



Changes and additions to meet the needs of the unit may be made and must be approved by the county 4-H YDP staff and county director prior to the unit approval.

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**Article I
Election of Officers**

The Officers shall be elected by the first meeting of the unit year.

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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 6th grade or 11 years of age if homeschooled) 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 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.

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

R **Article IV**
Committees

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

R **Article V**
Meetings

The regular meetings of the 4-H 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.

R **Article VI**
Voting Members

Voting members of the 4-H 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 club the organizational unit volunteer will work with the UCCE 4-H YDP staff in establishing procedures.

R **Article VII**
Quorum

A quorum to do business shall consist of _____% [fill in blank with percentage or number required] of the voting members.

R **Article VIII**
Program of Work

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

R **Article IX**
Rules of Order

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

R **Article X**
Amending By-Laws

These by-laws may be amended by two-thirds vote of the voting 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 unit, the officers will inform the county 4-H YDP staff and county council as to their desire and conformance to the following procedure:

The _____ 4-H 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 club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof. Proceeds shall be applied and distributed in the following order:

- a. Payment of the debts and liabilities of the _____ 4-H club.
- b. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the _____ 4-H club; such reserves shall be paid by the treasurer to the county council. The county council 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 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 members and adult volunteers.

Each of the members shall be furnished with a statement prepared by the _____ 4-H 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 relative to finances, participation in club events and activities, 100% attendance, excused and unexcused absences, unit incentive and recognition programs, criteria for removing an officer, etc. All such additions must adhere to State 4-H YDP policies. Note: Participation in events and activities including fundraisers and community service cannot be required for membership in the 4-H club.]

University of California
4-H Unit Bylaws Template
6/2012

4-H Club President

4-H Community Club Leader

4-H YDP Staff

County Director

These bylaws were adopted _____[date]_____, 20___. [Carry forward the original date from year to year as the by-laws will be adopted only once. Each amendment to the bylaws must indicate the article number amended and date the amendment was made.]