



## **Sample 4-H Club Constitution and Bylaws**

The following are suggested constitution and bylaws for use by 4-H clubs. The 4-H club may make changes as needed to fit their club, however, no changes can be made that in any way recommend conditions limiting, altering, or restricting membership in the 4-H club.

### ***For new clubs:***

When a club is first organized, the suggested constitution and bylaws can be read to the club and discussed. Changes may be made or bylaws added to the suggested format. If the 4-H club wants to make any changes or additions those should be written within the format. When all changes have been made, the constitution and bylaws can be voted on by the club. The constitution and bylaws which are approved by the 4-H club will remain in effect until changed by the club. Additionally, send a copy to the local Extension office.

### ***For chartered clubs:***

The constitution and bylaws should be reviewed annually. A suggestion would include reading the constitution and bylaws at the October or November 4-H club meeting. Upon the conclusion of the reading members are encouraged to sign the constitution and bylaws, indicating their approval. If changes made send a copy to the local Extension Office.



## Constitution

### Article I - Name

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

### Article II - Purpose

The purpose of this club is to provide learning experiences for member to develop:

- 1) A positive self concept
- 2) Healthy interpersonal relationships
- 3) Sound decision making skills
- 4) An inquiring mind
- 5) A concern for the community.

### Article III - Membership

#### Section 1: Club Membership Ages:

**Cloverbuds:** designed for children ages 5 and 6 that have reached age five before January 1 of the current 4-H year. Classified under special membership.

**4-H Club Membership:** 4-H Club membership is open to all youth between the date of their 7th birthday through December 31 of the year in which they turn 19. 4-H Club membership is open to all youth without regard to race, color, creed, religion, national origin, sex, marital status, disability, or public assistance. All 4-H members must enroll each year.

### Article IV - Officers

(Designated how club will run the meetings and determine leadership)

Example #1: The officer of the club shall include the president, vice-president, secretary, treasurer, and reporter. Each shall perform the regular duties of these offices. (Additional officers might include song leader, recreation leader, historian, and county events representatives). Junior officer may also be elected if appropriate.

### Article V - Meetings

The regular meeting of the club will be held at \_\_\_\_\_ on the \_\_\_\_\_ of each month.

### Article VI - Amendment

The constitution may be amended by a (simple or 2/3) majority of the total membership at any regular meeting (or - provided notice of such amendments shall have been given at a previous meeting).

### Article VII - Club Leadership

The club shall be under the direction and guidance of local club leader(s). Open to all adults regardless of a person's race, color, national origin, sex, religion, age, disability, sexual orientation, marital or familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information. All adult volunteers are required to complete the Kansas 4-H Volunteer Information Profile. There shall be such assistant leaders, project leaders and 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

Upon dissolution of the club any remaining funds must be contributed the county/district 4-H (Events) Council, local 4-H Foundation or 4-H Fund or the Kansas 4-H Foundation. Remaining funds must not be distributed among any 4-H members, 4-H volunteers or families participating at the time of the club's dissolve.



## Bylaws

### Article I - Election of Officers

**Section 1.** Identify the appropriate officers needed for the club (flexibility key, review annually)

**Section 2.** Determine how election handled (suggested secret ballot) at a regular meeting (add month if **known**) and plurality (the one that received the most votes) would determine outcome.

**Section 3.** Who is eligible to vote.

**Section 4.** Determine how ties will be broken.

**Section 5.** Describe how officer may be replaced if needed during the year.

### Article II - Duties of Officers

(The expectation will be officer will attend meetings, learn and perform their duties once elected.)

**President -** shall preside at club meeting, responsible for meeting agenda, may call special meetings as needed.

**Vice-president -** in absence of president perform president's duties, chair the club's program committee that provides the educational program during club meetings.

**Secretary -** shall keep minutes of club meetings, write correspondence pertaining to club business, record attendance.

**Treasurer -** shall maintain funds and report to club financial records of money received and paid. Provide Extension Office with end of the year reports.

**Reporter -** will provide public relations and shall write news reports of club's meetings and activities.

(Additional officers might include song leader, recreation leader, historian, and county events representatives). Junior officer may also be elected if appropriate.

### Article III - Committees

- Each club member will be expected to serve on a committee: standing or special.
- Standing Committees determined by club. Each standing committee will appoint a chair that will serve the entire year. Suggested Standing Committees: Finance and Fund-raising, Program committee, and Marketing and recruitment.
- Special Committees determined by club's immediate needs. Special Committees appointed by President. Chair is appointed and will serve only as long as needed. Suggested Special Committees: Recognition, special event or farewell party.

### Article IV - Quorum

A quorum shall consist of a majority of members present for the regular meeting.

### Article V - Rules of Order

*Robert's Rule of Order* shall govern the meetings of the club.

### Article VII - Order of Business

Will vary depending up on the type of program planned and pending business.

Agenda outline : 1) Call to order, 2) Roll call 3) Minutes, reading and approval; 4) Communications, 5) Reports of Officers and Leaders; 6) Committee Reports, Standing and Special; 7) Unfinished business; 8) Ceremony (if needed); 9) New business; 9) Announcements; 10) Recreation; 11) Adjournment.

### Article VII - Financial Reporting

Annually the club will submit the Financial Audit Report to the Extension Office as requested.

### Article VIII - Additional Club Policies

(Include any additional continuing club rules, guidelines, traditions, expectations or policies not listed above.)

### Article IX - Amending Bylaws

The bylaws may be amended by a majority vote of the members present at any regular meeting.

(Ideally, bylaws need to be reviewed annually.)