Constitution

ARTICLE I: Name/Identity

Section 1: Name
The name of this 4-H organization shall be the____________________4-H Club.

Section 2: Motto
The club motto shall be “To Make the Best Better”

Section 3: Emblem
The club emblem shall be a green four-leaf clover bearing a white “H” on each leaflet.

Section 4: Pledge
The 4-H club pledge is:
I Pledge…
My Head to clearer thinking
My Heart to greater loyalty
My Hands to larger service, and
My Health to better living, for
My club, my community, my country, and my world.

ARTICLE II: Mission and Purpose

Section 1: Mission of 4-H
4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

Section 2: Purpose of Club
The purpose of the Club shall be to stimulate member’s personal growth and development, to learn practical life skills, and to develop effective leadership and responsible citizenship. The Club is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III: Affiliation with UNL Extension and Nebraska 4-H Foundation

The Club agrees to comply with all applicable UNL Extension policies and procedures governing Nebraska 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Club to ensure the Club’s compliance. Nebraska 4-H Foundation is authorized to include the Club in a group tax exemption. The Club will supply all necessary documentation to ensure the Club’s inclusion in a group tax exemption.
ARTICLE IV: Membership

Section 1: Eligibility
Any boy or girl who turns nine (9) years old during the calendar year may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability. The last year of membership is the calendar year the member turns 19.

Youth who turn six (6) to eight (8) years old during the calendar year may be in Clover Kids.

Section 2: Size of Club
The Club shall consist of a minimum of five (5) members from at least two (2) different families. (The maximum size of this club may be limited due to space limitations or the leader’s available time or ability to accommodate more members.)

Section 3: Re-enrollment
Members must re-enroll in 4-H each year.

Section 4: Code of Conduct
Participation in 4-H is a privilege and participants are expected to show respect and cooperation to 4-H leaders and other participants. Each member, volunteer and parent is expected to abide by the Nebraska 4-H Code of Conduct, Federal and State Policy. Youth and adult participants may be removed from 4-H programs or activities for misconduct.

ARTICLE V: Officers, Duties, Terms

Section 1: Officers
The officers of the Club shall consist of president, vice-president, secretary, treasurer, reporter and historian.

Section 2: Duties
The duties of the officers shall be defined in the by-laws.

ARTICLE VI: Meetings
Meetings of the Club shall be called as specified in the by-laws.

ARTICLE VII: Fiscal Operations

Section 1: Fiscal Policies
The Club will follow all University of Nebraska–Lincoln Extension fiscal policies, as well as state and federal regulations.

Section 2: Fiscal Year
The Nebraska 4-H fiscal year is January 1 through December 31.

Section 3: Employer Identification Number (EIN)
If the Club handles money, it will obtain and maintain an EIN.

Section 4: Required Financial Reporting
The Year End 4-H Club Treasurer’s Report must be submitted to the county extension office every year by the date established by UNL Extension. In addition, an annual IRS 990 filing (Form 990, 990EZ, or 990N) must be filed by May 15 for the previous tax year. The extension office will file 990-N. If the Club is not eligible to file a 990-N, the Club is responsible for filing any other Form 990.

**ARTICLE VIII: Use of Club Revenue**

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II above. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this constitution the Club shall not carry on any other activities not permitted to be carried on (a) by a corporation or unincorporated association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, or unincorporated association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**ARTICLE IX: Dissolution**

Upon dissolution of the Club, the members agree that all real property, including money, equipment and land, shall become the property of a recognized 4-H club or group with the approval of the local 4-H Council and the county Extension Educator responsible for 4-H. The last official duty of the club’s organizational leader shall be to transfer club property and club records to the Extension office. Disbandment of assets of the club will be handled following the procedures outline in the Nebraska 4-H Policy and Procedure Handbook.

**ARTICLE X: Amendment of Constitution**

This constitution may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

Voted upon and adopted/revised:

Date: ____________________________

Signature of Club Leader: ____________________________
Bylaws

ARTICLE I: Meetings

Section 1: Dates
The Club shall meet at least six times a year.

Section 2: Quorum
A simple majority (one-half plus one) of members must be present to conduct official club business.

Section 3: Order of Business
The following order of business shall be followed at regular 4-H club business meetings:
1. Call to Order
2. Pledges to American flag and 4-H flag
3. Roll Call
4. Minutes of the last meeting
5. Treasurer’s report
6. Report of committees
7. Old or unfinished business
8. New business
9. 4-H leader’s report
10. Announcements
11. Adjournment
12. Educational program/project work
13. Recreation/refreshments

Section 4: Parliamentary Procedure
The Club will use basic principles of parliamentary procedures as defined in Robert’s Rules of Order.

ARTICLE II: Officers
(A club may have more or fewer officers. Provide a description of the duties of each office here.)
The officers of the Club shall include president, vice-president, secretary, treasurer, reporter and historian. Their duties shall be as follows:

- The president will preside at all meetings, uphold the constitution and adhere to parliamentary procedure. The president shall appoint committee chairs and members.
- The vice-president shall preside over the club in the absence of the president. The vice-president shall assist the president and serve as a link to all committees.
- The secretary shall write minutes of each meetings and report at the next meeting. The secretary will also keep attendance records and write club correspondence.
- The treasurer shall be responsible for all club funds and property, along with the club leader. The treasurer will keep an accurate record of the receipt and expenditures of all funds and give a report of the club’s finances at each meeting.
- The historian shall collect newspaper and county newsletter clippings, photos, etc., for a club scrapbook/bulletin board/history.

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ARTICLE III: Election of Officers

All active members are eligible to run for an office and vote.

ARTICLE IV: Committees

Section 1: Standing Committees
Standing and/or special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

Section 2: Audit Committee
An audit committee consisting of one member, one parent, and one volunteer, all of whom do not have signatory rights on the financial accounts will conduct a yearly audit of the club financial records. The club leader will see that the audit and records are turned in to the Extension Office at the end of each calendar year.

ARTICLE VI: Amendment of Bylaws

These bylaws may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

Voted upon and adopted/revised:

Date: 

Signature of Club Leader: 