

Maryland 4-H Youth Development

To Make the Best Better

University of Maryland Extension



4-H Club By-Laws Outline

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

The club members take responsibility, with guidance from a University of Maryland Extension (UME) 4-H volunteer, for establishing the by-laws. It is important that by-laws be written in such a way that they do not eliminate any youth/individual from participation or discriminate against any youth/individual. The guidelines established should be simple, easy to understand, and approved by the local 4-H Youth Development Extension Educator.

Annually, a committee should review the bylaws and make suggestions to the club for changes to reflect the current members' needs.

An outline for club by-laws is provided below. At a minimum, the following items in **BOLD** must be included:

By-Laws of _____ 4-H Club

Article I: Name

The name of this organization shall be _____ 4-H Club.

Article II: Purpose

The purpose of this 4-H club is to support the development of its members through club meetings, projects, hands on learning, leadership opportunities, fairs, and other activities.

Article III: 4-H Compliance

This 4-H club will comply with all University of Maryland 4-H Youth Development policies under the guidance and support of 4-H faculty/staff.

Article IV: Membership

Any youth age 8-18 as of January 1st of the current year may become a member of the club. Clover 4-H members may be ages 8 – 7 as of January 1st of the current year. We will not discriminate against any youth/member wanting to join our club/group. All possible efforts will be made to include rather than exclude youth/individuals in events conducted by the 4-H Youth Development Program. *(The size of the club may be limited due to space limitations or the leader's available time or ability to accommodate more members.)*

Members must re-enroll in 4-H on an annual basis to retain active 4-H member status.

Each member is encouraged to participate regularly in club meetings

- 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.

Participation in 4-H is a privilege and participants are expected to show respect and cooperation to 4-H leaders and other participants. Each member is asked to sign and abide by the Maryland 4-H Behavior Expectations. Participants may be removed from 4-H programs or activities for misconduct.

All members will be required to pay the annual Maryland 4-H participation fee.

Article V: Meetings

Section 1 - Dates

- **The club shall meet regularly every _____ (day/week) at _____ (time) at _____ (the designated place). Special meetings may be called by the President/Chairperson and 4-H leader as needed, with 10 days advance notice.**

Section 2 - Quorum

- **A simple majority (one half plus one) of members must be present to conduct official business of the club.**

Section 3 - Order of Business

- **The following order of business shall be followed at regular club meetings.**
 1. **Call to Order**
 2. Pledge of Allegiance and the 4-H Pledge
 3. Roll Call
 4. **Minutes of last meeting**
 5. **Treasurer's report**
 6. **Report of committees**
 7. **Unfinished business**
 8. **New business**
 9. 4-H Leader's report
 10. Announcements
 11. **Adjournment**
 12. Educational program/project work
 13. Recreation/refreshments

Section 4 – Parliamentary Procedure

- **Robert's Rules of Order shall govern the meetings of the club.**

Article VI: Officers, Elections, and Duties

- **The elected officers of this club/group shall be president, vice-president, secretary, treasurer, and reporter. They shall hold office for one year. Officers shall not succeed themselves.**
- **Officers shall be elected annually in the month of December and shall begin term of office in January. All active members are eligible to vote. Voting is by majority rule and done by secret ballot.**
- 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. All nominees shall have been a member in good standing of the club for three months prior to the Election.
- The appointed officers shall be historian, recreation leader and song leader. These officers shall have been a member in good standing for three months prior to appointment. These officers shall be appointed in January by the executive committee.
- 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. Any person appointed to fill an unexpired term may be eligible for the same office the following year.**

Article VII: Executive Committee

- The executive committee shall consist of the officers and standing committee chairs (and UME 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.

Article VIII: 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: Financial Management Guidelines and Policies

This 4-H Club will follow University of Maryland 4-H Financial Management Guidelines and Policies, as well as IRS and Maryland Charitable Registration regulations as applicable. All bank accounts should operate under the club's EIN (not the leader's personal information or social security number) and must require two authorized signatures. An annual financial review (audit) is conducted and the audit report is provided to the local UME 4-H Extension Educator in accordance with the Maryland 4-H Club and Authorized Group Financial Requirements.

Article X: Dissolution

Should the club disband, any funds remaining after payment of any Club obligations must be transferred to the _____ (local) Extension Advisory Council/Board. All property belonging to the Club must be turned into the _____ (local) UME Office. The last official duty of the club's leader shall be to transfer ALL club property and to turn over all club records to the local UME 4-H Extension Educator.

Article XI: Amendments

The bylaws may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing that the proposed amendments have been presented to the club members in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with 4-H philosophy, rules or policy.

Date of Adoption: _____

President Signature: _____

UME 4-H Organizational Leader: _____

Date(s) of Amendment: _____

Revised 2/06, 10/12

The University of Maryland, College Park, (AGNR), (UME), (AES) programs are open to all citizens and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.