



By-Laws for Sample 4-H Club



ARTICLE I: TITLE, OBJECTIVES, & LOCATION

Section 1. Title: *(Give the club a name.)* This 4-H club shall be known as **Sample 4-H Club** and shall at all times be operated and conducted as a non-profit organization in accordance with the laws of the state of Arizona, and through the University of Arizona Cooperative Extension, Maricopa County.

Section 2. Objectives: *(State the purposes of the club.)* The purpose of **Sample 4-H Club** shall be to successfully operate a 4-H club for the people of Maricopa County and to incorporate the mission, vision, and ideals of the 4-H program into the lives of **Sample 4-H Club** leaders and members.

Section 3. Location: *(Define where the club can function.)* The principal place of business for **Sample 4-H Club** shall be in the city of Sample, AZ; however, all portions of this program may be carried on at any place that does not create a significant degree of inconvenience to **Sample 4-H Club** members or leaders.

ARTICLE II: MEMBERS, MEETINGS, & QUORUM

Section 1. Members: *(Define who members are.)* Members of **Sample 4-H Club** must reside within Maricopa County and be enrolled in the 4-H program in accordance with the Arizona 4-H enrollment guidelines. Each member who is in good standing shall be entitled to one vote for each matter that is governed by the vote of **Sample 4-H Club** members.

A. Good Standing: *(Define what it means to be in good standing.)* A member in good standing shall be defined as one who has paid all requisite fees and has attended 75% of the meetings held while s/he is a member.

Section 2. Meetings: *(Layout how meetings are to function.)*

A. Meetings: *(Explain what takes place at meetings.)* The **Sample 4-H Club** shall run on the 4-H calendar in conjunction with the University of Arizona Cooperative Extension, Maricopa County; October 1 through September 30.

1. First Meeting of the Year: *(This meeting must have a new placement of officers.)* The first meeting of the year shall be held in October for the primary purpose of electing, by ballot, the annual officers, namely: President, Vice-President, Secretary, Treasurer, Parliamentarian, and Reporters (The duty of each office is outlined in ARTICLE III: ELECTION OFFICERS & THEIR DUTIES). The next order of business for this meeting shall be to calendar the meetings for the year which shall consist of a regular nature; i.e. the second Wednesday of every month, excluding recognized holidays.



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2. Second Meeting of the Year: *(This meeting must develop a club program for the year.)* The procedure for writing and adopting the year's program shall carry on in a similar manner as outlined in the previous meeting for electing club officials (see ARTICLE III: ELECTION OF OFFICERS & THEIR DUTIES, Section 1).

3. Notices: *(Explain how members will be notified of annual and changed meetings.)* Prior notice of any annual meeting, or a changed meeting date, must be given to the **Sample 4-H Club** members in the form of written (including email) or telephone notice at least two weeks prior to the annual or changed meetings.

B. Calling a Meeting: *(Explain how the meeting will run.)* When two officials are present and quorum has been established, all in accordance with the sections of ARTICLE II, a meeting may be held. The officer who conducts the meeting of the **Sample 4-H Club** members will call the meeting to order and act as chairperson of such meeting and acknowledge the highest ranking official as the one who presides over the meeting. Precedence shall be in the following order: President, Vice-President, Secretary, Treasurer, Parliamentarian, and Reports ranked on length of membership in **Sample 4-H Club**. However, the President, with sufficient notice, may delegate the task of conducting to any officer (and inform the Vice-President of this), and that officer shall acknowledge this action as being done under the direction of the President. Business shall be conducted in accordance to Robert's Rules of Order as outlined at <http://www.robertsrules.com/>.

C. Order of Business: *(Determine the order a meeting is to follow)* All meetings will follow this outline.

1. Business Meeting
 - a. Call meeting to order
 - b. Song (optional)
 - c. Pledges
 - i. American Flag
 - ii. 4-H Flag
 - d. Roll call
 - e. Introduction of guest
 - f. Reading of minutes from previous meeting
 - g. Approving minutes from previous meeting
 - h. Reports
 - i. Treasurer
 - ii. Committees
 - iii. Project groups
 - i. Unfinished business
 - j. New business
 - k. Announce next meeting date, time, & location



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2. Program
 - a. Team/Individual demonstrations
 - b. Illustrated talks
 - c. Guest speaker
 - d. Work session
3. Social & Recreation Time

Section 3. Quorum: *(Define what consists of a quorum and what it can do.)* A quorum consists of at least 10% of the members of the **Sample 4-H Club** who are in good standing and physically present. This 10% may include the minimum two officers. When gathered, the quorum has the power to meet and vote on club business. Majority vote, meaning more than half the votes casts, will carry the motion put forth by the elected officials.

ARTICLE III: ELECTION OF OFFICERS & THEIR DUTIES

Section 1. Procedure for Nominating Officers: *(Explain who can be nominated & how it's to be done.)* All members who are 14 years of age or older in the calendar year of the annual meeting and who have been a member in good standing for at least one year are eligible for an officer position. Nominations shall proceed in the following manner: 1st, Nominations will be received from the floor and do not require a second. 2nd, After ample time, a motion is made close the nominations. Upon a unanimous approval, the nominations will close and cannot be reopened. 3rd, The present members in good standing will vote by ballot. The candidate with the majority votes for the corresponding office shall be elected to that office. In the case of a tie between the top two candidates, a second voting shall be held between the two.

Section 2. Officers' Duties: *(Explain the duties of each officer)*

A. President: The president shall be the chief executive officer of the **Sample 4-H Club**. He or she shall see that the guidelines, rules, and regulations of the club are enforced. S/he shall be an ex-officio member of all committees. He or she will only have voting privileges when the vote is by ballot or in order to break a tie. S/he presides at all meetings at which s/he is present, and may delegate the duty to conduct a meeting as outlined in ARTICLE II, Section 1-B.

B. Vice-President: In absence of the President, the Vice-President shall have the powers and perform the duties of the President and such other duties as prescribed by the adult leader.

C. Secretary: The Secretary shall keep minutes of all member meetings. He/she shall be the custodian for safekeeping of all documents and records of **Sample 4-H Club**.



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D. Treasurer: The treasurer shall receive the money of the **Sample 4-H Club** that is turned over to her/him. He/she shall disburse the same only upon itemized demands and upon the order of the adult leader. S/he shall account for all of the itemized statements at the annual meeting of the members. This office shall be held without surety bond.

E. Parliamentarian: The parliamentarian shall ensure that the facility for the **Sample 4-H Club** is available, and that the meeting room has been appropriately set-up. He or she shall also ensure that the club meetings are conducted in accordance with 4-H guidelines and standard parliamentarian procedures.

F. Reporter: The reporter will be responsible for obtaining information, interviewing, and writing articles relating to **Sample 4-H Club** activities and events.

ARTICLE IV: COMMITTEES

Section 1. Structure: (*Define how the committee is to be organized and ran.*) Anytime during a regular meeting, the President may create committees for special purposes to be filled by volunteers who are interested in the committee's purpose. Each committee shall consist of at least three, but no more than seven, members and one adult leader. At the beginning of the committee's first meeting, its members shall elect a chairperson and secretary. The duties of the chairperson and secretary are similar to the respective officers' duties; however, their duties are limited to the committee. Meetings can only be convened when a majority of committee members are present. Regular reports of the committee will be given during regular meetings. Committee members shall serve for a period of 12 months or otherwise dissolved. New volunteers that replace the incumbent volunteers shall attend the incumbent's last meeting to act as a transition.

Section 2. Member Eligibility: (*Define who is eligible.*) Members of a committee are required to be members in good standing. Each committee is strongly encouraged to attend all committee meetings. Upon two consecutive absences of a member, the remaining meeting members may remove the absent member upon a majority approval. After two consecutively unsuccessful attempts to remove a committee member, the president of **Sample 4-H Club** shall make the final decision.

ARTICLE V: AMENDING BY-LAWS

Section 1. The Process: (*Define the ways your By-Laws can be changed.*) A motion to amend the by-laws can be made at any regular meeting. To ratify any amendment, a vote of two-thirds of all club members must pass. This means that if **Sample 4-H Club** has a total of 100 members, then 75 eligible votes would be required to ratify an amendment. Only members in good standing are able to cast eligible votes.



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ARTICLE VI: DISSOLUTION OF CLUB

Monies raised, products or services sold, donations, gifts and equipment given or purchased are received in concordance with 501c3 statutes in the name of 4-H clubs of Maricopa County. As a 501c3 organization, funds, equipment or property utilized by the local 4-H club are governed by the rules of 4-H clubs of Maricopa County and University of Arizona Cooperative Extension, Maricopa County.

Upon consideration of dissolution, **Sample 4-H Club** will inform the appropriate Maricopa County 4-H Youth Development Agent or staff member as to their desire and conformance to the following procedure:

Sample 4-H Club shall be terminated and dissolved by majority vote of the membership and certified 4-H volunteers in favor of dissolution and termination of **Sample 4-H Club**.

Upon dissolution and termination of **Sample 4-H Club** for any reason, the officers shall take full account of the club assets and liabilities, and shall apply and distribute the proceeds there from in the following order:

- a) To the payment of the debts and liabilities of the Club.
- b) The balance of funds as well as all equipment and property shall be transferred to the designated Maricopa County 4-H Youth Development Agent or staff member who will distribute as hereinafter provided.
- c) The balance remaining shall be distributed to the Maricopa County 4-H Office for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteer 4-H adult leaders.
- d) In the event that 4-H Clubs of Maricopa County does not qualify for funds or does not exist at the time of dissolution and termination of the Club, the balance remaining shall be distributed to the Arizona 4-H Youth Foundation or the Arizona State 4-H Program if no Foundation exists.

Each of the members, leaders and the County Extension Office shall be furnished with a statement prepared by **Sample 4-H Club** setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the club shall cease. This shall be the last order of business.

These committees are non-profit and all monies received shall be disbursed to promote the objectives of the committee. In case of disbandment, all monies will be disbursed back to Maricopa County 4-H in support of 4-H youth as deemed advisable by the program membership. If there is no Maricopa County 4-H it will then be disbursed to the State 4-H Program and if no State then to the National 4-H Program. This shall be the last order of business.