

## 4-H CLUB BYLAWS WORKSHEET

Fill in the requested information, return to the 4-H Office and staff will generate a document based on your requests, or schedule a document-writing meeting with a 4-H staff member and several club members and one or two leaders.

BYLAWS OF \_\_\_\_\_ 4-H CLUB  
Adopted (month and year) \_\_\_\_\_

### ARTICLE I: NAME

The name of this organization is the \_\_\_\_\_  
4-H Club. This club is affiliated with Macomb MSU Extension and Michigan State University 4-H.

### ARTICLE II: OBJECTIVES

The objectives of this club are: *(Write in paragraph form or numbered list.)*

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### ARTICLE III: MEMBERSHIP

#### Section A. Eligibility and Enrollment.

*(Minimum age considerations: Do you want to include Clover Sprouts or not? Does the nature of the club require members to be in middle school or high school? Size considerations: do you want to limit membership or not?)*

*(If no limit, use this language.)*

\_\_\_\_\_The club is open to all interested youth between the 4-H ages of \_\_\_\_\_ and 19 without regard to race, color, national origin, gender, religion, age disability, political beliefs, sexual orientation, marital status, or family status. One becomes a member by enrolling with the County 4-H Office.

*(Use this wording if there is size limit.)*

\_\_\_\_\_The club is limited to \_\_\_\_\_ members between the 4-H ages of \_\_\_\_\_ and 19 without regard to race, color, national origin, gender, religion, age disability, political beliefs, sexual orientation, or family status. As vacancies occur, new members will be selected from a waiting list maintained by the General Leader. One becomes a member by enrolling with the County 4-H Office.

**Section B. Dues and Fees.**

*(If you don't have dues, check this option, and go on to Section C.)*

\_\_\_\_\_ Members will be charged fees to cover the cost of club activities as they arise. The General Leader may grant a payment exemption or extension to a member at his/her discretion.

*(If you have dues you need to explain when the amount is determined and how/when it is collected (all at once, twice a year, or monthly) and the procedure for determining dues for members joining in the middle of a program year. Do not include the actual amount of the dues to avoid having to amend the bylaws if you change the amount.)*

Dues will be set annually by the members in *(month)* \_\_\_\_\_.

Dues will be \_\_\_\_\_.

*(Examples: Dues will be collected at the October and November meetings.  
Dues must be paid by December of each program year.  
A portion of the dues will be collected at each business meeting.)*

*(Then Pick one of the following :)*

\_\_\_\_\_ Members joining after November 1<sup>st</sup> of the program must pay full dues and fees.

*or*

\_\_\_\_\_ The dues and fees of members joining after November 1<sup>st</sup> will be pro-rated based on the date of enrollment and anticipated expenses.

*(The following sentence will follow dues options above.)*

Additional fees may be charged as needed with the approval of the members. The General Leader may grant a payment exemption or extension to a member at his/her discretion.

**Section C. Requirements for Good Standing.**

*(All Bylaws should have the following language)*

To maintain good standing in the club, members must:

1. follow the Macomb MSUE Code of Conduct at all 4-H activities;
2. pay their dues and/or fees in a timely manner;

*(If you have additional expectations, add numbered list. Don't list behaviors that you aren't prepared to enforce using the procedure outlined in the next section.)*

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**Section D. Restriction of Privileges.**

*(Finish the following sentence by indicating how you will treat members who do not maintain good standing :)*

1. Members who do not maintain good standing in the club may be prohibited from

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\_\_\_\_\_ . . . under the club’s name.

The following is the procedure for acting on an issue good standing. There aren’t any options here.

- 2. “The following procedure will be followed in deciding issues of good standing:
  - The General leader will inform the 4-H office in writing of any potential restrictions of privileges in a timely manner and before any action has been taken.
  - The issue must be determined by the club membership at a club meeting.
  - Members must be notified in advance that an issue of good standing is on the agenda.
  - The member in question must be given an opportunity to respond to the complaints against him/her prior to the vote.
  - A 4-H staff member (or individual designated by the staff if a staff member is not available) will conduct the “hearing” and count the ballots.
  - The staff member will inform the general leader and the member in question of the results within two days of the vote, but not at the meeting itself.
  - Prior to voting on the issue, the club will determine what actions, if any, the member must take to regain good standing should the vote be in favor of restricting privileges. It is understood that in some situations, good standing may not be regained until the next program year.

**Section E: Leaders**

1. General Leaders will become screened volunteers, recruit members and resource/project leaders, register the club with the County 4-H Office, advise and oversee the officers, provide all records required by the County 4-H Office, follow the Code of Conduct, and attend appropriate 4-H and MSUE trainings. They are encouraged to serve on the county Program Committees or the 4-H Council and its Subcommittees.

2. Project and Resource Leaders will become screened volunteers, plan and carry out the activities connected with their project, follow the Code of Conduct, and attend appropriate MSUE and 4-H Trainings. They are encouraged to serve on the county Program Committees or the 4-H Council and its Subcommittees.

**OPTIONAL Section F. Expectations of Parents/Family Members**

*(Including this section will reinforce the “family focus” of 4-H if Club leaders are concerned about club activities becoming a “drop off babysitting service” or if they feel that the extra supervision parental participation brings is vital to safe and effective programming. If you wish to formally include parental expectations in your club’s bylaws, list them below (or put in paragraph form).*

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**ARTICLE IV: \_\_\_\_ OFFICERS or \_\_\_\_ OFFICERS AND TEEN LEADERS** *(If you have older members who will be registering as teen leaders of some projects, choose the 2<sup>nd</sup> option. If your club wishes to operate without officers, contact the 4-H office, and a staff member will write the appropriate language after consulting with you about your club’s situation and wishes.)*

**Section A. The officers of the club will be:**

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*(Complete the sentence with a list of the officers you want. These usually include President, Vice-President, Treasurer, Secretary (or Clerk if members prefer this term), Historian, Reporter (or these two offices combined), and large clubs may wish to have a Sgt.-at-Arms if order at meetings is expected to be an issue.)*

**Section B. Nominations and Elections.**

*(Add information that indicates when elections will take place, what requirements candidates must meet, most commonly minimum age and/or years of club membership. You may nominate and elect at the same meeting or at two consecutive meetings. You may have restrictions for all offices, no offices, or only some offices.)*

Club officers will be nominated and elected by the members in (month)\_\_\_\_\_  
or  
Members will nominate club officers in \_\_\_\_\_ and elect them in \_\_\_\_\_.

*(If you want age or experience, usually # of years in the club, restrictions, some or all offices, write them in the space below. ) Candidates for:*

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Election will be by secret ballot if there is more than one candidate for an office. Officers will assume their positions at the conclusion of the meeting at which they were elected.

**Section C. Vacancies.**

*(Do you or don't you want the Vice-President to automatically become President if that office becomes vacant. Put a check next to the option of choice.)*

\_\_\_\_\_ Vacancies in all club offices will be filled by election at the first meeting after they occur, using the procedures outlined in Section B. *(with this option, the president's duties, listed in section E will not include taking over as president.)*

**or**

\_\_\_\_\_ Vacancies in all club offices, except President, will be filled by election at the first meeting after they occur, using the procedures outlined in Section B. *(with this option, the president's duties, listed in section E will include taking over as president.)*

**Section D. Removal of Officers.**

An officer may be removed by vote of the members for failure to adequately perform their duties or maintain good standing in the club. The procedure described in Article III, D will be followed in removing an officer in the middle of his/her term.

**Section E. Duties of Officers.**

*(Cross out anything you don't want; add anything not mentioned that you do want. It is suggested that the Vice President be given some specific duties besides taking over in the President's absence.)*

1. The President, working with the General Leader, will prepare agendas, chair meetings, call special meetings, cancel meetings in emergencies, and appoint committees. S/he will attend Club Officer Training,

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and perform other duties decided by the members.

2. The Vice President will assist the president as requested, chair meetings in the President's absence, become President if that office becomes vacant, attend Club Officer Training,

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and perform other duties decided by the members.

3. The **Secretary/Clerk** *(circle preferred term)* will maintain attendance records, take minutes at meetings, read the minutes at all meetings, conduct club correspondence, file required secretarial reports with the County 4-H Office, attend Club Officer Training and perform other duties decided by the members.

4. The Treasurer will collect dues and fees, maintain financial records, present a financial report at each meeting, file appropriate reports with the County 4-H Office, attend Club Officer Training, and perform other duties decided by the members. The Treasurer will work with a designated adult volunteer (not their parent) who is responsible for seeing that club financial records follow approved accounting procedures and are reported to the County 4-H Office as required.

*(Pick from 5, 6, 7 and 8 depending on which you are including and how you are combining the offices of Historian, Reporter, and Sgt-at-Arms. Circle the numbers of the language you want.)*

5. The Historian/ Reporter will maintain a scrapbook or other records of the club's activities over the years, provide the local press and the County 4-H Office with timely information about Club activities,

\_\_\_\_\_,  
attend Club Officer Training, and perform other duties decided by the members.

6. The Historian will maintain a scrapbook or other records of the club's activities over the year,

\_\_\_\_\_,  
attend Club Officer Training, and perform other duties decided by the members.

7. The Reporter will provide the local press and the County 4-H Office with timely information about Club activities,

\_\_\_\_\_,  
attend club officer training, and perform other duties decided by the members.

8. The Sergeant-at-Arms will maintain order at meetings, attend Club Officer Training, and perform other duties as directed by the presiding officer.

*(If you have entitled this article Officers and Teen Leaders, the following paragraph will be added and given the appropriate number.)*

Teen Leaders will assist younger members with projects and participate in club or county activities that promote the 4-H program. Members will indicate their desire to serve in this capacity at the time of annual enrollment with the County 4-H Office.

## **ARTICLE V: MEETINGS**

### **Section A. Meeting Schedule.**

*(You need to indicate when a schedule of meetings for the program year is approved by the club. It is suggested that you not include specific information about where and when the club meets in the bylaws because a change in that information will then require a bylaws change.)*

A schedule of regular club meetings will be approved by the members annually in \_\_\_\_\_ (month). This schedule may be changed by the members as needed during the program.

### **OPTIONAL Section B. Cancellation of Meetings/ Activities.**

*(If you wish to list specific procedures that will be followed in adding or canceling meetings in emergency situations, including inclement weather, they should go here. Explain who has the authority to change meetings, indicate if any prior consultation has*

to take place, identify any fan-out procedures that are expected to be followed, identify any "automatic situation," like school closings, that will trigger a cancellation. This is probably more important for large clubs and unnecessary for smaller ones.)

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### **Section C. Decision Making Procedures**

1. The rules contained in *Robert's Rules in Plain English: A readable, authoritative easy-to-use guide to running meetings* by Doris P. Zimmerman shall guide the decision making of the club, unless these Bylaws contain other procedures. (If you need a copy of this book, contact the 4-H Office)

2. A quorum, which is required for the conduct of any official club business, will be simple majority (50% plus 1) of the membership.

*(The above provision is the one normally used by democratic organizations. This means that a majority of members need to be present to conduct any business. If you would like something different, check of one of the options that follow.)*

\_\_\_\_\_ % of the membership will constitute a quorum. *(Fill in the blank with whatever % you want to use.*

\_\_\_\_\_ The number of members present at a meeting will constitute a quorum. *(Check this option if you don't want to postpone decision-making because only a small number of members came to a meeting.)*

3. A majority of those present a voting will decide an issue.

**OPTIONAL ARTICLE VI: COMMITTEES** *(Select the first option, if you do not have permanent committees. If you have permanent committees, complete the 2<sup>nd</sup> option.)*

*Option 1:*

\_\_\_\_\_ The President will appoint and give directions to committees as needed to carry out the club's activities.

*Option 2:*

**Section A.** The regular committees of the club, whose names and duties are listed in the following sections, will be appointed by the President.

**Section B.** The \_\_\_\_\_ Committee will \_\_\_\_\_

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**Section C.** The \_\_\_\_\_ Committee will \_\_\_\_\_

**Section D.** The \_\_\_\_\_ Committee will \_\_\_\_\_

**Section E.** The \_\_\_\_\_ Committee will \_\_\_\_\_

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**ARTICLE VII (or VI if you didn't have committees): DISSOLUTION**

In the event of the dissolution of the club, all assets shall be given to Macomb MSU Extension 4-H Program.

**ARTICLE VIII (or VII if you didn't have committees): ADOPTION & AMENDMENTS**

*(Fill in the two blanks. A fraction higher than a simple majority should be used in the first blank. 2/3 is the most commonly used choice; 3/5 or 3/4 are also acceptable. Regarding the required number of days of prior notice, a minimum of 3 days and a maximum of 30 (or the number of days between one club meeting and the next) are suggested.)*

These Bylaws and any future amendments shall go into immediate effect following adoption by a \_\_\_\_\_ yes vote of the membership. Members must receive an electronic or hard copy of these bylaws and any future proposed amendments \_\_\_\_\_ days prior to voting on them.



Extension



Health & Community Services

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