

Sample 4-H Club Bylaws

County: Wake 4-H Club: Hi Ho Hunters

Adopted: _____ (*insert date here*)

ARTICLE I: Name and Objectives

Section 1: The name of this organization shall be **SOEC Hi Ho Hunters 4-H Club**.

Section 2. This shall be a nonprofit organization for the purpose of promoting education through 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 opportunities for young people riding at Southern Oak Equestrian Center, enabling them to become knowledgeable and skilled in their selected project areas.
- iii. To provide information and training through participation in 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: Membership

Section 1. This club will follow current North Carolina 4-H policy requirements that define eligibility age for membership. Members will be accepted without regard to race, color, sex, disability, religion, or national origin. This club will accept Cloverbud 4-H members. This club will accept an unlimited number of members each year.

Section 2. Any age-eligible youth who has completed individual enrollment (including name and address) in an organized, ongoing local 4-H unit, and is aware of his/her involvement in 4-H is considered a 4-H member. New members must complete a 4-H Enrollment Form in 4-HOnline annually before being accepted into membership of the club. All returning members must re-enroll using a 4-HOnline each 4-H program year.

Section 3. Members **are** required to pay dues annually. (Typically \$25 or less).

Section 4. All members should be engaged in at least one 4-H educational project or activity each year and **should** complete and turn in a project record form or other appropriate paperwork summarizing their educational activity.

ARTICLE III: Officers and Elections

Section 1. The officers of the club shall be president, (minimum of) one vice-president(s), secretary, treasurer, member engagement, parliamentarian, recreation leader and at least one historian.

Section 2. Officers shall be elected annually from the membership. Officers shall serve for a term of one year beginning October 1. A person may serve a maximum of 2 (two) consecutive years in the same office. No officer can serve in multiple elected positions at one time. Any person appointed to fill an unexpired term may be eligible for the same office the following year.

Section 2a. A nominating committee shall be appointed by the president at least 20 days before the election of officers. It shall consist of three to seven members and one to two adult club leaders. This committee shall secure the consent of each nominee before placing his or her name on the proposed slate of officers.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by a member appointed by the executive committee.

Section 5. The president, with the approval of the executive committee, may appoint up to four additional members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

Section 1. Duties of the president shall be

- (a) To preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
- (b) To appoint standing and special committees.
- (c) To serve as an ex-officio member of each committee, except the nominating committee.

Section 2. Duties of the vice-president(s) shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer.
- (c) To serve as chairman of the program committee.
- (d) To serve as an ex-officio member of each committee, except the nominating committee.

Section 3. Duties of the secretary shall be

- (a) To keep a full and correct record of all proceedings of the club.
- (b) To have charge of club correspondence.
- (c) To keep the roll and read the minutes at each meeting.

Section 4. Duties of the treasurer shall be

- (a) To help prepare a budget for approval by the club.
- (b) To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
- (c) To keep an accurate record of the receipt and expenditures of all funds.
- (d) To present a financial statement when requested to do so.
- (e) To serve as chairman of the finance committee.
- (f) To work with NCSU 4 H Extension on yearly taxes.

Section 5. Duties of the Member Engagement shall be

The Member Engagement officer will have both an inward and outward-facing position.

- (a) Cultivate current member experience and engagement (i.e. Designing fun member engagement experiences and creative ways to recruit and retain members).
- (b) Work to understand member needs, through direct interaction via meetings, email, and social media.
- (c) Work with a committee to develop and coordinate service projects and other outreach efforts that are open to both members and non-members.
- (d) Celebrate member successes, big and small. Motivate and encourage members to reach their goals.
- (f) Support collaborations and develop partnerships with other organizations to develop experiences and programs that reach new audiences and /or provide members new opportunities.

Section 6. Duties of the parliamentarian shall be

- (a) To provide advice to the presiding officer on parliamentary procedure.
- (b) To instruct members in correct parliamentary procedure.

Section 7. Duties of the recreation officer shall be

- (a) To attend training and/or collect games and activities for club meetings.
- (b) To conduct icebreakers and recreation at each club meeting or activity.

Section 8. Duties of the historian(s) shall be

(a) To learn, document and/or collect pictures and other content as part of chapter archive.

ARTICLE V: Committees and Duties

Section 1. The standing committees of the club shall be *none at this time*.

ARTICLE VI: Meetings

Section 1. This club will meet a minimum of eight times per year. A calendar of meeting dates, times, and locations will be distributed to members.

Section 2. Special meetings may be called by the president and/or the organizational club leader.

Section 3. 4-H Club meetings will include business, social, recreation, and learning activities.

Section 4. In order to conduct official business (vote, approve reports, etc.), a quorum of at least fifty percent (50%) of the total club membership must be present.

ARTICLE VII: Procedure

Section 1: Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2: The order of business for regular meetings is:

- Call to order
- 4H Pledge
- Roll call; determination of quorum
- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports – officers, committees, projects groups, special activities, leaders
- Unfinished business
- New business
- Educational Program/Presentations
- Adjournment
- Recreation

This order of business may be altered for the convenience of a speaker presenting the Educational Program.

ARTICLE VIII: Club Disbandment

Should the club disband, all real property, including money, equipment, and land, shall, within 30 days, become the property of the Southern Oak Equestrian Center for care and disposition. The real property will be transferred to Southern Oak Equestrian Center. The last official duty of the club's organizational leader shall be to notify about the transfer of club property and to turn over all club records to the NCSU Extension agent.

ARTICLE IX: Amendments

Section 1: These bylaws may be amended at any regular or special meetings 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. A quorum must be present for the vote. Amendments must not conflict with 4-H philosophy, rules or policy.