

# **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 2013, January 2016, & January 2021

## **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), must be a member of a club while serving as a junior leader and complete one project for fair.

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

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 until 4-H age 19.

- a. Junior Leaders will fulfill all of the requirements of their 4-year obligation.
- b. When re-enrolling, 5<sup>th</sup> year or beyond, members may not go on the CWF trip a second time. They will still have all the same requirements listed in this constitution, as 1<sup>st</sup> through 4<sup>th</sup> year members.
- c. Junior Leaders will complete and sign the Contract.
- d. Junior Leaders will participate in activities and events throughout the year.
- e. Junior Leaders will be required to complete membership of 265 points for the year.
- f. When re-enrolling, 5<sup>th</sup> year or beyond, members 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 \$5.00, 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 Advisors**

Adults can volunteer 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 advisors.

## **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 advisors.

## **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 advisors.

### **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 and/or as a Dixon County Junior Leader Award Scholarship.

- a. Dixon County Junior Leader Award Scholarship must be used within 2 years after high school graduation.
- b. In the event a member cannot attend a post-secondary school within 2 years 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.

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 CWF trip organizer if Junior Leader has completed their 4 year commitment. If their 4 year commitment has not been completed yet the parents will pay for their trip and the Junior Leader will be reimbursed after they have completed their 4 year commitment.
- e. Dixon County Junior Leader Scholarship funds will be paid to the institute of higher education or the scholarship recipient entering the military. If a scholarship recipient has received a full ride to an institute of higher education, then the scholarship will be paid to the individual. Once verification of enrollment and a completed agreement signed by the Junior Leader and their parent funds will be distributed.
- f. Those not using their funds in the 2 years following high school graduation, will lose their scholarship funds. These funds will become part of the Dixon County Junior Leaders Organization treasury.
- g. Once a member has received funds for their CWF trip, remaining funds will be put into a scholarship.

## **Article V. Citizenship Washington Focus Trip (CWF)**

Section 1: Dixon County Junior Leaders must:

- 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 fundraising 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.

**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 advisor-treasurer.
- d. Return the completed Dixon County Junior Leader Award Agreement form and submit verification of enrollment in post-secondary education. Verification consists of semester schedule or a tuition bill.
- e. Award Scholarship monies need to be applied for within 2 years of high school graduation or will be forfeited to the organization.

Section 2: Funds will be paid directly to the institute of higher education 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. Example: Family moves out of the county.

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 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%

Section 3: Those who choose not to fulfill their 4-year membership obligation but are physically able to do so forfeit all their accumulated funds to the Dixon Co. Junior Leader Organization treasury.

**Article VIII, Membership**

Section 1: Requirements:

- a. Attend at least 4 meetings in the 12 months beginning October 1<sup>st</sup> through September 30<sup>th</sup> of each calendar year.
- b. The Soup Supper and Raffle is mandatory. You can have a family member/friend work in your place.
- c. The Fair Sign Up Meeting is Mandatory.
- d. Each member must complete and turn in a Junior Leader Record Book to the adult advisor by September 1 for each year of membership obligation.
- e. Members must earn at least 85 points per year by Fair Sign Up Meeting according to Chart B.
- f. Unforeseen circumstances: Jr. Leaders will vote to receive the full 265 points if they turn in their yearbook by September 1 and complete their volunteer requirement. Examples: COVID 19, flooding, etc.

## CHART B

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 (up to 2 times)
Recruitment of a New Junior Leader Member	20 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 per
Counselor and/or Presenter at 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	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 advisor, 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 advisors reserve the right to require a family shift if membership is too low.
- c. There are required foods that each family provides 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.
- e. If the adult advisor treasurer has more than one Jr Leader they are only required to work 4 shifts and no close shifts because they are counting money during the close shift.

### Section 3: Adult Advisors

Any parent may, but are not required to, be an adult advisor. Various duties are split between 3 or more parents: organizational, points, finances, food stand, etc.

## **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://southernplains.unl.edu/c/document\\_library/get\\_file?folderId=437496&name=DLFE-19749.pdf](http://southernplains.unl.edu/c/document_library/get_file?folderId=437496&name=DLFE-19749.pdf) where applicable, and applies to both, Junior Leaders and parents.