

Oklahoma Cooperative Extension Service  
4-H Youth Development Program

\_\_\_\_\_ County

\_\_\_\_\_ CLUB BY-LAWS

## ARTICLE 1 - NAME

The name of this 4-H club will be the “\_\_\_\_\_ Club.”

## ARTICLE 2 - CLUB OBJECTIVE

*(What is the reason for the group's existence? The statement should be general in its application since it sets boundaries within which business can be introduced at meetings. State it in a single sentence. If the sentence is long, set each thought off with semicolons or as bullets.)*

### Example Objective for a Community Club:

The purpose of this club will be to provide a cooperative hands-on educational environment which encourages responsibility for the equal training of the Head, Heart, Hands and Health of our membership and their families.

### Example Objective for a Project Club:

The purpose of this project club will be to provide our membership with a well-rounded 4-H experience with cooperative hands-on educational experiences related to the study and training of Dogs.

## ARTICLE III - CLUB CHARTER

### Section 1. Maintaining Charter

To maintain our “Chartered” status as a 4-H club we will work to:

1. Submit annual set of *monthly 4-H Meeting Planning Guides* to the county Extension office. Keep OCES informed of changes and additions.
2. Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Complete an end of year report of club activities and submit to county Extension office.
4. Annual review financial accounting/funds from the county office/school activity fund/foundation approved by the club’s leadership team.
5. Complete a regular enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained.
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.

## **ARTICLE IV - MEMBERSHIP**

### **Section 1: 4-H Membership**

Membership shall include youth 9-19 years old irrespective of race, color, national origin, gender, religion, ethnicity, age or disability who have completed their annually enrollment in \_\_\_\_\_ County 4-H.

### **Section 2: Dues**

There will be no annual dues, but the club does expect members to make a reasonable effort to participate in fund raising activities which will benefit the club and its membership.

### **Section 3: Active Membership**

- A. Annually members are expected to participate in 2/3rds of the regularly scheduled club meetings and at least one club service project.
- B. Members will participate in committee work, project meetings and club activities.
- C. Members follow through with a minimum of one 4-H Project each year.
- D. Members participate in county activities and events.

## **ARTICLE V - OFFICERS**

### **Section 1: Offices**

Elected officers shall consist of President, Vice-President, Secretary, Treasurer, Recreation Leader and Reporter.

### **Section 2: Qualifications**

- A. Must be enrolled in 4-H.
- B. Must have been an active club member for a minimum of one year.
- C. Must be able to attend County Officer Training.

### **Section 3: Officer Duties**

- A. Officers are expected to serve as positive role models for their peers. As such, adhering to all items listed and inferred by the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities. Officers will automatically forfeit their office if found in violation, following a review process.
- B. Officers must agree to attend regular business and committee meetings, follow through with projects, participate in club and county events as determined by the officer team, and to perform responsibilities as outlined for their office.
- C. Officers who miss more than two meetings or one required event, without notifying the club leader and president at least one week in advance with legitimate cause; or who fail to fulfill their commitments, agrees to set in review before the Executive Committee and Club Leader(s) to determine if they should continue in their office.

### **Duties include but are not limited to...**

*President:*

- A. Coordinate club efforts necessary to maintain Charter 4-H Club status.
- B. Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families.
- C. Coordinate club efforts to plan, prepare and submit On TRAC Annual Monthly 4-H Meeting Planning Guides.
- D. Preside at all club and executive committee meetings, this include the preparation of an agenda.
- E. Appoint committees.
- F. Attend to such duties as are necessary for the club.

*Vice-President:*

- A. Serve in the absence of the president.
- B. Perform all duties delegated by the president.
- C. Assist president on questions of Parliamentary Procedures.
- D. Coordinate club committees and written progress reports of committees.

*Secretary:*

- A. Annually turn in the Secretary's Book to the county office.
- B. Record minutes of business and executive committee meetings.
- C. Distribute minutes to officers and club leader(s) within two weeks of a meeting.
- D. Collect and maintain written committee reports for the club.
- E. Conduct official correspondence for the club.
- F. Perform duties delegated by the president.

*Treasurer:*

- A. Annually turn in the Treasure's Book/Report to the county office.
- B. Keep all financial records in accordance with OCES guidelines and procedures.
- C. Request a copy of the clubs account activity quarterly from the organization managing the account. At least once a year the club/executive body shall submit a copy of the minutes to the extension office where the group approves/reconciles with the accounting bodies report.
- D. Chair the Club's Budget Committee.
- E. Pay bills in a timely manner.
- F. Serve as a member of the Fund Raising Committee.

*Recreation Leader:*

- A. Plan and conduct group recreation and/or singing at club meetings and activities.
- B. Coordinated refreshments for club meetings and activities.
- C. Promote 4-H enthusiasm.
- D. Chair the club's Annual Picnic committee.

*Reporter:*

- A. Work closely with media outlets within your community.
- B. Provide articles and information for the County Newsletter, Oklahoma 4-H web site and National 4-H BLOG site.

- C. Maintain an electronic history of the club's accomplishments and activities.
- D. Assist Executive committee in completing End-of-Year Report for maintaining 4-H Club Charter.
- E. Work actively with 4-H reporters throughout the state to communicate the 4-H story.

#### **Section 4: Nominations and Elections**

- a. Applying for Office - Potential Candidates for office will complete and submit an application if they want to be considered for office. A Nominating Committee will review the applications and make sure the individuals meet the qualifications to serve as an officer.
- b. Nominations – All candidates who meet the qualifications will be placed in nomination for the office of their choice.
- c. Campaigning – Candidates may present a campaign speech no longer than one minute in length at the business meeting where elections are being conducted. Candidates must be present the day of the election.
- d. Balloting – Each member present may cast a ballot for the candidate of their choice. The candidate with a simple majority of votes will be declared the winner.
- e. Term of Office - An officer's term will be one year or until their successor is elected. An individual cannot succeed themselves in the same office.
- f. Vacancy of Office – In the event an officer resigns or their position is forfeited due to a violation of rules or not doing his/her duties, the Executive Committee will appoint a replacement to fulfill the term of office. In the event the position of President is vacated the Vice President will assume the office of President.

## **ARTICLE VI - MEETINGS**

### **Section 1. Meeting**

- A. The \_\_\_\_\_ 4-H Club will meet the fourth Thursday each month for a business meeting and an educational program.
- B. In the event a meeting is changed or cancelled the membership will be notified one week in advance, unless it is an emergency or due to weather conditions. In which cases all due effort will be made to contact members by phone.

### **Section 2. Quorum**

Those members present at the scheduled time of the meeting shall constitute a quorum.

### **Section 3. Order of Business**

- A. The order of business shall be as follows: call to order and 4-H Ritual; attendance, reading and approval of minutes, treasurer's report, report of executive committee, standing committees, special committees, unfinished

business, new business, and announcements. An educational program and recreation will follow the business meeting.

- B. Robert's Rules of Order will be used to conduct business.
- C. The agenda will be available 1 week prior to the club meeting.
- D. Elected Officers are to conduct the business meetings. The club leader(s) is to function only as an advisor to the officer team.

## **ARTICLE VII - COMMITTEES**

### **Section 1. Standing Committees**

Standing Committees shall consist of Membership, Budget, Oklahoma 4-H Week, Fund Raising, Recognition, Picnic, Community Service, Share the Fun, and County Fair.

### **Section 2. Executive Committees**

Executive committees shall consist of Nominating, By-Laws and any other deemed necessary by the President or Executive Committee.

### **Section 3. Committee Membership**

Committees will be composed of youth and adult volunteers who will share equally in the decision making and responsibilities. Each committee will have a chair and chair-elect. The chair-elect will be in training for assuming the chair position the following year.

### **Section 4. Committee Duties**

- A. Committees are appointed with the responsibility to plan and carryout an activity/event or to research alternatives for recommending action to the club.
- B. Committees will work within the designated budget and defined parameter of their assignment.
- C. Committee meetings/work shall be done outside the designated time of monthly Business meeting.
- D. The committee chair shall file a written report of all meetings with the club Vice-President, Secretary and Leader.
- E. The committee will keep the executive committee informed and report to the Club.

## **ARTICLE VIII - EXECUTIVE COMMITTEE**

### **Section 1. Membership**

- A. The Executive Committee shall consist of the club officers and club leader(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings.

### **Section 2. Duties**

- A. Between regular business meetings the Executive Committee will address club business and needs and follow-up on committee work.
- B. They shall meet and plan the agenda for regularly scheduled club meetings and make the agenda available to membership 1 week prior to the meeting.

- C. The Executive Committee can call a special meeting of the membership in the event the club must take action.

### **Section 3. Quorum**

Half of the elected officers and the club leader constitute a quorum.

### **Section 4. Public Records**

The secretary must keep a written record of all meetings and actions taken. The report will be shared with the club.

### **Section 5. Spending**

The Executive Committee can not spend money without the approval of the club membership.

## **ARTICLE IX - CLUB FUNDS**

### **Section 1. Purpose**

All club funds are for the purpose of providing educational opportunities for club membership and volunteers.

### **Section 2. Account**

*Accounting policies can change regularly. Be sure to keep club by-laws amended to reflect the most current Extension and/or government regulations. Below are examples which may fit your club.*

Option 1 - The club must have an Employer Identification Number (EIN) with the Internal Revenue and file the necessary reports with the IRS in a timely manner. The Extension Office must receive an annual report of any funds and an account of annual expenditures.

The Treasurer will be responsible for writing checks, depositing money and dispersing funds from the Club's bank account during their term of office. The treasurer shall file written reports each month with the club and at the end of the year with the County Extension Office.

Option 2 – Funds will be held within a school account. The Extension Office must receive an annual report of funds and an account of annual expenditures. Because this is a sanctioned 4-H Club any funds in the account belong to 4-H. In the event the club dissolves all funds become part of the county 4-H program.

Option 3 – Funds will be held and managed within the county OCES extension account. The club will be responsible for following county procedures to request the use of funds or to receive reimbursement. The club must request and approves an annual report of any funds and expenditures managed by the extension office. Minutes from the meeting must be submitted to the county office.

Option 4 – Funds will be held and managed within the county/state 4-H Foundation. The club will be responsible for following foundation procedures to request

the use of funds or to receive reimbursement. The club must request and approves an annual report of any funds and expenditures managed by the foundation. Minutes from the meeting must be submitted to the county office.

**Section 3. Budget**

- A. Annually a formal budget will be presented to and voted upon by the club membership.
- B. The Budget Committee will be responsible for developing a proposed balanced budget based on the account balance and needs of the 4-H club.

**Section 4. Fund Raising**

A Fund Raising committee will be responsible for developing opportunities and programs which will generate the revenue necessary to meet the club's needs. The recommendation(s) of the committee must be presented to and voted upon by the club membership.

**Section 5. Dissolution of the Organization**

In the event the club is disbanded or loses its Charter, all funds held within the clubs name will become the property of the \_\_\_\_\_ County 4-H Program managed by the Oklahoma Cooperative Extension Service.

**ARTICLE X - AMENDMENTS**

**Section 1.** These By-laws may be amended or revised at any regular meeting of the club by a two-thirds (2/3) vote of those members present, provided that said amendments shall have been presented in writing to the membership at least fifteen (15) days prior to its presentation for adoption.

Date Adopted \_\_\_\_\_ 20\_\_

Revised \_\_\_\_\_ 20\_\_