

4-H CLUB BYLAWS (TEMPLATE)

This document is provided as a sample to assist 4-H clubs in developing or reviewing their bylaws. Clubs are encouraged to adapt the content to fit their needs while ensuring expectations are clearly communicated, manageable, and attainable. Bylaws should support positive youth development, encourage participation, and not be used to exclude youth.

Bylaws should be reviewed by club leaders, members, and county educators every 3–5 years, or as needed, to ensure they remain relevant and aligned with current Oklahoma 4-H and county guidelines.

Using This Sample

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

Source: OK 4-H Club Management System Manual (2026 version)

Oklahoma Cooperative Extension Service

4-H Youth Development Program

_____ County

_____ CLUB BY-LAWS

ARTICLE 1 - NAME

The name of this 4-H club is “_____ 4-H Club.”

ARTICLE 2 - CLUB OBJECTIVE

{Customization Note: What is the reason for the group's existence? The statement should be general in its application since it sets boundaries within which business can be introduced at meetings. State it in a single sentence. If the sentence is long, set each thought off with semicolons or as bullets.}

Example Objective for a Community Club:

The purpose of this club will be to provide a safe and healthy, cooperative hands-on educational environment which encourages responsibility for the equal training of the Head, Heart, Hands and Health of our membership and their families.

Example Objective for a Project Club:

The purpose of this project club will be to provide our membership with a safe and healthy well-rounded 4-H experience with cooperative hands-on educational experiences related to the study and training of Dogs.

ARTICLE III - CLUB CHARTER

Section 1. Maintaining Charter

To maintain our charter as a 4-H Club, we will follow current Oklahoma 4-H and county charter guidelines. These guidelines may be updated from time to time, and our club will adjust as needed to stay in good standing.

To maintain our "Chartered status as a 4-H Club we will work to:

A. Plan and share our meetings

Develop and submit an annual set of monthly 4-H Meeting Planning Guides to the county Extension office, keep the office informed of changes, and complete at least two-thirds (2/3) of the planned meetings.

B. Welcome and include all youth and volunteers

Actively recruit and engage youth and volunteers from all backgrounds in our community and meet regularly as a club.

C. Complete required end-of-year reporting

Complete an end-of-year report (such as an evaluation, scrapbook, or officer books) to show what our club has learned and accomplished.

D. Review and document club finances

Request and review an annual financial accounting of club funds, have it approved by the club's leadership team, and file meeting minutes with the county Extension office.

E. Maintain active enrollment and appropriate supervision

Ensure all members and volunteers complete the enrollment process and maintain a healthy youth-to-adult ratio.

F. Participate in volunteer education

Have parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities and share what they learn with the club.

G. Stay connected to the county program

Ensure the club is represented at _____ County Parent-Volunteer Association/Adult Leadership Council meetings by parent(s)/volunteer(s).

ARTICLE IV - MEMBERSHIP

Section 1: 4-H Membership

Membership shall include youth ages 8–19 who have completed their annual enrollment in _____ County 4-H. Membership is open to all youth without regard to race, color, national origin, sex, religion, age, or disability. (5/2025)

Membership requirements and eligibility will follow current Oklahoma 4-H and county guidelines. These guidelines may be updated from time to time, and the club will adjust as needed to remain in compliance.

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

Section 2: Dues

The club does not charge annual dues. Members are responsible for completing the Oklahoma 4-H enrollment process, including the required state program fee.

No youth will be denied participation due to inability to pay. Families may contact the county Extension office for financial assistance.

Members are expected to make a reasonable effort to participate in club fundraising activities.

{Customization Note: If the club chooses to charge dues or activity fees, clearly describe them here. Clubs should provide reasonable alternatives or assistance so that cost does not prevent youth from participating.}

Section 3: Active Membership

To be an active member, youth are expected to participate in club and 4-H activities throughout the year. Active participation helps members build skills, confidence, and connections within 4-H.

The club and its leadership are responsible for helping members and families understand these expectations and supporting participation throughout the year.

Active members:

- A. Make a reasonable effort to attend a majority of regularly scheduled club meetings and participate in at least one club service project each year.
- B. Are encouraged to take part in committee work, project meetings, and club activities.
- C. Are supported and encouraged to complete at least one 4-H project area each year, focusing on learning and developing skills over time.
- D. Are encouraged to participate in county 4-H activities and events as they are able.

{Customization Note: {Customization Note: Participation expectations should be clearly communicated, manageable, and attainable. Clubs are encouraged to support youth and families through flexibility, communication, and positive encouragement rather than overly restrictive requirements.}}

Section 4: Member in Good Standing

A member in good standing is one who is enrolled, participates in club activities, and makes a reasonable effort to meet the expectations of active membership.

ARTICLE V - OFFICERS

{Customization Note: New or re-establishing clubs may choose to begin with shared or rotating leadership responsibilities rather than formally elected officers to help youth gain experience and confidence. Clubs may also adapt officer titles (such as chairperson instead of president) to fit the needs and culture of the group. The goal is to provide meaningful opportunities for youth to develop leadership, communication, teamwork, and decision-making skills. As clubs grow and mature, leadership structures and bylaws may be reviewed and updated/amended to reflect the evolving needs of the group.}}

Section 1: Offices

Elected officers shall consist of President, Vice-President, Secretary, Treasurer, Recreation Leader and Reporter.

Section 2: Qualifications

- A. Must be enrolled and in Active status in the enrollment system.
- B. Must have been a club member for a minimum of one year and a member in “Good Standing.”
- C. Must attend, or make arrangements to complete, County Officer Training.

{Customization Note: Customize the name of the training to fit your county and/or club expectations.}}

Section 3: Officer Duties

A. Role Model Expectations

Officers are expected to serve as positive role models and follow the Oklahoma 4-H Code of Conduct and all applicable 4-H rules and guidelines. Concerns regarding an officer’s behavior will be reviewed, and appropriate action may be taken, including removal from office if necessary.

B. Responsibilities and Participation

Officers are expected to attend officer meetings, club meetings, and committee meetings; follow through with assigned responsibilities; and actively support club and county events as determined by the officer team.

C. Accountability and Review

Officers who are unable to meet expectations (such as repeated absences, lack of communication, or incomplete responsibilities) will meet with the club leader(s) and/or Executive Committee to review their role and determine next steps.

Officers are expected to communicate in advance when they are unable to attend or fulfill a responsibility.

D. Officer's Duties

Duties include, but are not limited to, the following. All officers are expected to fulfill their role, communicate with the officer team and club leader(s), and contribute to club planning, reporting, and maintaining charter requirements. Officers also help create a welcoming environment by inviting others to get involved, encouraging members to stay engaged, and supporting a positive club experience for everyone.

President

- Lead and coordinate club efforts to maintain charter status
- Preside over club and executive meetings and prepare agendas
- Work with officers and leader(s) to plan meetings (4-H On TRAC)
- Appoint committees and support their work
- Encourage teamwork and inclusion within the club

Vice-President

- Support the president and serve in their absence
- Coordinate committee work and progress updates
- Assist with meeting planning and club operations
- Support use of basic parliamentary procedure

Secretary

- Record minutes for club and executive meetings
- Share minutes with members and leader(s) in a timely manner (within 2 weeks of a meeting)
- Maintain club records, including the Secretary's Book
- Handle club correspondence

Treasurer

- Maintain accurate financial records following OCES guidelines
- Provide regular financial updates to the club
- Work with Extension Office/club leader(s)/officer team to review account activity
- Help develop the club budget and support fundraising efforts

Recreation Leader:

- Plan and lead recreation or team-building activities at club meetings.
- Coordinated refreshments and assist with meeting activities.
- Promote a fun, welcoming club environment.

Reporter:

- Share club news through appropriate media outlets
- Maintain a record of club activities (photos, stories, highlights)
- Help communicate the 4-H story at the club and community level

Section 4: Nominations and Elections

- A. **Applying for Office** – Members interested in serving as an officer will complete and submit an application. Nominating Committee will review applications to ensure candidates meet the qualifications to serve.
- B. **Nominations** – All candidates who meet the qualifications will be placed in nomination for the office of their choice.
- C. **Campaigning** – Candidates may present a campaign speech no longer than one minute at the meeting where elections are conducted. Candidates must be present at the time of the election.
- D. **Balloting** – Each member present may cast one vote for the candidate of their choice. The candidate receiving a simple majority of votes will be declared elected.
- E. **Term of Office** – An officer's term will be one year or until a successor is elected. An individual may not serve consecutive terms in the same office.
- F. **Vacancy of Office** – If an officer resigns or is unable to fulfill their responsibilities, the Executive Committee will appoint a replacement to complete the term. If the office of President becomes vacant, the Vice President will assume the role.

{Customization Note: Clubs may adapt the officer selection process to fit the needs of the club, including the use of applications, interviews, speeches, or scoring tools. Election processes should remain manageable, transparent, age-appropriate, and supportive of positive youth development, leadership growth, and meaningful participation.}

ARTICLE VI - MEETINGS

Section 1. Meeting

- A. The _____ 4-H Club will meet on the fourth Thursday each month at 7 pm for a business meeting and an educational program.
- B. In the event a meeting is changed or cancelled the membership will be notified one week in advance, unless it is an emergency or due to weather conditions. In which cases all due effort will be made to contact members by phone or other designated means.

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

Section 2. Quorum

Those members present at the scheduled time of the meeting shall constitute a quorum.

Section 3. Business Order

- A. The order of business shall be as follows: call to order and 4-H Ritual; attendance, reading and approval of minutes, treasurer's report, report of executive committee, standing committees, special committees, unfinished business, new business, and announcements.
- B. An educational program and/or recreation will be included as part of the meeting and may be scheduled before or after the business portion.
- C. Robert's Rules of Order will be used to conduct business.
- D. The agenda will be available to members 1 week prior to the meeting.
- E. Elected Officers are to conduct the business meetings. The club leader(s) is to function only as an advisor to the officer team.

{Customization Note: Clubs are encouraged to develop meeting procedures that provide structure while remaining flexible, age-appropriate, and supportive of positive youth development. Business meetings should help youth practice leadership, decision-making, communication, and teamwork without becoming overly formal or restrictive.}

ARTICLE VII - COMMITTEES

{Customization Note: Youth leadership skills develop through practice and support. Clubs are encouraged to provide age-appropriate opportunities for youth to lead meetings and participate in decision-making, with adults serving in an encouraging and advisory role. Clubs should adapt meeting and leadership expectations to fit their needs while considering club growth and the skills youth can develop over time.}

Section 1. Standing Committees

Standing Committees shall consist of Membership, Budget, Oklahoma 4-H Week, Fund Raising, Recognition, Picnic, Share the Fun, and Community Service.

Section 2. Executive Committees

Executive committees shall consist of Nominating, By-Laws, and any other deemed necessary by the Executive Committee.

Section 3. Committee Membership

Committees provide a place for members to learn and practice leadership, where youth and adult volunteers work together in partnership. Members share in making decisions and responsibilities, with youth voice encouraged and valued in all committee work.

Each committee will include both youth and adults. The chair will be a youth member, and a chair-elect will serve in a learning role and be prepared to assume the chair position the following year.

Section 4. Committee Duties

- A. Committees are appointed with the responsibility to plan and carry out an activity/event or to research alternatives for recommending action to the club.
- B. Committees will work within the designated budget and defined parameter of their assignment.
- C. Committee meetings/work shall be held outside the designated time of monthly Business meeting.
- D. Committees will report progress to the club and keep the Executive Committee informed, as appropriate.
- E. The committee will keep the Executive Committee informed and report to the Club.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1. Membership

- A. The Executive Committee shall consist of the club officers and club leader(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings.

Section 2. Duties

- A. Between regular business meetings the Executive Committee will address club business and needs and follow-up on committee work.
- B. They shall meet and plan the agenda for regularly scheduled club meetings and make the agenda available to membership 1 week prior to the meeting.
- C. The Executive Committee can call a special meeting of the membership in the event the club must take some form of action.

Section 3. Quorum

A quorum shall consist of a majority of the Executive Committee members.

Section 4. Public Records

The secretary must keep a written record of all meetings and actions taken. The report will be shared with the club.

Section 5. Spending

The Executive Committee cannot spend money without the approval of the club membership.

ARTICLE IX - CLUB FUNDS

Section 1. Purpose

All club funds are for the purpose of providing educational opportunities for club membership and volunteers.

Section 2. Account

{Customization Note: Accounting policies change regularly. Be sure to keep club by-laws amended to reflect the most current Extension and/or government regulations.}

- A. Keep a set of records which can be compared to agency records/ledger.
- B. Request a copy of the ledger account prior to each meeting and report transactions to the body.

Section 3. Budget

- A. Annually a formal budget will be presented to and voted upon by the club membership.
- B. The Budget Committee will be responsible for developing a proposed budget aligned with the club's available funds and program needs.

Section 4. Fund Raising

A Fund-Raising committee will be responsible for developing opportunities and programs which will generate the revenue necessary to meet the club's needs. The recommendation(s) of the committee must be presented to and voted upon by the club membership.

Section 5. Dissolution of the Organization

In the event the club is disbanded or loses its Charter, all funds held in the club's name will become the property of the _____ County 4-H Program managed by the Oklahoma Cooperative Extension Service.

ARTICLE X - AMENDMENTS

Section 1. Amendments

These Bylaws may be amended or revised at any regular meeting of the club by a two-thirds (2/3) vote of those members present, provided that amendment(s) shall have been presented in writing to the membership at least fifteen (15) days prior to its presentation for adoption.

These bylaws were adopted by the _____ 4-H Club on _____ and supersede any previous versions.

Date Adopted _____ 20 __

Revised _____ 20 __