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**By-Laws for the \_\_\_\_\_, Somerset County, New Jersey**

**ARTICLE I – Name/Identity**

***Section 1 – Name***

The name of this organization shall be \_\_\_\_\_.

***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. Authorization to use the 4-H name and emblem is granted by Rutgers Cooperative Extension 4-H Youth Development, the unit of the NJ Agriculture Experiment Station responsible for oversight, guidance and support of this 4-H Club. Guidelines for use of the 4-H clover can be found on the National 4-H Headquarters website

***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 – Mission and Purpose**

***Section 1 – Mission of 4-H***

The Rutgers Cooperative Extension 4-H Youth Development program uses a learn by doing approach to enable youth to develop the knowledge, attitudes and skills they need to become competent, caring, and contributing citizens of the world. This mission is accomplished by using the knowledge and resources of the land grant university system, along with the involvement of caring adults.

***Section 2 – Purpose of Club***

The purpose of this club shall be to improve ourselves, our homes, our club, and our community.

**Your Club mission (if applicable)**

***Section 3 – 4-H Compliance***

This 4-H club will comply with all New Jersey 4-H policies under the guidance and support of 4-H faculty/staff.

## **ARTICLE III – 4-H Charter and Nonprofit status**

### ***Section 1 – 4-H Charter***

This 4-H Club agrees to follow all 4-H Charter guidelines. Once the 4-H Charter is granted, it will not expire. In the event that this 4-H Club falls below the basic 4-H requirements as outlined in the charter application, the charter will be revoked and this 4-H club will need to reapply for chartering and agree to meet the requirements.

### ***Section 2 – Purpose Related to Non-Profit Status***

With a 4-H Charter and IRS EIN, this 4-H club is certified to be tax exempt through the 4-H Group Exemption Number (GEN). Any funds received by the club for carrying out its purpose shall not accrue to the benefit of individuals, but to the benefit of the 4-H program.

Said organization is organized exclusively for charitable, religious, educational, and scientific 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 corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 the purpose cause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **ARTICLE IV – Membership**

### ***Section 1 – Eligibility***

Any boy or girl in this county, grades 4-13, may become a member of this club by applying for membership in at least one of the approved club projects and by agreeing to live up to the standards set by the club. Youth grades 1-3, may be 4-H Prep members. (However, the size of the club may be limited due to space limitations or the leader's available time or ability to accommodate more members.)

4-H Youth Development programs are offered to all youth, grades K-13, on a grade appropriate basis, without regard to race, religion, color, national origin, gender sexual orientation or disability. All possible efforts will be made to include rather than exclude youth in events conducted by the 4-H Youth Development program.

### ***Section 2 – Responsibility***

Each member must attend at least 70 percent of the meetings during the year. If a member is unable to attend a meeting due to a valid excuse (such as sickness or an important school or family event), the member must contact the club leader, secretary, or president in advance to be excused. Each member should also complete an approved club project and keep a project record book.

**Additional or different membership requirements may be used. However, the non-discrimination statement must be included exactly as printed in Section 1.**

## **ARTICLE V – Meetings**

### ***Section 1 – Dates***

The club shall meet regularly every (day/week) at (time) at (the designated place).

Special meetings may be called by the president and 4-H leader as needed, with 10 days advance notice.

### ***Section 2 – Quorum***

A simple majority (one half plus one) of members must be present to conduct official business of the club.

### ***Section 3 – Order of business***

The following order of business shall be followed at regular club meetings: (Adjust to your club's needs)

1. Meeting called to order.
2. Club rises, salutes the American flag with the Pledge of Allegiance and then recites the 4-H Pledge (to the 4-H flag)
3. Roll call
4. Minutes of 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

## **ARTICLE VI – 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.

## **ARTICLE VII – Officers**

The officers of this club shall include: president, vice president, secretary, treasurer, and reporter. Their duties shall be as follows:

- The president will preside at all meetings, uphold the by-laws 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 record minutes of each meeting and report at the next meeting. The secretary will also keep attendance records and write club correspondence.
- The treasurer shall keep the club's financial records and shall report on the club's finances at each meeting. See Article IX.

- The reporter shall collect newspaper and county newsletter clippings, photos, etc. for a club scrapbook/bulletin board/history. The reporter writes club meeting reports and sends them to the county 4-H office, and also may write and send club news to local newspapers, radio stations, etc.

(A club may have more or fewer officers. In any case, duties of each one should be written and included in this article)

**ARTICLE VIII – Election of Officers**

The officers of this club shall be elected at the first regular meeting in \_\_\_\_\_. They shall hold office for one year. All active members are eligible to run for an office and to vote. Voting is by majority rule and done by secret ballot.

**Article IX – Fund Raising and Treasury Guidelines and Policies**

This 4-H Club will follow NJ 4-H Fundraising and Treasury Guidelines and Policies, as well as IRS and NJ Charitable Registration regulations as applicable. All bank accounts should operate under the club's EIN (not the leader’s personal information or social security number) and must require two authorized signatures. An annual financial review (audit) is conducted and the audit report is provided to the county 4-H staff.

**ARTICLE X – Amendments**

These by-laws may be amended at a regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting. Review of by-laws will take place at least every two years.

**ARTICLE XI – Dissolution**

If this 4-H Club disbands, the 4-H club leader must immediately notify the county 4-H staff. Upon dissolution, the assets (including funds and equipment) shall be distributed to “Somerset County 4-H Association” This organization is organized and operated exclusively for purposes specified in Section 501(c)(3) of the Internal Revenue Code. In the event that above mentioned organization is no longer in existence or not exempt under Section 501(c)(3), assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

By-laws approved \_\_\_\_\_(date)      revised \_\_\_\_\_ (date)