

Sample 4-H Club Constitution

Article I. Name

The name of our club shall be _____ 4-H Club.

Article II. Purpose

This club will work with boys and girls to help them grow into productive, contributing members of our society. The club will offer fun, active opportunities for personal learning and growth through club meetings, projects, hands-on learning, leadership opportunities, fairs and activities.

Article III. Policies

The club will hold meetings that will include business, social, recreation, and learning activities.

Any major decisions of the club must be voted on by 2/3 of the membership unless the Executive committee was authorized to make the decision.

Article IV. Membership

Section A. This club will follow the current Ohio 4-H policy requirements that define eligibility age for membership. Any youth, without regard to race, color, sex, disability, religion, age, or national origin will be accepted as a member. This club will accept a maximum number of members each year. Once capacity is met, enrollment will be closed until a vacancy occurs.

Section B. This club will work with Cloverbuds, as well as project members, age 8 and in 3rd grade through age 18 as of January 1st of the current year. Cloverbuds will be part of the total club, but will have separate activity based learning that is appropriate for their age group.

Section C. To become a member, you must complete an enrollment form each year with your parent/guardian signature and agree to abide by the rules defined by the club and the Ohio and the County 4-H programs. You must make a commitment to follow the values stated in the 4-H Club Member Pledge.

Section D. Members must attend 50% of the club meetings to remain in good standing and to be permitted to exhibit or be judged in 4-H events at the county fair. Members are required to call in advance when they are unable to attend meetings. The officers and Advisors will review all reasons for absences at meetings and determine whether a member is to be kept on the roster.

Article V. Officers, Elections, and Duties

Section A. This club will have the following officers: President, V, President, Secretary, Treasurer, Recreation Leader, Historian, News Reporter, Health Officer, Safety Officer, Environmental Officer and Community Service Leader.

Section B. Officers shall be elected annually.

Section C. A nominating committee of 3-5 members will be appointed by the current president one month prior to elections. The nominating committee will identify at least one member in good standing for each of the officer positions. The slate of candidates will be presented to the member for vote along with a call for additional nominations from the floor. A simple majority vote will confirm each office.

Section D. Officers shall perform duties as defined in the 4-H officer guides and/or resources. The club will vote on vacancies at the next club meeting.

Article VI. Committees

Section A. Executive Committee

The Executive committee will be made up of President, V. President, Secretary, and Treasurer. The duties of this committee are to handle any business decisions that must be made prior to the next regular business meeting. The club members may also delegate decisions to this group.

Section B. Standing Committees

Standing committees are appointed by the club president and serve as long as needed. The committee will consist of a chair, and enough members to get the task completed.

Article VII. Meetings

Section A. This club will meet a minimum of five times per year. A calendar of meeting dates, times, and locations will be distributed to members.

Section B. Members will be given an excused absence for illness and other reasons. Members are to contact an advisor or officer, prior to the meeting and share why they are unable to attend the meeting.

Article VIII. Enrollment and Registrations

Section A. Annually, members are required to complete a variety of enrollment, registration forms and other paperwork in order to participate in 4-H activities and events such a project judging, fairs, clinics, workshops, camps, and awards. It is each member's responsibility to meet the deadline for completion of these forms. Failure to complete the materials in a timely manner may result in "non-participation" in the activity.

Sample 4-H By-Laws

Article I. The name of this club is _____ 4-H Club.

Article II. Meetings

- Meetings held at the Township Grange Hall on the 3rd Wednesday, 7 pm, monthly.
- The re-organization meeting held the third Wednesday in January.
- The annual achievement and awards program held the 3rd Wednesday in October.

Article III. Policies

- The club will hold meetings that include business, social and recreation activities, and hands-on fun learning.
- The club will vote on any major decisions with 2/3 of the members present.
- A simple majority of “votes in favor” will pass decisions.

Article IV. Membership

- 4-H membership eligibility begins when a child is age 5 and enrolled in kindergarten as of January 1 of the current year (Cloverbuds) and ends December 31 of the year in which an individual reaches age 19. 4-H Projects membership begins when a child is at least age 8 and enrolled in 3rd grade as of January 1 of current year.
- This club will limit membership to no more than fifty members. Once fifty members are enrolled, membership will be closed until a vacancy occurs.

Article V. Parliamentary Procedures

- This club will use basic principles of parliamentary procedures as defined in Roberts Rules of Order.

Article VI. Officers

- Election of officers will occur one month after the re-organization meeting
- A nominating committee of 3-5 members will be appointed to identify at least one potential candidate for each office. Nominations from the floor will also be permitted.
- The club will vote on vacancies in any given office.

Article VII. Committees

- Standing committees will be: (1) Awards and Recognition Banquet Committee, (2) Fundraising Committee, (3) Community Service, (4) Constitution and By-laws. (5) Activities Committee.

Article VIII. Amendments

- A 2/3 majority vote of those present at a club meeting is required for an amendment to the club by-laws.

Article IX. Dissolution

- If this club is to disbands, all assets will be turned over to the County 4-H Committee or the County 4-H Endowment.

Date of adoption: _____

Date(s) of amendment: _____

Submitted by Bill Harris, OSU Extension, 4-H Specialist - Clubs

Ohio 4-H Clubs Advisors Handbook – Club Management – Club Constitution & By-Laws
<http://advisorshandbook.ohio4h.org/clubmanagement/constitution.html>