



4-H Club/Council Constitution & Bylaws Template

Required Articles are: I, II, III,VI, IX. and X. All other articles given as recommended.

Article I. Name

The name of this organization shall be the

4-H Club/Council.

Article II. Purpose

The purpose of this organization shall be to provide fun learning experiences for youth and adults through 4-H youth development work.

Or for 4-H council:

To represent the 4-H youth development program in _____ County. The 4-H council serves in an advisory capacity to the Cooperative Extension 4-H program and provides support for educational events and activities of 4-H members and/or leaders. They also provide resources and financial assistance to the 4-H members and/or leaders for educational events and activities they participate in.

Article III. Membership

(Designate the 4-H Council or Club membership)

Any boy or girl 5 to 19 years of age may be a member of this club by completing an enrollment form and enrolling in one or more 4-H projects. Members 5 to 8 years of age will be eligible for membership in the Cloverbud program.

Or for 4-H council:

Any adult or teen leader that is involved in 4-H youth development programming in the _____ County program is invited to participate in the 4-H Leaders Council serving as a representative from their club or group.

Article IV. Leadership Structure

(Designate how clubs/council will run meetings and determine leadership.)

Example #1: The officers of this club shall include the president, vice president, secretary, treasurer and reporter. Each shall perform the regular duties of these offices. (Other officers might include recreation and/or song leader, historian, etc. You might also designate length of term, i.e. one year term, quarterly, etc.)

Example #2: This club will be lead by a team of members designated each month to plan the next month's meeting and program.

Article V. Meetings

The club shall hold regular meetings during the year.

Section 1. The club motto shall be, "To Make the Best Better."

Section 2. The club emblem shall be the four-leaf clover with an "H" on each leaf.

Section 3. The 4-H pledge:

I pledge

My Head to clearer thinking,

My Heart to greater loyalty,

My Hands to larger service, and

My Health to better living,

*for my club, my community, my country
and my world.*

Section 4. (Example section, if your club will be electing officers on a yearly, quarterly or some regular basis.)

Article V. Meetings

Example #1: The officers of this club shall be elected and shall hold office for one year or until their successors have been elected and qualified.

Example #2: The officers of this club shall be selected quarterly by volunteering or ballot if more than one member volunteers for an office.

Section 5. The following order of business may be followed at regular club meetings:

1. Meeting called to order.
2. Pledge of Allegiance and the 4-H Pledge.
3. Roll call.
4. Minutes of last meeting.
5. Treasurer’s report.
6. Old business (if any).
7. New business (if any).
8. Announcements (if any).
9. Adjournment.

An educational program and recreation may be included before or after the meeting.

Article VI. Chartering of 4-H Club/Council

The following requirements must be met to be officially recognized as a 4-H club in Nevada:

1. Club/Council name
2. Adult leadership that has been approved by UNCE screening process
3. Have a leadership structure (Youth involvement is encouraged)
4. Follow UNCE Affirmative Action policies allowing membership to all
5. Follow UNCE financial guidelines
6. Submit year end club report to county Cooperative Extension 4-H annually

Adapted from the University of Minnesota 4-H Club Design Team Tool kit, revised November 13, 2007

Article VII. Quorum

A club should set a certain percentage to constitute a quorum for major decisions.

Article VIII. Additional Club Policies

(Include any local club rules, expectations, achievement requirements etc.)

Article IX. Club Reporting

Each chartered club shall submit an annual yearend report which may include an affirmative action report, club accomplishments, completion report and financial report to the county office.

Article X. Dissolution Clause

Upon dissolution of the club, any assets (ie. monies, funds, equipment, supplies, etc.) remaining shall be conveyed to the county Leaders’ Council or the local UNCE 4-H Youth Development program.

_____ **Date:** _____
Club/Council President Signature

_____ **Date:** _____
Club/Council Leader Signature

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