# Constitution of the Collegiate 4-H Club at The Ohio State University

**Approved (04/14/2021)**

**Article I - Organization and Purpose**

**Section 1:**

This organization shall be known as "The Collegiate 4-H Club at The Ohio State University."

**Section 2:**

The purpose of this organization shall be to:

Maintain and increase interest in 4-H

Develop leadership

Provide an opportunity for wholesome recreation

Provide an opportunity to make friends with other college students

Encourage participation in community activities

**Article II - Membership**

**Section 1:**

Membership in the club shall be open to students, faculty, staff, and any other interested persons. This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with [the guidelines](https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-by-csa-02032020.pdf).

**Section 2:**

Voting membership requirements include being currently enrolled as a post-secondary student and being a dues-paying member.

**Section 3:**

This process of paying dues will need to be completed at the beginning of every academic term.

**Section 4:**

There shall be a minimum of one faculty advisor selected from the University by the Executive Committee or a committee appointed by the Executive Committee.

**Section 5:**

Dues shall be proposed by the Executive Committee and approved by a quorum. Changes are not to be retroactive.

**Article III - Rules and Regulations**

**Section 1:**

This organization shall comply with the rules and regulations as stated by the Ohio State University.

**Section 2:**

Any officer, representative, or committee chairperson who is unable to fulfill his or her position shall notify the Executive Committee one meeting before becoming unable if at all possible.

**Section 3:**

A quorum shall be necessary to pass motions as presented by a member and shall follow Robert’s Rules of Orders in procedure. A quorum shall be defined as a simple majority of members present at the meeting.

**Section 4:**

Any amendments to this constitution must be presented in writing at the preceding meeting before being voted upon by the club members. A 2/3-majority vote of voting members in attendance is needed to approve the amendment at a regularly scheduled club meeting.

**Article IV - Officer Requirements**

**Section 1:**

All officers must be voting members of the club and enrolled full-time at any post-secondary institution.

**Section 2:**

All officers of President, Vice President, and Treasurer must meet the requirements for student organizations as outlined by the Center for Student Leadership and Service (CSLS).

**Section 3:**

All elected and appointed officers will strive to maintain good academic standing with university standards.

**Article V - Appointed Officers and Duties**

The Executive Committee holds all responsibility for appointing officers at its discretion as needed.

**Article VI - Officer Nominations**

**Section 1:**

Officer nominations shall begin two general meetings prior to elections. The floor will remain open for nominations up until the club votes on the sought position.

**Section 2:**

Nominees must meet the requirements of the position and nominators may be any member of the club.

**Article VII - Officer Elections**

**Section 1:**

Only members who have fulfilled their membership’s requirements prior to the commencement of elections are eligible to run for office or vote.

**Section 2: Election Procedures**

A. After a ballot winner is revealed, defeated nominees may be nominated to subsequent ballots.

B. A quorum is needed to be elected to each position.

C. In the event of a tie, a run-off ballot between the two persons with the greatest plurality shall be held.

D. In the event of another tie, the President shall cast the deciding vote.

E. Absentee ballots will be accepted for all offices up to the commencement of officer elections.

F. Executive Officer elections shall take place at the end of the Spring semester.

G. Non-Executive Officer elections shall take place at the end of the Autumn semester.

**Article VIII – Officer or Member Replacement and Removal**

**Section 1: Replacement**

A. Any officer, representative, member, or committee chairperson who is unable to fulfill his or her position of office is subject to replacement.

B. The Executive Committee shall appoint a member who meets the qualifications to fill the position.

**Section 2: Removal**

A. If an officer or member consistently fails to fulfill his or her responsibilities, they may be removed from office by a 2/3-majority vote of members present at a regularly scheduled meeting.

B. Intent to remove an officer or member must be announced at least one meeting before the vote at which time the reasons for removal must be stated.

C. The officer or member to be removed must be given the option to speak without questioning immediately before the vote.

D. The officer or member to be removed must first be given the option to resign from office or the club before the intent to remove the officer is announced to the club.

**Article IX – Installation of Officers**

Arrangements for installation are to be made by the outgoing Executive Committee.

**Revisions:**

February 06, 2020

April 19, 2018

February 2, 2017

February 2013

May 21, 2012

May 23, 2011

October 14, 2009

February 11, 2004

Feb. 27, 2002

Feb. 2001

1996

Mar. 1987

1986

1982

1975

**Amendments**

**Amendment I. Bylaws**

**Section 1**: Collegiate 4-H at the Ohio State University shall operate according to bylaws to this constitution. Any amendments to the bylaws must be presented at least one meeting prior to voting, and they shall be amended by 2/3 majority of members present at any regularly scheduled meeting.

**Amendment II. Dissolution**

**Section 1:** Upon consideration of the dissolution of this 4-H unit, the officers will inform the State 4-H Office and conform to the following procedure:

Collegiate 4-H at the Ohio State University will be dissolved upon a 2/3 majority vote of total membership and the desire to vote on dissolution must be presented at least one meeting prior to the vote. Upon dissolution for any reason, the officers shall take full account of the assets and liabilities of the club and shall liquidate the assets consistent with their fair value. The proceeds shall be applied in the following order:

A. Payment of the debts and liabilities of Collegiate 4-H at the Ohio State University.

B. Maintaining any reserves which the officers deem necessary to pay off any unforeseen obligations of the club. The State 4-H Office will hold these funds and will continue to hold these funds for four years in order to pay these obligations or upon re-establishment of the club. After four years, the reserve funds shall be distributed to the State 4-H Office for the purpose of program development directly relating to 4-H youth and volunteers.

**Section 2:** Each current member at the time of dissolution must be given a statement concerning this dissolution and the steps carried out as set forth by these terms.

**Bylaws of Collegiate 4-H at The Ohio State University**

**Article 1: Elected Officers and Duties**

**Section 1: President**

A. Shall preside at and attend ¾ of general club meetings unless academic or other special circumstances approved of by the executive board prior to the third week of the term deter the president from fulfilling his or her duties.

B. Shall select special committees and appointed officers, if needed.

C. Shall remain in contact with all club officers

D. Shall call special meetings of the club when deemed necessary.

E. Shall select a member to take minutes in the absence of the recording secretary.

F. Shall register the club with CSLS.

G. Shall attend one training by the CSLS.

**Section 2: Vice President**

A. Shall preside as chairman of the Executive Committee.

B. Shall preside in the absence of the president.

C. Shall keep in contact with all committees and their progress.

D. Shall prepare an agenda for all appropriate meetings.

**Section 3: Recording Secretary**

A. Shall be responsible for recording the proceedings and reading the minutes of all the club meetings.

B. Shall keep an accurate attendance record at meetings and activities.

C. Shall be responsible for all general correspondence under the club’s name.

D. Shall keep an accurate record of members with voting privileges.

E. Shall connect with and submit information on the activities and workings of Collegiate 4-H to the campus, state, and county OSU Extension and agriculturally related communities.

F. Shall oversee, maintain and update the club displays.

G. Shall promote Collegiate 4-H at all student involvement fairs.

H. Shall take and collect pictures of Collegiate 4-H activities

**Section 4: Treasurer**

A. Shall be responsible for collecting dues and recording the names of dues paying members.

B. Shall pay the bills of the club.

C. Keep an updated ledger of club financial transactions.

D. Shall settle the finances with CSLS.

E. Shall be responsible for applying for all University funds as early as possible.

F. Shall keep an accurate record of dues-paying members.

G. Shall attend one training by CSLS.

**Section 5: College of Food, Agricultural, and Environmental Sciences Student Council Representative and Member-at-Large (2)**

A. Shall report at each 4-H club meeting on the proceedings of the College of Food, Agricultural, and Environmental Sciences Student Council.

B. Shall act as correspondents between the College of Food, Agricultural, and Environmental Sciences Student Council and The Collegiate 4-H Club at the Ohio State University.

C. Shall attend each meeting of the College of Food, Agricultural, and Environmental Sciences Student Council.

D. Report members’ viewpoints to the executive committee

**Article 2: Committees and Responsibilities**

**Section 1: Executive Committee**

A.    Shall be chaired and presided over by the Vice-President.

B.    Voting members shall consist of all officers and faculty advisor(s).

C.    Executive Committee meetings shall be open to all interested parties.

D.    Shall submit a report as needed to the Vice-President by a given day and time.

E.     Each elected and appointed officer shall submit a Standard Operating Procedures (SOP) outline at the end of his/her term in a particular office.

**Section 2: Events Committee**

A. Shall be presided over by two appointed chairs. One chair will manage arrangements and planning for Carving New Ideas, while the other will do so for Plowboy Prom.

B. Shall consist of interested members. All members must make a diligent effort to attend committee meetings.

C. Shall make all necessary arrangements and organize all activities for Carving New Ideas and Plowboy Prom.

**Section 3: Fundraising Committee**

A. Shall be presided over by the Treasurer

B. Shall consist of interested members. All members must make a diligent effort to attend committee meetings.

C. Shall work with the executive committee to generate new fundraisers that will assist in financially supporting club activities.

**Section 4: Outreach Committee**

A. Shall be presided over by the appointed co-chairs.

B. Shall consist of interested members. All members must make a diligent effort to attend committee meetings.

C. Shall form educational and outreach programs and contact Extension professionals, counties, and other interested entities.

D. Shall instruct interested members how to lead educational programs.

E. Shall make all necessary arrangements to carry out Alumni events, keep in contact with current Collegiate 4-H Alumni and strive to locate such alumni who are out of touch with the club.

F. Shall compile names for the alumni listserv and update as members graduate.

G. Responsible for organizing community service events.

**Section 5: Social Committee**

A. Shall be presided over by the appointed chair(s).

B. Shall consist of interested members. All members must make a diligent effort to attend committee meetings.

C. Shall plan and organize social events on a regular basis.

D. Shall greet and introduce new members at every meeting.

**Section 6: Special Committees**

A. Shall be presided over by the appointed chair.

B. Shall consist of interested members. All members must make a diligent effort to attend committee meetings.

C. Shall be governed as outlined by the President.

D. The aforementioned committees may be merged as determined by the Executive Committee due to membership numbers and interest.

**Article 3: Parliamentary Authority**

**Section 1: Robert’s Rules of Order**

A. The club shall be governed by Robert’s Rules of Order except in cases that are governed by the constitution or bylaws.