III Club Dues and Registration Fees**

Club dues are \$65 per 4-H year per child and \$25 per 4-H year per adult volunteer, payable to East Hills 4-H.

**Article IV**  
**Member Uniforms and Record Books**

Members shall be responsible for purchasing their own hat, scarf, and tie. Uniforms are not required for participation in 4-H events or activities.

Members shall each receive one record book cover, which shall be paid for from the club treasury. Additional or replacement record book covers will be paid for by the members. Record Books are not required for 4-H membership or for participation in 4-H activities such as club events and other activities, or for attending 4-H camps or conferences.

Exhibiting at state fair or county fairs or other exhibition events may have certain entrance requirements separate from the 4-H Youth Development Program, including completion and submission of a record book or wearing a uniform. It is the member's responsibility to ensure they have met those requirements when entering non 4-H events.

**Article V**  
**Award Pins**

- A. The cost of award pins shall be paid from the club treasury.
- B. *Year Stripes and Pins* – To qualify as having completed the 4-H year and earn a year stripe and pin, a member must meet the attendance requirement outlined in Article I, complete at least one project, and complete a record book. Exceptions may be made at the discretion of the club co-leaders.
- C. *100% Attendance Pin* – This pin can be earned by attending either a community club meeting or officers' meeting each month.
- D. *Super Member* – This award may be earned by completing the required number of items.
- E. *Community Service* – This award is given at the discretion of the club leaders for exceptional community service.

**Article VI**  
**Reimbursement**

There will be no reimbursement to members for project expenses. Project leaders will determine the costs, if any, of participating in the project and will notify members accordingly.

Other expense reimbursement requests for purchases made for or on behalf of the club which are over \$50 must be approved by the club leader(s) before they are paid.

## **Article VII Fundraising Credit for 4-H Activities**

Members may use money they earned at club fundraisers as credit toward registration fees for 4-H activities with a fee more than \$50. In the Ducks for Bucks fundraiser, in which members sell duck sponsorships, the first ten ducks sold by a member will be credited towards the club. Thereafter, the member will receive \$2/duck as credit toward 4-H related activities. For members of a family selling ducks collectively, ten ducks for the family will be credited to the club. The remaining ducks will be credited to the family for 4-H activity fees at \$2/duck. For other fundraisers, the first \$30 is credited to the club. The remaining amount is divided, with 50% going to the club and 50% being credited to the family.

Parents will pay the full activity registration fee directly to the event organizers. The club will reimburse the parents when the club receives the money from the fundraising event. Money raised and credited to the member must be done in either the same program year, or in the following program year (i.e., a member can raise funds in April 2017 and use it for camp attendee within 2016-2017 or 2017-2018 year). Retroactive credits are acceptable within the same program year (ie. money raised in April can be credited toward a conference the previous January).

## **Article VIII Accounting Practices**

- A. Two people are required to sign a check.
- B. The check signers may not do the year-end audit.
- C. The bank statements may be reconciled by the club treasurer under the supervision of an adult advisor.
- D. The audit will be conducted by at least two adults who are not signers nor acting as adult advisors.
- E. The club treasurer will issue receipts for money received.

## **Article IX Medical Forms**

The club leader and all project leaders will keep copies of the medical forms for the members in their project. These forms must have an original signature from the parents (as required by most hospitals). The forms must be in the possession of the project leader when he/she is with the members.

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East Hills 4-H President

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East Hills 4-H Volunteer

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East Hills 4-H Club Leader

These operating rules were originally adopted October 8, 2007.

These operating rules were amended by a majority vote of a quorum of club members October 6, 2009.

These operating rules were amended by a majority vote of a quorum of club members September 12, 2011.

These operating rules were amended by a majority vote of a quorum of club members September 10, 2012.

These operating rules were amended by a majority vote of a quorum of club members November 12, 2012.

These operating rules were amended by a majority vote of a quorum of club members March 20, 2014.

These operating rules were amended by a majority vote of a quorum of club members April 14, 2014.

These operating rules were amended by a majority vote of a quorum of club members April 10<sup>th</sup>, 2017.