

**ALPACA 4-H CLUB BYLAWS
2018-2019**

ARTICLE 1 – Election of Officers

Section 1 – Eligibility

Only club members with one full year of enrollment are eligible to serve as Senior officers. All Club members are eligible to serve as Junior officers.

Section 2 - Election procedures

The Senior officers of this Club shall be elected at the September or October meeting each year. The Junior officers of this Club shall be elected at the October meeting each year. Officers shall hold office for one year; no officer may hold the same office for more than two years in a row. All active members are eligible to vote. Voting for officers is by majority rule or by secret ballot.

ARTICLE 2 – Duties of Officers

The Senior officers of this Club shall include President, Vice-President, Secretary, and Treasurer. Junior officers may include any or all of the following: Jr. Vice-President, Jr. Secretary, Reporter, Historian, Recreation Leader, Sergeant-at-Arms. General duties of the Senior officers are listed below; additional duties may be assigned by agreement between Leaders and Officers. Junior officer duties will be determined by Leaders and Officers at the beginning of each 4-H year.

The President shall preside at all meetings of the club and have in mind at all times the best interests of the club. Executive meetings shall be called by the President before each meeting of the club.

The Vice President shall perform the duties of the President in his or her absence. He or she shall serve as chair of the yearly program committee.

The Secretary shall keep a record of all proceedings of the club and shall keep an accurate enrollment count of all members. The secretary shall submit completed minutes to the club on a monthly basis.

The Treasurer shall receive and take care of all money belonging to the club and shall pay it out upon the order of the president. The treasurer shall also be the chair of the budget and finance committee.

ARTICLE 3 – Membership

Section 1 – Responsibilities

Please see the attached “*Alpaca 4H Club Member Requirements*” for a list of member responsibilities.

Section 2 – Fair Rules

In addition to the Fair Rules determined annually by the Fair & Associates, members will be subject to the following rules regarding the Loudoun County Fair:

1. To be eligible to show/exhibit at the Loudoun County Fair (LCF), members may show 1 alpaca and 1 fleece at the Fair, provided the following conditions are met:
 - a. exhibitors must be enrolled as a member of the Loudoun County 4-H program by January 1, year of the fair,
 - b. Exhibitors must attend at least 50% of club meetings from October to July.
 - c. Exhibitors must have completed 75% of their project book and be approved for participation by their project leader at fair clean up. *Starting in 2018 all 4-H alpaca/llama members are encouraged to give a public presentation prior to fair.*
 - d. Exhibitors must complete one Fair Qualifier prior to July of the Fair year.
 - e. Exhibitors must participate in at least one (1) fundraising activity by July 1. In lieu of required fundraiser, an exhibitor may acquire a club sponsor for the Fair.
 - f. Exhibitors must participate in at least one (1) community service activity by July 1.
 - g. Exhibitors must attend one of the mandatory Fair Cleanup dates in July.
 - h. Exhibitors must allocate extra time a couple weeks prior to the the show to practice with their alpaca.

- i. Exhibitor must participate in at least one (1) herd health day at the farm where their alpaca resides.
 - j. Exhibitor must attend at least 50% of the on-farm hands-on meetings from October to July.
 - k. Current year is the member's 2nd (or later) in *Alpaca 4H Club*.
 - l. Exhibitor must receive approval of farmer(s) involved before deciding to train more than one (1) alpaca.
 - m. Within a farm group, no exhibitor is allowed to choose a second alpaca until all other exhibitors have chosen their first alpaca.
 - n. Only one (1) alpaca may be shown in Showmanship class.
 - o. Only one (1) alpaca may be shown in Obstacle class.
 - p. Only one (1) fleece per age/gender/color division may be shown with a maximum of 3 fleeces per exhibitor. Exhibitor must own the fleece from the farm prior to July 1 and participate in shearing day. Shearing Date TBA.
 - q. An exhibitor may NOT show 2 alpaca if this would prevent another potential exhibitor from being able to join the club. The same alpaca may be shown by another exhibitor as long as it's in a different age division.
2. Farmers may revoke permission to show a second or third alpaca if they feel that the member has not prepared the alpaca sufficiently for the show. Conflicts which arise will be handled on a case-by-case basis.
 3. Alpaca will not be sheared at the fair.

ARTICLE 4 – Meetings

Section 1 – Dates

The regular meetings of the *Alpaca 4H Club* will take place on the 1st Thursday of each month. Rescheduled meetings or special meetings of the Club can be called by the President with the consent of the club organizational leader with a minimum advance notice to the membership of seven days.

Section 2 – Quorum

When a quorum of 50% of club members is present, the club may transact business. Voting members must meet membership criteria listed in Article 3 of the Alpaca 4-H Club Constitution.

Section 3 – Order of Business

The following order of business shall be followed at regular club meetings; adjustments may be made as necessary to facilitate scheduling.

1. Call to Order
2. Pledge of Allegiance and the 4-H Pledge
3. Minutes of last meeting
4. Treasurer's report
5. Roll Call
6. Officer Reports
7. Committee Reports
8. Leader Report
9. Farm Reports
10. Unfinished business
11. New business
12. Adjourn business meeting
13. Presentations
14. Program
15. Game/recreation

Section 4 – Parliamentary Procedure

Robert's Rules of Order shall govern the meetings of the club.

ARTICLE 5 – Fiscal Operations

Section 1 – Dues

This 4-H Club will assess dues of each first-year member for Club expenses. The amount of dues will be decided at the beginning of each 4-H year by the Leaders and Officers, but shall not exceed \$50 per member. The Treasurer is responsible for collection and accounting of dues payments.

Section 2 – Club Financial Account

The Alpaca 4-H Club finances will be kept in an account at Virginia Tech. Two signatures will be required on the account--the 4-H Club treasurer and one adult volunteers/leaders. No two of these individuals may be related. One adult leader/or club member and the Treasure signatures will be required for each check or withdrawal.

ARTICLE 6 – Annual Plan

The Club Annual Plan will be written by a committee of the club officers, teen leaders and adult leaders. The Plan will be presented to the club membership for adoption not later than the second meeting of the year.

ARTICLE 7 - Amendments to the Bylaws

These bylaws may be amended by a two-thirds vote of the members present at any regular meeting, subject to approval of club leaders.

Sofia Posada
Club President

Caroline Tuttle
Club Secretary

Bonnie Kittrell
Organizational Leaders

Tammy Lynch
Organizational Leaders

Carly Griffith
Unit Extension 4-H Staff

12/29/2018
Date Adopted

Alpaca 4-H Club Requirements

(complete each item to maintain membership in the club)

Fair Committee rules All livestock club members must adhere to Fair rules, including:

- (returning members only) Submit completed prior year project book to Extension Office by October 13th.
- Submit required 4-H forms **by October 31**: Enrollment, Health, Code-of-Conduct.
- Attend 50% of club meetings between October and Fair.
- Participate in one Extension-sponsored Fair Qualifying activity **prior to Fair**. (Marked in newsletter.)
- Have Project Book 70% done and approved by Leader **prior to Fair**. (A Project Book is an annual record of 4-H project work and achievements).
- Attend Fair mandatory Meeting

Club rules (applicable to all Alpaca 4H Club members)

- Acknowledge understanding of these requirements via signature **by January meeting**.
- Complete project goals page **by January meeting**.
- Complete 8 farm work sessions with SHOW alpaca **prior to Fair**.
- Participate in Alpaca Showmanship Show
- Give solo presentation (not necessarily alpaca-related) to club or a small group (2-4 people) presentation (alpaca-related) to club.
- Participate in fundraising activity.
- Participate in club community service.
- Maintain stall and proper feed throughout fair in order to receive fair premiums. Leaders or president will allow two warnings before withholding premiums.
- Complete leadership, project work, and service activities, as specified below:

Leadership

- Choose 1 of the following:
 - Serve as Committee member or chair.
 - Serve as Farm Representative, Club Officer, or Teen Leader.

Project Work

- Complete 13 total (alpaca and non-alpaca) work sessions at host farm

Service

- Complete the following:
 - Work a 2-hour shift in snack booth at fair
 - Work a 1-hour trash duty shift at fair.