



# Sample Bylaws for 4-H Clubs or Groups

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October 2015

[Bracketed texts in italics are intended to be instructions and should be removed from the final copy. This sample form may become the by-laws of the 4-H Club or Group by filling in the blank spaces, amending as necessary and final approval by the membership.]

## ***Article I. Name***

The name of this 4-H Club or Group shall be *[ Insert Name Here ]* 4-H Club or Group or Committee.

## ***Article II. Purpose***

The purposes of this 4-H Club or Group/Committee are:

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## ***Article III. Membership***

Section 3.01 A 4-H club member must be in 5-year-old Kindergarten and may continue in the 4-H Club through the next 4-H year following their graduation from high school not to extend beyond the age of 19 as of December 31 of the enrollment year.

Section 3.02 Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3.03            The following are requirements to hold a 4-H charter and be recognized as a 4-H Club or chartered Group/Committee in *[Insert County Here]* County, Wisconsin:

- (a) Club or Group/Committee name
- (b) Five or more youth from at least three families
- (c) Adult leadership that has been approved through the Youth Protection Program
- (d) Educational plan which meets the purposes of the 4-H program
- (e) Youth involvement in leadership and decision-making
- (f) Meet on a continuing basis
- (g) Have written operating guidelines, bylaws or constitution approved by members to govern the club or group/committee
- (h) Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed and submitted to the county UW-Extension office annually no later than the due date set by the 4-H Youth Development Educator.
- (i) Must comply with
  - all [Wisconsin 4-H Youth Development Policies](http://4h.uwex.edu/about-4-h/policies/) (<http://4h.uwex.edu/about-4-h/policies/>)
  - 4-H National Headquarters policies, ([http://www.national4hheadquarters.gov/library/4h\\_polregs.htm](http://www.national4hheadquarters.gov/library/4h_polregs.htm))
  - All federal and state laws

## ***Article IV. Parliamentary Authority***

Robert's Rules of Order shall govern the meetings of the club.

## ***Article V. Amendments***

A simple majority of the total membership may amend the bylaws, provided previous notice is given to the membership **-or-** 2/3 majority vote of the total membership at any regular scheduled meeting.

## ***Article VI. Youth Officers***

Section 6.01 The officers of this 4-H Club or Group shall be:

- (a) President
- (b) Vice-president
- (c) Secretary
- (d) Treasurer
- (e) [Add additional offices, term of office, etc.]*

**Section 6.02 Qualification for officers include**

- (a) [Insert club qualifications for each office or officers in general]*

**Section 6.03 Election of Officers**

- (a) *[Describe club's nomination process]*
- (b) The officers shall be elected by ballot at a regular meeting designated for the purpose. *[Add month, if known]*
- (c) All members are eligible to vote.
- (d) Ties for election of office are to be broken by *[insert method here]*
- (e) *[Describe process for replacing officers who cannot fulfill their terms]*

#### **Section 6.04 Duties of Officers**

- (a) The president shall preside at all club meetings.
- (b) In the absence of the president, the vice-president shall preside.
- (c) The secretary shall keep a record of all proceedings of the club.
- (d) The treasurer shall receive and take care of all money belonging to the club and shall pay it out upon order of the president and shall keep an accurate record of all money received and paid.
- (e) The club reporter will serve as public relations officer and shall prepare news reports of the club's meeting and activities and send them to the local papers as occasion demands.
- (f) *[Adapt or add as needed]*

### **Article VII. Club or Group/Committee Volunteer Leadership**

Section 7.01        The 4-H Club or Group/Committee shall be under the direction of Youth Leadership working in partnership with local adult volunteer leader(s).

- (a) Volunteer leadership is open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- (b) All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H Volunteer.
- (c) There shall be such volunteer assistant leaders, volunteer project leaders and volunteer youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program.

**Article VIII.        *Dissolution Clause***

*Choose the statement which best fits your club or group.*

*[The county 4-H Leaders Association must include a statement of dissolution in its bylaws similar to the following]*

Upon dissolution of the association, any assets remaining shall be conveyed to a 4-H Youth Development program or the Wisconsin 4-H Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

*[A 4-H club, group or committee must use the following dissolution clause]*

Upon dissolution of the 4-H Club, Group/Committee any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Youth Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy.

## ***Article IX. Meetings***

### Section 9.01 Regular Meetings

- (a) The regular meetings of this club or group/committee will be held monthly at a time and location determined by the club leadership team in consultation with the membership and communicated *[include how and when club members will be informed about club calendar]*

### Section 9.02 Quorum

A majority of the enrolled members of the club will constitute a quorum. A quorum must be present when business is transacted.

## ***Article X. Club Organization***

### Section 10.01 Club Planning Year

- (a) The 4-H year is continuous and should be consistent with the county 4-H Leaders Association annual year.
- (b) The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

Section 10.02 Club Fiscal Year

- (a) The Wisconsin 4-H fiscal year is defined as July 1 – June 30.
- (b) The 4-H club financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

**Article XI. Additional Club Policies and Standing Rules**

Section 11.01 The club policies and standing rules contained within this article are subject to amendment or suspension by a majority vote at any regularly scheduled meeting in which a quorum is present.

- (a) *[Include any additional club rules, guidelines, expectations or policies not listed above: dues, committees, achievement requirements, record books, project exhibition, fund raising, club trip, etc.]*

Review and Approvals

Review by 4-H Youth Development Staff (Date and Signature)\_\_\_\_\_

Date Approved by Membership \_\_\_\_\_

Required Signatures

President Date

Secretary Date