

Constitution of the West Virginia 4-H All Stars

ARTICLE I - NAME AND ORGANIZATION

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 University, and it shall be recognized further as the Alpha Chapter of 4-H All Stars. This Order is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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. Reasonable effort should be made to notify all members, active and inactive, of all meetings and general activities for their possible participation.

ARTICLE V - Officers

Section 1 - Officers

The elected officers shall be the Chief, the First Lesser Chief, the Second Lesser Chief, the Scribe, the Treasurer, two Scouts from each of the geographic districts as defined by the Executive Committee (see addendum #1), the Chairpersons of the Service Committee, the Communications Committee, the Membership Committee, and the Nominations Committee.

Section 2 - Advisor

a. The Division Leader of the West Virginia University 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 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, comprised of the Officers of the Order, the Immediate Past Chief, the Advisor, the WVSU 4-H Program Leader (or Representative), the Editor of the Torch, and any other chairperson elected by the Order. The aforementioned members shall be the sole 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 approve an annual budget for the Order prior to the start of the fiscal year. 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 to conduct the business of the Order. Meetings shall be conducted within 150 days prior and 75 days after the Annual Conference at a times and places determined by the Chief. Except in an emergency, The Chief shall provide notice of the scheduled meetings to all members of the Executive Committee at least twenty (20) days prior outlining the meeting date, time and location.

d. In an effort to represent different counties and regions throughout West Virginia, no more than three members from any one county shall serve on the Executive Committee in the same year.

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, 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

The Standing Committees of this Order shall be: Membership; Conference; Finance; Communications; Nominations; and Service. Each Standing Committee shall consist of a Chairperson and, upon their consultation, any other members appointed by the Chief. Pursuant to Article V, Section 1, the following positions shall be elected by the membership of the Order: the Chairpersons of Membership, Communications, Nominations and Service. The Chairperson of the Conference Committee shall be the First Lessor Chief and the Chairperson of the Finance Committee shall be the Treasurer.

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 any active member to serve on a Special Committees. Members may serve until the dissolution of the committee or until a successor has been appointed by the Chief. Each Special Committee shall be evaluated annually to assess its progress and need.
- c. The Chief may dissolve a Special Committee upon the completion of its assigned work or 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. As a means to increase participation by all members of the Order, the Annual Meeting shall be conducted both in-person, and when possible, through a virtual and interactive option.

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 notice to members through publication of The Torch. All meetings shall be conducted as outlined in Article VII, Section 1.

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.

ARTICLE X – DISSOLUTION

Upon the dissolution of this Order, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

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. No member, except one elected as Treasurer and Membership Chairperson, shall be elected to the same office more than two consecutive times. A person shall not be considered to have served a year 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 arrange for and preside during 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 Chiefs

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 and perform other duties as prescribed by the Chief. The First Lesser Chief shall serve as Chairperson of the Conference 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 - Treasurer

The Treasurer shall keep charge of all operating funds of the 4-H All Stars, keep charge of all property of the Order and perform such other related duties as requested by the Chief. The Treasurer shall serve as Chairperson of the Finance Committee present a financial report all regular meetings and be responsible for filing all tax related obligations.

Section 5 - Scouts

The Scouts shall present to the Executive Committee the interests and concerns of members and Extension personnel within their respective West Virginia 4-H All Star geographic 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.

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 Treasurer in his or her duties, including the preparation of an annual budget, 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 - Nominations

The Nominations Committee shall consist of three members, each elected from the active membership of the Order for a term of three years, with such terms to be staggered in such a manner as to permit the election of one new member of the committee each year. The member of the Nominations Committee serving in the third year of a term shall serve as chairperson of the committee. The Nominations 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. The Nominations Committee shall also ensure the accuracy of all Executive Committee nominations as outlined in Article 5, Section 3, Subsection d of the WV 4-H All Stars Constitution and Article 1 of the Bylaws of the WV 4-H All Stars.

Section 7 – Constitution and By Laws Review Committee

The Constitution and Bylaws Review Committee shall consist of at least five members appointed by the Chief, in consultation with the Advisor, for the sole purpose of reviewing and recommending necessary changes to the membership. To maintain the organization's relevance, the Constitution and Bylaws of the West Virginia 4-H All Stars shall be reviewed, at a minimum, every five years. Nothing in this section shall prevent subsequent committees from being appointed to fulfill their duties between the outlined minimum timeframe. The committee shall include one All Star who is a practicing attorney and one Past Chief.

ARTICLE IV - METHOD OF ELECTING MEMBERS

Section 1 – Nominations

- 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 nominate 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 involved in the nomination process, regardless of whether such person or persons are members of this Order, except that the 4-H All Stars within a county may nominate to the State Selection Committee the Extension personnel responsible for the 4-H program in that county without the participation of the person so nominated. Each nomination shall be verified by the county Extension Office as to the nominee's active enrollment, years of service, age, and 4-H charting pin.
- b. Members of 4-H All Stars, who are also employed by West Virginia University Extension and who are responsible for the 4-H program, may nominate 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 nominate 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" nomination form. If they are not currently a registered 4-H member in a county, then the "leader" nomination form.

- d. The Executive Committee may nominate Extension personnel to the State Selection Committee. The Executive Committee may further nominate to the State Selection Committee any other individual(s) as they determine to have contributed outstanding service to the West Virginia 4-H program.
- e. Nominations shall be based upon the nominee's record of service to the 4-H program at the club, county, state or national levels, as well as their record of service to other organizations, such as: religions, charitable, civic, community and other similar organizations, causes and projects. Nominations for both 4-H members and 4-H Leaders shall be submitted using the appropriate member and/or leader forms.
- f. Nominations shall be received prior to the date on the nomination for the current year in which they are submitted. A nomination received after that date may be considered, at the 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 nomination is consistent with the purposes of the Order.
- g. The Executive Committee may adopt such regulations concerning the nominations process, as it may deem proper, for the good of the Order and the good of the 4-H program. Once compiled, all nominations received shall be submitted to the State Selection Committee for consideration for membership.

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 West Virginia 4-H All Star geographic 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 geographic 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 shall 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 and advisor confirm.
- 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 nominations submitted and to vote upon those nominated.
- e. A person shall be approved-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. Within fifteen (15) days following the meeting of the state selection committee:
 - i. the Chief shall return the nominations for persons who did not receive the required number of votes for membership to the county Extension Office or WVSU 4-H Program representative. The nominations 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 nominations for All Star membership from the relevant county. The Chief shall provide to the county Extension office a notification letter which will include the information pertaining to the time and place those nominated may be inducted and the invitation for inclusion in a consecration and initiation ceremony. The letter will also include the option for the individual to decline the recognition if they do not wish to be acknowledged as an All Star.
 - iii. When the counties are notified by the Chief, the Extension Agent, Leaders and/or families of a nominee may decide to not inform the nominee of their selection so that the nominee can attend an event where they will be surprised by their induction.

- g. All nominees selected by the State Selection Committee shall be accepted into the WV 4-H All Stars by the Executive Committee and approved for Consecration and Initiation.
- h. The Executive Committee may adopt such regulations concerning the State Selection Committee and process, as it may deem proper, for the good of the Order and the good of the 4-H program.

Section 3 – Consecration and Initiation

- a. 4-H All Star membership shall be conferred upon those persons selected and accepted for membership in accordance with this Constitution and Bylaws.
- b. Consecration and Initiation ceremonies may take place at any event that is agreed upon by the WV 4-H All Star Executive Committee, with approval from the advisor and the leadership of the event where a ceremony may take place. The Executive Committee should make a reasonable effort to provide ceremonies that provide the best opportunity for new members to participate. The Chief, or his/her designee, will work with the leadership of the event to ensure the ceremony is organized and executed.
- c. 4-H members accepted for membership may be initiated into this Order at any event where an approved ceremony takes place. 4-H members being initiated during any State 4-H Camp must be attending the camp on a full-time basis and must attend both the Consecration and Initiation Ceremony offered at that camp.
- d. Extension professionals and 4-H Leaders accepted for membership will be notified and may be initiated into this Order at any event where an approved ceremony takes place. Extension Professional and 4-H Leaders being initiated during any State 4-H Camp must be attending as camp staff on a full-time basis and must attend both the Consecration and Initiation Ceremony offered at that camp.
- e. Persons who are nominated 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 ceremony. All individuals selected for membership in the Order who do not participate in an approved Consecration and Initiation Ceremony within one year following their initial selection by the State Selection Committee, will be automatically recognized as a 4-H All Star based on their previous approved record of service and encouraged to participate in a future ceremony.
- f. At each event with an approved ceremony, the Chief, or such other person as the Chief may designate, along with event leadership shall determine whether any persons ~~selected~~ approved for membership are in attendance. 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 event leadership to initiate such person(s) at that event.
- g. 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.

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.

This Constitution and Bylaws were amended and approved on September 18, 2021 during the WV 4-H All Stars Conference virtual business meeting.

Addendum #1

West Virginia 4-H All Star Geographic Districts

District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8
Brooke Hancock Marshall Ohio Pleasants Tyler Wetzel	Doddridge Harrison Marion Monongalia Preston Tucker Taylor	Calhoun Jackson Ritchie Roane Gilmer Wirt Wood	Barbour Braxton Clay Lewis Randolph Upshur Webster	Berkeley Grant Hampshire Hardy Jefferson Mineral Morgan Pendleton	Boone Cabell Kanawha Lincoln Mason Putnam Wayne	Fayette Greenbrier Nicholas Monroe Pocahontas	Logan McDowell Mercer Mingo Raleigh Summers Wyoming