



\_\_\_\_\_ **4-H Club**

**Constitution & Bylaws**

Adopted \_\_\_\_\_

ARTICLE I Name and Objectives

- Section 1. The name of this organization shall be the \_\_\_\_\_ 4-H Club.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H club work.
- Section 3. The objectives of this organization shall be to provide learning situations for the development
  - I. of leadership, responsibility, and effective citizenship
  - II. to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
  - III. to provide information and training in other 4-H activities as members' interest dictate.
- Section 4. This club is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 5. No part of the net earnings of this club shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private person, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- Section 6. No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 7. Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions, to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE II: Membership

- Section 1. Membership in this organization shall be open to all youth who have reached five years of age and have not reached their 19th birthday as of December 31 of the current 4-H year and who reside in the county regardless of socioeconomic level, race, color, sex, national origin, or disability.



- Section 2. New members must be enrolled annually through 4HOnline and be approved as an active member. All members must re-enroll annually.
- Section 3. All members should be enrolled in and complete at least one project, including a project record book or appropriate paperwork.

#### ARTICLE III: Officers and Elections

- Section 1. The officers of the club shall be a president, vice-president, secretary, treasurer, and reporter. Other officers might include recreation/song leader, historian, and parliamentarian.
- Section 2. Officers shall be elected annually. Officers shall serve for a term of one year beginning whenever installation is held and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.
- Section 5. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

#### ARTICLE IV: Duties of Officers

- Section 1. Duties of the president shall be
- to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club,
  - to appoint standing and special committees, and
  - to serve as an ex-officio member of each committee, except the nominating committee.
- Section 2. Duties of the vice-president shall be
- to assist the president,
  - to perform the duties of the president in the absence of that officer,
  - to serve as chairman of the program committee, and
  - to help plan all club educational programs one year in advance.
- Section 3. Duties of the secretary shall be
- to keep a full and correct record of all proceedings of the club, and
  - to have charge of club correspondence, and
  - to keep the roll and read the minutes at each meeting.
- Section 4. Duties of the treasurer shall be
- to help prepare a budget for approval by the club.
  - to receive, hold and pay out all monies of the club as designated by the adopted budget.
  - to keep an accurate record of the receipt and expenditures of all funds.
  - to present a financial statement when requested to do so.



- (e) to serve as chairman of the finance committee.

Section 5. Duties of the reporter shall be

- (a) to report activities of the club to local news media, and
- (b) to report activities to the county Extension agent and in the county 4-H newsletter.

ARTICLE V: Leaders and Duties

Section 1. Adult leaders of the club shall be

- (a) at least one screened, approved, enrolled club/organizational leader and as many other approved leaders as are needed to carry out specific responsibilities, and
- (b) approved by the county Extension agent.

Section 2. Duties of the club leader shall be

- (a) to be responsible for the overall year's program of the club,
- (b) to work with other adult leaders and the club's youth executive committee to see that the club's program and activities are well-planned and executed.
- (c) to work closely with county Extension agents to provide positive youth development educational programs, and
- (d) to prepare an annual charter application and all required chartering documents to submit annually to the county Extension office.

Section 3. Duties of the project and activity leaders shall be

- (a) to be responsible for planning and directing activities and programs in their specific area,
- (b) to work closely with club leaders to coordinate their projects with other club activities, and
- (c) to use junior leaders to assist them in their areas.

ARTICLE VI: Committees and Duties

Section 1. Standing committees may be appointed by the executive committee, and/or the club leader at the beginning of the club year.

Section 2. Standing committees and duties may include

- (a) Finance - shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects.
- (b) Membership - shall encourage every eligible boy or girl in the community to become a 4-H member. The committee shall also be responsible for welcoming visitors and prospective members.
- (c) Program - shall be responsible for all of the programs at the regular meetings and planning the year's program at the beginning of the club year.
- (d) Social - shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments at regular meetings.



- (e) Community service – shall be responsible for planning community service activities to involve all members of the club. Those activities should help members develop personally as well as benefitting the community and county.

Section 3. The nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of 4-H club members and advisors. The committee shall secure the consent of each nominee before placing his or her name on the proposed ballot.

Section 4. Other committees may be named as the need arises.

#### ARTICLE VII: Meetings

Section 1. Regular meetings of this organization shall be held on the \_\_\_\_\_ of each month.

Section 2. Special meetings may be called by the president and club leader.

#### ARTICLE VIII: Order of Business

Section 1 Robert’s Rules of Order revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club’s bylaws.

Section 2. The order of business for regular meetings is:

1. Call to Order
2. Pledges
3. Roll Call
4. Reception of new members and recognition of guests
5. Minutes of last meeting
6. Reports
7. Unfinished business
8. New business
9. Leader’s report
10. Announcements
11. Educational program
12. Refreshments
13. Adjournment
14. Recreation

This order of business may be altered for the convenience of a speaker giving the program.

#### ARTICLE IX: Fiscal Accountability

The 4-H club/group shall submit a financial report and all required chartering documents to the county Extension office each year. The club fiscal year shall be July 1-June 30.



ARTICLE X: Club Dissolution

Upon dissolution, this club’s assets including money and equipment, shall become the property of the County 4-H Program for care and disposition; the club or group authorizes Colorado State University Extension and the county Extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization. A Court of Competent Jurisdiction in which the principal office of the club is located, exclusively for such purposes, as said Court shall determine shall dispose of any such asset not so disposed of.

The last official duty of the club’s leader shall be to affect the transfer of club property and to turn over club records to the county Extension agent(s).

ARTICLE XI: Amendments

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

Date Accepted and/or amended by the local \_\_\_\_\_ 4-H Club:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Leader

\_\_\_\_\_  
Club President