



Bylaws 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. As part of the University of Maryland Extension (UME), this 4-H club pledges that our programs are open to all and will not discriminate against anyone because of race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

Article IV: Membership

Any youth ages as of January 1st of the current year may become a member of the Club.

We will not discriminate against any youth wanting to join our Club. All possible efforts will be made to include rather than exclude youth in events conducted by the 4-H Youth Development Program.

Members must re-enroll in 4-H on an annual basis to retain active 4-H member status. All club members are required to pay the annual Maryland 4-H Enrollment Fee.

Each member is encouraged to participate regularly in Club meetings.



Participation in 4-H is a privilege. Club members are expected to show respect and cooperation to 4-H leaders, members and other participants. All club members and families are expected to follow the Maryland 4-H Code of Conduct. Youth or adults may be removed from 4-H programs or activities for misconduct.

Article V: Meetings

Section 1 - Dates

The Club shall meet regularly as follows:

Meeting Day:
Meeting Time:
Meeting Location:

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Special meetings may be called by the President and 4-H leader as needed, with advance notice.

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Section 2 - Quorum

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

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Section 3 - Order of Business

A consistent order of business shall be followed at regular Club meetings. Club meetings will include, at a minimum, the following elements:

Call to Order
Pledge of Allegiance and the 4-H Pledge
Approval of Minutes
Treasurer's Report
Committee Reports
Old Business
New Business
Adjournment

Additional business meeting elements will include:

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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 shall be:

President
Vice President
Secretary
Treasurer

Club members elected to office shall hold office for terms of _____.

Officers shall be elected annually in _____ and shall begin term of office in _____. All active members are eligible to vote. Voting is by majority rule and done by secret ballot.

Officers shall perform duties set forth in the 4-H Officer Handbook.

The Vice President shall assume the office of President if the elected President fails to fulfill the duties of his/her elected term. Other vacancies shall be filled by:

Article VII: Executive Committee

The Executive Committee shall consist of Club Officers. Club Leaders will advise the Executive Committee.

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

Article IX: Financial Management Guidelines and Policies

This 4-H Club will follow all University of Maryland 4-H Program Financial Management Guidelines and Policies, as well as applicable laws, regulations and policies of the Maryland 4-H Foundation, Internal Revenue Service (IRS), and Maryland Charitable Registration. All bank accounts held by the Club will operate under the Club's EIN, requiring two authorizing signatures. Funds held outside a club bank account will be reported to the 4-H Educator and held only in approved accounts/locations. Annual financial audits and reporting will be conducted and submitted to the UME 4-H Educator as directed by State 4-H policies and requirements.

Article X: Dissolution

Should the Club disband, any funds remaining after payment of any Club obligations must be transferred to the 4-H program or the Maryland 4-H Foundation. All property belonging to the Club must be turned in to the 4-H program office. The last official duty of the Club's leader shall be to certify transfer of ALL Club money, property, and records to the UME 4-H 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 prior to voting.

Amendments must not conflict with 4-H Program philosophy, rules or policy.

Approved and adopted on .

Club President: _____
Signature Printed Name

Club Leader: _____
Signature Printed Name

Club Leader: _____
Signature Printed Name

Reviewed by:

4-H Educator: _____
Signature Date

