

# Example of Club By-Laws

Clubs are not required to have by-laws, but if they do, by-laws should be submitted to the Extension Office.

## By-Laws of (name) 4-H Club

### Article 1 - Name

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

### Article 2 - Purpose

The purpose of this 4-H club is to support the development of its members through club meetings, project work, demonstrations, fairs, and other activities.

### Article 3 - Policies

The club will meet regularly to conduct business. Meetings will be held once a month no less than 6 times during the year. Any major decision of the club must be voted upon by 2/3 of the membership.

### Article 4 - Membership

*Section 1* – Any youth, without regard to race, color, sex, disability, religion, age, or national origin, who is age 5-18 as of January 1, of the current year may become a member of this club.

*Section 2* - To become a member, a person must attend three meetings, complete an enrollment form with parent/guardian signatures, agree to abide by the 4-H code of conduct, and know the 4-H pledge.

*Section 3* - Members must attend 50% of the club meetings held to remain in good standing to exhibit at the fair. The leader, with the executive committee, shall review the reasons for absence to determine whether a member's name is removed from the roll.

### Article 4 - Officers, Elections, and Duties

*Section 1* - The elected officers of this club shall be president, vice president, secretary, treasurer, and reporter. The appointed officers shall be recreation leader, song leader and historian.

*Section 2* - Officers shall be elected annually in the month of November and shall begin the term of office in January. Other offices will be appointed. In January the executive committee will appoint other officers.

- An officer shall have been a member in good standing of the club for three months prior to election.
- Officers shall not succeed themselves.
- A nominating committee of three members shall be named one month prior to election of officers for the following year. This committee will consist of the president and two appointed members.
- The nominating committee shall submit at least one nominee for each elected office at the meeting in November. Nominations from the floor shall follow the report of the nominating committee.

*Section 3* – Officers shall perform duties as set forth in the 4-H Club Officer's Handbook. Vacancies other than the President shall be filled by a vote of the members at the next regular meeting or appointed by the executive committee.

- Elected Officers
  - The president shall preside at all meetings of the club and have in mind at all times the best interest of the club. The President is also given the responsibility for any Executive meetings and will call these meetings in cooperation with the leader.
  - The vice president shall perform the duties of the President in his or her absence. He or she shall serve as chair of the yearly program committee. An annual club program plan will be submitted with the leader to the county extension office. The vice-president shall succeed to the presidency if such a vacancy occurs.

- The secretary shall keep a record of the proceedings of the club and an accurate attendance count of the membership.
- The treasurer shall keep club financial records and follow financial procedures with guidance from the leader. An annual club audit will be submitted to the local 4-H office as requested.
- The reporter shall write news articles and take pictures to submit to the local newspaper or community newsletter of club activities and member accomplishments.
- **Appointed Officers**
  - The song leader shall be prepared to lead the group in singing at club meetings and social events.
  - The recreation leader shall be responsible to provide team building and cooperative recreation activities (encouraging all to participate) at club meetings and activities.
  - The historian shall keep a scrapbook of the clubs activities, events, and participation of members in other 4-H or youth activities. The scrapbook may be electronic.

## **Article 5 - Committees**

*Section 1 - Executive Committee.* The executive committee shall consist of the elected officers and a leader. The duties of the executive committee shall be to transact any absolutely necessary business that comes up between regular meetings and any other business referred to it by the club members. The executive committee shall meet between regular meetings as necessary.

*Section 2 - Standing and Special Committees.* Standing committees shall be appointed by the president as necessary and shall serve to the end of the club year. The committee shall consist of a chair, co-chair, and enough members to carry out the specific assignment. Special committees shall be appointed by the president and shall serve only as long as needed.

*Section 3 -* The vice-president shall be a member of all committees except the nominating committee. The vice-president is the chair of the program planning committee.

## **Article 6 - Meetings**

*Section 1 -* Annually there shall be a minimum of 6 club meetings to begin promptly at 4 p.m. on the first Wednesday of each month.

*Section 2 -* Excused absences will be given for illness and other reasons agreed upon by the local leader and the executive committee, provided they are reported to a club officer or leader before the club meeting.

*Section 3 -* Members will be required to attend club meetings and project meetings in accordance with the club membership requirements.

## **Article 7 - Club Reports and Forms**

*Section 1 -* The written club program plan shall be adopted no later than the two meetings of the new club enrollment year.

*Section 2 -* Enrollment forms for members and volunteers, bylaws new and revised, 4-H code of conduct, animal code of ethics, volunteer expectations, volunteer agreements and position descriptions, fair entries, financial reports and other forms or reports are due to the local extension office upon request.

## **Article 8 - Amendments**

The by-laws may be amended at any regular meeting by a 2/3 vote of the membership provided they do not conflict with the required article.