

West Virginia 4-H Club Bylaws Template

These bylaws are to serve as an example for 4-H clubs/groups and can be used as a guide for bylaw development. However, the items in bold must be present (unedited) in all club/group bylaws.

4-H Club Name: _____

Date Adopted: _____

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the _____ 4-H Club.
- Section 2. **This shall be a nonprofit organization exclusively for the purpose of promoting 4-H Club work.**
- Section 3. **The objectives of this organization shall be:**
- i. **To provide learning situations for the development of leadership, responsibility, and effective citizenship.**
 - ii. **To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.**
 - iii. **To provide information and training in other 4-H activities as members' interests dictate.**
 - iv. **To help each member experience personal growth and achievement, as well as be of service to others.**

ARTICLE II: OFFICERS AND ELECTIONS

- Section 1. The officers of the club shall be a president, vice-president, secretary, treasurer, & reporter
- Section 2. Officers shall be elected annually. Officers shall serve a term for one year beginning whenever installation is held. Any person appointed to fill an unexpired term may be eligible for the same office the following year.

ARTICLE IV: LEADERS AND DUTIES

- Section 1. Duties of the club Leader(s) shall be
- (a) To be responsible for the overall year's program of the club.
 - (b) To work closely with county extension agents (or designee) and other adult volunteers to coordinate local and county activities.
 - (c) To keep the best interests of each member foremost in the plans of the club.
- Section 2. Teen leaders of the club shall be members who are at least 13 years of age with 1 year of project experience. Their duties shall include

- (a) Lead a club or a project group with an adult present.
- (b) Providing leadership, knowledge, skills, and enthusiasm to club and county 4-H activities as the opportunities and need arises.
- (c) Helping individual club members.

ARTICLE VI: MEETINGS

- Section 1. Regular meetings of this organization shall be held on the _____ of each month, located at _____, and at this time _____.
- Section 2. Special meetings may be called by the president or Leaders.

ARTICLE VIII: FISCAL ACCOUNTABILITY

The 4-H club/group shall adhere to all guidelines related to financial accountability.

ARTICLE IX: CLUB DISBANDMENT

Upon the disbandment of the club, all property, including money, equipment and land shall become the property of the County 4-H Program for care and disposition and authorizes the WVU Extension Service and County Extension Agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization.

The last official duty of the club’s manager shall be to affect the transfer of club property and to turn over club records to the County Extension Agent or other Extension designees.

ARTICLE X: AMENDMENTS

These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy or the West Virginia 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.

Club President Signature: _____

Club Leader Signature: _____