

DIXON COUNTY JUNIOR LEADERS CONSTITUTION

Date Constitution Adopted - November 18, 1969

Revisions:
February 1990
June 1991
March 1992
January 1994
October 1994
January 1995
February 1996
January 2000
January 2005
November 2006
November 2008
February 2009
December 2009
January 2016

Article I, Name

The name of the organization shall be the Dixon County Junior Leader Organization.

Article II, Purpose

The purpose of this organization shall be to provide 4-H'ers taking the Junior Leaders project with opportunities for project skill development, career awareness, communication skills, enhanced personal and social development, leadership development and citizenship development.

Article III, Membership

Section 1: Membership is open to all boys and girls regardless of race, color, national origin, sex or handicap, who are 12 years of age as of January 1 of the up-coming year (4-H age), have completed one year as a 4-H member, and be enrolled in the "Serving as a Junior Leader" project plus one additional 4-H project.

Section 2: Junior Leaders may join or re-enroll during the period from November 1 through February 1. Any new members joining between February 1 and June 1, must be approved by an adult leader.

Section 3: All 4-H'ers age 12 and older will be invited to enroll providing they meet membership requirements. Signed contracts are made between all Jr. Leaders and the organization, explaining participation and commitment.

Section 4: Regular attendance at meetings is expected.

Section 5: Junior Leaders may re-enroll for a 5th or 6th consecutive year, or until fall following high school graduation.

- a. Will have already fulfilled all of the requirements of their 4-year obligation.
- b. When re-enrolling, 5th-6th year members may not go on the CWF trip a second time or be an officer. They will still have all the same requirements listed in this constitution, as 1st-through 4th-year members.
- c. Will complete and sign the Contract.
- d. Will continue to participate in activities and events.
- e. During shift draws for the food booth, they'll be considered the same as a 4th year member.
- f. Will be required to complete membership of 265 points for the year.
- g. Will be working for a "Dixon County Junior Leader Award Scholarship" only.

Section 6: All members can be delegates to the 4-H Council and all officers will be eligible to vote on the 4-H Council, but only one vote per club per Council meeting.

Article IV, Dues

Dues are payable by February 1.

Article V, Officers

Section 1: The officers of this organization shall be a president, a vice-president, a secretary, and a treasurer. They shall perform the usual duties of such offices.

Section 2: A majority vote of the members present shall constitute an election.

Section 3: Vacancies may be filled by the members at any time. Officers not performing their duties may be replaced by the members at any time.

Section 4: Officers shall be elected each year at the first regular meeting after the 4-H year begins on October 1.

Article VI, Adult Leaders

Adult Leaders shall be selected to guide the activities of the club. The length of service may be determined by the willingness to serve, and be at the approval of the current adult leaders. (See By-Laws, Article X; Section 3)

Article VII, Meetings and Procedures.

Robert's Rule of Order shall govern the meetings of the club.

Article VIII, Executive Board

The Executive Board shall consist of four members: President, Vice-President, Secretary, and Treasurer, and will include the adult leaders.

Article IX, Amendments

This constitution may be amended at any regular meeting, (provided advance notice has been given) by two-thirds vote of the members present.

BY-LAWS

Article I, Qualification of Officers

Section 1: The president shall have been a member for the year previous to his/her election as President.

Section 2: No officer shall hold the same office more than two years, unless approved by the adult leaders.

Article II, Meetings

The organization shall hold monthly meetings throughout the year, with at least six meetings per year; the year being October 1 through September 30. A quorum at any meeting of the organization shall consist of those members present.

Article III, Amendments

The By-Laws may be amended at any regular meeting, (providing advanced notice has been given) by a two-thirds vote of the members present.

Article IV, Allocation of Funds

Section 1: Allocation of funds for the Dixon County Junior Leaders members will be in the form of scholarships either to the Citizenship Washington Focus (CWF) trip or as a Dixon County Junior Leader Award Scholarship.

In the event a member cannot attend a post-secondary school within 15 months after high school, due to duties associated with entering the military, the member must provide:

- a photocopy of the legal contract signed upon entering the U.S. military forces;
- an explanation of constricting duties ;
- and the Dixon County Junior Leader Award Agreement signed by the member and their parent to receive the scholarship for future college attendance.

Section 2: Monies from fund raising events will be equally divided between the members who participated in those events. However, raffle tickets sold prior to the raffle meeting are counted specifically to the individual who sold the tickets.

Section 3: Money Handling Guidelines:

- a. A minimum sum of \$150.00 shall be left in the treasury as seed funds.
- b. The funds allocated to scholarships will be put into Savings or Certificates of Deposit.
- c. Interest derived from these savings Certificates of Deposits will be the property of the Dixon County Junior Leader Organization.

- d. CWF participant's scholarship funds will be paid directly to the trip organizer. If funds remain available to the Jr. Leader after the trip organizer has been paid in full or to the amount available in the Jr. Leader's account at the time of the CWF trip, the Jr. Leader will receive reimbursement for the cost of the trip after their four year commitment has been fulfilled.
- e. Scholarship funds will be paid to the individual who has complied with the Dixon County Junior Leader Award requirements.
- f. Dixon County Junior Leader Award Scholarships will be paid directly to the member after verification of enrollment with a college tuition receipt or other advanced training that has received approval of the adult leaders; AND has submitted a completed agreement form, signed by the Jr. Leader and their parent.
- g. Those not using their funds in the 15 months following high school graduation, will lose their scholarship funds. These funds will become part of the Dixon County Junior Leaders Organization treasury.
- h. Once a member has received funds for either CWF trip of the Junior Leader Award Scholarship, he/she is not eligible to receive funds again. An exception will be allowed only for 5th - 6th year members who will receive a Dixon County Junior Leader Award Scholarship for the 5th - 6th year activity if they participated in a CWF trip with the funds received through the first 4-year member commitment.

Article V, Citizenship Washington Focus Trip (CWF)

Section 1: Dixon County Junior Leaders must fulfil CWF requirements set up by CWF Board:

- a. Be at least 14, 4-H age, and must have been a member of the Dixon County Junior Leaders Organization at least one year prior to attending the CWF and fulfilling all criteria of active membership.
- b. Attend at least 50% of the meetings in the 12 months preceding the trip or award and agree to attend at least 50% of the meetings following the trip, if 4 years are not completed at the time of the trip.
- c. Have been active in assisting in the fund raising projects whenever asked. This includes furnishing food if asked and working. Those who are unable to work will be expected to notify one of the sponsors prior to the event and find someone (parent, relative, other 4-H member) to work in their place.
- d. Submit Record Books each year of membership. For more details & current requirements contact the Dixon County 4-H Extension Educator.

Section 2: Funds will be paid directly to the trip organizer according to the member's accumulated funds to date and will receive the balance or part thereof of eligible funds when their years of eligibility are completed.

Article VI, Dixon County Leader Award Scholarships

Section 1: Members electing to receive their accumulated funds in the form of an Award Scholarship will:

- a. Be verified as meeting all criteria of active membership.
- b. Submit Record Books each year of membership.
- c. Complete/sign an agreement sent to them from the organization's adult leader treasurer.
- d. Return the completed Dixon County Junior Leader Award Agreement form and

submit verification of enrollment in post-secondary education
Verification consists of statements of receipt of payment of tuition/fees from the educational institution of at least the amount of the Award.

- e. Award Scholarship monies need to be applied for within 15 months of high school graduation or will be forfeited to the organization.

Section 2: Funds will be paid directly to the member upon verification of above criteria.

Article VII, Members NOT Able to Meet the Four (4) Year Membership Obligation

Section 1: Those who cannot meet the 4-year membership obligation due to unforeseen circumstances, will receive funds as it reads in Chart A (on page 5).

**Special circumstances will be considered for approval by a majority of the adult leaders.

Section 2: Those members who go on the CWF and **do not** fulfill their 4-year membership obligation but are physically able to do so, will be penalized according to Chart A (on page 5) and will be required to pay back to the Dixon County Junior Leader Organization that percentage correlating to the number of years not fulfilled.

<u>Chart A</u>	
Years Completed as Member of Dixon County Junior Leader Organization	Percent of Funds Paid/Received Per Year of Membership Obligation
One Year Completed	... 25%
Two Years Completed	... 50%
Three Years Completed	... 75%
Four Years Completed	... 100%

Article VIII, Membership

Section 1: Requirements:

- a. Attend at least 5 meetings in the 12 months beginning October 1st through September 30th of each calendar year.
- b. The Soup Feed / Raffle is mandatory unless absence is approved by a majority of the Adult Leaders.
- c. The Fair Sign Up meeting is **Mandatory**.
- d. Each member must complete and turn in a Junior Leader Record book to the adult leaders by September 1 for each year of the 4-year membership obligation, and 5th- 6th year if that applies.
- d. Members must earn at least 85 points per year by Fair Sign Up Meeting (Chart on following page)

Meeting attendance	10 points per
Officer (may have only 2 absences from regular meetings or forfeit points)	10 points per
Attend 4-H Council Meeting as a Voting Delegate (All members can be delegates to the 4-H Council and all officers will be eligible to vote on the 4-H Council, but only one vote per club per Council meeting.)	10 points
Recruitment of a New Junior Leader Member	10 points
Assist with 4-H events (Points will be awarded when the Adult Leaders have been notified & they have approved it with a Majority vote)	10 points
Ponca Day Camp	10 points
Miscellaneous (Leadership activities not noted above - at the discretion of adult leaders) Example: Fair Board meeting, Promoting Jr. Leaders.	10 points per
*** Work required shifts at Fair food stand (inform adult leaders of substitutions)	20 points per shift
*** Work required parent shifts at Fair food stand (inform adult leaders of substitutions)	20 points per shift
*** Jr Leader brings required assigned food for Fair food stand (Examples: rolls, pies)	20 points
*** Must work at either pre- or post-Fair cleanup of stand (participation by member and parent is required)	40 points per family
Note: Opportunities will be available at Shift Sign Up to make up for missing/needed points.	
(***) Denotes that these are required to complete membership even if 265 points are already earned!! Point records are kept by adult leaders and may be verified whenever desired. If no adult leader is present at an event, it is the responsibility of the member to alert an adult leader to the activity and the event to receive their points.	

Article X, Parental Involvement

Section 1: Parental Attendance is highly recommended at all regular meetings with their child, including at the raffle meeting. If they cannot attend, it is the responsibility of the parent to get the information for that meeting, either from another parent, adult leader, or their child. Parental involvement in every event besides the Fair is on a volunteer basis, but is recommended if their child is participating.

Section 2: Fair Food Stand

- a. Three (3) food shifts (minimum 12 hours) are required for every child who is a member.
(This is worth 60 points per Jr. Leader, for their required points.)
- b. Adult Leaders reserve the right to require a family shift if membership is too low
- c. There are required foods (pies, rolls, etc.) for the food stand.
(This is worth 20 points per Jr. Leader, for their required points.)
- d. Each parent is required to sign up for either a Pre-Fair Clean Up or Post-Fair Clean Up, with their child. (This is worth 40 points per Jr. Leader, for their required points.)
*Parents of more than one child in Jr. Leaders, are only required to work one Clean Up, unless there is a special circumstance. If an extra Clean Up is needed, points for your child will be awarded accordingly.

Section 3: Adult Leaders

Any parent may, but are not required to, be an adult leader, serving in various capacities such as: organizational, points, finances, publicity, food stand, etc.

- a. Adult Leaders will receive a fair season pass in exchange for their services a adult leaders throughout the year

Article XI, Code of Conduct

Section 1: All Junior Leaders and parents are to work together in a cooperative and responsible manner, being positive role models and using proper respect due to everyone. Our goal is for the successful operation of this program and for the personal growth of our youth.

Section 2: Refer to the Nebraska 4-H Participant Code of Conduct form located at <http://extension.unl.edu/statewide/washington/Volunteer%20Code%20of%20Conduct.pdf> where applicable, and applies to both, Junior Leaders and parents.

Addendum

(An addendum is not eligible for a vote)

The Adult Treasurer and Food Manager, in the event that they should have 2 or more members serving as Jr. Leaders in the same year, will only be required to work 4 adult shifts in the food stand during fair for the years they have multiple members participating.

(These positions are very heavy during the fair & to fulfil the full requirement is nearly impossible when multiple children are involved)

The Adult Treasurer shall never be required to work a closing shift.

(This position requires much of their work to be done at the end of each day, thus a closing shift on top of their duties is too difficult)

The Adult Treasurer & Food Manager will be allowed to sign up for their adult fair shifts before sign up begins.

(Because of the time required to do their duties during fair, they need to have the availability to do them without having to worry about filling a shift they had to sign up for because there was nothing else to sign up for)

The Adult Organizational Leader & the Publicity Manager (Organizational Leader's Assistant) will be able to sign up for 2 shifts per round until all of their shifts have been fulfilled.

(These 2 positions are also very busy during fair time and they need to have the flexibility to make sure they're freed up to help where needed during fair.)