



Sample Bylaws for 4-H Clubs or Groups

October 2015

Article I. Name

The name of this 4-H Club or Group shall be Winnebago County Dairy Project

Purpose

The purposes of this 4- Group are: To provide educational opportunities, events for Winnebago County 4-H youth enrolled in the Dairy project.

Article II. Membership

Section 3.01 A 4-H group member must be in 5-year-old Kindergarten and may continue in the 4-H Group through the next 4H year following their graduation from high school not to extend beyond the age of 19 as of December 31 of the enrollment year.

Section I.1 Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section II.1 The following are requirements to hold a 4-H charter and be recognized as a 4-H Club or chartered Group/Committee in *Winnebago County, Wisconsin*:

- (a) Club or Group/Committee name
- (b) Five or more youth from at least three families
- (c) Adult leadership that has been approved through the Youth Protection Program
- (d) Educational plan which meets the purposes of the 4-H program
- (e) Youth involvement in leadership and decision-making
- (f) Meet on a continuing basis
- (g) Have written operating guidelines, bylaws or constitution approved by members to govern the club or group/committee
- (h) Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed and submitted to the county UW-Extension office annually no later than the due date set by the 4-H Youth Development Educator.
- (i) Must comply with
 - all [Wisconsin 4-H Youth Development Policies](https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/) (<https://fyi.extension.wisc.edu/4h-ext/resources/wisconsin-4-h-policies/>)
 - 4-H National Headquarters policies
 - All federal and state laws

Article III. Parliamentary Authority

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

Article IV. Amendments

A simple majority of the total membership may amend the bylaws, provided previous notice is given to the membership **-or-** 2/3 majority vote of the total membership at any regular scheduled meeting.

Article V. Youth Leaders

Section V.1 The youth leaders of this 4-H Group shall be:

- (a) A minimum of two group Youth Leaders

Section V.2 Qualification for officers include

- (a) Youth Leaders must be signed up for the Dairy project and have at least 1 year of experience in the Dairy project.

Section V.3 Election of Youth Leaders

- (a) The Winnebago County Dairy Project group members may nominate via in writing or by verbal floor nomination before election takes place.
- (b) The officers shall be elected by ballot at a regular meeting designated for the purpose.
- (c) All members are eligible to vote.
- (d) Ties for election of office are to be broken by the existing group youth leaders.

- (e) If a youth leader cannot complete their 1 year term, a new youth leader may be appointed by group majority vote

Section V.4 Duties of Youth Leaders

- (a) The Youth Leaders shall preside at all club meetings.
- (b) One of the Youth Leaders shall keep a record of all proceedings of the club.
- (c) One of the Youth Leaders with the assistance of an approved 4-H adult volunteer shall receive and take care of all money belonging to the club and shall pay it out upon order of the group and shall keep an accurate record of all money received and paid.

Article VI. Club or Group/Committee Volunteer Leadership

Section VI.1 The 4-H Club or Group/Committee shall be under the direction of Youth Leadership working in partnership with local adult volunteer leader(s).

- (a) Volunteer leadership is open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- (b) All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H Volunteer.
- (c) There shall be such volunteer assistant leaders, volunteer project leaders and volunteer youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program.

Article VII. Dissolution Clause

Choose the statement which best fits your club or group.

Upon dissolution of the 4-H Club, Group/Committee any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Youth Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy.

Article VIII. Meetings

Section VIII.1 Regular Meetings

- (a) The regular meetings of this club or group/committee will be held at least 4 times a year at a time and location determined by the club leadership team in consultation with the membership and communicated via email and/or newsletter and/or social media.

Section VIII.2 Quorum

^{Ten percent}
~~A majority~~ of the enrolled members of the club will constitute a quorum. A quorum must be present when business is transacted.

Article IX. Club Organization

Section IX.1 Club Planning Year

- (a) The 4-H year is continuous and should be consistent with the county 4-H Leaders Association annual year.

- (b) The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

Section IX.2 Club Fiscal Year

- (a) The Wisconsin 4-H fiscal year is defined as July 1 – June 30.
- (b) The 4-H club financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

Article X. Additional Club Policies and Standing Rules

Section X.1 The club policies and standing rules contained within this article are subject to amendment or suspension by a majority vote at any regularly scheduled meeting in which a quorum is present.

(a) [Include any additional club rules, guidelines, expectations or policies not listed above: dues, committees, achievement requirements, record books, project exhibition, fund raising, club trip, etc.]

none

Review and Approvals

Review by 4-H Youth Development Staff (Date and Signature) _____

Date Approved by Membership Feb. 21, 2022

Required Signatures

Haley Bomke _____ Youth
h Leader Date 2/21/22

Sadie Neuman 2/21/22
h Leader Date Yout