

Lapeer County 4-H Club By-laws Model

This Bylaws form is written with Lapeer County 4-H in mind. It tries to encompass all the variations in clubs in our county while maintaining a structure that each club can have in common. These Bylaws are designed to help 4-H clubs operate within the financial guidelines and new procedures for starting and operating 4-H clubs that have been established as a result of recent legislation such as the 2006 Pension Act and the Patriot Act.

These standardized Bylaws make a complete package of how to run a club under these new guidelines and how to involve youth in leadership roles. These Bylaws may be customized to meet the needs of individual 4-H clubs by writing and voting in amendments. After your new bylaws are adopted, be sure to give a copy to each member and to file a copy at the Extension office. The Extension 4-H staff members are responsible to see that club Bylaws follow all required guidelines and policies.

Instructions for adopting these new club Bylaws and adapting them to individual clubs:

Write the name of your club on the top line and on the line in Article I.

Article II. List the particular project areas or the general objectives of your club.

Article IV.

Section A. 4. You may set a number or percent of required meetings to maintain membership. Write in zero if you do not wish to require attendance.

Section A. 5. Choose whether to include Cloverbuds, 4-H ages 5 to 8, as members in your club. Remember that activities for 5 to 8 year olds need to follow Cloverbud guidelines to meet their developmental needs.

Article V.

1. The Club may set dues to cover club expenses such as postage for club correspondence. If collected, dues shall be set each year by a vote of the membership.
2. The club may do fundraising to cover the cost of educational materials or activities. A fundraising request must be submitted to 4-H staff for approval 2 weeks before the fundraiser and a report must be submitted after the fundraiser.
3. The club must establish a plan for the use of funds raised.

Amendments: Record amendments made to the bylaws here. Explain what section of the bylaws was changed, show the change, and the date of adoption. Example:

*Article VI. Section A. 1. Other officers shall be club historian and club reporter.
Adopted:*

LAPEER COUNTY 4-H CLUB BY-LAWS

By-laws of _____ 4-H Club

Adopted on: _____
Date

ARTICLE I: NAME

The name of this club is the

_____ 4-H Club.

This club is chartered under the 4-H Program of Lapeer County Michigan State University Extension and is subject to all guidelines established by the national, state, and county 4-H Program.

ARTICLE II: OBJECTIVES

This club is established to promote education through 4-H club work. The objectives of this club are:

- To provide learning situations that develop leadership, citizenship, and life skills,
- To provide educational experiences that will enable young people to become knowledgeable and skilled in their selected project areas,
- To help each member experience personal growth and achievement,
- To involve members in learning through service to the community, and
- To involve members in recreational and social activities.

The club can decide on projects each year. There must be a leader registered for each project area.

The focus of this club is: (type of projects)

ARTICLE III: 4-H YEAR

The 4-H year is from September 1 to August 31.

ARTICLE IV: MEMBERS

Section A. Membership

Membership in 4-H is open to all youth who are age 5 to 19 years of age according to their 4-H age. The 4-H age of members for the entire 4-H year is their age on January 1 of the current 4-H year.

1. New members must complete a Lapeer County 4-H Member Enrollment Form and pay the annual participation fee in order to join the club. The form must be signed by the member, by a parent or guardian, and the club administrative leader.
2. All members must reenroll each 4-H year by completing the Enrollment form and paying the participation fee.
3. The maximum number of club members and final date to accept members for this club will be decided by the administrative leader each year. The administrative leader will also decide on the age limits for club membership each year, usually 9-19 or 5-19 years (4-H age).

4. This club requires that members attend _____ meetings to maintain their membership. If they attend less than the required number of meetings, they will be dropped from membership. Excused absences do not count as missed meetings. For an absence to be excused, a member must contact the administrative leader prior to the meeting.
5. The voting age shall be (5–19 years) or (9-19 years) (*circle one*) 4-H age.

Section B. Behavior Expectations

1. A member is expected to follow the Member Code of Conduct as found on the Lapeer County 4-H Member Enrollment Form.
2. A member is expected to pay all dues and fees in a timely manner.
3. A member is expected to attend and participate in club meetings/activities.

Section C. Ending Membership

A member may voluntarily end their membership in this club by telling the club administrative leader, with confirmation by a parent/guardian.

ARTICLE V: CLUB FINANCES

Section A. Dues and Fees

1. Dues shall be set each year by a vote of the membership at the _____ (*month or 1st, 2nd, etc.*) meeting.
2. The members shall pay fees for projects or activities or enrollment as they occur. The club will vote on alternate arrangements.

ARTICLE VI: OFFICERS

Section A. The officers of the club shall be President, Vice-President, Secretary and Treasurer. These officers and the administrative leader shall be the executive board.

Section B. The officers shall be nominated and elected by the members at the first/second (*circle one*) meeting of the 4-H year and take office immediately. Members may / may not (*circle one*) nominate themselves.

1. Nominees must be club members
2. Officers shall serve one-year terms
3. Officers shall be at least ____ years of age (suggested age 12)

Section C. Vacancies in club offices, other than President, shall be filled by appointment / election at the first meeting after they occur.

1. The Vice-President shall become President if there is a vacancy in the Presidency.

Section D. Officers can be removed for failure to perform their duties or for 2 unexcused absences. The club may vote to remove the officer and elect a new officer to complete the term or have the administrative leader appoint a new officer to complete the term. Notification may be made by the secretary or administrative leader.

Section E. Duties of Officers

1. The President shall chair club meetings, prepare an agenda for each meeting with the help of other officers and administrative leader, appoint committees, and serve as a non-voting member of each committee.
2. The Vice-President shall assist the president as needed, chair Meetings when the President is absent, and become President if that office becomes vacant.
3. The Secretary shall take attendance at meetings and other activities, take minutes at meetings, read the minutes of previous meetings, keep all minutes on record, and conduct club correspondence.
4. The Treasurer shall receive dues, fees, and all club money and see that it is deposited in the club account, keep an accurate record of all money received and paid out after club approval, and present a report at each meeting. The treasurer shall work with a designated adult volunteer who is responsible for seeing that the club follows all MSUE and IRS financial guidelines.
 - a) The treasurer, designated adult volunteer, and club administrative leader shall complete an annual financial report and financial review of the club and file it with the Extension office.
 - b) The administrative leader and one other leader who is not an immediate family member of the administrative leader shall be signatories of the bank account.
 - c) It shall be the duty of every officer or person having control of club funds to deposit club funds in the club account and provide the receipt to the treasurer.

ARTICLE VII: MEETINGS

Section A. The club shall meet at least 6 times a year and as needed to transact the business of the club.

1. Additional meetings may be scheduled by a vote of the club, or called by the administrative leader.
2. The decision to cancel a meeting shall be made by the administrative leader who will notify members as soon as possible.

ARTICLE VIII: ORDER OF BUSINESS

Section 1. The committee meetings shall be guided by parliamentary procedure according to Robert's Rules of Order, revised.

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

- Call to order
- Pledges
- Introduction of new members and guests
- Secretary's report
- Treasurer's report
- Other reports
- Unfinished business
- New business
- Adjournment

- Program
- Recreation

This order of business may be changed for special programs/activities.

ARTICLE IX: ADOPTION and AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the membership present at the next meeting after members have been given the proposed changes. Any member or leader may propose amendments to them. Members must be given copies of these Bylaws and any future amendments at least one week prior to the vote. Changes in the by-laws must be immediately reported to the Lapeer County Extension office and are subject to staff approval. The bylaws shall be kept on file in the Extension office and in the club secretary's records.

ARTICLE X: DISSOLUTION

In the event this club ceases to exist, all funds, assets, and property become the property of the Lapeer County 4-H Program. The Club Administrative leader shall transfer club property and records to the Extension 4-H staff.

AMENDMENTS: