



CONSTITUTION AND BYLAWS OF THE _____ 4-H CLUB

CONSTITUTION

Date Adopted _____

Date Revised _____

**ARTICLE I
Name**

The name of this organization shall be the _____ 4-H Club, hereafter referred to as the 4-H Club. The principal mailing and physical addresses of the 4-H Club are

**ARTICLE II
Structure**

Section 1: Introduction

4-H is the largest youth development organization in the United States and has existed for over 100 years. The 4-H Club is a non-profit affiliate of the Washington State University (WSU) Extension 4-H Youth Development Program.

Section 2: Purpose

The 4-H Youth Development Program assists youth and volunteer staff, through informal education, to acquire knowledge, and develop life skills and values that enable them to become increasingly self-directing, productive, contributing citizens.

The purpose of the 4-H Club, in cooperation with Extension professionals, is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the land-grant university knowledge base. These opportunities for Washington state youth are provided regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; and/or genetic information in Grant County, Washington.

Section 3: Responsibility

The responsibility of the 4-H Club is to operate as a qualified non-profit entity, which does the following:

- A. Teaches and mentors youth in the principles of [the dairy industry/equine care and activities/ fill in the blank- list major club project areas].



- B. Plans, executes, and evaluates a well-balanced educational program for 4-H youth with both short- and term-goals.
- C. Promotes volunteer leadership development and empowers adult and teen volunteers in the 4-H Youth Development Program.
- D. Secures and manages sufficient resources to accomplish the purpose and mission of the 4-H Club.
- E. Serves as a link between the 4-H Youth Development Program and the county 4-H professional, Fair Board, youth serving groups, schools, community agencies, and the public.
- F. Develops and maintains a vibrant, active club membership in cooperation with the Extension professional(s).
- G. Publicizes the objectives and philosophy of the 4-H Youth Development Program and serves as an advocate for youth.
- H. Implements 4-H Youth Development Program policy, subject to review and approval by a WSU Extension 4-H professional.
- I. Complies with the Internal Revenue Services and Washington State regulations and policies to maintain exempt status as a non-profit charitable educational organization.

ARTICLE III Funding and Assets

Section 1: Fund Responsibility

The 4-H Club will be responsible for raising sufficient funds to support the educational purpose of the 4-H Club. The 4-H Club will also be responsible for managing available funds by:

- A. Preparing an annual budget
- B. Giving direction to acquiring private funds
- C. Approving all expenditures from the 4-H Club budget.

Section 2: Distribution of Funds

4-H Club property and funds are only to be used for the activities and programs of the 4-H Club. None of the funds or property the 4-H Club accrues are to benefit or be distributable to its members, leaders, officers, or other private persons. Only authorized and empowered individuals of the 4-H Club shall be allowed to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes provided in this Agreement.

Section 3: Restricted Activities

No substantial part of the activities of the 4-H Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the 4-H Club shall not participate in, or

intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the 4-H Club shall not carry on any other activities not permitted to be carried on by a 4-H Club exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these articles, this 4-H Club shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this 4-H Club.

Section 4: Disposition of Assets in Event of Dissolution

Upon the dissolution of the 4-H Club, assets shall be distributed to an exempt 501(c)(3) 4-H Affiliate organization with a charitable educational purpose. Unless WSU has notified the 4-H Club otherwise, the 4-H Council for Grant County, so long as it has active status as an exempt charitable educational organization pursuant to 501(c)(3), will receive the funds. If no such 4-H Council exists in Grant County, the Washington State 4-H Foundation provided it has active status as an exempt charitable educational organization under 501(c)(3), will receive the funds. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the 4-H Club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV

Membership

Section 1: Composition

The membership of the 4-H Club shall consist of local volunteer adult leaders and youth (5-19 years of age). Sponsors, and other community leaders, and school, church, and civic officials may serve in support roles to the 4-H Club. Adults should have interest in Extension education and youth, and should represent all geographic and economic groups. Membership of the 4-H Club shall be determined on a nondiscriminatory basis regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; and/or genetic information.

Section 2: Number

The size of the 4-H Club shall be determined by a consensus of the youth and adult leadership of the 4-H Club and based upon capacity of meeting space or availability of Certified Volunteers to ensure equal access. A wait-list should be created and followed when space becomes available.

Section 3: Term of Office

Term of office will be one year for youth officers. Members of the 4-H Club may not serve more than two consecutive terms of office except to fill a vacancy.

Section 4: Vacancy

A vacancy will be declared if a member misses three consecutive meetings without requesting to be excused. Vacancies may be filled by a simple majority vote of the 4-H Club youth members.

Section 5: Role of 4-H Professionals

The 4-H professional shall interpret local program needs, WSU and Extension policies, and statewide programs and schedules; and shall have final oversight of the 4-H Club. Additionally, the 4-H professional shall have signature oversight authority on all 4-H Club financial and investment accounts.

ARTICLE V Officers

Section 1: Officers

The current officers of the 4-H Club shall be the president, vice-president, secretary, and treasurer. **[If your club chooses to add additional officers, list those here].**

Section 2: Term of Office

The officers shall be elected at a predetermined annual meeting for a term of one year. Officers may be elected for a second term, but will not be eligible to serve more than two consecutive years.

ARTICLE VI Executive Committee

The current officers the President, Vice-President, Secretary, and Treasurer **[if there are more than president, vice-president, secretary, and treasurer, add those additional officers here]** of the 4-H Club and the immediate past president shall make up the executive committee.



**ARTICLE VII
Meetings**

- A. An annual meeting of the 4-H Club shall be held on the _____ day of October. Whenever such day falls on a legal holiday, the meeting shall be held on the next succeeding business day at the same hour.
- B. Monthly business meetings of the 4-H Club shall be held as established by the executive committee. Project meetings may be held more frequently as needed to conduct educational activities.

**ARTICLE VII
Committees**

Committees deemed necessary by the 4-H Club shall be appointed by the president. The members of all standing committees shall serve for a period of one year, such period to be concurrent with the fiscal year of the 4-H Club. Ad hoc committee members shall serve in accordance with the charge to that committee.

**ARTICLE VIII
Quorum**

_____ or more duly elected members present at any regular or special meeting will constitute a quorum.

**ARTICLE IX
Amendments**

Amendments to the constitution may be made at any annual, regular, or special meeting by a two-thirds majority vote of the members present providing:

- A. A notice of the pending amendments is sent to all members of the 4-H Club at least two weeks but not more than four weeks prior to the meeting, and
- B. A quorum of the 4-H Club is present at the meeting.



ARTICLE X
Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the 4-H Club, not otherwise specified in the Constitution.

The Constitution of the _____ 4-H Club was adopted on _____ at _____.

Approved:

President of the 4-H Club

Date

Secretary of the 4-H Club

Date

Reviewed by:

Extension 4-H Professional

Date



CONSTITUTION AND BYLAWS OF THE _____ 4-H CLUB

BYLAWS

Date Adopted _____

Date Revised _____

**ARTICLE I
Members**

Section 1: 4-H Club Members

4-H Club membership shall consist of all officially enrolled youth in the _____ 4-H Club.

Section 2: 4-H Club Elections

- A. Elections shall be held on _____. (specify a time prior to the beginning of the term of office)
- B. All currently enrolled 4-H members are eligible to vote.
- C. Vacancies may be filled with a simple majority vote of the 4-H Club.

Section 3: Duties of the 4-H Club Members and Officers

- A. Attend 4-H Club meetings and participate in the activities.
- B. Study and analyze the concerns of youth and assess the goals of youth and their families.
- C. Understand 4-H as the Youth Development Program that offers a variety of delivery modes (school enrichment, out-of-school programs, clubs, etc.)
- D. Serve on work groups or task forces as needed.
- E. Make contacts with businesses, organizations, and individuals on behalf of the 4-H Youth Development Program.
- F. Attend various 4-H and youth functions to evaluate the benefits and results.
- G. Look for communities and groups of individuals not being served. Help establish 4-H Youth Development Program with those target groups.

**ARTICLE II
Officers**

Section 1: Officers of the Club

Officers of the Council shall be president, vice-president, secretary, and treasurer. **[If your club chooses to add additional officers, list those here]**



Section 2: Election of Officers

- A. Officers will be elected by the 4-H Club for a one year term at the annual meeting.
- B. Nominations will be made from the floor however an organized nominating committee is recommended.
- C. Voting will be done by a paper ballot.
- D. Officers shall serve until their successors have been elected and duly installed.

Section 3: Officer Duties

- A. The president shall preside at all meetings of the 4-H Council, and shall chair and preside at the meetings of the executive committee. The president shall appoint the members of all committees of the 4-H Club. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office. The president and the 4-H Club leader must sign the affiliation agreement with WSU and any documentation that the 4-H Club agrees to be included in a group exemption letter issued to WSU for the 4-H Youth Development Program by the United States Internal Revenue Service.
- B. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the 4-H Club upon the resignation of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy.
- C. The secretary shall keep an accurate record of the activities of the 4-H Club and its executive committee, shall issue all notices of the 4-H Club meetings, shall be responsible for the correspondence of the 4-H Club, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years, and shall provide the county Extension professionals a copy of all records of the 4-H Club.
- D. The treasurer shall keep an accurate record of all monies allocated to the 4-H Club, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, and shall serve as chair of the finance committee.

Section 4: Officer Vacancies

Vacancies occurring in any of the offices due to illness, death, or other incapacity to comply with assumed duties shall be filled by election by 4-H Club members except in case of president, when the vice-president shall succeed as chair. Such officers shall serve only until the next regular election.



ARTICLE III Committees

Section 1: Executive Committee

- A. The functions of the executive committee shall be to:
- Perform the essential 4-H Club activities that must be acted upon between meetings of the membership.
 - Formulate and recommend programs and activities to the members of the 4-H Club in consultation with Extension staff, adult club volunteer(s) leadership for their consideration approval.
 - Identify and help formulate other committees necessary to further the purposes and functions of the 4-H Club.
 - Serve as liaison with other groups and to the total Extension program.
 - Serve as a planning group.
- B. The executive committee in consultation with adult volunteer leadership will formulate the agenda and have it sent to the members prior to all regular and special meetings.
- C. A majority of the executive committee members must be present to constitute a quorum for the transacting of business.

Section 2: Finance and Budget Committee

- A. The finance and budget committee will oversee the financial condition of the 4-H Club and determine a yearly budget accordingly. Specific functions to include:
- Report the financial condition and financial results of the operations of the 4-H Club.
 - Prepare a balance sheet and regular statement of financial activities.
 - Initiate an annual audit.
 - Determine the need of fundraising activities and provide leadership if necessary.
- B. The 4-H Club treasurer will serve as chair of the finance and budget committee.

Section 3: Public Relations Committee

The public relations committee shall:

- A. Inform the public about the 4-H Youth Development Program through various media.
- B. Develop community support for the 4-H Youth Development Program.
- C. Get more people involved and increase membership in the 4-H Youth Development Program.
- D. Assist all other committees in the 4-H Club with their public relations needs.
- E. Assume responsibility for activities that promote the overall 4-H Youth Development Program.

Section 4: Program and Activity Committees

Specific program and activity committees will be formed to plan, execute, and evaluate components of the 4-H Club. Duties will be specified in committee job descriptions.

ARTICLE IV Meetings

The regularly scheduled meetings of the 4-H Club shall be to conduct the business of the 4-H Club as outlined under Article II of the Constitution. More specifically the meetings shall be to:

- A. Approve, reject, amend, or refer back to the committee for further study reports from special or standing committees.
- B. Introduce new ideas with requests for the chair to appoint committees to make further studies and report back their recommendations to the 4-H Club.
- C. Evaluate reports of completed activities, projects, or programs and make suggestions for improvement.
- D. Provide 4-H Club members information concerning the county, state and national Extension programs helpful to them in their efforts to address identified needs.
- E. Approve and disburse money in support of programs supported by the 4-H Club.
 - Special meetings of the 4-H Club may be called by the president, adult volunteer, the executive committee, or upon request of any five members.
 - Written notice shall be sent to all members of the 4-H Club at least one week in advance of all meetings. Notice shall include the date, time, and place of the meeting.
 - Each member shall be entitled to one vote.

ARTICLE V Amendments

Amendments to the Bylaws may be made at any annual, regular or special meeting by a simple majority vote of the members present providing:

- A. A notice of the pending amendment was sent to all members of the 4-H Club at least two weeks and not more than four weeks prior to the meeting, and
- B. A quorum of the 4-H Club is present at the meeting.



**ARTICLE VI
Parliamentary Authority**

(Refer to EM4875, Parliamentary Procedure Made Easier, for simple parliamentary procedure.)

Roberts Rules of Order shall govern the proceedings of the 4-H Council not otherwise specified in the Bylaws.

The Bylaws of the _____ 4-H Club were adopted on [date] at [location].

Approved:

President of the 4-H Club

Date

Secretary of the 4-H Club

Date

Reviewed by:

Extension 4-H Professional

Date