



4-H LIFE Constitution and By-Laws Potosi Correctional Center

Article I

Name and Location

- A. The name and location of this organization shall be: "**Living Interactive Family Education**".
The location will be at the Potosi Correctional Center, located at: 11593 State Highway O, Mineral Point, Missouri 63660-9660.
- B. The principle office of the organization shall be located within the confinement of the Potosi Correctional Center, and under the supervision of the Institutional Activities Coordinator (I.A.C.).
- C. The organization shall function within the guidelines as set forth and consistent with the Constitution and By-Laws of the organization, within the confinement of the Missouri Department of Correction's Policies and Procedures.

Article II

Purpose

- A. To provide a supportive and positive learning environment for incarcerated fathers /stepfathers/grandfathers and their child(ren) and families within the framework of the National 4-H organization. It is the aim of the L.I.F.E. organization, that working together on various 4-H projects will be a positive influence on our child(ren) and will assist all those involved in becoming better family members.
- B. This 4-H club is about learning, helping others, becoming better persons, and having fun. The 4-H program is focused on the family as well as the child, and results in success because parents and their children work together. The program is designed to strengthen families that face unique problems due to incarceration of a parent. In addition to the 4-H clubs this program will help offenders and the child's mother/stepmother/grandmother work together to provide a healthy, nurturing, happy family 4-H LIFE for their child(ren).
- C. Provide members with instruction, educational materials and opportunities, which will give them parenting skills and experience to help them have a positive and improved relationship with their children.
- D. Encourage members to work constructively together to complete 4-H projects, develop leadership skills and become more community service oriented.
Help members to become persons of good character, live the example of the 4-H motto and to become positive influences in the lives of their children and loved ones.
In order to carry out this mission, this club shall focus on:

HEAD: Clearer thinking, problem solving, decision-making, critical thinking skills, and visionary leadership. Knowledge that is useful throughout 4-H LIFE.



HEART: Greater loyalty, strong personal values, positive self-concept, productive family and peer relationships, and citizenship.

HANDS: Larger service, workforce preparedness, useful skills, science and technology, literacy, and community service.

HEALTH Better living, healthy personal 4-H LIFEstyles, promoting environmental stewardship, creating communities that are safe and nurturing for youth and their families.

Article III

Membership Qualifications

Admission

- A. There shall be a three (3) person **Screening Committee**, composed of two (2) members who are not officers. The third member of this committee shall be the I.A.C., or designee who will serve as the Chairperson of this committee.
- B. The offender must appear before the Screening Committee and be accepted as a prospective member.
- C. Membership shall be restricted to incarcerated fathers, grandfathers, stepfathers at P.C.C., their children and grandchildren ages 4-19, and their legal guardian(s). *Membership will no longer be restricted to offenders listed in Article III Section C, but shall include incarcerated men who have a significant role model relationship with nieces, nephews & other close relatives between the ages of 4 & 19 & their legal guardian(s).*
- D. Limited exceptions shall be made in special circumstances where a non-parent will be beneficial to the organization. Such an exception shall constitute a 2/3 majority vote by organization membership, and final approval by the I.A.C. and the Associate Superintendent.

Offender Membership

- A. The offender applying for membership shall not have any sexual convictions.
- B. Total membership shall not exceed 20 members. Any member located within the General Population of the institution shall be eligible for membership provided that person meets the requirements under the sections "Admission" and "Offender Membership":
 1. Application for membership shall be completed on a standardized application form provided by the I.A.C. or designee.
 2. The offender's institutional record must be without any serious violations. Prior to submitting a membership application an offender must be free from a minor violation for 120 days, and 1 year for a major violation.
 3. Every member of the organization must maintain a 4-H LIFEstyle free of drugs. If a member has a history of alcohol or substance abuse, they must complete, or be actively involved in a substance abuse programs for at least six months prior to acceptance. These programs may include, but are not limited to, AA/NA and Substance Abuse Program. Written proof must be provided.



4. The offender must be approved by the Executive Committee and the entire membership by two thirds (2/3) vote before becoming a full member of the organization.
5. The organization will not discriminate on the basis of race, color, creed, national origin, or disability.

Membership Training

- A. All members must attend *monthly* scheduled family strengthening and parenting classes. Topics in this segment of the program include leadership training and will provide ongoing support as needed. Materials provided by the National 4-H Club Organization will help members organize and run meetings, plan fun activities for the club and evaluate the club's progress.
- B. Other topics will include communication skills, managing stress, setting goals, child self-care/self-esteem, understanding teenagers, ages and stages of children, positive guidance and discipline, raising responsible children and children of various educational backgrounds. Incarcerated parent members will attend the training sessions a minimum of 4 weeks or until the classes are complete, prior to visitation through the 4-H Program with the child(ren)/grandchild(ren).
- C. There shall be a 90-day probationary period for new members of the 4-H organization. During that time the offender must agree with and support the primary goals and objectives as set forth in this organization's Constitution and By-Laws, the Missouri Department of Corrections Policies and Procedures and attend all meetings.

Fees and Dues

- A. All funds will be handled in accordance with 1S9- 1.3 Organizational Funds Control.
- B. The **Initiation fee** and annual dues for individual membership shall be \$15.00, should 6 months or less remain in the calendar year the fee shall be \$12.50. Such fee shall be payable when an offenders application for membership has been considered and is accepted.
- C. **Annual dues** for active members shall be **\$5.00** per person per calendar year.
- D. Fund-raising:
 1. The 4-H organization shall conduct one annual and one ongoing Fund-raising project.
 2. Members of the 4-H organization shall conduct Fund-raising and appreciation activities. An annual planner shall be submitted in November for the following year outlining planned activities, training, meetings and special events.

Discipline

- A. Discipline may include counseling, re-training, suspension, and/or removal from the organization.
- B. Infractions of policy will be dealt with immediately at the group level. Individuals who are unwilling to act in the best interest of the group shall be removed as determined by the I.A.C. Breaches of confidentiality or other unprofessional behavior, including serious violations,



drug violations, sex violations, or accumulation of violations, will not be tolerated. Members found to be in violation, will be dismissed from membership immediately and without exception.

- C. The following conduct will result in immediate removal from the organization: a major conduct violation, inappropriate behavior during visits, and/or failure to attend club meetings or participate in a project with the member's child (ren). Dues will not be refunded.
- D. Any member disciplined, who is not satisfied with the decision, may appeal to the membership within ten (10) days, in writing. Should further appeal be necessary, it shall be submitted in writing within ten (10) days of the latest decision, to the I.A.C., who shall review the decision and make a recommendation, which may receive final review by the Associate Superintendent.

Article IV

4-H Club Visit

- A. The organization members child(ren)/grandchild(ren)/stepchild(ren) and all legal guardians of said children must be on their approved, regular visiting list, pursuant to Institutional Policy. An offender will not be called out for the **4-H Club Visit** unless their family members are present for participation.
- B. The organization's full membership and their child(ren)/grandchild(ren)/stepchild(ren) and their legal guardians, shall meet once a month, on a designated day, during non-visiting hours, in the P.C.C. visiting room, or at such places and times as may be designated by the P.C.C. Administration.

Meetings

- A. Members shall hold **Regular Meeting**. All active offender members must attend all meetings unless excused because of sickness, court, work, or segregation pending investigation. Two consecutive unexcused absences, or repeated illegitimate absences, shall be grounds for disciplinary action, to be determined by the I.A.C.
- B. **Regular Meetings** shall be held once a month, or as needed, at such hour and place as the I.A.C. shall designate.
- C. **Training Sessions** will be scheduled weekly or until the course of training is completed.
- D. **Business Meetings** shall be held once a month or as needed, at such hour and place as the Club's Executive Committee, and I.A.C. shall designate.
- E. There shall be a **Planning Session** of the Executive Committee and I.A.C. These meetings may be called by the Executive Committee and scheduled at such time and place as the I.A.C. designates.
- F. **Emergency meetings** may be called at the discretion of the I.A.C.



Quorum and Voting

- A. A majority of the active offenders membership shall constitute a quorum for the transaction of business within the organization.
- B. Each active offender member shall be entitled to one vote on any matter presented to the organization membership. No voting by proxy or absentee balloting shall be permitted.
- C. An affirmative vote of two-thirds majority, at a duly held business meet log, is required to conduct the business of the P.C.C. 4-H L.I.F.E. organization.
- D. Roberts Rules of Order, Newly Revised, shall be the final authority on parliamentary procedure.

Article V

Elections

- A. Elections shall be held annually.
- B. The officers of this organization shall be the President, Vice-President, Secretary, Treasurer, and Historian. These Five (5) shall constitute the Executive Committee.
- C. Nominations for executive Officers shall be submitted by any active member during the first Membership meeting of the year.
- D. The President shall appoint a three (3) person Election Committee to prepare and mail out ballots of qualified nominees to members, eligible to vote All ballots must be returned no later than the 1st of January to the I.A.C., who will then forward the results to the Election Committee. The results will be kept secret until final voting is completed.
- E. The final election vote will be held during the first week of January, by secret ballot of the organization Members.
- F. New officers shall take office on January 15th, and shall serve for a term of one (1) year.
- G. No person shall be eligible for, or elected as an Executive Officer of this organization who has not been a member in good standing for a minimum of six (6) months prior to the scheduled election (excluding the 60-day probationary status).
- H. Officers may hold the same position for only two (2) consecutive terms.
- I. If the President is not re-elected to a position on the Executive Committee, that person shall serve as an advisor to the Executive Committee. That person has no voting rights on the Executive Committee.



Removal of Officers and Members

Removal of officers & members will be by 2/3 vote of the Executive Committee, and 2/3 vote of the 4-H Club's Membership.

Special Elections

- A. Any vacancy of an officer's position must be filled within a 30-day period, following the vacancy. The remaining officers will submit nominations from the active membership to fill the vacancy.
- B. The member nominated must receive a 2/3 majority vote of the organization's Membership.

Article VI

Duties of Officers

President

1. Shall preside over all meetings.
2. Shall appoint Committee Chairpersons, Members, and Special Committees not covered in this Constitution and By-Laws as approved by the Executive Committee and the P.C.C. Administration.
3. Shall supervise and direct the operators of the Club as set forth in the organizations Constitution and By-Laws, and the Missouri Department of Corrections Policies and Procedures.
4. Shall be responsible for the preparation of the annual calendar and shall communicate same to the I.A.C.

Vice-President

1. Shall preside in the absence of the President.
2. Shall assist the President and will be responsible for planning, development, public relations and training, and other duties as assigned by the President:

Secretary

1. Shall preside in the absence of the President and Vice-President.
2. Shall have custody of the Constitution and By-Laws, and shall be responsible for keeping all documents up to date and accurate.
3. Shall be responsible for keeping and maintaining accurate minutes of the Executive Committee and all Membership Meetings.
4. Shall maintain and control all appropriate files and records pertaining to this organization and its operations.
5. Shall be responsible for handling the general correspondence of this Organization.
6. Shall be responsible for supplying copies to the I.A.C. of minutes, files, records, etc., relating to this organization.

Treasurer

1. Shall work with the I.A.C. to keep all financial documents and account books up to date.
2. Shall be responsible for giving a financial report to the Executive Committee once a month.
3. Shall be responsible for coordinating all fund raising activities with the I.A.C.



4. Shall be responsible for ordering supplies for the organization, through the I.A.C.
5. Shall preside in the absence of the President, Vice-President, and Secretary.

Historian

1. Shall be responsible for keeping a record of the accomplishments and activities of the organization and its members.
2. Shall keep a Historian's book, which tells the story of the organization, collect pictures and clippings about the organization and its members, prepare and keep the book in an organized manner.
3. Shall preside in the absence of the President, Vice-President, Secretary, and Treasurer.

Article VII

Committees

- A. The **Standing Committee** of this organization shall be, but not limited to, the **Executive, Program, Membership, Public Relations, Social, and Fund-raising**.
- B. The organization **Executive Committee** shall consist of the officers of the organization named in the Constitution, with the organization President serving as Chairman. The committee shall have charge of all Business and Administrative affairs of the organization and shall consider all matters concerning the welfare of the organization. All proposed actions of the committee shall be submitted to the organization membership at the next meeting for ratification.
- C. The **Program Committee** shall have charge of formulating program ideas and agendas. This committee shall assist in the utilization of program and educational materials available from the National 4-H organization. The organization Vice-President shall be the Chairman of the committee.
- D. The other **Standing Committees** shall have charge of the areas assigned to them by the Executive Committee, The Vice-President shall be de facto Chairman of the committees, although each committee may be appointed an Acting Chairman.

Article VIII

Policy

At no, time shall this organization and its members adopt a policy or take any action in conflict with any policy or purpose of this organization's Constitution and By-Laws, and/or the Missouri Department of Corrections Policies and Procedures.

Article IX

Compensation

- A. Members and Officers of this organization shall serve the purpose as set out in the Constitution and By-Laws without any compensation. All expenses must be approved by the Executive Committee and the I.A.C. prior to expenditure.



Article X

Amendments

- A. Amendments to this Constitution and By-Laws must be proposed in writing and given, or mailed, to the members thirty (30) days prior to the meeting at which they will be discussed.
- B. Amendments will be adopted upon receiving a two-thirds ($2/3$) vote of the members present. Before implementation, the amendment must be approved by the I.A.C. and the Associate Superintendent.

