



# Template Bylaws for 4-H Clubs

Updated August 2022

## Instructions:

- Fill in the blank spaces.
- *[Bracketed text in italics are instructions or text to replace with club specific information.]*
  - Remove highlighted text, instructions, and examples when you are finished.
  - Bylaws should be reviewed annually with club membership.

**Type of club:** (<https://4h.extension.wisc.edu/opportunities/clubs/>)

- 4-H Community Club-Multi Project
- 4-H Community Club-Single Project
- 4-H Afterschool Club
- 4-H Classroom Club
- 4-H Military Club

## Article I. Name

The name of this 4-H Club shall be *[Insert Name Here]* 4-H Club. This organization is chartered under the University of Wisconsin–Madison Division of Extension *[insert county]*.

## Article II. Purpose

4-H is a youth-driven, volunteer-supported program which empowers youth to reach their full potential working and learning in partnership with caring adults.

The mission of 4-H is to provide meaningful opportunities for all youth and adults to work together to create sustainable community change.

The purpose of a 4-H Club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity.

## Article III. Membership

Membership of this club shall consist of youth enrolled in the club during the 4-H Program Year.

**Section 3.1** 4-H membership is open to all youth beginning in 5K (five-year-old Kindergarten) through one year beyond high school graduation and not to extend beyond the age of 19 as of December 31st of the enrollment year.\* 4-H is open to any youth regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

*\*Although this is Wisconsin 4-H policy, club membership can be constrained based on grade for programmatic reasons. For example, a Classroom Club can be open to only youth in the 4th Grade.*

**Section 3.2** The 4-H Club Membership Year is October 1st -September 30th. Youth may join at any time; however, participation in some opportunities may be limited based on member enrollment date.

**Section 3.3** 4-H Clubs will have a voting membership that are 4-H youth (see Section 3.1).

**Section 3.4** Requirements to hold a 4-H charter and be recognized as a 4-H Club in Wisconsin 4-H are found here:

**4-H Name, Emblem & Club Policies**

<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/4-h-name-and-emblem/>

Clubs must comply with:

- i. All [Wisconsin 4-H Youth Development Policies](https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/)  
(<https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/>)
- ii. All federal, state, and local laws

**Article VI. Youth Leadership**

*[Please pick 1 or a combination of the following options]*

**[Option 1]:** The 4-H club will have a Leadership Team of youth that share leadership roles and responsibilities.

(Examples: Cloverbud clubs or clubs with young membership.)

**AND/OR**

**[Option 2]:** The 4-H club will have an opportunity for all youth to have a voice in planning for the activities of the club.

(Examples: Afterschool or in-school clubs)

**AND/OR**

**[Option 3]:** The youth officers of this 4-H Club shall be: (Examples: Community Clubs with a wide range of ages.

Officers' roles may vary by club.)

- President
- Vice-president (or President-Elect)
- Secretary
- Treasurer
- *[Add additional offices, term of office, etc.]*
- *[Extra officer examples: Club Historian, Reporter, 4-H Pledge Leader, Sunshine Leader, etc.]*

**Section 4.1 Election of Officers** *[applicable for option 3, Youth Leadership]*

- Nominations will be taken starting with President, then Vice President, Secretary, Treasurer, and any additional offices.
- Determine how nominations will be done (Examples: Self-nominations are acceptable for any position. Or youth will need to be nominated. Although a member does not need to be present to be nominated, they need to accept the nomination prior to voting. Or Youth must be present to be nominated, etc.)
- The officers shall be elected annually by simple majority vote at a regular meeting designated for that purpose. *[Add month, if known]*
- All enrolled 4-H youth members are eligible to vote. *[Determine how youth will vote, do they need to be present?]*
- In the event of a tie, a new vote will be called and voting will continue until the tie is broken **OR** flip a coin/use rock, paper, scissors/pick a number. *[Choose One]*
- Officers may resign at any time during the membership year, and for any reason, by notifying the President and/or Secretary in writing.
- If an officer is unable to finish their term, they should notify their president and club leader. An election will be held at the next regular club meeting.

**Section 4.2 Qualification for Officers** *[Optional for option 3, Youth Leadership]*

- *[Insert club qualifications for each office or officers in general - for example, Age (7th grade or up), must be enrolled in 4-H for at least 1 year before holding an officer position, etc.]*

**Section 4.3 Duties of Officers** *[Applicable for option 3, Youth Leadership]*

- President
  - The president shall preside at all club meetings.
  - The president shall work with the Club Leader (see Article V) and officer team to create the agenda for each meeting.
  - The president shall conduct the business meeting.

- Vice-President *[in some circumstances, the VP could be the President-Elect]*
  - In the absence of the president, the vice-president/president-elect shall conduct the business meeting.
  - In coordination with the Club Leader, the vice-president/ president-elect helps facilitate the Annual Charter Application process with the club.
  - The vice president/president-elect shall help the president in their duties as needed. *(for example: develop the agenda, set the club program calendar for the year, etc.)*
- Secretary
  - The secretary shall keep a record of all proceedings of the club.
  - The secretary shall keep attendance records for each meeting and send them to the Extension Office.
  - Per county policy, submit minutes to the Extension Office.
- Treasurer
  - The treasurer shall comply with all financial policies: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>
  - The treasurer will work with the authorized 4-H volunteer on the bank account to fulfill these duties of the treasurer.
  - The treasurer shall receive and deposit money belonging to the club.
  - The treasurer shall pay money out upon approval of the club.
  - The treasurer shall keep an accurate record of all money received and paid.
  - The treasurer shall keep a record of all budget items and work with the Club Leader to complete the Annual Financial Report.
  - *[Add additional elected offices as needed, for example: Club Historian, Reporter, 4-H Pledge Leader, Sunshine Leader, etc.]*

#### **Section 4.4 Removal of Officers**

- *[Insert grounds for removal of officers, for example: 3 or more unexcused absences is an automatic removal, failure to uphold the duties of the office as described in the bylaws, etc.]*
- *[Insert how you will replace the officer. For example: nominations for the office will be taken followed by a vote, officer positions will be appointed by the Leadership team, etc.]*

### **Article V. Adult Leadership**

4-H Volunteers serve in a variety of educational and leadership roles that provide quality positive 4-H programs for youth.

**Section 5.1** *The primary adult volunteer role is Club Leader. Club Leader(s) are approved and/or appointed by the 4-H Program Educator. Additional, and optional, adult volunteer leadership roles include Activity Leader, Project Leader, Committee Leader and Club Enrollment Coordinator. Job descriptions are posted on the State 4-H website—*  
<https://4h.extension.wisc.edu/?s=role+description>

**Section 5.2** *All adult volunteers are required to annually enroll/re-enroll and complete all steps in the Wisconsin 4-H Youth Protection Process to become an approved 4-H Volunteer. Some roles require additional training opportunities. Find more details on volunteer requirements on the website—*  
<https://4h.extension.wisc.edu/resources/volunteer-resources/4-h-foundations/become-a-volunteer/>

**Section 5.3** *Adult volunteers are responsible for ensuring that the club follows Wisconsin 4-H Financial Policies—*  
<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>

### **Article VI. Meetings**

**Section 6.1** *The regular meetings of this club will be held consistently [Add in the time and location of the meetings and include how and when club members will be informed about club calendar]*

**Section 6.2: Quorum** A quorum must be present when business is transacted. *[Insert the club's definition of a quorum. See examples below.]*

*[Note: Quorum guides how many club members must be in attendance for business to be conducted. Two common examples of bylaw statements about quorum are provided below.]*

*[X]% of enrolled members in attendance will constitute a quorum (for example 25% of enrolled members in attendance will constitute a quorum OR 40% of enrolled members in attendance will constitute a quorum)*

OR

*[X] number of members will constitute a quorum (for example: 5 members will constitute a quorum OR 10 members will constitute a quorum)*

## Article VII. Decision Making Rules

Youth members' voices are centered in the club's decision-making.

**Section 7.1** *[Insert the club's rules for running the meeting and making decisions. See examples below.]*

*[Note: There are many different ways to run your business meeting and structure votes. It doesn't matter HOW club members vote, but that they have a voice in decisions.]*

*[Robert's Rules of Order shall govern the business meetings of the club.]*

OR

*[All club business shall be conducted based on the philosophy of mutual respect. Simple majority rules will apply. Club members are entitled to one vote per member.]*

**Section 7.2** *[Insert any other rules for voting or meeting management. See examples below.]*

*[Voting on the business of the club may be conducted by those in attendance at the meeting either in person or by virtual meeting.]*

*[The club officers may decide to use other decision-making processes as appropriate to the decision under consideration.]*

## Article VIII. Club Year

The club operates on both a 4-H program year and a fiscal year model.

**Section 8.1: The 4-H Club Year** The Wisconsin 4-H membership year is defined as October 1st -September 30th for the purpose of definition in Wisconsin 4-H Policies.

**Section 8.2: The 4-H Club Fiscal Year** The Wisconsin 4-H fiscal year is defined as July 1st-June 30th.

## Article IX. Amendments

A simple majority of the total membership (see Article 3, Sec 3.02) may amend the bylaws, provided *[choose a time frame--minimum one week up to one month]* notice is given to the membership of the proposed change in writing or 2/3 majority vote of the total membership at any regularly scheduled meeting.

## Article X. Dissolution Clause

Upon dissolution of the 4-H Club any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Program Educator consistent with Wisconsin 4-H in the Institute for Positive Youth Development approved financial practices and policy. Club dissolutions must be recorded in the 4-H club meeting minutes and communicated with the 4-H Program Educator.

## Review and Approval Signatures

Club bylaws should be reviewed annually with the Club membership. The 4-H Program Educator must review and sign these bylaws after they are updated and voted on for approval.

Club Name: \_\_\_\_\_ County: \_\_\_\_\_

Date Approved by Membership: \_\_\_\_\_

\_\_\_\_\_  
*(printed name)* *Date* *President*

\_\_\_\_\_  
*(printed name)* *Date* *Secretary*

\_\_\_\_\_  
*(printed name)* *Date* *Club Leader(s)*

*These bylaws have been approved and are consistent with WI 4-H Policy, Mission, and Values.*

\_\_\_\_\_  
*(printed name)* *Date* *Educator*

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