



This sample form may become the constitution and by-laws of your club by filling in the blank spaces, amending as necessary and being approved by the membership.

## **CONSTITUTION**

### **Article I – Name**

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

### **Article II – Purpose**

The purposes of this club are to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Article III – Membership**

**Section 1.** A club member must be in first grade and may continue in the 4-H Club through the next 4-H year following their graduation from high school. First and Second graders are enrolled as Cloverbuds.

**Section 2.** Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status. (Add any other pertinent club membership policies.)

**Section 3.** The following requirements must be met to be officially recognized as a 4-H club in \_\_\_\_\_ County, Wisconsin:

- Club name
- Five or more youth
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Submit financial record and audit report to \_\_\_\_\_ County UW-Extension Office once each year

### **Article IV – Officers**

The officers of this club shall be a president, vice-president, secretary, treasurer, \_\_\_\_\_, \_\_\_\_\_ . (Add age requirements, if any; term of office; etc.)

**Article V – Amendments**

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

**Article VI – Club Leadership**

The club shall be under the direction and guidance of local club leader(s). Open to all adults regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program. 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 VI – Dissolution Clause**

The county 4-H Leaders Association must include a statement of dissolution in its bylaws similar to the following: Upon dissolution of the association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

**BY-LAWS**

**Article I – Election of Officers**

- Section 1.** (Describe club’s nomination process)
- Section 2.** The officers shall be elected by ballot at a regular meeting designated for the purpose. (Add month, if known)
- Section 3.** All members are eligible to vote.
- Section 4.** Ties for election of office are to be broken by \_\_\_\_\_.
- Section 5.** (Describe process for replacing officers who cannot fulfill their terms.)

**Article II – Duties of Officers**

The president shall preside at all club meetings. In the absence of the president, the vice-president shall preside. The secretary shall keep a record of all proceedings of the club. The treasurer shall receive and take care of all money belonging to the club and shall pay it out upon order of the president and shall keep an accurate record of all money received and paid. The club reporter will serve as public relations officer and shall prepare news reports of the club’s meeting and activities and send them to the local papers as occasion demands. (Adapt as needed)

**Article III – Regular Meetings**

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

**Article IV – Quorum**

A majority of the members of the club will constitute a quorum. A quorum must be present when important business is transacted. (optional)

**Article V – The Club Year**

The 4-H year is continuous and extends from one annual achievement day to the next.

**Article VI – Rules of Order**

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

**Article VII – Club Reporting**

Annually, the \_\_\_\_\_ 4-H Club will submit the Financial Audit Report and 4-H Club Calendar to the UW-Extension Office

**Article VIII – Additional Club Policies**

(Include any additional continuing club rules, guidelines, expectations or policies not listed above: dues, committees, achievement requirements, record books, project exhibition, fund raising, club trip, etc.)

Date: \_\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_



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