

# ALPACA 4-H CLUB CONSTITUTION

## ARTICLE 1 – NAME

The official name of this club is the **Alpaca 4-H Club** of Loudoun County, Virginia.

## ARTICLE 2 – PURPOSES

The purposes for which the Alpaca 4-H Club is organized are as follows:

1. To assist youth and adults working with those youth to gain additional knowledge, life skills, and attitudes that will further their development as self-directing, contributing, productive members of society.
2. To provide youth and adults working with youth hands-on educational experiences with alpaca projects and the opportunity to participate in the Loudoun County Fair livestock show.
3. To provide information, training, and other activities related to alpaca, as members' interests dictate.
4. To provide a fun, supportive environment in which youth can practice leadership skills.

The development of club members will occur through 4-H project work, club meetings, demonstrations, community service, club, county, and other 4-H events and activities.

## ARTICLE 3 – MEMBERSHIP

### Section 1 – Nondiscrimination

Club membership is open to all, regardless of race, color, religion, sex, national origin, disability, or political affiliation.

### Section 2 – Age

Membership is open to all youth ages 9-19 years as of September 30 of the current 4-H year. Membership terminates on December 31 of the year the youth turns 19.

### Section 3 -- Residency

Members shall reside in Loudoun County unless no similar program exists in their county of residence.

### Section 4 -- Number of members

The number of members admitted into the club in any given year is limited by the number of spaces available at the host farm. Members who meet requirements will be re-admitted each year. For new members, the Club Leader maintains a waiting list of interested youth and contacts families on the list as spaces become available. Siblings of current members are given highest preference, followed by Loudoun County residents, then out-of-county residents; otherwise, the list is first-come, first served. To become a member, an enrollment form or online enrollment must be completed each year with a parent/guardian signature and agree to abide by the rules defined by the club and Virginia and the County 4-H programs.

### Section 5 -- Member Requirements

Members must attend 50% of the club business meetings and 50% of on-farm meetings/practice to remain in good standing and to be permitted to exhibit or be judged in 4-H events at the county fair or other shows. Members are required to notify leaders in advance of any absences of meetings. Officers and Advisors will review reasons for absences at meetings and determine whether a member is to be kept on the roster.

## ARTICLE 4 – OFFICERS

### Section 1 -- Senior Officers

The Senior Officers of this club shall include President, Vice-President, Secretary, and Treasurer. Additional Senior Offices may be created as deemed necessary, according to the club bylaws.

### Section 2 -- Junior Officers

The Junior Offices of this club will be created as deemed necessary, according to the club bylaws.

### **Section 3 -- Voting for Officers**

A nominating committee of 3-7 members will be appointed by the current president one month prior to elections. The nominating committee will identify at least one member in good standing for each of the officer positions. The slate of candidates will be presented to the membership for vote along with a call for additional nominations from the floor. Each candidate running for office will have an opportunity to present the reason(s) why they are the best candidate for each office. A simple majority vote will confirm each office.

### **Section 4 -- Officer Elections**

Officers shall be elected annually.

### **Section 5 -- Officer Duties**

Officers shall perform duties as defined in the 4-H officer guides and/or resources. The club will vote on vacancies at the next club meeting.

## **ARTICLE 5 – COMMITTEES**

### **Section 1 -- Executive Committee**

The Executive committee will be made up of President, V.President, Secretary, and Treasurer. The duties of this committee are to handle any business decisions and agenda that must be made prior to the regular business meeting. The club members may also delegate decisions to this group.

### **Section 2 -- Standing Committees**

The following Committees shall be appointed to serve for the Club year: (a) set-up, (b) clean-up, (c) scrapbook, (d) historian, (3) recreation, etc.. Standing or special committees will be created as needed. The committee will consist of a chair, and enough members to get the task completed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

## **ARTICLE 6 – MEETINGS**

### **Section 1 -- Business Meetings**

There shall be a minimum of ten business meetings of the club each year. Officers and leaders may call special meetings. Attendance and participation can be promoted through incentive and recognition programs. A calendar of meeting dates, times, and locations will be distributed to members.

### **Section 2 -- Project Meetings**

The farm will hold a minimum of ten project meetings, known as “work sessions”, at which members will have the opportunity to work with their show alpaca. A calendar of meeting dates, times, and locations will be distributed to members.

### **Section 3 -- Absences from meetings**

Members will be given an excused absence for illness and other reasons. Members are to contact an advisor or officer, prior to the meeting and share why they are unable to attend the meeting.

## **ARTICLE 7 - ENROLLMENT and REGISTRATIONS**

### **Section 1 -- Deadlines**

Annually, members are required to complete a variety of enrollment, registration forms and other paperwork in order to participate in 4-H activities and events such as a project, judging, fairs, clinics, workshops, camps, and awards. It is each member’s responsibility to meet the deadline for completion of these forms. Failure to complete the materials in a timely manner may result in “non-participation” in the activity

## **ARTICLE 8 – FINANCES**

The Club will follow all VCE and Virginia 4-H fiscal policies as well as state and federal regulations. One volunteer club leader will be assigned as the mentor to the elected treasurer.

## **ARTICLE 9 – VOLUNTEER LEADERS**

The volunteer leadership of this club shall consist of a minimum of 2 adults. Farmer will be considered volunteer project leaders. A 4-H Volunteer is anyone beyond 4-H member age who is enrolled, and of his/her own free will, without compensation or expectation of compensation beyond possible reimbursement of out-of-pocket expenses, performs a task at the direction of and on behalf of the Virginia 4-H program. All 4-H Club adult leaders will have received 4-H volunteer training prior to leading a 4-H club or project group.

## **ARTICLE 10 – PARENTS**

Parents/guardians of Club members should wait until two responsible adults are present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment. Parents/guardians are expected to abide by the Virginia 4-H Expectations of Volunteers statement.

Parents are expected to assist farmers at work sessions as they are able, if asked to do so. Parents are expected to pass relevant information which they receive via email to their children.

## **ARTICLE 11 – EXTENSION 4-H STAFF**

The organization, program and activities of this club shall be under the general direction of the Unit 4-H or VCE staff.

## **ARTICLE 12 – DISSOLUTION**

The Alpaca 4-H club shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H Club. The members shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county or state 4-H program. When a 4-H club dissolves or fails to reorganize without a vote of the members, the resources become the property of the Unit 4-H Council or the Unit 4-H Foundation after a waiting period of one year. During the one-year waiting period, a volunteer representative of the county 4-H program will maintain the account.

Upon dissolution and termination of the Alpaca 4-H club for any reason, the officers shall take full account of the Alpaca 4-H club assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds therefrom in the following order:

- A. To the payment of the debts and liabilities of the Alpaca 4-H Club.
- B. To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the club.
- C. The remaining balance shall be distributed to the Loudoun County Unit 4-H Council for the purpose of program development directly related to the enrichment of the 4-H youth program.

Each of the members shall be provided with a statement prepared by the Alpaca 4-H Club outlining the assets, liabilities, and distribution upon complete liquidation. Upon compliance with these terms and the distribution of funds, the Alpaca 4-H Club shall cease.

## **ARTICLE 13 – AMENDMENTS**

This constitution may be amended at any regular meeting by a three-fourths vote cast by those in attendance, provided that a quorum exists and subject to the approval of the club organizational leader(s).

Sofia Posada  
Club President

Caroline Tuttle  
Club Secretary

Bonnie Kittrell  
Organizational Leader

Tammy Lynch  
Organizational Leader

Carly Griffith  
Unit Extension 4-H Staff

December 29, 2018  
Date Adopted