



UW-MADISON EXTENSION

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>

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 Rules

Youth 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.

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.

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.*

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 the 4-H Regional Program Managers 2/2022

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