

Purdue Collegiate 4-H Club

Date Adopted: 4/4/2019

Date Recognized:

Article I – Name and Address

Section 1. The name of this organization shall be: “Purdue Collegiate 4-H Club”

Section 2. The address of the Purdue Collegiate 4-H Club is 615 W State St West Lafayette, IN 47907

Article II – Purpose

Section 1. The purpose of this organization shall be:

- A. To be a resource for, and serve the Indiana 4-H Youth Development Program, Purdue University, and the community.
- B. To join 4-H staff members with preparing and presenting programs throughout the State of Indiana.
- C. To interact with Collegiate 4-H members from other campuses.
- D. To help members continue in the process of leadership and development.
- E. To acquaint and assist members with the opportunities of college life.

Article III – Membership

Section 1. Any student enrolled at Purdue University, at the time of membership, who is interested in Collegiate 4-H Club work, regardless of past 4-H experience, is eligible for membership.

Section 2. Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

Section 3. Membership is defined as any individual paying dues as outlined in Article VIII.

Article IV – Officers

Section 1. The elected officers of the club are to be:

President, Vice President, Secretary, Treasurer, Social Director(s), Service Director(s), Ag Council Representative, and Outreach Director(s).

Section 2. Each officer shall be a dues paying member. An officer must meet requirements as described in the Regulations and Procedures for Recognized Student Organizations at Purdue University.

Section 3. The duties shall be as follows:

- A. The duties of the President shall be:
 1. To preside over all club meetings and executive council meetings.
 2. To serve as the official representative of the organization where such representation is required.
 3. To appoint committees where necessary and to serve as ex-officio (non-voting) member of such committees.
 4. To interpret the Constitution.
 5. To prepare an agenda for each meeting.

6. To handle club correspondence pertaining to the organization and forward all necessary information to appropriate officer(s).
 7. To run all official elections.
- B. The duties of the Vice President shall be:
1. To preside over all meetings in the absence of the President.
 2. To serve as program chairperson at each meeting, including scheduling meeting rooms, dates, and times.
 3. To coordinate committee directors and to maintain contact with committee chairs.
 4. To interpret the Constitution in the absence of the President.
 5. To plan and organize at least one Collegiate 4-H event per semester (i.e. Spring Fest, Fall Retreat).
- C. The duties of the Secretary shall be:
1. To record all minutes of all general meetings and executive meetings and to send said minutes within 24 hours to respective members via email.
 2. To assist with the election of officers.
 3. To maintain club correspondence via email with all club members.
 4. To send out meeting reminders to all club members on the Tuesday prior to meeting date.
- D. The duties of the Treasurer shall be:
1. To keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations and report balances to the club at each meeting.
 2. To collect dues from all members.
 3. To keep attendance of all meetings and other club events and to maintain a current membership list.
 4. To organize and implement a minimum of one fundraiser per academic year.
 5. To develop an academic year budget for Collegiate 4-H club by the third meeting of the academic school year.
 6. To keep an up-to-date list of all University approved drivers for the club.
 7. To keep an up-to-date inventory of all club merchandise.
- E. The duties of the Ag Council Representative
1. To serve as club representative for all Ag Council events and meetings and to find a replacement in the event of an absence.
 2. To inform club members of Ag Council and College of Agriculture activities.
 3. Not allowed to be a member of the Ag Council or representative for another club.
- F. The duties of the Social Director(s) shall be:
1. To be in charge of all recreation at regular club meetings.
 2. To be in charge of all club intramurals.
 3. To keep accurate, updated social media accounts.
 4. To assist Outreach Director with updating tri-fold annually, making yearly scrapbook, and taking pictures for website and social media.

5. To plan Spring Banquet and organize awards for members.
 6. To serve as head of Alumni Relations Committee as the need arises.
- G. The duties of the Service Director(s) shall be:
1. To prepare for, plan, and implement 4-H Club officer trainings.
 2. To develop and chair all other service projects (i.e. After school programs, Officer Trainings, Boo at the Zoo, Winterization).
 3. To plan the annual Year-End Trip.
- H. The duties of the Outreach Director(s) shall be:
1. To be in charge of publicizing the club around campus (Chalking, fliers, email announcements)
 2. To reach out/plan one event per academic year with another university 4-H Club.
 3. To assist Social Director with Spring Banquet & Awards and making the scrapbook.
 4. To help update the club trifold and taking pictures at events for club website and social media.
 5. To communicate to the club any and all happenings within the Collegiate 4-H community (conferences, special events).
 6. To maintain communication with other Collegiate 4-H chapters and keep Purdue Collegiate 4-H informed of all state Collegiate 4-H Club's activities and details.
 7. To compile and submit a list of members interested in judging at county 4-H events to all of the counties in the state with the assistance and guidance of the advisor.

Section 4. The executive council shall include all elected officers and advisors from the State 4-H staff. The executive council may call special executive meetings when deemed necessary by the President.

Section 5. At the end of each spring semester, all members who have paid dues in the fall and/or spring semester are eligible to run and vote for all elected offices by ballot. Those elected shall serve a term of one calendar year starting after the spring banquet.

Section 6. Nominations will be submitted prior to election and taken from the floor at election time.

Section 7. No officer of the Purdue Collegiate 4-H Club will be allowed to miss more than two (2) meetings of the organization unexcused or underrepresented. Meetings include executive council meetings and regular club meetings. If two (2) such meetings are missed, the executive council will enforce a probationary period on the officer in question. If another such meeting is missed, the executive committee will request that the officer in question resign from their respective position. At this time, the executive council will then have the power to act upon filling the open position. The dismissal of an officer will be decided by a two-thirds majority vote of the executive council. An excused absence is defined as an exam, academic requirement documented by a professor/instructor, or a doctor's written excuse of absence or another event evaluated by a two-thirds majority vote of the executive council.

Section 8. Any vacancy that might occur in an office during a term shall be filled by an election held in a timely manner at a regularly-scheduled club

meeting after all members have had significant chance to be notified of the vacancy.

Article V – Committees

Section 1. Standing committees will be formed each year as needed. The elected officers will guide these committees.

Section 2. Officers can appoint committee leadership.

Article VI – Quorum

Section 1. A quorum shall consist of one-third (1/3) of the members. A quorum must be present to transact business.

Section 2. Any donations made by Collegiate 4-H must be voted on by a quorum and presented at least one meeting before voting occurs.

Article VII – Meetings

Section 1. A call-out will be held within the first two weeks of both the fall and spring semesters.

Section 2. Regular meetings shall be held at least four times each semester.

Article VIII – Dues

Section 1. The membership dues shall be ten dollars (\$10.00) per semester or fifteen dollars (\$15.00) per school year.

Article IX – Amendments

Section 1. This constitution may be amended by a two-thirds majority vote of the members present at a regular club meeting, providing that due notice of such amendments was given at the previous meeting.

Section 2. All amendments to the constitution and bylaws are subject to the approval of the Student Activities and Organizations Office.

Article X – Rules of Order

Section 1. Robert's Rules of Order, Newly Revised, shall govern parliamentary procedure in this organization and shall be followed in all cases unless otherwise specified in this constitution.

Article XI – Awards

Section 1. Matthew E. Lee 110% Award

- Awarded to the top individual active member determined by the executive council and chaired by the Social Director.

Section 2. Outstanding New Member(s)

- The outstanding member award will be given to the top 10% of the active members as determined by the executive council and chaired by the Social Director.

Section 3. Outstanding Service Member

- The outstanding service member award will be given to the member with the most outstanding level of service in Collegiate 4-H Club as determined by the executive council and chaired by the Social Director.


Section 4. Executive Council Dedication Award

- The executive council dedication award will be given to an officer who has demonstrated the highest level of achievement as determined by the executive council and chaired by the Social Director.

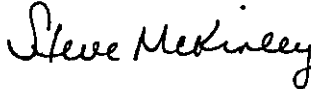
Section 5. Eligible Members

1. Only dues paying members, including executive board members, are eligible for sections 1, 2, and 3.
2. Only executive board members are eligible for section 4.


4th April 2019
Date of Adoption



President's Signature



Advisor's Signature

N/A
Date of Recognition 9/23/19


Student Activities and Organizations
A. Maldonado-Rivera

