

Suggested Form for a 4-H Club Constitution and Bylaws

The constitution should contain:

- a. Name and objectives of the club
- b. Qualifications of the members
- c. Officers, their elections and duties
- d. Meetings of the club (only including what is essential, leaving details to bylaws)
- e. How to amend constitution

Constitution

Article I – Name

The name of this organization shall be _____ 4-H Club.

Article II – Objectives

Section 1.

The objectives of this club are to assist members to:

- acquire knowledge and skills, and explore careers
- acquire a positive self-concept
- develop the ability to live and work cooperatively with others
- acquire a healthy lifestyle
- achieve satisfaction from leisure time
- develop respect for and be informed about environment
- develop initiative and assume responsibility

Section 2.

Each club also may add a specific object according to the nature of the project and other activities they are carrying.

Article III – Membership

All boys or girls between the ages of 8 and 19 years shall be eligible for membership, regardless of race, sex, color, religion, national origin or handicap.

Article IV – Officers

The officers of this club shall be volunteer leaders, president, vice president, secretary, treasurer, reporter and other officers the club deems necessary. All officers shall be elected by secret ballot and serve for the term of one year.

Article V – Meetings

The August meeting shall be for the election of officers and the September meeting for the reading of annual reports.

Article VI – Amendments

This constitution may be amended by a two-thirds vote at the September meeting, provided notice of such amendment shall be given in writing at the previous meeting.

Bylaws

Article I.

Each member shall pay annual or monthly dues of _____. (Each club must decide whether they wish to have dues. It is not required.)

Article II.

Section 1.

Regular meetings of the club will be held on the _____ of each month.

Section 2.

Special meetings may be called by the president or the leaders at any time by giving notice at any regular meeting or by notifying each member one day in advance.

Section 3.

All meetings will be held at _____ (members' homes, school or community meeting room) unless otherwise planned.

Article III.

A quorum for the transaction of business shall consist of a majority of the members.

Article IV.

These bylaws may be amended at any regular meeting, with notice having been given in writing at the previous regular meeting of the club. A two-thirds vote of those present shall be necessary for adoption.

Article V.

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

Article VI.

Upon dissolution, all 4-H club/group assets and financial records must be turned over to the county Extension office. Remaining funds after settlement of debts and liabilities of the club will be deposited with the county 4-H council to be used for 4-H youth development programs.