



Constitution and Bylaws For Milwaukee County 4-H Clubs & Groups

Constitution

Article I – Name

The name of this club/group shall be _____ 4-H Club/Group.

Article II – Purpose

The purpose of this club/group is to: _____

Article III – Membership

Section 1. A club member or group participant must be in first grade and may continue in the 4-H Club through the next 4-H year following their graduation from high school. Kindergartens (K-5), first, and second graders are enrolled as Cloverbuds.

Section 2. Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, and pregnancy, marital or parental status.

Section 3.

(Instruction—Delete before submitting by-laws. Clubs and Group’s by-laws will only use one of the following types of requirements. The by-laws should be fulfill the following requirements.)

For 4-H Clubs

The following requirements must be met to be officially recognized as a 4-H club in Milwaukee County, Wisconsin:

- Club name
- Five or more youth members from three or more families(households)
- Adult leadership that has been approved through the Youth Protection process.
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis

- Submit financial record and audit report to Milwaukee County UW-Extension Office once each year
- Have written operating guidelines, bylaws and constitution approved by the members to govern the group/committee

OR

For 4-H Community Groups, Committees or Groups

The following requirements must be met to be officially recognized as a **4-H Group or Committee** in Milwaukee County, Wisconsin:

- Group/Committee name
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws and constitution approved by the members to govern the group/committee
- Submit financial record and audit report to Milwaukee County UW-Extension Office once each year

Section 4. In order to represent _____ club/group at the Milwaukee County Fair you must attend _____ meetings by _____ date.

Article IV – Officers

(Instructions- Delete before submitting by-laws. Only use this section if you will have officers elected by the youth. If you do not have officers, please delete this section.)

The officers of this club/group shall be a president, vice-president, secretary, treasurer, and

(Add additional officers grade requirements, if any; term of office; etc.)

Article V – Amendments

This constitution may be amended by a (super or 2/3) majority vote of the total youth membership at any regular meeting (optional – provided notice of such amendments shall have been given at a previous meeting.) **Adult votes are advisory only.**

Article VI – Club/Group Leadership

The club/group shall be under the direction and guidance of Club/Group General leader(s). 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. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program. There shall be such assistant leaders, project leaders and youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club/group program.

Article VI – Dissolution Clause

Upon dissolution of the club/group, any assets remaining shall be conveyed to the Milwaukee County 4-H Council or Milwaukee County 4-H Youth Development Foundation in writing.

By-Laws

Article I – Election of Officers

(Instructions- Delete before submitting by-laws. Only use this section if you will have officers elected by the youth. If you do not have officers, please delete this section.)

Section 1. Officers for the club/group are nominated by (describe nomination process)_

Section 2. The officers shall be elected by ballot at a regular meeting designated for that purpose. **(Add month, if known)**_____

Section 3. All members are eligible to vote.

Section 4. Ties for election of office are to be broken by _____

Section 5. Removal of officers for any reason is by 2/3 vote of membership

Section 6. Any open office position will be appointed by the Club/Group President and confirmed by a (50%+1) simple majority vote of membership

Article II – Duties of Officers

(Instructions- Delete before submitting by-laws. Only use this section if you will have officers elected by the youth. If you do not have officers, please delete this section.)

The president shall preside at all club/group meetings. In the absence of the President, the Vice-President shall preside. The Secretary shall keep a record of all proceedings of the club/group. The Treasurer shall receive and take care of all money belonging to the club and shall pay it out upon order of the president and shall keep an accurate record of all money received and paid. **(Add duties for appointed officers or other elected officers)**

Article III – Regular Meetings

The regular meetings of this club/group will be held at _____AM/PM on the _____ of each month, except the summer months of _____

Article IV – Quorum

A quorum must be present when important business is transacted. _____ members shall constitute a quorum.

Article V – The Club/Group Year

The 4-H year is continuous and extends from October 1st to September 30th. The fiscal year for the 4-H chapter is July 1st to June 30th.

Article VI – Rules of Order

Robert’s Rules of Order shall govern the meetings of the club/group.

Article VII – Club/Group Reporting

Annually, all Milwaukee County 4-H Clubs/Group will submit the Financial Audit Report and 4-H Club/Group Calendar to the UW-Extension Office.

Article VIII – Additional Club/Group Policies

(Include any additional continuing club/group rules, guidelines, expectations or policies not listed above: dues, committees, achievement requirements, record books, project exhibition, fund raising, trips, etc.)

Signatures:

Club President

Date: _____

Club/Group General Leader

Date: _____

UW-Extension 4-H Youth Development Staff

Date: _____

