Article 1: Name

The organization shall be known as the _________________________ 4-H Club.

Article 2: Purpose

The purpose of this organization shall be to develop life skills, promote positive youth and leadership development through club meetings, activities, project work, family involvement and community service.

Article 3: Membership

1. The 4-H program is open to all youth without regard to race, color, sex, creed, national origin, or disability and in accordance with all applicable federal laws.
2. Standard 4-H Club membership is for youth in third grade through the calendar year of high school graduation. Cloverbud 4-H is open to youth in kindergarten through second grade. The high school year of graduation, entrance year in 4-H, and divisions within 4-H are based on a child turning 5 years of age prior to August 15 of his/her kindergarten year as required by the Alaska Department of Education.
3. The 4-H program year runs from October 1 to September 31.
4. The club enrollment deadline is ___________________________.
5. Membership is established when enrollment forms have been filed in the Extension office by the club leader and current enrollment fees have been paid or waived.
6. Members must:
   a) Attend a majority of the club meetings
   b) Complete at least one project
   c) Set and achieve goals relating to the project
   d) Complete the 4-H Project Record Sheet
   e) Participate in the Youth Fair/Jr. Livestock Show
   f) Complete a 4-H Permanent Record Book

Article 4: Officers

1. The elected officers of the club shall consist of (at a minimum): President, Vice-President, Secretary and Treasurer. The club may also elect a Reporter, Historian, Photographer, Song Leader, and/or Recreation Leader.
2. Officers will be elected each year at the _____________________ meeting from the membership.
3. In order to hold an office, the members must __________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
4. Roberts Rules of Order shall be observed in conducting meetings.
5. The 4-H Club Treasurer shall provide the University of Alaska Fairbanks CES office with a club audit by October 15 of each year.
Article 5: Meetings

1. A minimum of _______ meetings per year will be held with the regular meeting time/place being _____________________________________________________________________.

2. In order to complete the 4-H program year, a member must attend a majority of the regular 4-H meetings.

3. The club may transact business when a quorum of 50 percent of club members is present. Voting members must meet membership criteria listed in Article 3.

Article 6: Amendments

These by-laws may be amended at any meeting of the ______________________ 4-H Club, when a quorum is present, by a two-thirds vote of the members, providing the proposed amendment has been discussed at a previous meeting or notice of such an amendment has been sent to club members ten (10) days prior to the meeting.

Article 7: Dissolution

In the event the ______________________ 4-H Club ceases to be a functioning club, all money in the club’s account(s) will be turned over to the district 4-H program, given to another 4-H club, or placed in the 4-H fund of the University of Alaska Foundation.

______________________________________            ______________________________________
Club President                                                           Club Recording Secretary

______________________________________          ______________________________________
District 4-H Agent                                                                Club Leader

Date Adopted

Please provide a copy of the adopted Club Operating Procedures to the UAF Cooperative Extension office for your club’s permanent record.

University of Alaska Fairbanks Cooperative Extension Service programs are available to all without regard to race, color, age, sex, creed, national origin, or disability and in accordance with all applicable federal laws. Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Fred Schlutt, Director, Cooperative Extension Service, University of Alaska Fairbanks. The University of Alaska Fairbanks is an affirmative action/equal opportunity employer and educational institution.