

4-H Club By-Laws

Article I. Election of Officers

The Officers shall be elected at the first meeting of the club year.

Article II. Duties of Officers

The President shall preside at all meetings of the club, appoint committees, call special meetings, preserve order and perform such other duties as are for the best interest of the club.

The Vice-President shall perform the duties of the president in the absence of the president, be an ex-officio member of all committees to see that each functions, and help secure new members.

The Secretary shall keep the minutes of each meeting, carry on all official correspondence of the club, and keep a correct enrollment of the club.

The Treasurer shall receive and be accountable for all money belonging to the club and shall pay it out only upon the order of the president and local leader, keeping a record of all receipts and expenditures.

The Reporter shall write news reports of the club's activities and send it to local newspapers.

The Recreation Leader shall be responsible for get acquainted games and recreation at club meetings.

The Parliamentarian advises the president of correct procedures.

Article III. Committees

Committees for special purposes may be appointed by the president at any time.

Article IV. Meetings

The regular meetings of the club shall take place on the day of the following months: Special meetings may be called by the president.

Article V. Quorum

A quorum to do business shall consist of a majority of the club membership.

Article VI. Order of Business at Club Meetings

(1) Business Meeting:

- (a) Call to order by the president
- (b) Song (optional)

- (c) Pledges
- (d) Roll Call
- (e) Introduction of Guests
- (f) Reading of the minutes of the previous meeting and their approval
- (g) Treasurer's Report
- (h) Report of committees
- (I) Report of project groups
- (j) Unfinished business
- (k) New Business

(2) Program "Examples"

- (a) Team or individual demonstrations/illustrated talks
- (b) Guest Speaker
- (c) Work session - demonstration posters, judging activity, project records, etc.

(3) Social and recreation period. This time should be devoted to games, social interaction and general good time.

Article VII. Club Member Completion Requirements

Completion requirements at a local club level may deal with project record completion and participation in other activities such as demonstrations or meeting attendance.

Article VIII. Club Program

A club program for the year will be developed, written and adopted by the club at the second meeting of the year. A copy should be sent to the Cooperative Extension Office.

Article IX. Rules of Order

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

Article X. Amending By-Laws

These by-laws, may be amended by two-thirds vote of the members present at any regular meeting.

Article XI. Dissolution of Club

Upon consideration of dissolutionment, _____ the 4-H Club will inform the 4-H Youth Development Agent of _____ County as to their desire and conformance to the following procedure:

The _____ 4-H Club shall be terminated and dissolved by majority vote of the membership in favor of dissolution and termination of the 4-H club.

Upon dissolution and termination the _____ 4-H Club for any reason, the officers shall take full account of the _____ 4-H Club assets and liabilities, and shall liquidate the assets as promptly as is consistent

with obtaining the fair value thereof, and shall apply and distribute the proceeds there from in the following order:

- a. To the payment of the debts and liabilities of the 4-H Club.
- b. To the setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the _____ 4-H Club; and such reserves shall be paid over by the treasurer to an escrow account designated by the officers to be held for the purpose of distributing such reserves and payment of any such contingencies; at the expiration of such period as the officers of the _____ 4-H Club may deem advisable, the balance shall be transferred to the designated County Extension Agent who will distribute as hereinafter provided.
- c. The balance remaining shall be distributed to the _____ County 4-H Council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteer 4-H adult leaders.
- d. In the event that the _____ County 4-H Council does not qualify for funds or does not exist at the time of dissolution and termination of the _____ 4-H Club, the balance remaining shall be distributed to the Arizona 4-H Youth Foundation.

Each of the members, leaders and the County Extension Office shall be furnished with a statement prepared by the _____ 4-H Club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the _____ 4-H Club shall cease.

SIGNATURES OF CERTIFICATION

We, the undersigned 4-H members and volunteer 4-H leaders, agree with the above by-laws governing the _____ 4-H Club.

Date accepted and or amended by local club: _____

