

Sample By-Laws
Sunny South 4-H Club

- I.** The name of the 4-H Club shall be the Sunny South.
- II. Membership requirements:**
- a) Cloverbud members (Grade K-2)
Traditional 4-H'er (grade 3-12)
- II. Officers:**
- a) At the least the following officers will be elected: president, vice-president, secretary, treasurer.
 - b) The following additional officers may be elected: news reporter, song and recreation leader, photographer, club historian.
 - c) Officers will be elected at September meeting.
 - d) Must be a member for 1 year before you can hold an office.
 - e) It is recommended all officers attend the County Officer Training.
 - f) If an officer is unable to attend a meeting he/she must find a replacement and notify the organizational leader.
- IV. Meetings**
- a) Meeting date and time:
 - 2nd Wednesday of every month. September through June at 7:00 p.m. until 8:00 p.m. unless otherwise stated.
 - Project meeting dates, times and location at convenience of project leader.
 - Special meetings as needed
 - b) Meeting requirements:
 - Must attend $\frac{3}{4}$ of business meetings to remain club member.
 - Exceptions made for sickness or previous school or personal commitment.
 - Must notify organizational leader when missing a meeting.
- V. Parliamentary Authority**
- a) The club will utilize *Robert's Rules of Order* as taught at the annual Officer Training.

VI. Financial Matters

- a) Members will pay \$.25 per business meeting or \$2.00 per year; dues are to be paid in full by June.
- b) If and when the Sunny South 4-H club disbands, the balance of the treasury will be turned over in its' entirety to the Essex County 4-H Leaders' Association.
- c) The club's only fund raiser is the annual county Cookie Sale; each club member is expected to sell at least one case (12 packages of cookies).
- d) Special fund raisers must be approved by the entire club and the 4-H Program Committee before it occurs. The funds must be designated for a specific purpose.

VII. Completion Requirements:

- a) Each member must complete at least one club project.
- b) The club must do at least one community service project - all members must participate.
- c) Each member must complete a Progress Summary Sheet annually.
- d) It is the responsibility of the member to read the monthly publication, *Town & Country*, and return the registration coupons for those county programs he/she plans to participate in. They are to be sent to the 4-H Office on time.

VIII. Expectations

- a) At least one parent of every member will do at least one of the following projects:
 - 1. Teach a project
 - 2. Coordinate a club function
 - 3. Chaperon an event
 - 4. Provide transportation to a county event

IX. Amendments & Ratification

- a) The by-laws may be amended at any regular meeting with a $\frac{2}{3}$ vote of the total membership.