

PARENT-VOLUNTEER ASSOCIATION BYLAWS (TEMPLATE)

Sample Bylaws Statement

This document is provided as a sample to assist counties in developing or reviewing bylaws for 4-H Parent-Volunteer Associations (PVA). Counties are encouraged to adapt the content to fit their needs while ensuring expectations are clearly communicated, manageable, and attainable.

These bylaws are intended to serve as a **leadership framework** that supports positive youth development, program growth, and a welcoming environment for all youth, families, and volunteers. They should encourage shared leadership and participation, not be used to address isolated situations or create overly restrictive rules.

Bylaws should be reviewed every 3–5 years, or as needed, to remain current and effective.

Using This Sample

Items shown in **{Customization Notes}** are included to guide counties in adapting this document. These sections should be reviewed and modified to reflect local structure, priorities, and needs.

Oklahoma 4-H Youth Development

_____ County Parent-Volunteer Association Bylaws

ARTICLE I – NAME

This organization will be known as the _____ County 4-H Parent-Volunteer Association (PVA).

{Customization Note: Insert the official name used by your county.}

ARTICLE II – OBJECTIVES

In cooperation with County Extension staff, the objectives of this organization are to:

- Support the mission and goals of the 4-H Youth Development program
- Promote positive youth development by supporting opportunities that build competence, confidence, connection, character, and caring

- Encourage youth–adult partnerships in planning, conducting, and evaluating county programs and events
- Build cooperation and communication among community and project clubs
- Support program growth and member retention by fostering a safe, welcoming, and inclusive environment for all youth and families
- Promote participation and representation from all clubs in meetings and committee work
- Strengthen volunteer development through recruitment, training, and continuing education
- Support and enhance the efforts of the Oklahoma Cooperative Extension Service

ARTICLE III – MEMBERSHIP

Membership includes all 4-H parents and certified adult volunteers in _____ County, without regard to race, color, national origin, sex, religion, age, or disability. (5/2026)

Members are expected to work cooperatively and contribute to a positive, respectful, and welcoming environment for all.

Members are encouraged to actively participate in meetings, committees, and program efforts to support the county 4-H program.

{Customization Note: The EEO/Civil Rights statement should be kept current with federal law.}

ARTICLE IV – MEETINGS

Section 1 – Meetings

The PVA will meet regularly during the 4-H program year. The meeting schedule (monthly or quarterly) will be determined by the organization.

If meetings are changed or canceled, members will be notified in advance when possible.

{Customization Note: Clearly define when and how often the group meets. A consistent schedule supports participation, planning, and communication.

Examples:

The _____ PVA will meet Quarterly (February, May, August, and November) on the fourth Thursday at 7 pm for a business meeting.

The ____ PVA will meet the fourth Thursday of each month at 7 pm for a business meeting and an educational program.}

Section 2 – Quorum

A quorum will consist of a number of members or club representation sufficient to conduct business and reflect the interests of the county program, as defined by the organization.

{Customization Note: Counties may define quorum as a set number of members or club representation.}

ARTICLE V – OFFICERS

Section 1 – Role of Officers

Officers serve in a leadership role to support the county 4-H program. Officers are expected to work cooperatively with one another, volunteers, and Extension staff to support program goals and positive youth experiences.

The County Extension Educator serves as an advisor to the organization, providing guidance and support. Officers and members are responsible for conducting the business of the organization.

Section 2 – Officer Positions

President

Vice President

Secretary

Treasurer

Foundation Liaison (if applicable)

{Customization Note: Counties may include a President-Elect in place of a Vice President to support leadership development and a succession planning.}

Section 3 – Duties

President

- Presides over meetings

- Appoints committees
- Works with Extension staff and Executive Committee to prepare agendas

Vice President

- Assists the President and serves in their absence
- Coordinates committee work

Secretary

- Records and shares meeting minutes within a reasonable timeframe (typically 10–14 days)
- Maintains records and correspondence

Treasurer

- Maintains financial records in accordance with OCES guidelines
- Provides regular financial reports
- Supports development of the annual budget

Foundation Liaison (if applicable)

- Serves as a connection between the PVA and the County 4-H Foundation

{Customization Note: Counties may modify duties which meet their organizational needs.}

Example of President-Elect

- Assists the President and serves in their absence
- Supports committee coordination and program planning
- Works with the President and Extension Educator to learn the responsibilities of the role
- Prepares to assume the position of President in the following term
- Engages in leadership development opportunities to strengthen skills needed for the President role

Section 4 – Terms and Tenure

Officers serve two-year terms. Terms may be staggered to support continuity.

Individuals may not serve consecutive terms in the same office without a break in service, unless otherwise determined by the organization.

{Customization Note: Counties may define when terms begin and end, as well as any exceptions or transition practices needed to support continuity and leadership development.}

Section 5 – Qualifications

- Must be a PVA member in good standing
- Must have at least one year of involvement
- Must be willing to support the work of the organization

{Customization Note: Counties may define reasonable and appropriate qualifications that support participation, leadership development, and the needs of the organization.}

ARTICLE VI – ELECTION OF OFFICERS

Section 1 – Nominations

A nominating committee will identify and recommend a slate of candidates. Additional nominations may be made from the floor with the consent of the nominee, provided the individual meets the qualifications for the office.

Section 2 – Elections

Elections will be held at a time designated by the organization during the 4-H program year. Officers will be elected by a majority vote of members present using a method that supports fairness and participation.

Candidates may be given an opportunity to share their interest or qualifications prior to voting. Election results will be shared with the membership, and newly elected officers will begin their term as defined by the organization.

{Customization Note: Counties should define clear timelines for nominations and elections, including how candidates are identified and informed by the nominating committee. Voting methods and procedures should support participation, transparency,

and fairness. Counties are also encouraged to consider practices that promote leadership development and rotation.}

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1 – Membership

The Executive Committee includes elected officers and Extension staff.

Section 2 – Responsibilities

- Support planning and coordination of business meetings and committees
- Address PVA business between meetings
- Provide leadership for committees in cooperation with the Extension office
- Demonstrate positive leadership by working cooperatively, communicating respectfully, and supporting a welcoming and inclusive environment.

Section 3 – Vacancies

If an officer cannot fulfill their responsibilities, the Executive Committee will determine next steps, including appointing a replacement if needed.

The Vice President assumes the President role if needed.

ARTICLE VIII – COMMITTEES

Section 1 – Purpose

Committees are established to support the Extension office in the planning, conducting, and evaluation of county 4-H programs, activities, and events. Committee work may include areas such as Budget, Fundraising, Recognition, Events, Activities, and overall Program Support.

Section 2 – Standing Committees

Standing committees may include Budget, Fundraising, Recognition, Events, Activities, and Program Support.

Section 3 – Special Committees

Special (ad hoc) committees may be created as needed to address specific tasks or short-term needs of the organization. These committees will exist only as long as necessary to complete their work.

Examples may include Nominating, By-Laws, or other committees as determined by the President or Executive Committee.

Section 4 – Membership and Roles

Committees include adult volunteers and may also include teen leaders through a shared leadership approach.

{Customization Note: Consider including a chair-elect to support continuity and leadership development. Counties may choose whether to include teen leaders on committees. Including youth can strengthen youth voice and perspective, while committee structure should reflect local needs and capacity. }

Section 5 – Duties

Committees plan and support program efforts.

Committees work in partnership with the Extension office, with the County Extension Educator serving as an advisor providing guidance, training, and support.

Committees report progress to the County Educator, PVA and keep the Executive Committee informed.

ARTICLE IX – FINANCES

Section 1 – Purpose

Funds support educational opportunities for youth and volunteers.

Section 2 – Financial Practices

Financial practices follow current Extension guidelines.

Section 3 – Budget

An annual budget will be presented for approval and will reflect available funds and program needs.

Section 4 – Fundraising

Fundraising efforts support the county 4-H program and must be approved by the membership and Extension educator.

Section 5 – Dissolution

Funds will transfer to the county 4-H program if the organization dissolves.

{Customization Note: In counties with a Foundation, the PVA should partner with the 4-H Foundation. The Extension Educator supports both while prioritizing the overall needs of the county 4-H program.}

ARTICLE X – PARLIAMENTARY AUTHORITY

Meetings are guided by these bylaws and standard parliamentary procedure, as appropriate.

ARTICLE XI – AMENDMENTS

Bylaws may be amended by a two-thirds vote of members present, provided proposed amendments are shared with the membership at least 30 days prior to the meeting at which they will be considered. Notification should include access to a written version of the proposed changes.

{Customization Note: Counties should define how amendments are shared and how members are notified (e.g., newsletter, email, or other communication methods), ensuring timely and accessible communication for all members.}

ARTICLE XII – ORDER OF BUSINESS

Section 1 – Business Meetings

The order of business may include:

- Call to order
- Approval of minutes
- Financial report
- Committee and program updates
- Unfinished business
- New business
- Announcements

Meetings are led by elected officers, with the Extension Educator serving in an advisory role.

The order of business may be adjusted as needed.

Adoption Statement

These bylaws were adopted by the _____ County 4-H Parent-Volunteer Association on _____.

Revised _____ 20__