

Appendix 3

Measuring Success in a Local Club

<https://4h.okstate.edu/educators/club-management/>

Content of Webpage:

Renewing Club Charter

Process for annually renewing a club charter.

View the forms below that need to be submitted to renew a 4-H club charter.

- [Club Charter Renewal Checklist](#) - Completed annually by Extension Educator and Club leadership. The renewal document must be completed and uploaded to ZSuite no later than July 31 each year.
- [Club Charter Renewal Certificate](#)
- [Annual Club Self-Evaluation](#) - Form can be completed by the club if the county does not have some other form of "end of year" evaluation in place for club self-assessment.

Measuring a Successful 4-H Club

A 4-H club achieving the goals and outcomes of a positive 4-H Youth Development program can be observed when the following behaviors are seen in members, families and volunteers. As a club plans the year, consider how these behaviors can be instilled as part of the club culture.

The Officer Team and club leader(s) need an opportunity to formally measure their success. On page 94 an “Annual Club End-of-Year” Assessment tool has been developed using the principles of “Standards of Excellence” in the 4-H Recognition Model.

The *Successful 4-H Club Behaviors* introduced in chapter 2, have had the bullets changed to numbers so they can be matched directly to the items in the *Annual Club End-of Year assessment* tool. The table on the next page illustrates the relationship of the two pieces and will assist the educator and/or volunteer in explaining/educating/evaluating success in a club.



Successful 4-H Club Behaviors

Active Participation in Learning

1. By developing competency in chosen projects and life skills.
2. By doing and discovering through multiple learning styles.
3. By doing things that have tangible results.
4. Through progressive accomplishments and challenges.
5. Fun for young people and adults.

Decision-Making Opportunities

1. In groups (such as establishing group goals, plans and actions and experiencing the democratic process).
2. Individually (such as making choices in project work and evaluating progress).

Social Interaction

1. Learning to participate appropriately in competitive and cooperative learning situations.

2. With peers, adults and persons outside the group.
3. Family-centered activities.
4. Fun.

Leadership

1. Members involved in leadership roles. Common roles include committee members, president, vice president, secretary, treasurer and committee chair.
2. Adults serving as facilitators and showing how, without doing for youth.
3. Shared leadership among adults, parents and youth.
4. Participation in leadership training – youth and adults.

Evaluation

1. Assessing personal progress and club organization.
2. Feedback on results, products and achievements.
3. Using feedback to plan future activities.

Recognition

1. Appreciation of club's accomplishments.

2. Interpersonal acknowledgement and reinforcements of ones accomplishments
3. Incentives and awards for individuals and groups.

Public Affirmation

1. Exhibition of products – end of year report, and/or youth participating in county activities/events.
2. Public presentation of ideas (speeches and demonstrations).

Community Involvement

1. Using community resources in 4-H.
2. Contributing to the welfare and development of the community.

Affiliation

1. With Oklahoma State University or Langston University.
2. With county, state, national and international 4-H programs.
3. With the Oklahoma 4-H Foundation.

The table below illustrates how two tools were carefully aligned, as well as how the behaviors guided the development of the evaluation tool.

Successful 4-H Club Behaviors	Behavior #	Annual Club End-of-Year Evaluation
Active Participation in Learning		
Active Participation in Learning	1-5	Two-thirds of the members made progress towards individual 4-H project goals – i.e. following through with at least one project enrolled in.
Decision Making Opportunities	2	
Recognition	2	
Active Participation in Learning	1-5	The club had at least 2 project groups supporting 4-H project work development.
Decision Making Opportunities	2	
Decision Making Opportunities		
Decision Making	1	Submitted annual set of <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Kept OCES informed of changes and additions to plans and of club activities outside of club meetings. (Charter Requirement)
Decision Making	1	Members were actively involved in determining the yearly program plan (On TRAC).
Social Interactions		
Social Interaction	1-4	The club's On TRAC plans were printed/posted/distributed to members, families and volunteers.
Social Interaction and Leadership	2	Completed a timely enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained. (2012) (Charter Requirement)
Social interaction	1-4	Actively recruit, retain and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. (Charter Requirement)
Leadership		
Leadership	2	Members had a planned part in the program during the year (examples—serving on committees, doing an organized talk or demonstration; refreshments; obtaining club speakers/program; helping younger members, doing community service).
Leadership	1, 2, 4	Officers/leadership team elected/selected and fulfilled leadership roles. Participate in county officer training.
Leadership	1	Secretary's book contains minutes of all club meetings, officer meetings and attendance records.
Leadership	1	President's book contains the agenda for business and officer meetings.
Leadership	1, 4	Club represented by parent(s)/volunteer(s) at all county Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club. (Charter Requirement)
Leadership	1-4	Club represented by parent(s)/volunteer(s) at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s). (2013) (Charter Requirement)
Leadership and Decision Making		At a minimum, request an annual financial accounting of funds from the county office/school activity fund/foundation to have reviewed and approved by the club's leadership team. Copy of minutes filed with county office. (2012) (Charter Requirement)
Evaluation		
Evaluation	1-3	A minimum of 2/3rds (66%) of the club's annual goals/On TRAC plans were reached.
Evaluation	2, 3	Submitted the Annual Club End-of-Year Evaluation (this form) to the county office. (Charter Requirement)
Evaluation	2, 3	In addition to End of Year Report, the club completed an e-scrapbook, scrapbook or any other designated county report.
Community Involvement	1, 2	
Recognition		
Recognition	1-3	A scheduled celebration/recognition event was held for members and families.
Public Affirmation/Community Involvement/Affiliation		
Public Affirmation	1, 2	Two-thirds of members took part in a variety of county events and/or meetings (examples—County Council; county planning committees; workshops; county fair, camp, contests, etc.).
Affiliation	2	
Community Involvement, Affiliation, Public Affirmation, and Recognition		Two-thirds of membership was involved in at least nine <u>club</u> planned activities/events during the year (examples--meetings; tour; recognition night; club skating party, holiday parade, etc.).

Annual Club End-of-Year Assessment

Club Name _____

Date _____

This evaluation is to be completed by the club leadership team (officers and leaders). The evaluation is based on a *Standards of Excellence* rating. Be honest and use the tool to “Make the Best Better.” The tool will help the club determine their strengths and those which will be growth opportunities for the next year.

Exceeding Expectations		Growth Opportunity
Active Participation in Learning		
		Two-thirds of the members made progress towards individual 4-H project goals – i.e. following through with at least one project enrolled in.
		The club had at least 2 project groups supporting 4-H project work development.
Decision Making Opportunities		
		Submitted the annual <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Kept OCES informed of changes and additions to plans and of club activities outside of club meetings. (Charter Requirement)
		Members were actively involved in determining the yearly program plan (On TRAC).
Social Interactions		
		The club's On TRAC plans were printed/posted/distributed to members, families and volunteers.
		Completed a timely enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained. (<i>Charter Requirement</i>)
		Actively recruit, retain and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. (<i>Charter Requirement</i>)
Leadership		
		Members had a planned part in the program during the year (examples—serving on committees, doing an organized talk or demonstration; refreshments; obtaining club speakers/program; helping younger members, doing community service).
		Officers/leadership team elected/selected and fulfilled leadership roles. Participate in county officer training.
		Secretary's book contains minutes of all club meetings, officer meetings and attendance records.
		President's book contains the agenda for business and officer meetings.

Leadership continued...

		Club represented by parent(s)/volunteer(s) at all county Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club. (<i>Charter Requirement</i>)
		Club represented by parent(s)/volunteer(s) at all county Parent-Volunteer Association meetings. (<i>Charter Requirement</i>)
		At a minimum, request an annual financial accounting of funds held by the county office/school activity fund/foundation and have it reviewed and approved by the club's leadership team. Copy of minutes filed with county office. <i>Charter Requirement</i>)

Evaluation

		A minimum of 2/3rds of the club's annual goals/On TRAC plans were reached/completed.
		Submitted the Annual Club End-of-Year Evaluation (this form) to the county office. (<i>Charter Requirement</i>)
		In addition to End of Year Report, the club completed an e-scrapbook, scrapbook or any other designated county report.

Recognition

		A scheduled celebration/recognition event was held for members and/or families.
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Public Affirmation/Community Involvement/Affiliation

		Two-thirds of members took part in a variety of county events and/or meetings (examples—County Council; county planning committees; workshops; county fair, camp, contests, etc.).
		Two-thirds of membership was involved in at least nine <u>club</u> planned activities/events during the year (examples-- meetings; tour; recognition night; club skating party, holiday parade, etc.).

In the boxes below, total the number of check marks in each column.		
Exceeding Expectations	Meeting Expectations	Growth Opportunity

HOW IS OUR CLUB MEASURING UP? USE THE COLUMN TOTALS TO HELP PLAN FOR NEXT YEAR.

Continue on next page

In this column, list no more than 5 successful programs your group was proud of this past year.	In this column, list challenges the club will focus on overcoming next year?
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Signatures of club leadership team completing the evaluation.

Name	Office/leadership role

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Thank you for your interest and leadership in starting the _____ 4-H Club.

_____ county is committed to assisting the Club by helping certify additional volunteers, provide materials and resources for developing the leadership team, planning club meetings, handling finances, and providing continuing education for parents and volunteers.

The following meetings and continuing educations opportunities are scheduled for this year. Please encourage parents and fellow volunteers to attend. The information will be valuable for establishing a healthy and active club.

Date	Time	Orientation	Location
		Tools of the Trade – Club Leaders	
		New Parent Orientation	
		Working with Minors Training	
		Quarter I Volunteer Continuing Education (VCE) – Teaching and Working with Youth and Introduction to Geology Project	
		Quarter II VCE - Project Groups and starting STEM	
		Quarter III -	
		Quarter IV -	
		District Volunteer Conference	
		State Parent-Volunteer Conference	
		Quarterly PVA meeting – 7 pm, first Monday of January, April, July and October.	

Thank you for your willingness to share your time, talents and resources with the Oklahoma 4-H program.

Sincerely,

<name>

Extension Educator

4-H Youth Development Programs

CHARTER CLUBS – **CLUB CHARTERED**
Letter provided with Charter Certificate. Print a copy for the club leader. Letter is housed in the on-line data management system under club documents.

Sample 2



OSU EXTENSION
4-H YOUTH DEVELOPMENT

OKLAHOMA COOPERATIVE EXTENSION SERVICE

Division of Agricultural Sciences and Natural Resources

4-H Youth Development Program

205 4-H Youth Development Bldg., Stillwater, OK 74078
(405) 744-5390 (405) 744-6522 – fax

October 26, 2020

Pittsburg County Cooperative Extension Service

This is to advise you that the Oklahoma State University Cooperative Extension Service, 4-H Youth Development has approved The Blocker 4-H to use the 4-H Name and/or Emblem for the following purpose: educational programs, marketing and visibility and fund development that specifically supports the educational functions of 4-H and which support the overall mission of the Oklahoma 4-H Program.

Conditions of this approval are based on agreements between this office and Pittsburg County Blocker 4-H regarding the use of the 4-H Name and/or Emblem for the stated purposes. We reserve the right to review, inspect or withdraw approval at any time for violations in the use of the 4-H Name and/or Emblem.

The 4-H Name and Emblem are protected by federal stature. For all printed materials and other items where it is feasible, the words "18 U.S.C. 707" must be used as an integral part of the 4-H Emblem. Please see the 4-H National Headquarters USDA Fact Sheet at <https://nifa.usda.gov/4-h-name-and-emblem> for a copy of the 4-H Name and Emblem Graphic Standards.

An annual Club assessment will be completed with club leadership to review whether a club shall maintain their "active" status as a Chartered Club. As standards evolve or change, the county educator will be responsible for communicating the changes directly to club leadership.

At the time this letter is issued a club is to complete the following requirement to retain their charter status from year to year. These standards are fluid and can change annually.

1. Submit annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office. Keep OCES informed of changes and additions. Complete 2/3rds of plans submitted.
2. Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. For this charter to remain active a club must maintain a minimum enrollment of 5 members and 2 families.
4. Complete end of year reports of club activities and submit to county Extension office.
5. Annually the club/club leadership team shall take action to review and approve financial accounts/funds held in trust by the county office/school activity fund/foundation.
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.
7. Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s).

If at any time the club applies for an EIN or 501C3 status with the Internal Revenue Service that information must be filed with the county extension office.

A copy of this authorization is to be maintained by the county office and a copy provide to club leadership. In the event club leadership changes, a copy of the authorization will be provided to the "new" leadership.

Sincerely,

Steve Beck
State 4-H Program Leader and Assistant Director
OCES, 4-H Youth Development

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures.

CHARTER CLUBS – **COMPLETED RENEWAL PROCESS**
Letter sent to club praising them for meeting or exceeding the renewal requirements.”
Sample 3

«Date»

«First_Name» «Last_Name»
«Address»
«City» «State» «Zip»

Dear «First_Name»,

Congratulations your club met or exceeded the standards necessary to renew the club charter for next year! We recognize the hard work and dedication the leadership team placed on positive youth development, a healthy environment for growth and education, and a safe fun place where youth and families choose to spend their time.

Please continue to practice our 4-H Motto, “To Make the Best Better” by providing a healthy, fun, and safe environment for growth and education. This can be done by continuing to prepare and use On TRAC plans, recruiting and retaining members, setting and evaluating club goals, involving all members in the decision-making process, and providing opportunities for project growth.

As a reminder, to maintain your “charter” status, the club will have to continue to meet or exceed the standards for being a chartered club.

Please do not hesitate to call and ask questions.

Sincerely,

<name>
Extension Educator
4-H and Youth Development Programs

Attachment: Certificate of Certification

CHARTER CLUBS – **NEED TO COMPLETE CHARTER RENEWAL PROCESS**
Club has not completed some portion of the renewal process.

Sample 4

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

4-H clubs are the foundation of every successful 4-H program. As the primary delivery method of 4-H, clubs provide volunteers and members with unlimited opportunities for learning, building relationships and fun. The unique opportunity for social and personal development provided through the club/group structure is the most effective and efficient way to achieve the mission of 4-H.

Each year _____ county is committed to reviewing club charter expectations with each club. In reviewing our records, the following items have not been completed for this program year (Aug. 1- July. 31). If the following are not turned in/completed by the date noted, the club will be placed on probation and a plan of improvement will be developed for next year. If the club **does not** meet or exceed standards while on probation the Charter can be revoked. A revoked charter means the club is inactivated and cannot enroll youth.

To maintain a charter, an Oklahoma 4-H club is asked to: <i>(delete items which have been completed)</i>	Needs to be completed by
Club Management - Submitted annual set of <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Club meet regularly and kept OCES informed of changes/additions to plans, completed 2/3 rd s of the plans and the club filed Activity and Event Intent Form 7 for activities outside club meetings.	
Enrollment – Annually renew enrollment of 4-H members and volunteers, maintaining a healthy and/or adequate youth-adult ratio based on enrollment. Club enrollment included a minimum of five or more youth from two or more families and certified volunteer(s). Annually the club actively recruits and retains volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.	
Reporting – Club completed an end of year report of club activities and submits it to county Extension office. Report could include but not limited to the Annual Club End-of-Year Evaluation and/or E-scrapbook/Scrapbook/other county requirements celebrating club activity.	
Finances - At a minimum, one annual financial accounting of funds maintained by the county office/school activity fund/foundation is completed and approved by the club/club's leadership team. Copy of minutes filed with county office.	
Continuing Education - Have a team of local parent(s)/volunteer(s) attending all Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.	
Leadership - Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s).	
Club leader(s) met with county educator for annual review.	

Before (date) we need to visit with you regarding items noted above in an effort to ensure that youth and families of the (name) 4-H club are being provided with a safe healthy environment where they can thrive, grow and choose to spend their time.

Thank you for the time and interest you have shared. Please let us know if we can be of assistance.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs

PLEASE NOTE

This letter may be used in consecutive years when a club is truly working to move forward, yet still needs constructive guidance which benefits positive youth development. There are many scenarios' which may play out and will require different approaches. Please be flexible yet focused on constructive steps rather than punitive. Seek advice from District or State staff as the situation requires.

REVOKING a CHARTER – No sample letter has been provided for revoking a charter. Before taking action consult with district or state staff and be prepared to provide documentation of the consultation/counseling which has taken place or the action which merits revoking a charter.

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Oklahoma 4-H is dedicated to supporting and insuring that 4-H clubs provide a safe healthy environment where volunteers and members have unlimited opportunities for learning, building relationships and can look forward to club meetings and activities.

We met on (date) and agreed that the club would develop a feasible plan of improvement for the 20 -20 4-H year. As part of the plan the club leadership team (youth and adults) will make a diligent effort to achieve the written expectations with the support and assistance of the county extension office. Please know we are dedicated to helping the club achieve their goals. Together we continue to “Make the Best Better.”

Sincerely,

<Name>

Extension Educator, 4-H and Youth Programs

Attachments: Written Plan of Improvement

4-H Club Electronic Scrapbook Guide

All Chartered 4-H clubs in Oklahoma are to submit an annual "End-of-Year" report of club activities to county Extension office to maintain their Charter.

An Electronic or E-scrapbook is one way to maintain a historical record of club activities, report club work and maintain records for future committees, officers and volunteers without consuming lots of storage space. The same outline could be applied to a scrapbook.

Who is Responsible?

The E-scrapbook is the responsibility of the reporter and secretary. The club may choose to form a Scrapbook committee. The task requires good time management skills and time dedicated to keeping records and managing photos.

Definition of an E-scrapbook:

- 1) Electronic files containing materials created by the club: On TRAC Plans, meeting agendas, minutes and committee reports; club goals; flyers; conference/activity schedules or programs, news releases, scanned newspaper articles, etc. and
- 2) A PowerPoint/slide deck/video presentation summarizing club work for the current year.

Suggested folders/sections for organizing the scrapbook:

This is not an all-inclusive list but suggested items. Where are the files going to be stored. Be sure the file is not owned by a single person but the club or county.

- **On TRAC plans**
- **Agendas**
- **Secretary's Book**
 1. Minutes
 2. Attendance Records, etc.
 3. Club Goals
- **Treasurer Reports and Records**
- **Correspondence**
 1. Thank you notes
 2. Letters to donors
- **Committee Reports** - Materials generated to plan, promote, conduct and evaluate activities and events.
 1. Share the Fun
 2. Club Picnic
 1. Spring Livestock Show
 2. Design and Construction Event
 3. Communication Event
 4. Healthy Living Fair
 5. County Fair
- **Project Groups** – Materials, lesson plans, agendas, minutes, projects,

pictures, etc.

1. Food Science
2. Health & Fitness
3. Animal Science
4. Shooting Sports

- **Service Projects** - Materials generated to plan, promote, conduct and evaluate project.

1. Pull-tab Collection
2. Kids Helping Kids Campaign
3. Adopt a Grandparent

- **Awards and Recognition**

- **Publicity**

1. Social Media posts and graphics
2. Newspaper Articles
3. News Release
4. Scanned newspaper articles printed

- **Website** - Webpages managed/maintained by the club.

Other. – Include other headings and sub-files appropriate to your club

PowerPoint/Slide deck/Video/Scrapbook – For sharing with decision makers and the community

- Keep the slides simple, yet informative.
- Choose a basic font and carefully select background for slide. It needs to be readily assessable so the PPT can be transferred from machine to machine.
- Each slide should communicate size, scope and growth of the program or activity.
- Pictures should be action oriented and tell a story.
- LIMIT "grip n' grin" and posed "hugs" they do not tell a story.
- Possible slides in order of importance
 1. Club goals and goals accomplished. Explain how the goal was accomplished in the note section of the slide deck/PowerPoint slide.
 2. Activities and project undertaken by the club. Provide a written narration/summary about each in the note

section of the slide deck/PowerPoint slide.

3. Showcase of activities and events members participated in throughout the year.

**** Sample PPT Slide illustrating how one might report the items noted above.**



Appendix 4

Parent-Volunteer Association

A Motion from Start to Finish

This simplified version of parliamentary procedure will keep a group from becoming so bogged down in procedure that the group does not make progress on an issue.

1. **To Make a Motion**: Raise your hand and when recognized by the President “I move that ...”
 - a. Have the motion in writing. Make the motion as short and accurate as possible (what the group is to do, how and when it is to be done and how much time and money is to be spent). Well, thought out and prepared motions alleviate time wasted and additional procedures necessary to amend a motion later.
 - b. Speak up so you can be heard by everyone.
 - c. Committee chairs make a motion on behalf of their committee’s report. No second is necessary because it is on behalf of a committee who is composed of members of the body.
2. **Motions must be Seconded**: Raise your hand and say “Second”
 - a. A motion must be seconded.
 - b. If no second is received, the motion fails.
3. **Discussion**: After a motion is made and seconded, the President will open the floor for discussion. The maker of the motion has the first opportunity to speak, this then becomes the time to explain and persuade people to vote for the motion. If you are opposed, this is the time to tell the group why the motion should not pass. Amendments are made during the discussion.
4. **Call the Question** (or how to end discussion of a motion) This is not a mandatory step. If the group gets long winded and is repeating what everyone has said, the committee needs to a decision. In that case you:
 - a. Raise your hand, get recognized by the President and say “I call the Question”.
 - b. The President will then state “The question has been called, all in favor of ending discussion on this motion, say aye. Those opposed, say nay.”
 - c. There must be a majority of 2/3 to pass the motion to end discussion, then the motion must be voted upon.
 - d. If there are not sufficient votes to pass the motion to end discussion, more discussion continues.
5. **Voting on a Motion**: Prior to voting on a motion, the President will repeat the exact wording of the motion.
 - a. **Voice Vote** The President will ask: “Everyone who is in favor, please say aye.” The President will then ask: “Anyone who is opposed please indicate by saying “nay”. The President will then declare whether the motion passed or failed.
 - b. **Roll Call Vote** The President may call for a roll call vote when they thinks an item is of such importance that members’ votes need to be on the record or when it appears that a voice vote will be very close.
 - (1) Members may ask for a roll call vote when they do not agree with the President’s interpretation of the voice vote. or
 - (2) The member, after being recognized by the President, states: “I ask that a roll call vote be taken”.
 - (3) The person making an original motion can include in the motion the statement that the motion be decided by a roll call vote.



Literature #
4H.VOL.308
Beginners – The Motion has been written for teaching the most elementary procedures. The fact sheet has an activity for teaching how to make a basic motion.

6. **Amending a Motion**: If you decide you want to amend a motion, you can do it three (3) different ways.
- a. **Friendly Amendment**: You can ask the Member who made the original motion whether they would agree to a friendly amendment. This is usually used when a point needs to be clarified.
 - b. **Early Amendment**: If you want to amend a motion during the discussion stage (before the motion has been voted upon), use the following procedure:
 - 1) Be recognized by the President and then state "I ask the motion be amended to state ..."
 - 2) The amendment must be seconded.
 - 3) The amendment must be discussed.
 - 4) The amendment must be voted upon and must pass by a majority vote.
 - 5) If the amendment passes, then discussion resumes on the amended motion, followed by a vote on the amended motion.
 - c. **Late Amendment**: If a motion has already been voted on, you can attempt to amend the motion by the following:
 - 1) Be recognized by the President and then state "I ask the last motion be amended to state ..."
 - 2) The amendment must be seconded.
 - 3) The amendment must be discussed.
 - 4) The amendment must be voted upon and must pass by a 2/3 majority vote.
 - 5) If the amendment passes, no other vote is required.
7. **Tabling a Motion**: If you believe that a motion should be deferred to later in the meeting, you should:
- a. Be recognized by the President and then state: "I move that we table this motion until a later time due to"
 - b. The motion to table must be seconded.
 - c. The motion to table must be discussed.
 - d. The motion must be voted upon and must pass by a majority vote.
8. **Postponing a Motion**: If you want to postpone the discussion on a motion until a future meeting or until some future time, you should:
- a. Be recognized by the President and then state: "I move that we table this motion until ..."
 - b. Your motion should state whether you are postponing until a specific future meeting or whether you are postponing the motion indefinitely.
 - c. The motion to postpone must be seconded.
 - d. The motion to postpone must be discussed.
 - e. The motion must be voted upon and must pass by a majority vote.

Sources http://www.wahshashe.org/resources/training/BASIC_PARLIMENTARY_PROCEDURE. (2016 site no longer active)

** A copy of these by-laws can be downloaded at <https://4h.okstate.edu/educators/club-management/>.

Oklahoma Cooperative Extension Service
4-H Youth Development Program

_____ COUNTY

4-H PARENT – VOLUNTEER ASSOCIATION BY-LAWS

Article I Name

This organization shall be known as the _____ County 4-H Parent – Volunteer Association.

Article II Objectives

In cooperation with the County Extension staff, the objectives of this organization shall be to:

- Support the mission and objectives of the 4-H Youth Development effort.
- Supplement and enhance efforts of the Oklahoma Cooperative Extension Service.
- Aid in the physical, mental and the social development 4-H members through clubs, programming, activities and events.
- Encourage and support Youth-Adult Partnerships in planning, conducting and evaluation of county activities and events with general guidance from the Extension Office.
- Encourage a cooperative spirit among 4-H clubs and members.
- Encourage representation and participation of all clubs in the business and committee work of the PVA.
- Promote OCES 4-H Youth Development programs through marketing and visibility efforts at the local and county level.
- Encourage and support the certification and continuing education of 4-H adult and teen volunteers.
- Recruit, train, and retain volunteers for local and county volunteer responsibilities.

Article III Membership

The membership of this organization shall include all 4-H parents and adult volunteers in _____ County, irrespective of race, color, national origin, gender identity/expression, religion, ethnicity, age or disability.

Article IV - Meetings

Section 1. Meeting

- A. The _____ PVA will meet Quarterly (February, May, August, and November) on the fourth Thursday at 7 pm for a business meeting.
- Or The _____ PVA will meet the fourth Thursday of each month for a business meeting and an educational program.
- B. In the event a meeting is changed or cancelled the membership will be notified one week in advance, unless it is an emergency or due to weather conditions. In which cases all due effort will be made to contact members by phone or other designated means.

Section 2. Quorum

Choose an option which best serves your county and makes sure that clubs are represented and making decisions best for the total program. The following are possible alternatives.

- Ten (10) members present shall constitute a quorum. Or
- 2/3rds of the clubs in the county are represented.

Article IV Officers

Section 1. Elected Officers

The elected officers of this organization are President, Vice-president, Secretary, Treasurer and Liaison to the _____ County 4-H Foundation. Officers will be referred to as the PVA Executive Committee.

Section 2. Duties of Elected Officers

- A. The President shall: 1) Preside at all meetings of the _____ County Parent-Volunteer Association; 2) Appoint committees; 3) Serve as an ex-officio member of all committees except the nominating committee; 4) Consult with County Extension Educators and Executive Committee in the preparation of an Agenda for Business meetings and 5) Perform the usual duties of the presiding officer.
- B. The Vice-president shall: 1) Coordinate all PVA committees, 2) Act in the capacity of President in the absence of that person, 3) Work closely with the extension educators to fill county 4-H activities and events chair and chair-elect positions, and 4) Perform all duties delegated by the president.
- C. The Secretary shall: 1) Record the minutes and actions of all meetings of the organization and submit to the Extension Office and Executive Committee ten (10) days following the meeting, 2) Maintain a copy of all PVA committee reports, and 3) Handle correspondence as needed.

(Counties who have an established 4-H Foundation may have no need for a Treasurer and may choose to have a position titled Foundation Liaison.)

- D. The Treasurer shall: 1) Keep all financial records in accordance with OCES guidelines and procedures, 2) Submit a Quarterly itemized statement of income and expenditures for approval at business meetings, 3) Chair PVA Budget Committee in establishing the organization's annual balanced budget, 4) Submit receipts for payment/pay bills in a timely manner, 5) Serve as a member of the Fund Raising Committee and work closely with all county fund raising activities, 6) Maintain a record of the PVA Internal Revenue Employer Identification Number (EIN), 7) Have books audit at the end of term in office. 8) Request a copy of the clubs account activity quarterly from the organization managing the account. At least once a year the club/executive body shall submit a copy of the minutes to the extension office where the group approves/reconciles with the accounting bodies report.
- D. The Foundation Liaison shall: 1) Be a member of the _____ County Foundation Board 2) Represent the mutual interests of both organizations and 3) Provide communications between the two organizations.

Section 3. Tenure

All elected officers shall serve a (2) two-year term or until succeeded, without privilege of succession to the same office. A term of office will begin at the conclusion of the meeting at which an individual is elected. The President and Treasurer and/or Foundation Liaison shall be elected in odd numbered years. Secretary, Vice President shall be elected in even number years. The only exception shall be those individuals appointed or elected for incomplete terms. Such persons shall have privilege of succession for a full two (2) year term.

Section 4. Qualifications

- A. The nominees for president, vice-president and treasurer shall have been a 4-H Parent – Volunteer Association Member for a minimum of one (1) year.
- B. Any individual qualified for membership in the organization is eligible to serve as an elected officer or appointed position, except for the president, vice – president and treasurer.
- C. An individual who has previously served as an elected officer may again be elected to serve, provided at least one (1) year has lapsed since the last term of service.

Article V Election of Officers

Section 1. Nominations

- A. A nominating committee, with a minimum of three (3) members from three (3) separate communities, shall be appointed by the chairperson, at the quarterly meeting prior to the election.
- B. The Nominating Committee shall recommend two nominees for each elective office to be filled in that year.
- C. The Nominating Committee shall make the nominees known to members at large at least thirty (30) days prior to election.
- D. Nominations may be made from the floor, at the meeting at which elections are held if the individual meets the qualifications.
- E. All nominees shall have consented to serve if elected.

Section 2. Elections

- A. Elections shall be held during the second quarter of the year.
- B. Elections may be by ballot, show of hands, standing count or acclamation.
- C. A majority of those votes cast shall be required for election to office.

Article VI Executive Committee

Section 1. Membership

- A. The executive Committee shall consist of the officers and the Extension 4-H Youth Development Educator(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings.

Section 2. Duties

The Executive Committee shall be responsible for the functions of the organization between quarterly meetings. A complete record of all its proceedings shall be kept. A report of the executive committee shall be made at the quarterly meetings of the organization.

Section 3. Meetings

The president, in consultation with the Extension 4-H Youth Development Educator(s), shall call meetings of the Executive Committee as needed.

Section 4. Powers

The Executive Committee shall have the authority to make appointments as needed.

A Parliamentarian may be appointed and shall serve at the discretion of the Executive Committee.

Section 5. Vacancies

In the event an officer resigns, becomes disqualified, or fails to perform the duties of the office to which elected or appointed, the Executive Committee shall declare the office vacant, and name a successor to complete the un-expired term. The exception shall be a vacancy in the office of president to which the vice-president shall succeed.

Article VII P.V.A. Order of Business

Section 1. Business

The order of business shall be as follows: call to order; attendance, reading and approval of minutes, treasurer's report, a report of the executive committee, standing committees, special committees, unfinished business, new business, and announcements.

The agenda will be available 1 week prior to the PVA business meeting. Elected Officers are to conduct the business meetings. County Extension Educators are to function only as an advisor to the PVA.

Article VIII PVA Committees

Section 1. Standing Committees

Standing Committees shall consist of Budget, Fund Raising, Awards and Recognition, Achievement Banquet, Design and Construction, Camp, Share the Fun, Communications Event, County Fair, Horticulture Show, and Healthy Living Fair.

Section 2. Executive Committees

Executive committees shall consist of Nominating, By-Laws and any other deemed necessary by the President or Executive Committee.

Section 2. Membership

Committees will be composed of adult volunteers and teen leaders who will share equally in the decision making and responsibilities. Each committee will have a chair and chair-elect. The chair-elect will be in training for assuming the chair position the following year.

Section 3. Duties

- A. Committees are appointed with the responsibility to plan and carryout an activity/event or to research alternatives for recommending action to the PVA.
- B. Committee work shall be done outside the Quarterly Business meeting.
- C. Keep records of all committee work, correspondence, agendas and minutes, evaluations, etc. for future committees.
- D. The committee chair shall file a written report of all meetings with the PVA Secretary, Vice President and the County Extension Educator.
- E. The committee will keep the executive committee informed and report to the PVA.

Article IX PVA Funds

Section 1. Purpose

All PVA funds are for the purpose of providing educational opportunities for volunteers and youth.

Section 2. Account

Accounting policies change regularly. Be sure to keep club by-laws amended to reflect the most current Extension and/or government regulations.

- A. Keep a set of records which can be compared to agency records/ledger.
- B. Request a copy of the ledger account prior to each meeting and report transactions to the body.

Section 3. Budget *(This responsibility might fall to a 4-H Foundation in counties where a foundation is established.)*

A formal budget will be presented to and voted upon each year by the Association. The Budget Committee will be responsible for developing a proposed balanced budget based on the account balance and needs of the 4-H program.

Section 4. Fund Raising *(This responsibility will fall to a 4-H Foundation in counties where a foundation is established.)*

A Fund-Raising committee will be responsible for reviewing the needs of the 4-H program and developing opportunities and programs which will generate the revenue necessary to meet the needs of the _____ County 4-H program. The recommendation of the committee must be presented to and voted upon by the PVA.

Section 5. Dissolution of the Organization

In the event the Parent-Volunteer Association dissolves all funds held in its name will be merged into the county 4-H program managed by the Oklahoma Cooperative Extension Service.

Article X Parliamentary Authority

Section 1. Procedures

- A. All meetings of the Parent–Volunteer Association and its Executive Committee shall be governed by these bylaws, and parliamentary rules and usage contained in the current edition of ROBERT’S RULES OF ORDER NEWLY REVISED. Any member appointed as parliamentarian to advise the president shall not be disenfranchised by denial of the right to speak to and vote on issues before the organizations.
- B. These Bylaws shall have precedence over ROBERTS RULES OF ORDER NEWLY REVISED.

Article XI Amendments

Section 1. These By-laws may be amended or revised at any regular meeting of the organization by a two-thirds (2/3) vote of those members present, provided that said amendments shall have been presented in writing to the membership at least fifteen (15) days prior to its presentation for adoption.

Adopted _____

Revised _____