

## 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 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.

### 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 into 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: \_\_\_\_\_