

# Constitution of the West Virginia 4-H All Stars

## ARTICLE I - NAME

This order shall be known as the West Virginia 4-H All Stars and shall be associated with the 4-H program of the Extension Service of West Virginia, and it shall be recognized further as the Alpha Chapter of 4-H All Stars.

## ARTICLE II - PURPOSE AND OBJECTIVES

The purpose of this order shall be to serve the youth participating in the 4-H program in West Virginia by:

- (1) Providing leadership, time, energy, resources and ideas;
- (2) Encouraging initiative and furnishing inspiration and guidance;
- (3) Recognizing 4-H members, leaders, Extension agents and friends of 4-H who have and/or are contributing exemplary service to the West Virginia 4-H Program.

## ARTICLE III - MOTTO

The motto of this order shall be "SERVICE." The motto of the individual member of the order shall be "I SERVE."

## ARTICLE IV - MEMBERSHIP

### Section 1 - Eligibility

- a. Membership in the West Virginia 4-H All Stars shall be open to 4-H members, volunteer 4-H leaders, Extension personnel and other qualified persons who are participating in and who have contributed outstanding service to the 4-H program in accordance with West Virginia University, State and Federal guidelines.
- b. 4-H members, leaders and other qualified persons shall be eligible for consideration for membership in this order in accordance with the following requirements:
  - i. 4-H member. A 4-H member must be currently enrolled in at least their fifth year as a 4-H member; must have been awarded the 4-H pin; must be at least seventeen (17) years of age on January 1 of the current year recommended and have not reached their 22nd birthday by January 1 of the year recommended.
  - ii. 4-H Leader. A volunteer 4-H leader must be at least age 18 as of January 1 of the current year, must currently be serving as a 4-H leader and must be serving in at least their fifth year as a 4-H leader. A 4-H leader who was a 4-H member, but who is no longer a member, and who has not attained the age of twenty-five (25) years as of January 1 of the current year in which recommended, may also be considered for membership as a 4-H leader if he or she has participated in the 4-H program, as a member or leader, for the combined total of at least five years. Both member and leader application forms must be completed for the years served in each capacity.
  - iii. Extension personnel and other qualified individuals who have contributed or are contributing outstanding service to the West Virginia 4-H Program. The Executive Committee may consider any person for membership as an individual who has contributed outstanding service to the West Virginia 4-H program, in accordance with such criteria as the Executive Committee may consider relevant and appropriate.
  - iv. Definitions. As used in this Constitution and Bylaws, the word "leader" shall include organizational 4-H club leaders, assistant 4-H club leaders, 4-H project leaders, 4-H activity leaders, 4-H volunteers, and Extension agents and other Extension personnel. The word "leader" shall not include a 4-H member serving as a junior leader or in any other capacity.

## Section 2 - Active and Inactive Members

- a. All members of this order shall have the rights and privileges of active membership, including the right to hold office and to vote at all meetings of the order, for a period of one year following their initiation into membership.
- b. after one year, following a member's initiation, active members shall be those persons who have paid life membership dues, except that those persons (such as legislators and major donors) who are recommended for membership by the Executive Committee for their outstanding contributions to the West Virginia 4-H program shall become Life Members without payment of such dues. They may, however, volunteer to pay such dues. Life membership shall be the only category of dues and the Executive Committee is authorized to set the fee as it sees fit.
- c. Inactive members shall not have the privileges of voting or holding office in this order, but may attend all meetings and general activities.

## ARTICLE V - Officers

### Section 1 - Officers

The elected officers shall be the Chief, the First Lesser Chief, the Second Lesser Chief, the Scribe, the Medicine Man, two Scouts from each of the current Extension districts, the Chairperson of the Service Committee, the Chairperson of the Communications Committee, and the Chairperson of the Membership Committee.

### Section 2 - Advisor

- a. The Division Leader of the West Virginia University Cooperative Extension Service responsible for the 4-H program, or such other member of the professional staff of the division as he or she may designate, shall serve as the Advisor.
- b. The Advisor shall serve as a liaison between the 4-H All Stars and the division of the West Virginia University Cooperative Extension Service responsible for the 4-H program, and may recommend to the order such actions as he or she may deem to be in the best interest of the 4-H All Stars and of the 4-H program.

### Section 3 - Executive Committee

- a. The executive authority of the 4-H All Stars shall be vested in an Executive Committee, which shall be composed of the officers of the order and the immediate past Chief. The Advisor, the WVSU 4-H Program Leader (or representative), the Editor of the Torch, the Chairperson of the Nominating Committee, the Treasurer of the Life Membership Committee, and any other chairperson appointed by the chief or elected shall serve as voting members of the Executive Committee.
- b. The Executive Committee shall carry out the business of the 4-H All Stars as authorized by its membership and shall establish an annual budget for the order as soon as practicable following the annual meeting. The annual budget may not provide for expenditures in excess of available or anticipated resources.
- c. The Executive Committee shall meet at least two (2) times annually (within 75 days after the annual conference and in May or June) to conduct the business of the order, at such times and places as may be established by the Chief. The Chief shall provide reasonable notice of at least twenty (20) days to the members of the Executive Committee prior to any such meeting, except that the Chief may provide notice of less than twenty (20) days in the event of an emergency.

### Section 4 - Removal, Resignation, Inability to Serve

- a. Any officer may be removed from office for malfeasance or nonfeasance in office by the affirmative vote of three-fourths of the total voting membership of the Executive Committee.

- b. Should any officer, other than the Chief or the First Lesser Chief, be removed from office, resign or otherwise be unable to fulfill his or her duties, the Executive Committee shall elect another person to serve in that office until the next annual meeting of the order.
- c. Should the Chief be removed from office, resign or otherwise be unable to fulfill his or her duties, the First Lesser Chief shall serve in that office until the next annual meeting.
- d. Should the First Lesser Chief be removed from office, resign or otherwise be unable to fulfill his or her duties, the Second Lesser Chief shall become First Lesser Chief and shall serve in that office until the next annual meeting.

## ARTICLE VI – COMMITTEES

### Section 1 - Standing Committees

- a. The standing committees of this order shall be: Membership, Conference, Finance, Communications and Service.
- b. Each standing committee shall consist of a chairperson and such other members as may be appointed by the Chief, upon consultation with the committee chairperson.

### Section 2 - Special Committees

- a. At any annual or called meeting of the order, or any meeting of the Executive Committee, the Chief may appoint such Special Committees as he or she may deem appropriate for the advancement of the work of the order.
- b. The Chief may appoint as members of any Special Committee any persons from the active membership. Members of any Special Committees shall serve until the dissolution of the Special Committee or until the Chief shall appoint their successors.
- c. The Chief may dissolve a Special Committee upon the completion of its assigned work or at any other time that the Chief may deem to be in the best interest of the order.
- d. The Chief shall appoint an Audit Committee prior to the annual business meeting, and that committee shall report to the membership at the business meeting. That committee also will audit the Life funds and make a report.

## ARTICLE VII - Meetings

### Section 1 - Annual Meeting

The 4-H All Stars shall conduct an annual meeting for the purpose of conducting its business, including the election of Officers.

### Section 2 - Called Meetings

The Chief may call other meetings of the order at such times and at such places as he or she may deem necessary by providing appropriate notice to the membership.

### Section 3 - Camp-wide Meetings

Meetings of 4-H All Stars present at any State 4-H Camp or other 4-H event may be called by the Chief, or by any person designated by the Chief, with the approval of the Director or person responsible for that State 4-H Camp or event. Such meetings may be called for the purpose of carrying out the activities of the order, including the conduct

of the consecration and initiation ceremonies, by appropriate notice to the membership present at such State 4-H event and any others who should be present.

## ARTICLE VIII - INTERSTATE ORDER OF 4-H ALL STARS

### Section 1 - Affiliation

This order shall affiliate itself with the Interstate Order of 4-H All Stars and shall recognize other chapters of that organization in accordance with such procedures and other regulations as that organization may from time to time establish.

### Section 2 - Transfer of Membership

This order shall accept as a member any person who has previously been initiated into any other recognized chapter of the Interstate Order of 4-H All Stars, upon written request of that person to the Executive Committee, and without relinquishment of his or her membership in any other chapter of the Interstate Order of 4-H All Stars. Any such member shall be accorded the benefits of active membership in this order upon payment of life membership dues.

## ARTICLE IX - AMENDMENTS

### Section 1 - Proposal of Amendments

Amendments to this Constitution may be proposed to the active membership of the order by an affirmative vote of a majority of the total membership of the Executive Committee, or by the petition of at least twenty-five (25) active 4-H All Stars prior to the official notification presented to the general membership.

### Section 2 - Notice of Proposed Amendments

Notice of any duly proposed amendment to this Constitution shall be provided to the active membership of the order by mail at least (20) days before the annual meeting at which the proposal will be submitted for a vote. Such notice shall briefly summarize the nature and purpose of the proposed amendment and shall inform members as to the manner in which they may obtain a complete text of the proposed amendment, unless the complete text of the proposed amendment is included in the notice. Such notice shall further state the date, time and location of the annual meeting at which the proposed amendment shall be put to a vote of the active membership of the order.

### Section 3 - Adoption

Amendments to this Constitution may be adopted by the affirmative vote of two-thirds of the active members present and voting at the annual meeting of the order, upon proper notice as set forth in this Constitution.

## **Bylaws of the West Virginia 4-H All Stars**

### **ARTICLE I - ELECTION OF OFFICERS**

Officers shall be elected annually by the active membership of the order present and voting at its annual meeting and shall serve until the next annual meeting. **An officer may serve no more than two terms consecutively in the same office, except that a person may serve as Medicine Man for more than two consecutive terms.** A person shall not be considered to have served a term in office unless he or she holds that office for at least eight months.

### **ARTICLE II - DUTIES OF OFFICERS**

#### **Section 1 - Chief**

The Chief shall make arrangements for and preside at all meetings of the order and of the Executive Committee. He or she will provide an agenda at least one week in advance of Executive Committee sessions and shall have general supervision over the work of the order and serve as an ex-officio member of all committees.

#### **Section 2 - Lesser Chief**

The First and Second Lesser Chiefs shall assist the Chief in his or her work and shall preside over meetings of the order and the Executive Committee in the Chief's absence. The First Lesser Chief shall serve as Chairperson of the Conference Committee and the Second Lesser Chief shall serve on the Membership Committee.

#### **Section 3 – Scribe**

The Scribe shall keep a record of all the meetings of the order and of the Executive Committee, act as correspondent and perform such other duties as the Chief may request.

#### **Section 4 - Medicine Man**

The Medicine Man shall keep charge of all operating funds of the 4-H All Stars, keep charge of all property of the order and shall perform such other related duties as the Chief may request. The Medicine Man shall further serve as Chairperson of the Finance Committee, including the preparation of the annual budget and a financial report to the membership at the annual conference.

#### **Section 5 - Scouts**

The Scouts shall present to the Executive Committee the interests and concerns of members and Extension personnel within their respective districts and shall report the activities of the order to members and Extension personnel within their respective districts. The Scouts shall also assist in welcoming new members into the order and perform such other duties as the Chief or Executive Committee may request.

### **ARTICLE III - DUTIES OF COMMITTEES**

The chairperson of each of the following committees shall develop an agenda for each meeting, distribute same to each member of the committee prior to each meeting, preside over each meeting and provide leadership necessary for the committee to fulfill its responsibilities; in addition, the chairperson will develop other committee members for serving as chairpersons later.

#### **Section 1 - Membership**

The Membership Committee shall be responsible for developing programs and campaigns for recruiting life members, for collecting and transmitting life membership dues in accordance with such policies as the Executive

Committee may establish, for maintaining lists of members of the order, for periodically reviewing and evaluating the eligibility requirements for membership, the process of membership selection and the initiation rites of the order, and for such other duties relevant to the membership of the order as may be assigned to it by the Chief.

#### Section 2 - Conference

The Conference Committee shall be responsible for planning and evaluating an annual West Virginia 4-H All Star Conference, for promoting attendance at that conference and at Interstate 4-H All Star Conferences, and for such other duties relevant to the meetings and conferences of the order as may be assigned to it by the Chief.

#### Section 3 - Finance

The Finance Committee shall be responsible for assisting the Medicine Man in his or her duties, for developing and implementing fundraising projects, and for such other duties relevant to the finances of the order as may be assigned to it by the Chief.

#### Section 4 - Communications

The Communications Committee shall be responsible for developing and implementing effective means of communicating with the membership, including a newsletter, and for such other duties as may be assigned to it by the Chief. The committee shall work closely with the editor of the Torch, the Extension liaison person, the Chief, other officers and committee chairs. In the event of the incapacity of the Torch editor, the committee will take appropriate action to enhance communications with the membership. The committee shall take action to maximize communications annually with the membership, for communication is the lifeblood of the 4-H All Stars. The committee should strive for a minimum of three issues of the Torch (or other communications) annually.

#### Section 5 - Service

The Service Committee shall be responsible for encouraging 4-H All Stars and other persons to engage in service to 4-H, for developing, planning and implementing projects for the benefit of the 4-H program and the youth participating in 4-H, and for performing such other duties as may be assigned to it by the Chief. Planning for the future is vital.

#### Section 6 - Nominating

The Nominating Committee shall consist of three members, each appointed from the active membership of the order by the Chief for a term of three years, with such terms to be staggered in such a manner as to permit the appointment of one new member of the committee each year. The Chief shall appoint persons as necessary to fill the remainder of the term of any member of the Nominating Committee who may resign or otherwise be unable to fulfill his or her duties. The member of the Nominating Committee serving in the third year of a term shall serve as chairperson of the committee. The Nominating Committee shall be responsible to recruit members to serve the order in leadership positions, to submit to the membership of the order at its annual meeting nominations for offices and standing committee chairpersons, and to fulfill such other duties as may be assigned to it by the Chief.

### ARTICLE IV - METHOD OF ELECTING MEMBERS

#### Section 1 - Recommendations

- a. The membership of this order in each county of the State of West Virginia, in conjunction with the Extension personnel responsible for the 4-H program in that county, are encouraged to recommend to the state selection committee those eligible 4-H members and 4-H leaders who are actively involved in the 4-H program in that county. It is required that Extension personnel responsible for the 4-H program in a county be invited to be involved in the recommendation process, regardless of whether such person or persons are members of this order, except that the 4-H All Stars within a county may recommend to the state selection committee the Extension personnel responsible for the 4-H program in that county without the participation of the person so

recommended. Each recommendation shall be signed by the county Extension person and by one or more county 4-H All Star(s). If recommendations are submitted electronically, the county Extension person and one or more county 4-H All Star(s) will sign the required transmittal form and mail it in).

- b. Members of 4-H All Stars, who are also employed by the West Virginia Extension Division and who are responsible for the 4-H program, may recommend to the state selection committee eligible 4-H leaders and eligible Extension personnel who have contributed outstanding service to state 4-H programs and events.
- c. All Stars in each collegiate 4-H club in West Virginia, in conjunction with the collegiate 4-H club's advisor, may recommend to the state selection committee eligible 4-H members and 4-H young adult leaders who are actively involved in that collegiate 4-H club. If those nominated are registered 4-H members in a WV county, they must use the "member" form. (It is desirable to have the signature of the home county Extension 4-H members.) If they are not currently a registered 4-H member in a county, then use the "leader" form per ARTICLE IV, Section 1, b, ii.
- d. The Executive Committee may recommend Extension personnel to the state selection committee. The Executive Committee may further recommend to the state selection committee such other individuals as they determine to have contributed outstanding service to the West Virginia 4-H program.
- e. Recommendations shall be based upon the prospective member's contribution of service to the 4-H program at the club, county, state or national levels, and shall be submitted on such recommendation forms as the Executive Committee shall approve and distribute through the county Extension offices. Such recommendation shall be accompanied by the prospective member's record of service to other organizations, including religious, charitable, civic, community and similar organizations, and to other causes and projects. For any person recommended as a 4-H member and as a 4-H leader per ARTICLE IV – Membership, Section 1, b, ii, such recommendation shall also include both member and leader forms.
- f. Recommendations must be received prior to the date on the recommendation form for the current year in which they are submitted. A recommendation received after that date may be considered, in the sound discretion of the Executive Committee, if it finds that the delay in submission or receipt was caused by unusual and extenuating circumstances, and if it further finds that consideration of the recommendation is consistent with the purposes of the order.

## Section 2 - State Selection Committee and Process

- a. The state selection committee shall be composed of all members of the Executive Committee, two representatives from each of the various Extension districts, and a representative of the West Virginia Association of Extension 4-H Agents. Each member of the state selection committee shall have one vote.
- b. The representatives from each Extension district on the state selection committee shall be appointed from among the active 4-H All Stars by the Chief for a term of one year, and they shall each represent different counties within their respective districts. The representation on the state selection committee will rotate annually from county to county within each district, in accordance with a schedule that the Chief shall post annually in the WVU Extension Service Event Pack.
- c. The representative of the West Virginia Association of Extension 4-H Agents on the state selection committee shall be appointed for a term of one year by the President of that Association; provided that this representative must be an active member of this order.
- d. Within the first fifteen (15) days of June each year, or at such other time or times as the Executive Committee may establish, the state selection committee shall meet at Jackson's Mill State 4-H Conference Center to review the recommendations submitted and to vote upon those recommendations.
- e. A person shall be selected for membership in this order by the affirmative vote of 70 percent or more of the members of the state selection committee present at the selection meeting. The Chief and one other person appointed by the Chief shall serve as ballot commissioners for the voting, shall count the ballots cast by the

state selection committee, and shall determine those persons who have received the required number of votes to be selected for membership.

f. Immediately following the meeting of the state selection committee:

i. the Chief shall return the recommendation forms for persons who did not receive the required number of votes to be elected to membership to the county Extension office or WVSU 4-H Program representative. The recommendation forms for those persons who were selected for membership shall be retained by the Chief for use, as hereinafter provided, in the various state events at which a consecration ceremony is conducted.

ii. the Chief shall provide each county Extension office a list of approved 4-H leader nominations for All Star membership from the relevant county. The Chief shall provide to the county Extension office a notification form letter which will include the information pertaining to the time and place those nominated as 4-H leaders may be inducted and the requirements for inclusion in a consecration ceremony. The Chief shall request that the county Extension agent notify each leader of their selection by sending them a copy of the selection notification form letter. 4-H members with approved nominations will not be notified prior to their taping during the consecration ceremony at camp.

g. If a person who is selected for membership is not initiated into membership at an approved consecration ceremony conducted within one year of his or her selection, the Chief shall return the recommendation form for that person to the county Extension office and notify the District Scout(s) as soon as practicable after the last consecration ceremony scheduled during that period. Those persons, if eligible in the following year, shall be automatically selected for membership, provided the recommendation is updated, resubmitted and bears the notation showing approval by the previous state selection committee(s), and the state selection committee in the year of the resubmission shall verify the prior approval.

h. A person shall be eligible for automatic selection pursuant to this section for no more than two consecutive years after the initial year. After two consecutive years of resubmission, a person may be considered for membership by the selection committee only upon the submission of a new recommendation form in accordance with this Constitution. If a person is thereafter approved for membership by the selection committee, he or she may be eligible for automatic selection, but in no event shall a person be considered eligible for automatic selection for more than two years in succession.

i. The recommendation forms submitted by the membership of the order in any county in the state of West Virginia shall be returned to the county Extension office for that county, except that any recommendation of the Extension personnel responsible for the 4-H program within the county shall be returned to the member of this order who signed the recommendation form, rather than to the county Extension office. Recommendation forms submitted by the membership of the order in any collegiate 4-H club in the State of West Virginia shall be returned to the collegiate 4-H club's adviser.

### Section 3 - Initiation

a. 4-H All Star membership shall be conferred upon those persons selected for membership in accordance with this Constitution and Bylaws, upon their participation in an approved consecration ceremony and initiation.

b. Consecration ceremonies may take place at any State 4-H Camp and at the West Virginia 4-H All Star Conference.

c. 4-H members selected for membership may be initiated into this order at any State 4-H Camp which they are attending as members on a full-time basis. Initiates must attend both the consecration ceremony and initiation ceremony.

d. Extension staff and 4-H leaders selected for membership may be initiated into this order at any State 4-H Camp at which they are eligible to attend to include the West Virginia 4-H All Star Conference by contacting the Chief per instructions in the notification letter they received from their Extension Office or at any camp at

which they are attending full time as a counselor/staff. Initiates must attend both the consecration ceremony and initiation. Leaders and Extension staff selected for membership will be notified through their Extension office by letter from the Chief as to when and where they may be initiated into this order.

e. Persons who are recommended for 4-H All Star membership by the Executive Committee and who are selected for membership by the State selection committee will be notified and may be initiated at any approved consecration ceremony.

f. 4-H members selected for membership in this order who do not participate in an approved consecration ceremony within one year following their initial selection by the state selection committee, and who are subsequently reselected for membership by that committee for two more consecutive years, shall be invited to attend the West Virginia 4-H All Star Conference and may be initiated into the membership of the order at that conference if they pre-register for the conference in the manner prescribed by the Executive Committee and/or the Chief. Invitations to such persons to attend the West Virginia 4-H All Star Conference shall be issued only after the completion of all approved consecration ceremonies that are scheduled prior to the West Virginia 4-H All Star Conference for that year. Initiates must attend both the consecration ceremony and the initiation ceremony.

g. At each state 4-H Camp, the Chief, or such other person as the Chief may designate, shall determine whether any persons selected for membership at that year's meeting of the state selection committee are in attendance at that State 4-H Camp. The Chief or such other persons as the Chief may designate, shall take such actions as may be necessary and appropriate, in cooperation with the Camp Director or other person responsible for the program of that camp, to initiate such persons so selected and who participate in the consecration service at that State 4-H Camp.

h. The Executive Committee may adopt such regulations concerning the conduct of consecration ceremonies, as it may deem proper, for the good of the order and the good of the 4-H program.

i. As used in these Bylaws, the words "State 4-H Camp" mean the Alpha 4-H Camps, Older 4-H Club Members' Conference, Volunteer Leaders' Weekend, Young Adult Conference, and such other state-wide 4-H events as the Executive Committee may designate.

#### ARTICLE V - PARLIAMENTARY PROCEDURE

The rules contained in Robert's Rules of Order shall govern this order in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the West Virginia 4-H All Stars and any special rules of order the organization may adopt.

#### ARTICLE VI - AMENDMENTS

Amendments to the Bylaws will follow the same plan as outlined in Article IX of the Constitution.

[Constitution and By-Law amendment approved September 27, 2008 at State All Star Conference.]