

## By-Laws Worksheet

1. Article I - Name of the Organization: State your club's complete name.
  
2. Article II - Purpose: Include up to three statements that describe the educational and recreational purposes of your 4-H club.
  
  
  
  
  
  
  
  
  
  
3. Article III - Membership: Membership statements can include information about age range, maximum membership, etc. The following non-discrimination statement should also be included...  

*No person shall on the grounds of race, creed, color, handicap, marital status, sex, sexual orientation, national origin, ancestry, or political affiliation be excluded from participation in Marathon County 4-H club activities.*
  
  
  
  
  
  
  
  
  
  
4. Article IV - Officers: Include age or other requirements, length of term of office, election procedure, and a process for replacing officers who cannot fulfill their terms.
  
  
  
  
  
  
  
  
  
  
5. Article V - Meetings: Include meeting dates, times, and places (if these are a constant.) Indicate the number of meetings to be held annually and any other information that is constant.
  
  
  
  
  
  
  
  
  
  
6. Article VI - Executive Board: It is advisable to have an executive committee that includes officers and general leaders (or others) to plan meetings, etc. Describe the make up of this board and their responsibilities.
  
  
  
  
  
  
  
  
  
  
7. Article VII - Committees: Include only if standing committees are used. Describe the make up of the committee and their responsibilities.

8. Article VIII - Additional Club Policies: Include any policies that are continuing policies or expectations of members, parents or families not otherwise stated in previous sections of your by-laws.

What is required to remain a “member in good standing”?  
What is required of project leaders?  
Etc.

Signature of two significant persons  
(president, secretary, general leader, etc.)

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Date of Adoption

By-law reminders...

- By-laws should be reviewed every year for accuracy.
- By-laws should be brief and concise.
- By-laws cannot be changed without prior notice of any proposed change and a vote of the membership.
- A current copy of your club's by-laws must be on file in the UW-Extension Office.

Jean Berger, 4-H Youth Development Agent  
May, 2005

**EXAMPLE**

**By-Laws Worksheet**

1. Article I - Name of the Organization: State your club's complete name.
  - A. *The name of this 4-H club shall be \_\_\_\_\_.*
  
2. Article II - Purpose: Include up to three statements that describe the educational and recreational purposes of your 4-H club.
  - B. *The purpose of this 4-H club shall be:*
    - a. *To develop youth*
    - b. *To provide an opportunity for parents, other interested adults, and youth to become involved as volunteers to influence the development of youth*
    - c. *To provide an opportunity for members to learn and practice the principles of democracy, citizenship, and leadership.*

3. Article III - Membership: Membership statements can include information about age range, maximum membership, etc.

A. *Membership shall be consistent with Marathon County 4-H qualifications.*

The following non-discrimination statement should also be included...

B. *No person shall on the grounds of race, creed, color, handicap, marital status, sex, sexual orientation, national origin, ancestry, or political affiliation be excluded from participation in Marathon County 4-H club activities.*

C. *Membership dues must be paid when enrollment forms are due.*

4. Article IV - Officers: Include age or other requirements, length of term of office, election procedure, and a process for replacing officers who cannot fulfill their terms.

*Officers of the \_\_\_\_\_ 4-H club shall be members in good standing. All terms will be for one year, with elections to be held at the October meeting. Officers may/may not be re-elected for a consecutive term. If an officer is unable to fulfill their obligation to the club an election will be held at the club's next meeting.*

*Duties of the officers shall be:*

- A. *President: preside at all meetings of the club and work with the leader(s) in planning club meetings.*
- B. *Vice-president: preside in the absence of the president and perform duties of the president in his/her absence.*
- C. *Secretary: keep minutes of all meetings of the club; work with the leaders in getting out correspondence; keep accurate records of attendance.*
- D. *Treasurer: work with an assigned leader to keep an accurate record of all expenses (money paid out, to whom, for what, etc.), all income (money received and from what source), and to maintain checking and savings accounts. An annual review*

- (audit) of the records will be made by the officers.*
- E. *Reporter/Historian: Make a collection of clippings, pictures, etc., for the club's permanent record. If appropriate, contact the local news media to make them aware of the club's programs/projects.*
5. Article V - Meetings: Include meeting dates, times, and places (if these are a constant.) Indicate the number of meetings to be held annually and any other information that is constant.
- A. *The club shall hold at least \_\_\_\_ business meetings per year.*
- B. *The meetings will be held at a mutually agreed upon place and time, to be determined at the September meeting.*
6. Article VI - Executive Board: It is advisable to have an executive committee that includes officers and general leaders (or others) to plan meetings, etc. Describe the make up of this board and their responsibilities.
- A. *The executive board shall consist of the general leader(s), the president and vice-president, and one additional youth and adult as determined by the club.*
- B. *The executive board will plan the annual calendar, develop meeting agendas, and bring policy issues to the floor for discussion and votes.*
7. Article VII - Committees: Include only if standing committees are used. Describe the make up of the committee and their responsibilities.
- A. *Recreation - This committee will develop and lead recreational activities for the monthly meetings, as well as plan the annual family picnic and field trip.*
- B. *Fair - This committee will assist the general leader(s) in assembling the paperwork associated with the fair, and work with the club to plan the theme for decorations and other related activities at the fair.*
8. Article VIII - Additional Club Policies: Include any policies that are continuing policies or expectations of members, parents or families not otherwise stated in previous sections of your by-laws.

*Members in Good Standing:*

- A. *Members are required to attend a minimum of 8 club general meetings each enrollment year.*
- B. *Absences can be excused only by calling the general leader or the secretary before the general meeting. Other absences will be considered unexcused.*
- C. *Each member is required to attend at least half of the project meetings per project during each enrollment year.*
- D. *Failure to comply with articles 8-A, 8-B, or 8-C, will result in the member being considered to be "not in good standing" with the club, rendering them unable to exhibit at the fair as a member of \_\_\_\_\_ 4-H club.*

*General Leader:*

- E. The general leader shall meet leadership requirements determined by University of Wisconsin 4-H, and the Marathon County 4-H Leader's Federation.*
- F. The general leader(s) shall serve no more than \_\_\_\_\_ consecutive years with the potential successor assisting the leader and/or club in some capacity for at least one year preceding becoming general leader.*
- G. The general leader shall assume or delegate responsibility for:
  - a) enrollment of members and leaders*
  - b) helping members understand parliamentary procedure*
  - c) advising in the election of officers*
  - d) helping plan yearly and monthly program*
  - e) serving as the contact person between the UW-Extension 4-H office and the club*
  - f) keeping parent informed of club activities*
  - g) serving as coordinator of the leadership team (executive board).**

*Project Leaders:*

- H. The project leaders shall meet leadership requirements determined by university of Wisconsin 4-H, and the Marathon County 4-H Leader's Federation.*
- I. The project leaders shall work with members in a specific project either individually or in a group. A minimum of \_\_\_\_ hours of leadership is required annually.*
- J. Help members plan and evaluate their projects.*

Signature of two significant persons  
(president, secretary, general leader, etc.)

\_\_\_\_\_

Date of Adoption

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