



_____ **4-H Club**

Constitution & Bylaws

Adopted _____

ARTICLE I Name and Objectives

- Section 1. The name of this organization shall be the _____ 4-H Club
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H club work.
- Section 3. The objectives of this organization shall be to provide learning situations for the development
 - I. of leadership, responsibility and effective citizenship
 - II. to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - III. to provide information and training in other 4-H activities as members' interest dictate.
- Section 4. This club is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 5. No part of the net earnings of this club shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private person, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- Section 6. No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 7. Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions, to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE II: Membership

- Section 1. Membership in this organization shall be open to all youth who have reached five years of age and have not reached their 19th birthday as of December 31 of the current 4-H year and who reside in the county regardless of socioeconomic level, race, color, sex, national origin or disability.



Section 2. New members must be enrolled annually through 4HOnline and be approved as an active member. All members must re-enroll annually.

Section 3. All members should be enrolled in and complete at least one project, including a project record book or appropriate paperwork.

ARTICLE III: Officers and Elections

Section 1. The officers of the club shall be a president, vice-president, secretary, treasurer and reporter. Other officers might include recreation/song leader, historian, and parliamentarian.

Section 2. Officers shall be elected annually. Officers shall serve for a term of one year beginning whenever installation is held and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

Section 5. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

Section 1. Duties of the president shall be

- a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club,
- b) to appoint standing and special committees, and
- c) to serve as an ex-officio member of each committee, except the nominating committee.

Section 2. Duties of the vice-president shall be

- a) to assist the president,
- b) to perform the duties of the president in the absence of that officer,
- c) to serve as chairman of the program committee, and
- d) to help plan all club educational programs one year in advance.

Section 3. Duties of the secretary shall be

- (a) to keep a full and correct record of all proceedings of the club, and
- (b) to have charge of club correspondence, and
- (c) to keep the roll and read the minutes at each meeting.

Section 4. Duties of the treasurer shall be

- (a) to help prepare a budget for approval by the club.
- (b) to receive, hold and pay out all monies of the club as designated by the adopted budget.
- (c) to keep an accurate record of the receipt and expenditures of all funds.
- (d) to present a financial statement when requested to do so.



- (e) to serve as chairman of the finance committee.

Section 5. Duties of the reporter shall be

- (a) to report activities of the club to local news media, and
- (b) to report activities to the county Extension agent and in the county 4-H newsletter.

ARTICLE V: Leaders and Duties

Section 1. Adult leaders of the club shall be

- (a) at least one screened, approved, enrolled club/organizational leader and as many other approved leaders as are needed to carry out specific responsibilities, and
- (b) approved by the county Extension agent.

Section 2. Duties of the club leader shall be

- (a) to be responsible for the overall year's program of the club,
- (b) to work with other adult leaders and the club's youth executive committee to see that the club's program and activities are well-planned and executed.
- (c) to work closely with county Extension agents to provide positive youth development educational programs, and
- (d) to prepare an annual charter application and all required chartering documents to submit annually to the county Extension office.

Section 3. Duties of the project and activity leaders shall be

- (a) to be responsible for planning and directing activities and programs in their specific area,
- (b) to work closely with club leaders to coordinate their projects with other club activities, and
- (c) to use junior leaders to assist them in their areas.

ARTICLE VI: Committees and Duties

Section 1. Standing committees may be appointed by the executive committee, and/or the club leader at the beginning of the club year.

Section 2. Standing committees and duties may include

- (a) Finance - shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects.
- (b) Membership - shall encourage every eligible boy or girl in the community to become a 4-H member. The committee shall also be responsible for welcoming visitors and prospective members.
- (c) Program - shall be responsible for all of the programs at the regular meetings and planning the year's program at the beginning of the club year.
- (d) Social - shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments at regular meetings.



- (e) Community service – shall be responsible for planning community service activities to involve all members of the club. Those activities should help members develop personally as well as benefitting the community and county.

Section 3. The nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of 4-H club members and advisors. The committee shall secure the consent of each nominee before placing his or her name on the proposed ballot.

Section 4. Other committees may be named as the need arises.

ARTICLE VII: Meetings

Section 1. Regular meetings of this organization shall be held on the _____ of each month.

Section 2. Special meetings may be called by the president and club leader.

ARTICLE VIII: Order of Business

Section 1 Robert’s Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club’s bylaws.

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

1. Call to Order
2. Pledges
3. Roll Call
4. Reception of new members and recognition of guests
5. Minutes of last meeting
6. Reports
7. Unfinished business
8. New business
9. Leader’s report
10. Announcements
11. Educational program
12. Refreshments
13. Adjournment
14. Recreation

This order of business may be altered for the convenience of a speaker giving the program.

ARTICLE IX: Fiscal Accountability

The 4-H club/group shall submit a financial report and all required chartering documents to the county Extension office each year. The club fiscal year shall be July 1-June 30.



ARTICLE X: Club Dissolution

Upon dissolution, this club's assets including money and equipment, shall become the property of the County 4-H Program for care and disposition; the club or group authorizes Colorado State University Extension and the county Extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization. Any such asset not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the club is located, exclusively for such purposes, as said Court shall determine.

The last official duty of the club's leader shall be to affect the transfer of club property and to turn over club records to the county Extension agent(s).

ARTICLE XI: Amendments

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

Date Accepted and/or amended by the local _____ 4-H Club:

Date

Club Leader

Club President

No Bank Account Form

*This letter may be used by a club or group leader whose club does NOT handle any funds and does NOT have a bank account, and therefore does not have a reason for uploading bank statements. This letter would be provided to the County Extension Office along with other documents to be uploaded into the 4HOnline management system. **This letter requires county agent or staff approval.***

4- H Club or Group Name

Date: _____

To Whom It May Concern,

The _____ 4-H Club or Group does not currently have any monetary funds or bank accounts. As the club leader, I understand that if at any time our club or group opens a bank account or accepts or disburses any funds it shall be through a bank account designated with the 4-H Club or Groups name on it.

Upon opening any account, I will provide all pertinent banking information to the County Extension Office. I understand that this information must be on file in order to maintain our club or group charter.

Sincerely,

Club or Group Leader Signature

Agent Signature

Date



Annual Review of Club or Group Funds

Club or Group Name: _____

A. Club or Group name of account: _____

Is this the proper account name? _____ Yes _____ No

If no, how should the account name be changed? _____

B. Employer ID Number (EIN) _____

Is this a verified EIN? _____ Yes _____ No

If no, what should be done to acquire an Employer ID Number (EIN)?

C. Whose signatures are on the account? _____

Are these acceptable signature? _____ Yes _____ No

If no, what should be changed?

D. Is there an annual budget for this account number? _____ Yes _____ No

If no, what should be done to prepare a budget?

E. Is there a current financial statement for this account? _____ Yes _____ No
(for year ending June 30)

F. Is there a list of tangible property owned by this club/group? _____ Yes _____ No

G. Are there standing financial rules and policies for this club/group? _____ Yes _____ No

If no, what should be done to prepare financial rules and policies? _____

Date: _____

Signature: _____

4-H CLUB OR GROUP BUDGET

A budget for each club or group is required for chartering if the club or group accepts or disburses any money. The budget can be as simple or complex as needed in order for club or group members to clearly understand how club or group funds are received and spent. All budgets should be approved annually by the club or group membership and a copy needs to be provided to the county Extension office.

4-H CLUB OR GROUP BUDGET

Club OR Group Name: _____

Start Date _____ to End Date _____

Total Opening Balance: _____

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED	ACTUAL

Total Income \$ _____ \$ _____

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED	ACTUAL

Total Expenses \$ _____ \$ _____

Closing Balance \$ _____ \$ _____

We certify that this budget was approved by the club or group members on (date): _____

President's Signature and Date: _____

Treasurer's Signature and Date: _____

Club or Group Leader's Signature and Date: _____



4-H Club or Group Annual Plan for 2018-2019

Club or Group Name: _____ **County:** _____

Month Date Time/Location	Business Agenda Events Activities Items for group decision	Program Agenda Educational program or activity Speakers Demonstrations	Recreation Agenda Singing Games Team Building Refreshments	Community Service Project	Essential Elements Belonging - B Independence - I Generosity - G Mastery - M	Special Events Club County Regional State
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						



4-H Club or Group Annual Plan **Sample Document**

4-H club or group officers and adult advisors should meet at the beginning of the year and before each club or group meeting to plan activities and set the business meeting agenda, educational program, and recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation (15-20 minutes), business (20-30 minutes), and program (up to 30 minutes). Conclude the meeting with nutritious refreshments. The meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. See sample below and blank form for planning on back page.

Month <small>(Date Time/Location)</small>	Business Agenda	Program Agenda	Recreation Agenda	Community Service Project	Essential Elements	Special Events
	Events; activities; Items for group decision	Educational program or activity; speakers; demonstrations	Singing; games; team building; refreshments		Belonging - B Independence - I Generosity - G Mastery - M	Club, county, regional, state
October	Elect officers; plan committees; hand out enrollment forms; talk about upcoming year; announce Jr. Leader training	Plan yearly agenda; club expectations; give instructions on presentation	Sing songs; play team building game	Thanksgiving placemats and/or pumpkin carving	Host greeter-B Name Game-B & G Community Service-G	Pumpkin Carving, Lock-In reminder; member recognition reminder; National 4-H Week
November	Collect enrollment; plan fund-raising; set caroling date; announce WORLD retreat; teen retreat; holiday party gift reminder; state resumes due in February.	Explain record books/requirements/ project reports by members; member presentations; begin/discuss advancements	Thanksgiving games	Plan for Thanksgiving food basket drive	Host Greeter-B Project Reports-I & M Presentations-I & M Community Service-G	Lock-In Member recognition, leader recognition
December	Announce fair dates, WORLD Retreat/Teen Retreat reminder	Caroling; holiday party; project reports by members	Holiday games and food	Caroling	Host Greeter-B Games-B Community Service-G Project reports-I & M	Announce WORLD Summer Conference
January	Finish fund-raising project; collect any enrollment forms; WORLD Retreat reminder	Demonstration by members; committee reports; project reports by members	Action songs and games	Plan food drive in February; Valentines cards for nursing homes	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Super Saturday reminder; Jr. Leader Training; enrollment deadline; announce camp counselor training; weigh-in /pres.
February	Report on fund-raising project; finalize food drive efforts; report on Super Saturday; state resumes due, WORLD Retreat	Demonstrations by members; committee reports; project work; prep for presentations; project reports by members	Valentines games	Collect food	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Weigh-in, announce Spring Into Arts; announce upcoming shows
March	Report on WORLD retreat, reports on Community service; announce camp dates	Practice presentations; record book check; committee reports; project reports by members	Action songs and games	Help with Leaders Association fundraiser	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Record Book Workshop Camp Counselor Lock-In
April	Remind about Summer Conference; Remind about Summer Slumber	project reports by members; work on judging	Team building games	Clean up river walk or beach	Host Greeter-B Games-B Community Service-G Project reports-I & M	Weigh-In reminder
May	Summer Conference reminder; camp reminder; fair awards	Project record check; requirement check	Relay games	Nursing home visit	Host Greeter-B Games-B Community Service-G	Home Ec. Skills Contest
June	Upcoming summer activities; record book check and due date reminder	Project report by members; working on projects; fair paperwork	Club picnic; games	Collect food for food bank	Host Greeter-B Games-B Community Service-G Project reports-I & M	Fair paperwork deadlines
July	Fair; assign budget and Annual Plan committees	Finishing projects; buzzer game	Wheelbarrow races	Fair set up	Host Greeter-B Games-B Community Service-G	Announce record book competition
August	Plan National 4-H Week; vote on budget and annual plan; submit charter app & docs	Work on record books; get ready for State Fair	Water games		Host Greeter-B Games-B	Announce record book deadline
September	Hand out club certificates; year-end party; finish record	Fair suggestions; plan an National 4-H Week	Water melon spitting contest; picnic	Thanksgiving placemats	Host Greeter-B Games-B Community Service-G	Announce lock-In Announce National 4-H Week

Possible Officers: President, Vice President, Secretary, Treasurer, Historian, News Reporter, Recreation Leader, Host Greeter

Safety Officer Possible Committees: Fundraising, Community Service, Record Book, Recreation