Template Bylaws for 4-H Clubs

 **Updated** **March 2022**

**Instructions:** [*Bracketed text in italics are instructions or text to replace*.]

• Fill in the blank spaces.

• Replace italicized text in brackets with your information.

• Remove highlighted text, instructions, and examples when you are finished.

• Share with the members. Ask them to talk about and approve the bylaws.

**Type of club:**

(<https://4h.extension.wisc.edu/opportunities/clubs/>)

* 4-H Community Club-Multi Project
* 4-H Community Club-Single Project
* 4-H Afterschool Club
* 4-H Classroom Club
* 4-H Military Club

# Article I. Name

The name of this 4-H Club shall be *[Insert Name Here]* 4-H Club. This organization is chartered under the University of Wisconsin–Madison Division of Extension *[insert county].*

# ***Article II. Purpose***

4-H empowers youth to reach their full potential working and learning in partnership with caring adults.

The mission of 4-H is to provide meaningful opportunities for all youth and adults to work together to create sustainable community change.

The purpose of a 4-H Club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity.

# ***Article III. Membership***

Membership of this club shall consist of youth enrolled in the club during the 4-H Program Year.

## ***Section 3.1***  4-H membership is open to all youth beginning in 5K (five-year-old Kindergarten) through one year beyond high school graduation and not to extend beyond the age of 19 as of December 31 of the enrollment year. 4-H is open to any youth regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

## ***Section 3.2*** The 4-H Club Membership Year is October 1-September 30. Youth may join at any time; however, participation in some opportunities may be limited based on member enrollment date.

## Section 3.3 4-H Clubs will have a voting membership that are 4-H youth (see Section 3.1).

## Section 3.4 Requirements to hold a 4-H charter and be recognized as a 4-H Club in Wisconsin 4-H are found here: 4-H Name, Emblem & Club Policies <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/4-h-name-and-emblem/>

### Clubs must comply with:

### i. All [Wisconsin 4-H Youth Development Policies](https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/) (<https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/>)

### ii. All federal, state, and local laws

# Article VI. Youth Leadership

### [Please pick 1 or a combination of the following options]

## [Option 1]: We will have a Leadership Team of youth that share leadership roles and responsibilities. (Examples: Cloverbud clubs or clubs with young membership.)

## AND/OR

## *[Option 2]:* We will have an opportunity for all youth to have a voice in planning for the activities of the club. *(Examples: Afterschool or in-school clubs)*

**AND/OR**

## *[Option 3]:* The youth officers of this 4-H Club shall be: *(Examples: Community Clubs with a wide range of ages. Officers may vary by club.)*

###  President

###  Vice-president (or President-Elect)

###  Secretary

###  Treasurer

###  [Add additional offices, term of office, etc.]

### [Extra officer examples: Club Historian, Reporter, 4-H Pledge Leader, Sunshine Leader, etc.]

###

## Section 4.1 Election of Officers [applicable for option 3, Youth Leadership]

### Nominations will be taken starting with President, then Vice President, Secretary, Treasurer, and any additional offices.

### Self-nominations are acceptable for any position. You do not have to be present to be nominated but be sure to let your club leader know BEFORE the meeting.

### The officers shall be elected annually by simple majority vote at a regular meeting designated for that purpose. [Add month, if known]

### All enrolled 4-H youth members are eligible to vote.

### In the event of a tie, a new vote will be called and voting will continue until the tie is broken OR flip a coin/use rock, paper, scissors/pick a number. [Choose One]

### Officers may resign at any time during the membership year, and for any reason, by notifying the President and/or Secretary in writing.

* If an officer is unable to finish their term, they should notify their president and club leader. An election will be held at the next regular club meeting.

## Section 4.2 Qualification for Officers [Optional for option 3, Youth Leadership]

### [Insert club qualifications for each office or officers in general - for example, Age (7th grade or up), must be enrolled in 4-H for at least 1 year before holding an officer position, etc.]

## Section 4.3 Duties of Officers [Applicable for option 3, Youth Leadership]

### President

### The president shall preside at all club meetings.

* The president shall work with the Club Leader (see Article V) and officer team to create the agenda for each meeting.
* The president shall conduct the business meeting.

### Vice-President [in some circumstances, the VP could be the President-Elect]

* In the absence of the president, the vice-president/president-elect shall conduct the business meeting.
* In coordination with the Club Leader, the vice-president/ president-elect helps facilitate the Annual Charter Application process with the club.
* The vice president/president-elect shall help the president in their duties as needed. (for example: develop the agenda, set the club program calendar for the year, etc.)

### Secretary

### The secretary shall keep a record of all proceedings of the club.

* The secretary shall keep attendance records for each meeting and send them to the Extension Office.
* Per county policy, submit minutes to the Extension Office.

### Treasurer

### The treasurer shall comply with all financial policies: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>

### The treasurer will work with the authorized 4-H volunteer on the bank account to fulfill these duties of the treasurer.

### The treasurer shall receive and deposit money belonging to the club.

### The treasurer shall pay money out upon approval of the club.

### The treasurer shall keep an accurate record of all money received and paid.

### The treasurer shall keep a record of all budget items and work with the Club Leader to complete the Annual Financial Report.

### [Add additional elected offices as needed, for example: Club Historian, Reporter, 4-H Pledge Leader, Sunshine Leader, etc.]

## Section 4.4 Removal of Officers

### [Insert grounds for removal of officers, for example: 3 or more unexcused absences is an automatic removal, failure to uphold the duties of the office as described in the bylaws, etc.]

### [Insert how you will replace the officer. For example: nominations for the office will be taken followed by a vote, officer positions will be appointed by the Leadership team, etc.]

# Article V. Adult Leadership

4-H Volunteers serve in a variety of educational and leadership roles that provide quality positive 4-H programs for youth.

## ***Section 5.1*** *The primary adult volunteer role is Club Leader. Club Leader(s) are approved and/or appointed by the 4-H Program Educator. Additional, and optional, adult volunteer leadership roles include Activity Leader, Project Leader, Committee Leader and Club Enrollment Coordinator. Job descriptions are posted on the State 4-H website—*<https://4h.extension.wisc.edu/?s=role+description>

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## ***Section 5.2*** *All adult volunteers are required to annually enroll/re-enroll and complete all steps in the Wisconsin 4-H Youth Protection Process to become an approved 4-H Volunteer. Some roles require additional training opportunities. Find more details on volunteer requirements on the website—*<https://4h.extension.wisc.edu/resources/volunteer-resources/4-h-foundations/become-a-volunteer/>

## ***Section 5.3*** *Adult volunteers are responsible for ensuring that the club follows Wisconsin 4-H Financial Policies—*<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>

# ***Article VI. Meetings***

## Section 6.1: Regular Meetings The regular meetings of this club will be held consistently at a time and location determined by the club leadership team in consultation with the membership and communicated [include how and when club members will be informed about club calendar]

## Section 6.2: Quorum

## A quorum must be present when business is transacted. [Insert the club’s definition of a quorum. See examples below.]

## [Note: Quorum guides how many club members must be in attendance for business to be conducted. Two common examples of bylaw statements about quorum are provided below.]

*[X]% of enrolled members in attendance will constitute a quorum (for example 25% of enrolled members in attendance will constitute a quorum OR 40% of enrolled members in attendance will constitute a quorum)*

**OR**

*[X] number of members will constitute a quorum (for example: 5 members will constitute a quorum OR 10 members will constitute a quorum)*

# Article VII. Decision Making RulesYouth members’ voices are centered in the club’s decision-making.

## ***Section: 7.1:*** *[Insert the club’s rules for running the meeting and making decisions. See examples below.]*

*[Note: There are many different ways to run your business meeting and structure votes. It doesn’t matter HOW club members vote, but that they have a voice in decisions. Please reference the “Ways to Vote” tip sheet for ideas.]*

*[Robert’s Rules of Order shall govern the business meetings of the club.]*

***OR***

*[All club business shall be conducted based on the philosophy of mutual respect. Simple majority rules will apply. Club members are entitled to one vote per member.]*

## ***Section 7.2:*** *[Insert any other rules for voting or meeting management. See examples below.]*

*[Voting on the business of the club may be conducted by those in attendance at the meeting either in person or by virtual meeting.]*

*[The club officers may decide to use other decision-making processes as appropriate to the decision under consideration. Examples include Weighted Scoring, Nominal Group Technique, Possibility Ranking, Decision-trees, Consensus Mapping.]*

# ***Article VIII. Club Year***

The club operates on both a program/event planning year and a fiscal year model.

### Section 8.1: The Club Planning Year

### The Wisconsin 4-H membership year is defined as October 1-September 30 for the purpose of definition in Wisconsin 4-H Policies.

### Section 8.2: Club Fiscal Year

### The Wisconsin 4-H fiscal year is defined as July 1-June 30.

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# ***Article IX. Amendments***

# A simple majority of the total membership (see Article 3, Sec 3.02) may amend the bylaws, provided [choose a time frame--minimum one week up to one month] notice is given to the membership of the proposed change in writing or 2/3 majority vote of the total membership at any regularly scheduled meeting.

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# ***Article X. 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 county 4-H Program Educator consistent with Wisconsin 4-H in the Institute for Positive Youth Development approved financial practices and policy.

# Review and Approval Signatures

Club bylaws should be reviewed annually with the Club membership. The 4-H Program Educator must review and sign these bylaws after they are updated and voted on for approval.

Date Approved by Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*President (printed name) Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Secretary (printed name) Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Club Leader(s) (printed name) Date*

*These bylaws have been approved and are consistent with
WI 4-H Policy, Mission, and Values.*

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*Educator (printed name) Date*

**Adapted from the WI 4-H Sample Bylaws and Constitution, 2015 by the Program Quality Club Leader Support Group:**

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*Reviewed by Jennifer Swensen, Program Quality co-chair
Reviewed by the Policy Advisory Standing Committee 2022
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