

# **SAMPLE 4-H CLUB BYLAWS**

## **ARTICLE I - Name/Identity**

### **Section 1 - Name**

The name of this organization shall be the \_\_\_\_\_ 4-H Club.

### **Section 2 - Motto**

The club motto shall be "To Make the Best Better."

### **Section 3 - Emblem**

The club emblem shall be a green four-leaf clover bearing a white "H" on each leaflet.

### **Section 4 - Pledge**

The club pledge shall be:

I pledge. . .

My Head to clearer thinking,

My Heart to greater loyalty,

My Hands to larger service, and

My Health to better living, for

My club, my community, my country, and my world.

## **ARTICLE II - Mission and Purpose**

### **Section 1 - Mission of 4-H**

4-H is a community of young people across America who are learning leadership, citizenship, and life skills.

### **Section 2 - Purpose of Club**

The purpose of this club shall be to improve ourselves, our homes, our club, and our community. (*Note: Different or additional purposes can be used.*)

## **ARTICLE III - Nonprofit Status & Banking**

This club is a nonprofit organization. Any funds received by the club for carrying out its purpose shall not accrue to the benefit of individuals, but to the benefit of the 4-H program. If the club's annual budget exceeds \$100, it will hold its treasury in the County 4-H Association account.

## ARTICLE IV - Membership

### Section 1 - Eligibility

Any boy or girl in this county, ages 8 – 19 (as of January 1 of the current 4-H year), may become a member of this club by applying for membership in at least one of the approved club projects and agreeing to live up to the standards set by the club. (However, the size of the club may be limited due to space limitations or the leader's available time or ability to accommodate more members.) Youth, ages 5 – 7, may be 4-H Cloverbud members but are not allowed to compete in 4-H events. Membership shall not be denied on the basis of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.

### Section 2 - Responsibility

Each member must attend at least 70 percent of the meetings during the year. If a member is unable to attend a meeting due to a valid excuse (such as sickness or an important school or family event), the member must contact the club leader, secretary, or president in advance to be excused. Each member should also complete an approved club project, keep a project record book up-to-date, and do a club, community, or county 4-H presentation annually.

*Note: Additional or different membership requirements may be used. However, the non-discrimination statement must be included exactly as printed in section 1. Club dues are optional and determined by the club's membership. Note that 4-H Cloverbud members are often members of separate Cloverbud clubs. Therefore, clubs may not have both standard and Cloverbud members. Due to the nature of Cloverbud, the bylaws for a 4-H Cloverbud Club will probably differ from this example in several ways.*

## ARTICLE V - Meetings

### Section 1 - Dates

The club shall meet regularly every \_\_\_\_\_ (day/week) at \_\_\_\_\_ (time) at \_\_\_\_\_ (place).

Special meetings may be called by the president and 4-H leader as needed. Adequate notice is needed.

### Section 2 - Quorum

A simple majority (one-half plus one) of members must be present to conduct official business of the club.

### Section 3 - Order of business

The following order of business shall be followed at regular club meetings:

1. Meeting called to order

2. Club rises, salutes the American flag with the Pledge of Allegiance and then recites the 4-H pledge (to the 4-H flag)
3. Roll call
4. Minutes of last meeting
5. Treasurer's report
6. Report of committees
7. Old or unfinished business
8. New business
9. 4-H leader's report
10. Announcements
11. Adjournment
12. Educational program/project work
13. Recreation/refreshments

#### **ARTICLE VI - Committees**

Standing and/or special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

#### **ARTICLE VII - Officers**

The officers of this club shall include: president, vice-president, secretary, treasurer, and reporter. Their duties shall be as follows:

- The president will preside at all meetings, uphold the bylaws and adhere to parliamentary procedure. The president shall appoint committee chairs and members.
- The vice-president shall preside over the club in the absence of the president. The vice-president shall assist the president and serve as a link to all committees.
- The secretary shall write minutes of each meeting and report at the next meeting. The secretary will also keep attendance records and write club correspondence.
- The treasurer shall be responsible for all club funds and property, along with the club leader. The treasurer will give a report of the club's finances at each meeting.
- The reporter/historian shall collect newspaper and county newsletter clippings, photos, etc. for a club scrapbook, bulletin board, history, and/or web page. The reporter completes and sends a *4-H Club Activity Report* to the county 4-H office regularly and also may write and send club news to local newspapers, radio stations, etc.

*Note: If the club has more or fewer officers, duties of each one should be written and included in this article.*

**ARTICLE VIII - Election of Officers**

The officers of this club shall be elected at the first regular meeting in \_\_\_\_\_ (month). They shall hold office for one year. All active members are eligible to run for an office and to vote. Voting is by majority rule and done by secret ballot.

**ARTICLE IV - Amendments**

These bylaws may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

**ARTICLE V - Dissolution**

If this club disbands, all club assets shall be assigned to \_\_\_\_\_ County 4-H Association. (Ask your county 4-H agent the name of this organization.)