



## BYLAWS OF THE \_\_\_\_\_ 4-H CLUB

**All club by-laws and articles of operation must follow the guidelines of the New Hampshire 4-H Policy handbook and other state and national 4-H and University of New Hampshire policies.**

### ARTICLE I – NAME, MISSION AND PURPOSE

Section 1. Name. The name of this organization shall be the \_\_\_\_\_ 4-H Club (the “Club”). The Club is an unincorporated association affiliated with the New Hampshire 4-H Association, Inc., a New Hampshire voluntary corporation and recognized Section 501(c)(3) tax-exempt organization (the “State Association”).

Section 2. Places of Business. The place of business of the club shall be \_\_\_\_\_ County. The club shall report to and be assisted by 4-H Youth Development staff of the \_\_\_\_\_ County Cooperative Extension office of the University of New Hampshire (the “Cooperative Extension County Office”).

Section 3. Purpose and Mission of the Club. This club is organized exclusively for charitable, and educational, purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The Club provides positive experiences for all youth to develop their individual potential as caring and contributing members of an ever-changing world by developing and fostering youth leadership, citizenship, and life skills. Education is also a primary purpose focusing on the mastery of knowledge, skills and core competencies. The Club will follow all policies and guidelines of the NH 4-H youth development program.

Section 4. Pledge. The Club pledge shall be:  
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 – AFFILIATION WITH THE STATE ASSOCIATION AND USE OF THE 4-H NAME AND EMBLEM

Section 1. Tax-exempt. The Section 501(c)(3) tax-exempt status of the Club is derived from the State Association by means of its inclusion in the Internal Revenue Service (“IRS”) Group Exemption Number (“GEN”) assigned to the State Association. Annual renewal is required to continue affiliation with the State Association.

Section 2. Use of the 4-H Name and Emblem. The Club emblem shall be a green four-leaf clover bearing a white “H” on each leaflet (the “4-H Name and Emblem”). A club must be chartered through the state office to use the 4-H Name and Emblem. All uses of the 4-H Name and Emblem shall be subject to the terms and conditions set forth in 4-H National policies.

### ARTICLE III – MEMBERSHIP

Membership in the Club shall be open to all youth who are between five (5) and eighteen (18) years of age as of January 1<sup>st</sup> of the current program year and membership shall be open to all persons regardless of race, creed, color, religion, national origin, gender, disability, or sexual orientation. The Club shall be supported by a minimum of one (1) adult volunteer who has been screened and pre-approved by University of New Hampshire Cooperative Extension County Office (the “County Extension Office”) staff .

### ARTICLE IV – OPERATIONS

The Club shall operate in all respects in accordance with the policies, procedures and requirements set forth in the NH 4-H Policy Manual and any operating guidelines specific to the Club which are attached to these Bylaws.

### ARTICLE V – OFFICERS

[NOTE: OFFICER TITLES CAN MIRROR EXISTING AND UNIQUE LEADERSHIP ROLES]

The Club will operate with a youth leadership structure. The officers of the Club may include a President, Vice-president, Treasurer, Secretary and Historian. The officers of the Club shall be elected at the first regular meeting of the current program year. The officers shall hold office for one (1) year or until their successors are elected by the membership. One (1) person may hold more than one (1) office however each individual has only one (1) vote. The Adult Volunteer Leaders shall advise and support the Club leadership team in making decisions for and by the Club and developing the Club’s programs.

### ARTICLE VI – MEETINGS

Section 1. Meetings. Meetings of the Club shall be set annually in the Club program plan and provided to all members and the County Extension Office.

Section 2. Quorum. The presence of a majority of all of the Club’s members, shall constitute a quorum for the transaction of business. In the absence of a quorum business may be discussed and recorded in the minutes but no official voting or final decisions can be made until a quorum is present.

Section 3. Voting. At any meeting of members at which a quorum is present-a majority vote is required to pass an item of business.

Section 4. Participation in Meeting By Electronic Device. A member may participate in a meeting by means of telephone conference or similar communication equipment enabling all of the members participating in the meeting to hear one another.—The minutes reflect this member was present and is counted to meet a quorum. A vote without a meeting can also be conducted by email and the copies of email votes are recorded in the secretary’s book.

### ARTICLE VII – FISCAL YEAR AND FINANCES

Section 1. General. The Club will practice good financial procedures under the direction and supervision of the County Extension Office Staff and will submit annual financial reports to the County Extension Office.

Section 2. Fundraising. Fundraising efforts using the 4-H Name and Emblem shall be conducted in accordance with the terms and conditions of the NH 4-H Policy Manual and shall be subject to the prior approval of the County Extension Office staff.

Section 3. Tax Exemption. As a member of the Association the Club may receive tax-deductible contributions.

Section 4. Fiscal Year. The fiscal year of the Club shall be January 1 to December 31 of each year, commencing July 1, 2012.

#### ARTICLE VIII - CONFLICT OF INTEREST

A transaction between a 4-H Club Leader, family member of a 4-H member or enrolled volunteers and the 4-H Club itself that exceeds \$500 could be a conflict of interest under New Hampshire law. If such a transaction is being proposed, then the potential conflict of interest shall be disclosed in writing to the 4-H Club Leadership and enrolled volunteers and must be approved by a 2/3rds majority of the 4-H Club members. The interested individual should abstain from voting on the potential transaction. When voting, the 4-H Club should consider whether the potential conflict of interest transaction is in the best interests of the 4-H Club and should determine that the value of the transaction is no more than fair market value. All conflict of interest transactions shall be reported to the County Extension Office as well as support that the procedures set forth in this Article VIII have been followed prior to the occurrence of the transaction.

#### ARTICLE IX – AMENDMENT TO THESE BYLAWS

These Bylaws may be amended at any regular meeting of the Club by a two-thirds (2/3rds) majority vote of the quorum, provided that the proposed amendment is submitted in writing with the meeting notice. Any amendments to these Bylaws must be in accordance with the policies of the 4-H Policy Manual and must receive prior approval by the Cooperative Extension County Office. The Secretary shall submit a copy of revised Bylaws to the Cooperative Extension County Office within thirty (30) days of their adoption.

#### ARTICLE X – DISSOLUTION

In the event of the dissolution of the Club, in any manner or for any reason whatsoever, its remaining assets after payment of all debts and obligations of the Club, if any, shall be distributed for one (1) or more exempt purposes to any other 4-H organization affiliated with the State Association or the 4-H Foundation of New Hampshire.

Adopted this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Adult Volunteer Leader