

4-H Volunteer Leaders' Series

Sample Constitution and Bylaws

Mike Klumpp
4-H Youth
Development
Specialist

Constitution

ARTICLE 1 - NAME:

This club shall be known as the _____ 4-H Club of _____ County, Arkansas.

ARTICLE 2 - PURPOSE:

The primary purpose of this club shall be to help develop the young people of this community into better individuals and better citizens. As a means of achieving this purpose, the club will strive to help improve educational and social opportunities for young people in the community and will carry out a well-planned program of club meetings, club activities and project work.

ARTICLE 3 - MEMBERSHIP:

This club shall be composed of seven or more club members. Any boy or girl between the ages of 9 and 19 years, regardless of race, color, national origin, sex, age or handicap, who is interested in 4-H and willing to accept supervision of trained adult leaders, may be considered for membership.

ARTICLE 4 - OFFICERS:

The officers of this club shall be:
(a) president, (b) vice president, (c) secretary, (d) reporter, (e) photographer, (f) song leader and (g) recreation leader. Officers shall be elected annually and shall serve until their successors are elected and installed.

ARTICLE 5 - COMMITTEES:

The following committees shall be appointed to serve for the club year:
(a) program, (b) recreation, (c) history, (d) records and (e) membership.

ARTICLE 6 - ADULT LEADERS:

The adult leadership of this club shall consist of at least three leaders, with as many other leaders as are needed to carry out specific responsibilities.

ARTICLE 7 - COUNTY EXTENSION AGENTS:

The organization, program and activities of this club shall be under the general direction of the County Extension Agents of the Cooperative Extension Service, University of Arkansas Division of Agriculture.

Bylaws

1. The organizational leader shall serve as the captain of the leadership team and coordinate the club program.
2. All club leaders shall have specific responsibilities and are to work with or under the direction of the organizational leader.
3. The president shall preside at all club meetings, appoint committees, call special meetings, assist in planning programs and other duties of a presiding officer.
4. The vice president shall be chairman of the program committee and shall preside in the absence of the president.
5. The secretary shall: (1) Keep minutes of regular club meetings and other club records as outlined



*18 U.S.C. 707

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in the Secretary's Book, (2) call or check the roll and read the minutes at each regular meeting, (3) serve on the program committee and as chairman of the club history committee, (4) handle correspondence and finances for the club and (5) preside in the absence of the president and vice president.

6. The reporter shall prepare news items on the activities of the club, which should be sent to either the county Extension office or directly to the newspapers. The reporter shall serve on the club history committee.
7. The photographer shall, at the direction of the club, make pictures of club meetings, activities and members and their projects for the club

history book. The cost of the pictures should be paid by the club. He or she shall serve on the club history committee.

8. The song leader shall lead singing for the club and serve on the recreation committee.
9. The recreation leader shall lead games and other types of recreation for the club and serve as chairman of the recreation committee and on the program committee.
10. When more than 50 percent of the members are present, the club can transact business. (This is what is called a quorum.)
11. These by-laws may be amended at any regular meeting when a quorum is present.

Club President

Club Secretary

Date Adopted

Organizational Leader

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MIKE KLUMPP is 4-H youth development specialist, Cooperative Extension Service, University of Arkansas, Little Rock.

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