CONSTITUTION

NORTH CAROLINA 4-H HONOR CLUB

ARTICLE I: NAME

This organization shall be known as the North Carolina 4-H Honor Club.

ARTICLE II: OBJECTIVE

This organization shall have as its objective the development of 4-H leadership. This organization shall strive to uphold the ideas of the 4-H pledge, motto, and emblem.

ARTICLE III: MOTTO

The motto of this organization shall be "Service."

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this organization shall be a reward for outstanding service to 4-H Club work as symbolized in the objectives of Article II of this Constitution.

Section 2. Before becoming a member of this organization, a member shall have actively engaged in and completed three (3) or more years of 4-H work and shall be at least sixteen (16) years of age and not over twenty (20) years of age on January 1 of the year inducted regardless of marital status. One shall be eligible for membership if they are still active in 4-H work and community activities.

Section 3. Recommendations for membership in this organization shall come primarily from records submitted and approved by County Extension Agents and submitted on the 4-H Honor Club application form.

Section 4. Membership shall be limited to one half of one percent (.5%) of the current enrollment of North Carolina 4-H members, or 40, whichever is greater.

Section 5. Honorary membership in this organization will be extended to these individuals after completing a minimum tenure of one year:

- Assistant Vice Chancellor for Extension, Engagement and Economic Development, Associate Dean and Director
- Associate Dean, Administrator – Cooperative Extension, NC A&T State University
- Associate Director and Director, County Operations
- Associate Administrator – Cooperative Extension, NC A&T State University
- *Associate Director, State Program Leader and Department Head, 4-H Youth Development*

Note: Exact titles of these positions, as reflected in the personnel directory of the North Carolina Cooperative Extension Service, will be listed in the By-Laws of this organization.

Section 6. Members shall be elected to this organization according to the selection procedure outlined in the By-Laws of this organization.

Section 7. Active members shall be awarded a certificate of recognition and be authorized to wear the Honor Club insignia.

ARTICLE V: OFFICERS

The officers of this organization shall be: President, President Elect, Vice President, Secretary, Treasurer, Historian, and Communications Coordinator.

ARTICLE VI: BOARD OF DIRECTORS

Section 1. The Board of Directors shall be the governing body of this organization. The purpose of the Board of Directors shall be to advise the membership on matters pertaining to the organization and administration.

Section 2. Membership on the Board of Directors of this organization shall be determined by the methods outlined in the By-Laws of this Constitution.

ARTICLE VII: ADVISORS

The Advisor of this organization shall be the Assistant Director, 4-H or their designee.

ARTICLE VIII: CHARTER MEMBERS

Section 1. Charter members of this organization shall be as follows:

- Edmund Aycock
- Vernon James
- Boyce Brooks
- Ralph Suggs
- Lena Early
- Kathleen Mock
- Louise Elliott
- Elton Whitley
- Olive Jackson
- Aaron Peele
- Julia Jones
- Sam Raper

Section 2. Honorary charter members of this organization shall be as follows:

- Mr. L. R. Harrill, State 4-H Club Leader
- Miss Elizabeth Comelius, Girls' Specialist
- Dean. I. O. Schaub, Director of Extension
- Mrs. Jane S. McKimmon, State Home Demonstration Agent

ARTICLE IX: AMENDMENTS

Section 1. This Constitution shall be amended by a three-fourths vote of the members present in good standing.

Section 2. A twelve-month waiting period shall pass after an amendment has been submitted before a vote can be taken.

Revised June 28, 1977. Revised June 26, 1993.
Revised June 26, 1985. Revised June 22, 1997.
Revised June 23, 1990. Revised June 4, 2005.
Revised July 29, 2017. Revised June 3, 2023.

BY-LAWS

NORTH CAROLINA 4-H HONOR CLUB

ARTICLE I: ORGANIZATION

Section 1. The name of the organization shall be the North Carolina 4-H Honor Club.

Section 2. The purpose of this organization shall be to develop 4-H leadership and provide service to the total 4-H program.

ARTICLE II: MEMBERSHIP

Section 1. Membership in this organization shall be bestowed upon those 4-H members who have exhibited outstanding citizenship, community service, and leadership in their club and community throughout their 4-H career.

Section 2. Any qualified 4-H'er who has completed three years of 4-H work, and is sixteen years of age, but not over twenty years of age on January 1st of the year inducted, regardless of the marital status, shall be eligible for membership if they are still active in 4-H work and community activities.

Section 3. Recommendations for membership in this organization shall come from records completed by a qualified 4-H member, submitted and approved by county extension personnel.

Section 4. Honorary members shall be:

- Director of North Carolina Cooperative Extension Service. Assistant Vice Chancellor for Extension, Engagement and Economic Development, Associate Dean and Director
- Director of North Carolina Cooperative Extension Program. Associate Dean, Administrator – Cooperative Extension, NC A&T State University
- Associate Director of North Carolina Cooperative Extension Service. Associate Director and Director, County Operations
- Associate Director of North Carolina Cooperative Extension Program. Associate Administrator – Cooperative Extension, NC A&T State University
- Associate Director & State Program Leader, 4-H
- Assistant Director, Agriculture and Natural Resources/Community Resource Development

Section 5. In the event that a youth 4-H member applies to the North Carolina 4-H Honor Club by the deadline and meets the minimal requirements at the initial screening by the board of directors, should the 4-H'er pass away, they shall be automatically accepted as a full member in good standing of the NC 4-H Honor Club.

ARTICLE III: VOTING

Section 1. All members in good standing (those who have paid dues through the current year) shall be permitted to vote on all club business; voting by proxy will be permitted.

Section 2. Honorary and associate members may be seated and participate in general business sessions but will not have voting privileges.

ARTICLE IV: SELECTION PROCEDURE

Section 1. The Vice President of the North Carolina 4-H Honor Club shall appoint a district representative for each extension district and shall serve as chair of the screening committee. The committee shall fairly represent a cross-section of all Honor Club members.

Section 2. Applications submitted for the North Carolina 4-H Honor Club shall be reviewed by the screening committee prior to being presented for consideration at Honor Club Conference. All applications shall be screened at the State level to ensure all technical requirements have been met. This process shall be completed at least 60 days prior to North Carolina 4-H Congress.

Section 3. The screening committee shall meet by May 31 to determine applicants for presentation at Honor Club Conference. The maximum number recommended by the state screening committee shall not exceed one half of one percent (.5%) of the 4-H enrollment or forty (40), whichever is larger.

Section 4. The following method shall be employed by the screening committee at Honor Club Conference: The thumbnails presented by the screening committee along with a printed ballot shall be given to each eligible voting delegate at Honor Club Conference. Each Honor Club member shall be responsible for studying the thumbnails and casting their printed ballot by the time designated by the presiding officer. To be considered valid, the ballot and thumbnails must be returned intact to the presiding officer. The ballots shall be tallied by the screening committee. Any applicant with 100% affirmative votes on the first ballot will be accepted for membership. If there are negative votes on the first ballot, those nominees may be discussed in a meeting of the Honor Club members present at the Conference and a second vote, which will be the final vote, taken. For the second vote, a ballot identical to the one used on the first vote shall be used. The presiding officer will order struck from the second ballot those applicants that were accepted on the first ballot. Each remaining applicant will then be considered individually. The second ballot will be collected by the presiding officer and the results tallied by the screening committee. To be elected into the 4-H Honor Club, at least eighty-five percent (85%) of the votes cast on the second ballot must be affirmative.

Section 5. In the event that any delegate in good standing shall desire reconsideration of any applicant not recommended by the state screening committee, a request for

reconsideration shall be made to the Vice President of the North Carolina 4-H Honor Club prior to the completion of the initial vote. The Vice President shall then call a meeting of the screening committee, review the application, and may either vote to recommend the applicant or vote to not recommend the applicant for consideration by the conference delegates. The decision of the screening committee shall be final.

ARTICLE V: ACCEPTANCE

The county extension personnel in each county where applicants for membership in this organization have been approved for induction shall be notified by the Vice President to have all Honor Club inductees in attendance at the Honor Club Tapping Ceremony.

ARTICLE VI: ABSENCE AT TAPPING

Any applicant absent from the Tapping Ceremony will not become a member that year except if the absence is due to military service, the member is an official delegate or contestant to a National or International 4-H or 4-H related event, in which case the applicant will be tapped in absentia. 4-H Honor Club applicants who are voted into Honor Club but who are absent from North Carolina 4-H Congress due to circumstances beyond their control shall re-submit their application the following year and go through the screening process again unless otherwise decided upon by the executive board.

ARTICLE VII: COMMUNITY SERVICE AWARDS PROGRAM

The North Carolina 4-H Honor Club shall be the donor for awards in the Community Service 4-H Program. Three awards (one first place, one second place, and one third place) will be presented annually statewide to 4-H groups. Each award will carry a monetary amount to be determined by the Board of Directors.

ARTICLE VIII: ADULT LEADER RECOGNITION

The North Carolina 4-H Honor Club shall be the donor of awards in the recognition program for volunteer 4-H leaders by providing framed certificates of recognition to up to four outstanding volunteers who are representative of each Extension district. The District Director or their designee from each extension district will present the Adult Leader Recognition Award at the appropriate time.

ARTICLE IX: MEMORIAL FUNDS (1982 ADDITION)

Section 1. The North Carolina 4-H Honor Club shall establish the “North Carolina 4-H Honor Club Memorial Fund” where financial contributions may be made by members and non-members to honor deceased members and others who may have been active in or made a significant contribution to the 4-H program. Such funds should be made payable to the North Carolina 4-H Honor Club and designated as “Memorial Funds.”

Section 2. All memorials will be entered in a "North Carolina 4-H Honor Club Memorial Fund Book" maintained by the elected Treasurer. The donor, the person being memorialized, and the date and amount of the contribution will be listed in the Memorial Fund Book.

Section 3. The Treasurer shall maintain detailed records of memorial contributions so that the amount given in memory of each individual, the total amount received by the Fund, and the amount of unspent funds can be determined at any given time.

Section 4. All disbursements of these funds and accumulated interest shall be expended by the Board in a manner to bring honor and recognition to those having been memorialized and to the North Carolina 4-H Honor Club. No memorial funds shall be used to purchase flowers or a similar expression of sympathy for deceased active Honor Club members; otherwise, the Board of Directors shall have full latitude to disperse Memorial Funds.

Section 5. If a sizable dollar amount of funds is received in memory of an individual(s), the Board of Directors may elect to expend the funds for a particular purpose and so designate the expenditure as a memorial to that individual(s).

ARTICLE X: OFFICERS AND COMMITTEES

Section 1. The officers of this organization shall be President, President Elect, Vice President, Secretary, Treasurer, Historian, and Communications Coordinator.

Section 2. The officers shall be elected annually at 4-H Honor Club Conference and may only succeed themselves in the same position if there is no other candidate running for office. The term of office shall be August 1 to July 31. All administrative materials shall be transferred to the incoming officer by September 1.

Section 3. Duties of the Officers.

President:

1. Supervise the affairs and activities of Honor Club.
2. Represent the organization at special functions.
3. Preside at membership meetings.
4. Assist other officers in the performance of their duties.
5. Appoint necessary committees for the proper functioning of the organization.
6. Serve as ex-officio member of all committees.
7. Appoint new members to the Board of Directors annually.
8. Appoint a parliamentarian for business meetings.
9. Make an annual report to the membership.
10. Serve as liaison, or appoint a designee, with the State 4-H Office.

President-Elect:

1. Plan annual Honor Club Conference.
2. Serve as President the next year as deemed appropriate by the Nominating Committee and Board of Directors.

Vice President:

1. Perform the duties of the President in their absence.
2. Appoint members to and serve as chair of the screening committee.
3. Provide leadership for preparation of thumbnails and ballots for Conference.
4. Conduct the voting process at Conference.
5. Mail letters to agents immediately after Conference informing them of the application status and induction process.
6. Mail a confidential letter to parents of those accepted into Honor Club to invite them to the Induction Ceremony.
7. Prepare new member packets.
8. Coordinate tapping and induction activities at NC State 4-H Congress.
9. Immediately after Congress, mail letter directly to those applicants who were not tapped.

Secretary:

1. Keep records of all minutes and correspondence of the organization.
2. Maintain a current membership list and copy of the Constitution and By-Laws.
3. Maintain supplies for the proper functioning of the organization.
4. Notify Board members of meetings.

Treasurer:

1. Collect dues and other monies and pay all bills promptly. Monies shall be transferred to the Standing Financial Officer within 30 days of receipt.
2. Maintain accurate financial records.
3. Maintain a list and location of all organization assets.
4. Maintain a workable balance in the general fund checking account.
5. Maintain all lifetime dues collected from members tapped prior to 1969 as principal in a savings account.
6. Maintain an accurate file on dues paid by members.
7. Bring membership file up-to-date annually by name, address, year tapped, and county.
8. Provide three years of financial records at Conference for the Audit Committee to review.
9. Maintain a minimum required balance in the pass book savings account.
10. Prepare an annual budget and present at the fall board meeting.

Historian:

1. Compile and keep up-to-date a history of the organization. This may reflect yearly activities and changes in membership, officers, awards given, projects undertaken, changes to the Constitution and By-Laws, and such information of interest to the general membership. This history should be available at the annual Conference.
2. Maintain a central file of information about the organization. This is to include membership lists, lists of officers, awards given, Constitution and By-Laws, news clippings, photographs, and such materials of interest. Share documents and information from this central file, as appropriate, with interested parties.
3. Make an annual report at Conference (written and oral) to include a synopsis of Honor Club activities for the year.
4. Present the annual District Volunteer Recognition Awards and new inductees to the Achievement Hall in 4-H Leadership. The Historian is responsible for contacting the Honor Club Liaison in December to determine the dates for the events at which the awards will be presented, as well as discussing any other necessary preparations for the awards (such as preparing awards certificates for the district award winners).

Communications Coordinator:

1. Manage social media posts (deadlines, event dates, updates, reports, pictures, etc.) to help keep current and potential members informed.
2. Coordinate with the moderators of the North Carolina 4-H social media accounts to share Honor Club related information of interest to current 4-H members.
3. Facilitate member engagement in innovative ways, which may include, but are not limited to, reporting on member updates (new jobs, graduations, retirements, etc.) in the *Heartline* newsletter or sharing alumni spotlights of Honor Club members.
4. Coordinate with the Honor Club Liaison and Historian to send Honor Club emails to the general membership (such as the *Heartline* newsletter).
5. Coordinate with fellow Honor Club members to compile photos from Honor Club activities throughout the year that can be shared through Honor Club social media channels. Share these photos with the Historian for archival.

Section 4. The officers have the responsibility of enforcing the procedures in the Constitution and By-Laws of this organization.

Section 5. The President shall appoint a Parliamentarian at the beginning of each business meeting. All decisions shall be based on Robert's Rules of Order and shall be final.

Section 6. There shall be an auditing committee consisting of a minimum of one past Treasurer or past President, one current member of the Board of Directors, and one member at large appointed by the President and the alternate standing Financial Agent whenever possible. The purpose of this committee shall be to periodically review bank accounts, savings account, and Treasurer's records to assure accuracy and the maintenance of up-to-date records. The committee shall make a report at Conference for the Treasurer.

Section 7. A standing financial agent shall be appointed by the Board of Directors. The standing financial agent will perform the following duties:

1. Pay all bills promptly when instructed in writing by the Treasurer.
2. Maintain a list and location of all organization assets and provide the Treasurer reports as requested.
3. Maintain all lifetime dues collected from members tapped prior to 1969 as principal in an investment account.
4. Maintain records of all memorial fund accounts.
5. After savings requirements are satisfied, invest other monies for maximum insured return.

Section 8. An alternate standing Financial Agent shall be appointed by the Board of Directors. This person will assume the duties of the standing Financial Agent when deemed necessary by the Board of Directors. The alternate standing Financial Agent shall be familiar with the accounts and prepared to function as standing Financial Agent.

ARTICLE XI: BOARD OF DIRECTORS

Section 1. The Board of Directors shall be the governing body of this organization. The purpose of the Board of Directors shall be to advise the membership on matters pertaining to organization and administration. Meetings may be called by the Chair of the Board or President. Meetings are open to any Honor Club member; however, only members of the Board of Directors may vote.

Section 2. The Board of Directors shall consist of the immediate past President, the current officers, and two members from each extension district. These members from each extension district shall be appointed by the President on a rotational basis for a term of two years, subject to the approval of the membership at the annual Conference. One additional immediate past officer may be appointed at the discretion of the President.

Section 3. The immediate past President of this organization shall serve as Chair of the Board of Directors.

Section 4. No member shall succeed themselves by appointment to the Board of Directors.

Section 5. Should a vacancy occur on the Board of Directors, including officers of the organization, the President, with the advice and consent of the Board of Directors, shall appoint a member to complete the unexpired term.

Section 6. Inactive board members may be removed from office at the discretion of the board (with a two-thirds majority vote present). Inactivity is defined as one or more of the following:

- Absence without prior notification from Honor Club Conference
- Absence from all board meetings in a calendar year

ARTICLE XII: DUES

Section 1. A member is required to pay lifetime dues of $70.00 by December 31st of the year inducted. Thereafter it will increase to $100.00.

Section 2. Lifetime dues collected from members tapped into Honor Club from 1931 to 1968 must be maintained in a savings account. Dues from members tapped from 1969 on may be used as current operating expenses.

ARTICLE XIII: DISSOLUTION

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or local government or exclusive public purpose.

ARTICLE XIV: LIMITATION OF POWERS

Notwithstanding any other provision of these articles, this organization will not carry on any other activities not permitted to be carried on by (a) an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law or (b) an organization, contributions to which are deducible under section 170 (c) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States internal revenue law.

ARTICLE XV: LIMITATION OF PURPOSE

Notwithstanding any other provision of the articles, the purpose for which the North Carolina 4-H Honor Club is organized are exclusively charitable and educational within the meaning of section 501 (c) (3) of the Internal Revenue Code.

ARTICLE XVI: AMENDMENTS

These By-Laws shall be amended by a three-fourths vote of the members present and in good standing.

Adopted June 21, 1975. Revised June 25, 1978. Revised June 22, 1980.
Revised January 25, 1981. Revised July 20, 1981. Revised June 26, 1982.
Revised July 17, 1985. Revised June 24, 1989. Revised June 24, 1990.
Revised July 22, 1991. Revised June 28, 1992. Revised June 26 & 27, 1993.
Revised June 24, 1995. Revised June 23, 1996. Revised June 22, 1997.
Revised June 28, 1998. Revised June 21, 2004. Revised June 4, 2005.
Revised June 2, 2007. Revised June 11, 2016. Revised July 29, 2017.
Revised July 21, 2018. Revised February 23, 2019. Revised June 6, 2020.
Revised June 4, 2022. Revised June 3, 2023. Revised January 6, 2026.