

Defiance County Shake Rattle-n-Roll 4-H Spin Club Constitution

Article I. Name

The name of the Club shall be the Defiance County Shake Rattle-n-Roll 4-H Spin Club.

Article II. Mission

To empower, educate and inspire 4-H youth by giving back.

We support: Defiance County 4-H
Defiance County Junior Fair
Scholarships (camper and college)
Local Families through food banks and Christmas sponsorships

Article III. Objectives

1. Achieve a broad understanding of the meaning of leadership and the qualities of a leader.
2. Develop follow-through and responsibility.
3. Improve written, verbal and interpersonal communication skills.
4. Work collaboratively with the adult advisor(s) and or OSU Extension staff to set goals, develop lesson plans, teach skills, and evaluate activities and programs.
5. Communicate with the adult advisor(s) and members about group expectations, responsibilities, and expected outcomes.

Article IV. Ohio State University Extension Affiliation

The 4-H Spin Club agrees to comply with all applicable OSU Extension policies and procedures governing Ohio 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Club to ensure the Club's compliance. OSU Extension is authorized to include the Club in a group tax exemption, and the Club will supply all necessary documentation to ensure the Club's inclusion in a group tax exemption.

Article V. Policies

Any major decisions of the Club must be voted on by 2/3 of the membership unless the Executive committee was authorized to make the decision. Major decisions include:

1. Amendment of this constitution
2. Financial disbursement from the Club treasury
3. The Club will meet the standards of usage and protect the 4-H Name & Emblem as set by 4-H National Headquarters.

Article VI. Membership

Section A Membership is open to any Defiance County 4-H youth entering the 6th grade in the current year. Members must make a commitment to follow the values stated in the Ohio 4-H Club Member Pledge.

Section B To become a member, individuals must complete an application process.

Article VII. Officers, Elections, and Duties

Section A The Club will have the following officers: President, Vice President, Secretary, Financial Records

Section B All Officers shall be elected annually.

Section C The office of President shall be assumed by the outgoing Vice President. No election will be required for the office of President except in the event an outgoing Vice President declines to take upon the duties of the office.

Section C Elections will be conducted by secret ballot. A majority vote of members present are required to elect an officer.

Section D Newly elected officers will assume duties January 1 of the following year.

Section E Officers shall perform duties as defined in the 4-H officer guides and/or resources. If an officer resigns or can no longer serve as an officer, the Club will select a replacement.

Article VIII. Committees

Section A **Executive Committee**

The Executive committee will be made up of the officers and advisors. This committee shall make any business decisions that must be made prior to the next regular business meeting. The Club members may also delegate decisions to this group.

Article IX. Meetings

Section A The Club will meet a minimum of six times per year. A calendar of meeting dates, times, and locations will be distributed to members.

Section B Members are expected to attend 50% of the scheduled meetings.

Section C Members will be given an excused absence for illness and other reasons. Members must contact an advisor prior to the meeting and explain why they are unable to attend the meeting.

Article X. Commitments and Requirements of Membership

Section A This 4-H Spin Club is considered a regular 4-H Club and members are not expected to enroll in a home 4-H club.

Section B Shake Shack:

- Members are expected to work as a manager of the day at the Defiance County Fair. This includes opening and closing of the Shake Shack.

Article XI. Leadership

The Club shall be under the direction and guidance of two adult local club leader(s) who have completed the Ohio 4-H Youth Development volunteer selection process.

Article XII. Financial Reporting and Responsibilities

Section A The Ohio 4-H fiscal year is defined as January 1 through December 31.

Section B The Club will obtain and maintain its own Tax Payer Identification Number (TIN), also known as Employee Identification Number (EIN).

Section C The Club Annual Financial Report in the format requested by OSU Extension must be submitted to the County Extension office every year by the date established by OSU Extension.

Section D An annual IRS 990 filing (Form 990, 990EZ, or 990N, depending on Club revenue) must be completed by May 15 for the previous tax year. This task is currently performed for Defiance County 4-H Clubs by the Extension Office.

Article XIII. Use of Club Revenue

Article XIV. Dissolution

Upon dissolution of the Club, any assets shall be distributed to a recognized 4-H club/4-H affiliate with the approval of the County 4-H Youth Development Professional. Club Equipment shall reside with the OSU Extension Office.

Updated 2023

Outline of Club Meetings Appendix A

January – Extension Office

- A. New officers take over
- B. Educational speaker
- C. Review Shake Shack financial report
- D. Discuss goals for Shake Shack
- E. Discuss plans for upcoming year
- F. Discuss Ohio 4-H Conference. (complete registration)
- G. Approve budget

February

- A. New member interviews
- B. Plan details for Ohio 4-H Conference

April – Extension Office

- A. Share info from Ohio 4-H Conference
- B. Educational speaker

June - Fairgrounds

- A. Discuss Shake Shack Schedule and other items
- B. Inventory supplies
- C. Craft show prep

July

- A. Discuss Shake Shack schedule
- B. Marketing Ideas
- C. Fun Meeting/Team Building Activity
- D. Educational speaker

August

- A. Shake Shack prep

September – Extension Office

- A. Evaluation of Year
- B. Educational speaker

November – K of C Hall

- A. Project Noel/Central Shares
- B. Craft Show Tear Down
- C. Scholarships
- D. Meeting Dates
- E. Officer Elections