

Constitution and Bylaws

of the _____ 4-H Club

ARTICLE I – NAME

This club shall be known as the _____
4-H Club.

ARTICLE II – PURPOSE

Focus shall be centered around the four H's: Head – Sound thinking and good judgment, Hands – effective social skills and community involvement; Heart – a set of values and beliefs which give meaning and purpose to life, and Health – for a sound healthy body and lifestyle.

ARTICLE III – MEMBERSHIP

Sec 1: The 4-H club shall consist of the number of club members necessary to conduct business and at least one adult organizational leader.

Sec 2. Any youth who is in at least the first or second grade and/or between the ages of 6 and 8, regardless of race, color, sex, disability, religion, age, political beliefs, sexual orientation, national origin, and marital or family status shall be accepted for Cloverbud membership.

Sec 3: Any youth who is in at least the third grade and/or between the ages of 9 and 21, regardless of race, color, sex, disability, religion, age, political beliefs, sexual orientation, national origin, and marital or family status shall be accepted for 4-H membership.

ARTICLE IV – OFFICERS

Sec 1: The officers of this club shall be: president; vice president, secretary, treasurer, reporter, *inspirational leader, song leader, game leader, health leader, and how-how leader.*

Officers shall be elected annually at the first regular club meeting of the year (October) and shall serve until their successors are elected and installed. All officers are expected to attend Officers Training School.

Sec 2: The adult leadership of this club shall consist of at least one volunteer organizational leader, and as many other volunteer leaders as are needed to carry out general or specific responsibilities. Volunteer leaders will be screened according to the current West Virginia University Extension Service's accepted practices. They do not have the ability to vote at club meetings.

The organizational leader(s) shall serve as the captain of the leadership team and coordinate the club program.

ARTICLE V – MEETINGS

At least one regular meeting shall be held each month. The general order of procedure for all regular club meetings shall be:

- Call the meeting to order
- Pledges and openings activities
- Roll call
- Secretary reads last meeting's minutes
- Treasurer's report
- Reports
- Old/unfinished business
- New business
- Leaders' remarks
- Program of the day
- Adjournment
- Recreation and refreshments

Regular club meetings shall be presided over by the president when present, by the vice-president when the president is absent, and by the secretary when the president and vice-president are absent.

ARTICLE VI – AMENDMENTS

This constitution and bylaws may be amended at any regular meeting when a quorum is present provided the proposed amendment was submitted at the regular meeting the previous month.

ARTICLE VII – FINANCES

The treasurer and club shall abide by the financial requirements provided annually by the West Virginia University Extension Service.

Bylaws

ARTICLE I –ELECTION

All officers of the club shall be elected by a majority vote.

ARTICLE II – QUORUM

When more than 30% percent of the club’s members are present (This is called a quorum), the club may transact business.

ARTICLE III - COMMITTEES

Sec 1: The president shall appoint all committees unless otherwise ordered by the club.

Sec 2: The following committees may be formed, for temporary or annual service, as voted on by the club: *program, recreation, fund raising, membership and scrapbook*. Any additional committees may be formed as needed to complete special projects and activities.

ARTICLE IV – CLOSURE

Should the club permanently dissolve, all funds in the club’s account will be donated to the Harrison County 4-H Leaders Association by writing one check for the full amount of the balance, after payment of all existing debts. The account will then be closed.

ARTICLE V – REPLACEMENT OF AN OFFICER

Should one of the club’s offices become vacant for any reason a new officer will be appointed by the president and serve for the remainder of the 4-H year or until the election of new officers.

Should the office of the president become vacant then the vice-president will become president and appoint a new vice-president to serve for the remainder of the 4-H year or until the election of new officers.

ARTICLE VI – ANNUAL REVIEW

This constitution and bylaws must be reviewed, revised and adopted by the club annually by a majority vote.

This Constitution and these Bylaws have been reviewed and adopted by a majority vote of the quorum present.

Club President

Club Secretary

Date Adopted

Organizational Leader

Amended: _____
