

SUGGESTED CONSTITUTION AND BY-LAWS FOR A 4-H CLUB
CONSTITUTION

The following is the form of constitution recommended for a 4-H club:

ARTICLE I	NAME	The name of this club shall be _____
ARTICLE II	OBJECT	The object is to provide a means for the four square development as suggested by the 4-H's of the club emblem.
ARTICLE III	MEMBERSHIP	Any person living in _____ who has reached 5 years of age or who has not reached their 19 th birthday before January 1 st of the current project year.
ARTICLE IV	OFFICERS	The officers of this club shall be President, Vice President, Secretary, Treasurer, News Reporter, Song/Recreation Leader and Flag Bearer.
ARTICLE V	DUTIES OF OFFICERS	<p>The president shall preside at all regular meetings of the club and shall call and preside at such special meetings as it may be necessary to call.</p> <p>The Vice-President shall perform the duties of the President in case of his absence or disability.</p> <p>The Secretary shall keep permanent records in the Secretary's Record book, (1) An accurate record of all the meetings including the names of the members present and absent, (2) the program and any business that may be transacted, (3) send to the Cooperative Extension Agent the officers and a monthly report of the club meetings and activities, (4) issue the call for special meetings by order of the President or Club Leader, (5) collect and forward to the Extension agent at the end of the year the individual record sheet that is required and shall keep such other records as may be required.</p> <p>The Treasurer shall, (1) receive and keep and account of all funds received and expended by the club, (2) be in position to make a report of the condition of the treasury when requested, (3) file a complete financial report at the close of the club year and, (4) turn over all records and unexpended funds to his successor when elected.</p> <p>It shall be the duty of the News Reporter to see that a report of all regular and special meetings of the club and other items of interest are given to the local press and to the 4-H office.</p> <p>It shall be the duty of the Song/Recreation Leader to provide appropriate songs for club meetings and to lead the singing/provide and lead recreation and games for the club.</p>
ARTICLE VI	CLUB LEADER	The club shall be under the supervision and guidance of an adult club leader selected by the club and the cooperative Extension Agent of the 4-H Program.

ARTICLES VII ORDER OF BUSINESS

The order of business at the meetings shall be as follows:

1. Call to order
2. Club song
3. Flag Salute
4. Roll Call
5. Reading and approval of minutes of previous meeting.
6. Correspondence
7. Reports of committees
8. Unfinished business
9. New business
10. Appointment of committee
11. Club song and cheers
12. Club pledge
13. Adjournment

ARTICLES VIII QUORUM

A majority of the members of the club shall constitute a quorum for the transaction of business.

ARTICLES IX RULES OF ORDER

Robert's Rules of Order shall be used to govern the procedure at all meetings of the club.

BY-LAWS

ARTICLE I ELECTION OF OFFICERS

The officers shall be elected by ballot on _____
And shall serve for a period of _____, or until their successors have been duly elected and qualify. A majority vote is necessary for election.

ARTICLE II MEETINGS

The regular meetings of the club shall be held at _____.

ARTICLE III SUSPENSION OF MEMBERS

Members of the club who fail to complete at least one project, and/or don't participate in the club's activities and community service events and/or who are absent from 2 or more meetings without an excuse acceptable to the club and its leaders are automatically suspended and may be reinstated only upon written request and favorable action by the club and its leaders.

ARTICLE IV AMENDMENTS

This constitution may be amended if two-thirds of the membership vote in favor of the amendment provided and notice of the proposed amendment is give at least one week in advance. This amendment must be recorded in the Secretary's Book of minutes.

ARTICLE V REQUIRED

4-H and this club do not discriminate against any race, creed, color, residence or economic background.

(ADDITIONAL ARTICLES MAY BE ADDED BY THE CLUB)