



4-H VOLUNTEER TRAINING SERIES

Adopting Club Bylaws

Why does a 4-H club (for youth ages 8–18) need bylaws? It is for the same reason our country needs a constitution! Fair and written rules protect the rights of all members. The following is a suggested format for 4-H bylaws, which may be adapted to meet local conditions. Be sure to send a copy of your club’s approved bylaws to your county 4-H office. Include in the bylaws the date when they were first approved and most recently revised.

For our young Cloverbuds, creating bylaws is not a relevant activity. Youth aged 5–7 are still developing and may not be ready for this type of task. If a Cloverbud group is meeting on an ongoing basis, their adult leader should guide youth to create a set of rules. For more information on working with Cloverbud members, see EDIS publication [4H369](#), “4-H Cloverbuds Program: 4-H for Younger Members.”

Suggested Format for Club Bylaws

ARTICLE I—Name/Identity

Section 1—Name

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

(See EDIS publication [4H337](#), “Selecting a Name for Your 4-H Club,” from this series.)

Section 2—Motto

The club motto shall be “To Make the Best Better.”

Section 3—Emblem

The club emblem shall be a green four-leaf clover bearing a white “H” on each leaflet.

Section 4—Pledge

The club pledge shall read, “I pledge . . .

My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service, and
My Health to better living, for
My club, my community, my country, and my world.”

ARTICLE II—Mission and Purpose

Section 1—Mission of 4-H

The UF/IFAS Extension Florida 4-H Youth Development Program uses a learn-by-doing approach to help youth gain the knowledge and skills they need to be responsible, productive citizens. This mission is accomplished by creating a safe environment, supported by caring adults who provide engaging educational opportunities for youth, while utilizing the expertise and resources of the University of Florida and the nationwide land-grant university system.

Section 2—Purpose of Club

The purpose of this club shall be to improve ourselves, our homes, our club, and our community. (Note: Different or additional purposes can be used.)

ARTICLE III—Nonprofit Status

This club is a nonprofit organization. Any funds received by the club for carrying out its purpose shall not accrue to the benefit of individuals but to the benefit of the 4-H program.

ARTICLE IV—Membership

Section 1—Eligibility

Any youth in this county, ages 8–18 (as of September 1st of the current 4-H year, through August 31st), may become a member of this club by enrolling in the county 4-H program for membership in at least one of the approved club projects and agreeing to abide by these club bylaws. (However, the size of the club may be restricted due to limitations of meeting space, the leader's availability, or the ability to accommodate more members.) Membership shall not be denied based on race, creed, color, religion, disability, sex, sexual orientation, marital status, national origin, or political opinions or affiliations.

Section 2—Responsibility

If a member is unable to attend a meeting due to a valid excuse (such as sickness or an important school or family event), the member must contact the club leader, secretary, or president in advance to be excused. Each member should also complete an approved club project, keep a project record book up to date, and do a club, community, or county 4-H presentation annually.

(Note: Additional or different membership requirements may be used. However, the non-discrimination statement must be included exactly as printed in Section 1. Club dues are optional and determined by the club's membership.)

ARTICLE V—Meetings

Section 1—Dates

The club shall meet regularly every _____ (day/week) at _____ (time) at _____ (place).

Special meetings may be called by the president and 4-H leader as needed and with adequate 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

This order of business shall be followed at regular club meetings:

1. Meeting called to order
2. Club rises, places a hand over their heart while reciting the Pledge of Allegiance to the American flag, and then recites the 4-H pledge (to the 4-H flag)
3. Roll call
4. Minutes of last meeting
5. Treasurer's report
6. Report on committees
7. Old or unfinished business
8. New business
9. 4-H leader's report
10. Announcements
11. Adjournment
12. Educational program/project work
13. Recreation/refreshments

ARTICLE VI—Committees

Standing and/or special committees may be created as needed. Members are encouraged to serve on committees. The president has the authority to appoint committee chairs and members.

ARTICLE VII—Officers

The officers of this club may include president, vice president, secretary, treasurer, and reporter. Their duties shall be as follows:

- The president will preside at all meetings, uphold the constitution, and adhere to parliamentary procedure. The president shall appoint committee chairs and members.
- The vice president shall preside over the club in the absence of the president. The vice president shall assist the president and serve as a link to all committees.
- The secretary shall take minutes of each meeting and report at the next meeting. The secretary will also keep attendance records and write club correspondence.
- The treasurer shall be responsible for all club funds and property, under the guidance of the club leader. The treasurer will give a report on the club's finances at each meeting.
- The reporter/historian shall communicate about the club's activities to those outside of the club. They may do so by collecting photos, news articles, and other memorabilia that is important to the club as a year-end representation of the club's activities and accomplishments. The reporter shall also provide a 4-H club activity report to the county 4-H office following each 4-H meeting or activity.

(Note: If the club has more or fewer than these five officers, the duties of each one should be written and included in this article.)

ARTICLE VIII—Election of Officers

The officers of this club shall be elected at the _____ meeting in _____ (month). Each shall hold office for one year. All members are eligible to run for office and to vote. Voting is by majority rule and done by secret ballot.

(Note: The eligibility for specific officer positions may be further defined by the club.)

ARTICLE IX—Amendments

Bylaws may be amended at any regular meeting by a two-thirds majority vote cast by those in attendance, provided notice has been given at the previous meeting.

ARTICLE X—Dissolution

If this club disbands, all club assets shall be assigned to

(Provide the name of the nonprofit countywide 4-H organization. Ask your county 4-H staff the name of this organization.)

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