



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. This form can be adapted for 4-H groups and committees

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 hold a 4-H charter and be recognized as a 4-H club in _____ County, Wisconsin

- Club name
- Five or more youth from at least three families
- 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
- Have written operating guidelines, bylaws or constitution approved by members to govern the club
- Complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed. This is submitted to the county UW-Extension office by December 1 annually.

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. Options for leadership are outlined at: <http://www.uwex.edu/ces/4h/clubs/documents/4HClubLeadershipTeamRoleDescription.pdf>

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.

A 4-H club, group or committee must use the following dissolution clause: Upon dissolution of the 4-H Club any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development staff.

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 business is transacted. (Optional)

Article V – The Club Year

The 4-H year is continuous should be dated consistent with the county 4-H Leaders Association annual year. The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

Article VI – The Club Fiscal Year

The Wisconsin 4-H fiscal year is defined as July 1 – June 30. The 4-H club financial books must be rectified annually by June 30. The Annual Financial Report is included in the 4-H Charter Renewal Packet. IRS 990 filing must be completed by November 15.

Article VII – Rules of Order

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

Article VIII – Club Reporting

Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office by December 1.

Article IX – Additional Club Policies

Wisconsin 4-H clubs must follow all [Wisconsin 4-H Policies](http://www.uwex.edu/ces/4h/resources/policies/documents/WI4HYouthDevelPolicies52011.pdf) (<http://www.uwex.edu/ces/4h/resources/policies/documents/WI4HYouthDevelPolicies52011.pdf>); [4-H National Headquarters policies](http://www.national4-hheadquarters.gov/library/4h_polregs.htm), (http://www.national4-hheadquarters.gov/library/4h_polregs.htm); and all federal and state laws.

(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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