



## Template Constitution & Bylaws for 4-H Clubs

*(In your final document, delete all green italicized comments including this statement.)*

*(In red is financial information that must be included.)*

### Constitution

#### ARTICLE I: Name/Identity

*Section 1: Name*

The name of this 4-H organization shall be the \_\_\_\_\_ 4-H Club.

*Section 2: Motto*

The club motto shall be *“To Make the Best Better”*

*Section 3: Emblem*

The club emblem shall be a green four-leaf clover bearing a white “H” on each leaflet.

*Section 4: Pledge*

The 4-H club pledge is:

*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.*

#### ARTICLE II: Mission and Purpose

*Section 1: Mission of 4-H*

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

*Section 2: Purpose of Club*

The purpose of the Club shall be to stimulate member’s personal growth and development, to learn practical life skills, and to develop effective leadership and responsible citizenship.

*(Different or additional purposes can be used, however, the following sentence must be included.)* The Club is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### **ARTICLE III: Affiliation with UNL Extension and Nebraska 4-H Foundation**

The Club agrees to comply with all applicable UNL Extension policies and procedures governing Nebraska 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Club to ensure the Club's compliance. Nebraska 4-H Foundation is authorized to include the Club in a group tax exemption. The Club will supply all necessary documentation to ensure the Club's inclusion in a group tax exemption.

### **ARTICLE IV: Membership**

#### *Section 1: Eligibility*

Any boy or girl who turns nine (9) years old during the calendar year may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability. The last year of membership is the calendar year the member turns 19.

Youth who turn six (6) to eight (8) years old during the calendar year may be in Clover Kids.

#### *Section 2: Size of Club*

The Club shall consist of a minimum of five (5) members from at least three (3) different families. *(The maximum size of the club may be limited due to space limitations or the leader's available time or ability to accommodate more members.)*

#### *Section 3: Re-enrollment*

Members must re-enroll in 4-H each year by the county deadline to remain a 4-H member.

#### *Section 4: Responsibility (Additional/different requirements may be added.)*

- Each member is to participate regularly in club meetings.
- Each member must enroll in a minimum of one 4-H project and keep a 4-H project record.
- Members must give a speech or presentation at the club or county level and participate in club community service projects. Members are also encouraged to participate in county, regional, and state 4-H opportunities.

#### *Section 5: Code of Conduct*

Participation in 4-H is a privilege and participants are expected to show respect and cooperation to 4-H leaders and other participants. Each member, volunteer and parent is expected to abide by the Nebraska 4-H Code of Conduct, Federal and State Policy. Youth and adult participants may be removed from 4-H programs or activities for misconduct.

### **ARTICLE V: Officers, Duties, Terms**

#### *Section 1: Officers*

The officers of the Club shall consist of president, vice-president, secretary, treasurer, reporter and historian. *(A club may have more or fewer officers.)*

#### *Section 2: Duties*

The duties of the officers shall be defined in the by-laws.

#### *Section 3: Terms*

The terms of the officers shall be defined in the by-laws.

## **ARTICLE VI: Meetings**

Meetings of the Club shall be called as specified in the by-laws.

## **ARTICLE VII: Fiscal Operations**

### *Section 1: Fiscal Policies*

The Club will follow all University of Nebraska–Lincoln Extension fiscal policies, as well as state and federal regulations.

### *Section 2: Fiscal Year*

The Nebraska 4-H fiscal year is January 1 through December 31.

### *Section 3: Employer Identification Number (EIN)*

If the Club handles money, it will obtain and maintain an EIN.

### *Section 4: Required Financial Reporting*

The Year End 4-H Club Treasurer's Report must be submitted to the county extension office every year by the date established by UNL Extension. In addition, an annual IRS 990 filing (Form 990, 990EZ, or 990N) must be filed by May 15 for the previous tax year. The extension office will file 990-N. If the Club is not eligible to file a 990-N, the Club is responsible for filing any other Form 990.

## **ARTICLE VIII: Use of Club Revenue**

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II above. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this constitution the Club shall not carry on any other activities not permitted to be carried on (a) by a corporation or unincorporated association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, or unincorporated association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **ARTICLE IX: Dissolution**

Upon dissolution of the Club, the members agree that all real property, including money, equipment and land, shall become the property of a recognized 4-H club or group with the approval of the local 4-H Council and the county Extension Educator responsible for 4-H. The last official duty of the club's organizational leader shall be to transfer club property and club records to the Extension office. Disbandment of assets of the club will be handled following the procedures outline in the Nebraska 4-H Policy and Procedure Handbook.

**ARTICLE X: Amendment of Constitution**

This constitution may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

Voted upon and adopted/revised:

Date: \_\_\_\_\_

Signature of Club Leader: \_\_\_\_\_

Signature of Club President: \_\_\_\_\_

# Bylaws

## ARTICLE I: Meetings

### Section 1: Dates

The Club shall meet at least six times a year. Meetings will be held every \_\_\_\_\_ (day/week/month) at \_\_\_\_\_ (time) at \_\_\_\_\_ (place).

Special meetings may be called by the president and the 4-H leader as needed. Adequate notice is needed.

### Section 2: Quorum

A simple majority (one-half plus one) of members must be present to conduct official club business.

### Section 3: Order of Business

The following order of business shall be followed at regular 4-H club meetings:

1. Call to Order
2. Pledges to American flag and 4-H flag
3. Roll Call
4. Minutes of the last meeting
5. Treasurer's report
6. Report of committees
7. Old or unfinished business
8. New business
9. 4-H leader's report
10. Announcements
11. Adjournment
12. Educational program/project work
13. Recreation/refreshments

### Section 4: Parliamentary Procedure

The Club will use basic principles of parliamentary procedures as defined in Robert's Rules of Order.

## ARTICLE II: Officers

*(A club may have more or fewer officers. Provide a description of the duties of each office here.)*

The officers of the Club shall include president, vice-president, secretary, treasurer, reporter and historian. Their duties shall be as follows:

- \$ The president will preside at all meetings, uphold the constitution and adhere to parliamentary procedure. The president shall appoint committee chairs and members.
- \$ The vice-president shall preside over the club in the absence of the president. The vice-president shall assist the president and serve as a link to all committees.
- \$ The secretary shall write minutes of each meetings and report at the next meeting. The secretary will also keep attendance records and write club correspondence.
- \$ The treasurer shall be responsible for all club funds and property, along with the club leader. The treasurer will keep an accurate record of the receipt and expenditures of all funds and give a report of the club's finances at each meeting.
- \$ The reporter shall write news reports of all meetings and activities and send them to the county 4-H office, local newspapers, radio stations, etc.

§ The historian shall collect newspaper and county newsletter clippings, photos, etc., for a club scrapbook/bulletin board/history.

**ARTICLE III: Election of Officers**

The officers of the Club shall be elected at the first regular meeting in \_\_\_\_\_ (month). They shall hold office for one year. All active members are eligible to run for an office and vote. Voting is by majority rule and done by secret ballot.

**ARTICLE IV: Committees**

*Section 1: Standing Committees*

Standing and/or special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

*Section 2: Audit Committee*

An audit committee consisting of one member, one parent, and one volunteer, all of whom do not have signatory rights on the financial accounts will conduct a yearly audit of the club financial records. The club leader will see that the audit and records are turned in to the Extension Office at the end of each calendar year.

**ARTICLE V: Dues**

*Section 1: Dues (Club dues are optional and determined by the club's membership.)*

The Club will assess voluntary dues of \_\_\_\_\_ to cover club expenses for educational programming. If members cannot pay these dues, they need to talk about the situation with their 4-H leader.

**ARTICLE VI: Amendment of Bylaws**

These bylaws may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

Voted upon and adopted/revised:

Date: \_\_\_\_\_

Signature of Club Leader: \_\_\_\_\_

Signature of Club President: \_\_\_\_\_