

## 4-H Club By-Laws - OPTIONAL - Template

The 4-H Club Constitution is required for every 4-H Club. Though optional, Clubs may create their own set of operational “By-Laws”, as long the added rules do not conflict with the Club Constitution.

Include any additional Club rules, guidelines, expectations or policies not listed in the constitution: dues, committees, achievement requirements, record books, project exhibition, fund raising, club trip, etc.

Below are examples of optional articles that could be included in a 4-H Club’s By-Law.

### 4-H Club By-Laws

**Article I.** The name of the Club shall be \_\_\_\_\_ 4-H Club (the “Club”). Organized in the County of Tuscarawas, OH.

### Article II. Meetings

- Meetings held at \_\_\_\_\_ on \_\_\_\_\_ (e.g., the 3<sup>rd</sup> Wednesday, 7 pm, monthly).
- The re-organization meeting held \_\_\_\_\_ (e.g., the third Wednesday in January).
- The annual achievement and awards program held the \_\_\_\_\_ (e.g., 3rd Wednesday in October).

### Article III. Policies

- The Club will hold meetings that include business, social and recreation activities, and hands-on fun learning.
- A simple majority of “votes in favor” will pass decisions.

### Article V. Parliamentary Procedures

- The Club will use basic principles of parliamentary procedures as defined in Roberts Rules of Order.

*Continued*



## 4-H Club By-Laws

### Article VI. Officers

- Election of officers will occur one month after the re-organization meeting.
- 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.

These By-Laws have been adopted by the members of

\_\_\_\_\_ 4-H Club

On date \_\_\_\_\_

***Include a copy of signatures of all members, parents, and advisors with By-Laws.***

Club Organizational Advisor Signature \_\_\_\_\_

Print name here \_\_\_\_\_

Date \_\_\_\_\_

Club Youth President Signature \_\_\_\_\_

Print name here \_\_\_\_\_

Date \_\_\_\_\_

Date(s) of amendment: \_\_\_\_\_