

4-H Community Club Bylaws Template

R= Required O= Optional

11/2015

University of California
Agriculture and Natural Resources



[Note: If the club will have a bank account the constitution and bylaws templates must be used instead of operating procedures. Also, consider using the constitution and bylaws templates if the club will have officers and make decisions by parliamentary procedure as they are commonly part of an organizational structure that includes these elements.]

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Article I Election of Officers

The Officers shall be elected by the first meeting.

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Article II Age Requirements of Officers

The President, Vice-President, Secretary and Treasurer should be Intermediate or Senior members (at least 11 years of age) if possible.

Other elected offices may be held by Junior, Intermediate and Senior members.

Offices filled by an election or other competitive process may not be held by Primary members. Primary members may serve in appointed positions.

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Article III Duties of Officers

The President shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The president may call special meetings with the consent of the organization volunteer(s).

The Vice-President shall perform the duties of the president in the absence of the president. The vice president shall serve as chairperson of the yearly program committee and the membership committee.

The Secretary shall keep the minutes of all 4-H meetings, act as the group's correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the county 4-H YDP office.

The Treasurer shall receive and keep all money belonging to the 4-H community club and shall pay it out only upon order of the president, after the 4-H members approve. The treasurer shall keep an accurate record of all money received and paid out and keep a report up to date in the 4-H Treasurer's manual. The treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.



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Other offices may be established as needs of the unit dictate.

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Article IV Committees

The president may appoint committees for special purposes at any time.

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Article V Meetings

The regular meetings of the 4-H community club shall take place on the _____ day of each month. With a minimum of 7 days notice, the president, with consent of the organization adult volunteer, may call special meetings.

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Article VI Voting Members

Voting members of the 4-H community club include the Junior, Intermediate and Senior members as listed in Article IV of the Constitution. If there are not sufficient voting members in the 4-H community club the organizational unit volunteer will work with the UCCE 4-H YDP staff in establishing procedures.

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Article VII Quorum

A quorum to do business shall consist of the number of persons present at the meeting.

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Article VIII Program of Work

A program of work for the year as described in the 4-H Community Club Program Planning Guide should be developed and adopted no later than the third meeting of the program year.

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Article IX Rules of Order

Robert's Rules of Order shall govern the meetings of this 4-H community club.





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Article X Amending By-Laws

These by-laws may be amended by two-thirds vote of the members present at any regular meeting.

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Article XI Dissolution of 4-H Club

Upon consideration of the dissolution of the 4-H community club, the officers will inform the county 4-H YDP staff and VMO as to their desire and conformance to the following procedure:

The _____ 4-H community club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H club. Upon dissolution of the 4-H club for any reason, the officers shall take full account of the _____ 4-H community club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds in the following order:

- a. Payment of the debts and liabilities of the _____ 4-H community club.
- b. Closure of all bank accounts held by the 4-H community club and setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the _____ 4-H community club; such reserves shall be paid by the treasurer to the county council. The VMO will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the _____ 4-H community club. At the expiration of the 3-year period, the balance shall be distributed to the county council. The balance remaining shall be distributed to the county council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.
- c. The 4-H club treasurer, treasurer advisor and additional club members will complete Form 6.3 financial report, Form 6.2 inventory report, Form 8.5 year end club peer review report and Form 8.6 peer review checklist. All forms are to be submitted to the county office within one month of unit vote approving dissolution.

Each of the members shall be furnished with a statement prepared by the _____ 4-H community club setting forth the assets, liabilities,





and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H unit shall cease.

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Article XII Agreed Upon Procedures

This section may be used to detail procedures established by the 4-H club. All such additions must adhere to State 4-H YDP policies.

Examples of procedures not permitted in Article XII include but are not limited to:

- *Cannot require youth to complete a Record Book to receive a year stripe and/or year pin.*
- *Cannot require youth to attend a specific % of project meetings to be in a club.*
- *Cannot require youth to complete a Record Book to receive a 100% attendance pin.*
- *Cannot require youth to attend a certain number or % of club meetings to be in a club.*
- *Cannot require a specific % of attendance at club meetings for project completion.*
- *Cannot require participation or the purchase of fundraising tickets to be in a club.*

4-H Community Club President

Community Club Leader

4-H YDP Staff

County Director

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