



## 4-H Club/Group By-Laws

One of the requirements for a Maryland 4-H Club or Group to receive a 4-H Charter is that the club/group have a set of guidelines which establish the parameters for the club/group. These guidelines are in the form of by-laws.

The club or group members take responsibility, with guidance from an MCE 4-H volunteer, for establishing the by-laws. The written guidelines for a club or group should not exceed two pages. It is important that by-laws be written in such a way that they do not eliminate any youth from participation or discriminate against any youth. The guidelines established should be simple, easy to understand, and approved by the city or county 4-H youth development educator.

A sample outline for club/group by-laws is provided for use by clubs in your county/city program.

### SAMPLE

#### By-Laws of \_\_\_\_\_ 4-H Club/Group

##### **Name**

The name of this organization shall be \_\_\_\_\_ .

##### **Purpose**

The purpose of this 4-H club/group is to support the development of its members through club meetings, project work, demonstrations, fairs, and other activities.

##### **Policies**

- The club/group will meet regularly once a month to conduct business.
- Any major decision of the club must be voted upon by 2/3 of the membership

##### **Membership**

- Without regard to race, color, sex, disability, religion, age, or national origin, any youth, age 8-18 as of January 1, of the current year may become a member of this club.
- To become a member, a person must attend three meetings and know the 4-H pledge.
- A member shall be dropped from club enrollment if he/she misses three consecutive meetings without reasonable explanation.
- The leader, with the executive committee, shall review the reasons for absence to determine whether a member's name is removed from the roll.

## **Officers, Elections, and Duties**

- The elected officers of this club/group shall be president, vice-president, secretary, treasurer, and reporter
- Officers shall be elected annually in the month of December and shall begin term of office in January
- An officer shall have been a member in good standing of the club for three months prior to election
- Officers shall not succeed themselves.
- There shall be a nominating committee of three members: the president and two appointed members at least one month prior to election.
- The nominating committee shall submit at least one nominee for each office at the meeting in December.
- Nominations from the floor shall follow the report of the nominating committee.
- Only those members who are eligible and willing shall be accepted as nominees.
- The appointed officers shall be historian, recreation leader and song leader.
- These officers shall be appointed in January by the executive committee.
- An appointed officer shall have been a member in good standing for three months prior to appointment.
- Officers shall perform duties set forth in the 4-H Officer Handbook.
- The vice-president shall succeed to the presidency if such vacancy occurs.
- Other vacancies shall be filled by a vote of the members at the next regular meeting or appointed by the executive committee.

**Meetings to begin promptly at \_\_\_\_ p.m. on the \_\_\_\_ of each month.**

## **Executive Committee**

- The executive committee shall consist of the officers and standing committee chairs (and leaders).
- The duties of the executive committee shall be to transact any absolutely necessary business between regular meetings and any other business referred to it by the club members.
- The executive committee shall meet between regular meetings as necessary.

## **Standing and Special Committees**

- Standing committees shall be appointed by the president as necessary and shall serve to the end of the club year.
- Special committees shall be appointed by the president and shall serve only as long as needed
- The vice-president shall be a member of all committees except the nominating committee.

## **Article IX: Amendments**

The by-laws may be amended at any regular meeting by a 2/3 vote of the membership provided they do not conflict with the required articles.

Revised 2/06

Equal opportunity employer and equal access programs.