

Sample 4-H Club/Committee Constitution and By-laws

The members should formally adopt a 4-H club/committee constitution and by-laws. The following are suggested 4-H club/committee constitution and by-laws:

Article I – Name

The name of this 4-H organization is

Article II – Purpose

The purpose of the 4-H Club/Committee is to organize and operate exclusively for the nonprofit purposes allowed by Section 501(c) (3) of the Internal Revenue Code of 1985, as amended, or the corresponding section of any future federal tax law (the “Code”) as outlined in the Articles of Organization.

The purpose of this 4-H club/committee is to foster the positive youth development of youth through BIG-M (Belonging, Independence, Generosity, and Mastery). The essential elements of these four concepts include: (1) a positive relationship with a caring adult, (2) an inclusive environment, (3) a safe emotional and physical environment, (4) opportunities to see oneself as an active participant in the future, (5) opportunities for self-determination, (6) opportunities to value and practice service to others, (7) opportunities for mastery, and (8) engagement in learning.

Article III – Membership

Section 1 – Eligibility

Any boy or girl, nine years of age or older who has not reached his/her nineteenth birthday on or before January 1 of the current 4-H year, may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability. This 4-H club/committee is open to all youth and adults (committees) that reside in the _____.
(county)

Youth that are five to eight years of age on or before January 1 of the current 4-H year may be 4-H Cloverbuds providing the county offers this program.

Section 2 –Size of club/committee

All clubs must have a minimum of 5 members from 3 different families. (State any restrictions on the size of the 4-H club that are limited due to space limitations or leaders’ available time, or ability to accommodate more members.)

Section 3 – Re-enrollment

Members must re-enroll in 4-H on an annual basis to retain active 4-H member status.

Section 4 – Responsibilities

All members are encouraged to participate regularly in 4-H club/committee meetings, activities, and events. Youth are required to attend at least one meeting of the club/committee to be considered a member of the 4-H club/committee.

Each member must enroll in a minimum of one project and is encouraged to keep a project record and share what they learned through a talk, demonstration, or exhibit.

Club/Committee members are expected to show trustworthiness, respect, responsibility, fairness, caring and cooperation to 4-H volunteers and other participants. Each member is asked to sign and follow the Arizona 4-H Member Behavior Guidelines and any guidelines established by this club. Participants may be removed from 4-H programs or activities for misconduct.

Section 5 – Dues (Optional; strike this section if not applicable.) (club only)

This 4-H club will assess dues of to cover club expenses for educational programming. If members cannot pay these dues, they need to discuss the situation with the 4-H leader.

Section 6 – Program Fee (club only)

Each 4-H member of a sustained, voluntary group will be required to pay a \$25.00 program fee to their club. The club leader will then send a check for all members to the local Extension office at the time of enrollment in the county in which they reside.

Article IV – Meetings

Section 1 – Dates and Location

The club/committee will meet regularly:

Date and Time

Location

Section 2 – Special Meetings

The president and 4-H leader may call special meetings as needed. Adequate notice to all club members is required.

Section 3 – Quorum

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

Section 4 – Order of Business

The following order of business shall be followed at regular club meetings: (adapt for committees)

- Call to order
- Pledge of Allegiance and the 4-H Pledge
- Secretary's roll call of members
- Approval of previous meeting minutes
- Approval of treasurer's report
- Committee reports
- Unfinished business
- New business
- 4-H Leaders' reports
- Announcements
- Adjournment
- Educational program, project work, club/group activity
- Recreation/refreshments

Section 5 – Parliamentary Procedure

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

Article V – Election of Officers

Section 1 – Election Date

The officers of this club/committee shall be elected at the 1st-2nd scheduled meeting of the 4-H year.

Section 2 – Voting Method

Voting is by majority rule and done by secret ballot.

Section 3 – Eligibility to See Office and Vote

All active members are eligible to seek office and vote.

Article VI – Officers

Section 1 – Officer Roles

The officers of this club shall include: president, vice-president, secretary, treasurer, and reporter.

Section 2 – Terms of Office

The officers shall hold office for one year.

Article VII – Committees:

Section 1 – Standing Committees

Standing 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. Examples of standing committees include fiscal review, program, membership and recreation.

Section 1a – Club Level Audit Committee

A fiscal review committee consisting of two members and one volunteer/parent who do not have signatory rights on the 4-H club financial accounts; will conduct a fiscal review of the club's financial records. The club leader will see that the fiscal review report and completed Arizona 4 H Treasurer's Record Book are turned into the Extension Office at the end of the 4-H year, (September 30) or following the final meeting of the club for the 4-H year. The club may not re-enroll in 4-H for the next year until the fiscal review is submitted and approved by the Extension office.

Section 2 – Special Committees

Special committees carry out a specific task for a limited period of time. When the task is finished, the committee is dismissed. Examples of special committees include fund raising, community service, International Night, Family Night, Window Display, etc.

Article VIII – Fiscal Operations

Section 1 – Fiscal Policies

The club will follow all University of Arizona Extension/4-H fiscal policies as well as state and federal regulations. The 4-H fiscal year will be October 1 – September 30.

Article IX – Amendments

Providing notice has been given at the previous meeting, this constitution may be amended at the following club meeting by a two-thirds vote cast by those in attendance. No amendment to this constitution that would result in the 4-H Club ceasing to operate for the nonprofit purposes allowed by Section 501(c) (3) of the Code shall be effective.

Article X – Dissolution

Upon consideration of disillusionment, the members of this 4-H club agree to the following procedure:

The 4-H club/committee shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H club/committee. The members shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county or state 4-H program. When a 4-H club dissolves or fails to reorganize without vote of the members, the resources become the property of the local County Extension Office or Maricopa County 4-H Teen Association after a waiting period of one year. During the one-year waiting period, a representative of the county 4-H program will maintain the account.

Upon dissolution and termination of this 4-H club for any reason, the officers shall take full account of the 4-H club assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds therefrom in the following order:

- a. To the payment of the debts and liabilities of the 4-H club/committee.
- b. To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the club. If those intended recipients no longer exist or are not Section 501(c)(3) organizations or government agencies, then any remaining assets of the 4-H Club shall be disposed of exclusively for such purposes or to such 501(c)(3) organizations or government agencies as may be determined by court order.
- c. The remaining balance shall be distributed to the (county/teen association) for the purpose of program development directly related to the enrichment of the 4-H youth program. The 4-H club/committee will provide each of the members with a statement outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance of the foregoing terms and manner of the distribution, the 4-H

Voted upon and adopted (Date) Voted upon and revised (Date)