

Ohio 4-H Clubs

advisors handbook

How Can You Create A Club Constitution and By-Laws?

[Creating a 4-H club constitution and by-laws](#) is a great way to start developing leadership, decision making and communication skills with your members. Consider these documents your 4-H club's team rulebook to successful operation.

Your club's constitution and by-laws should be simple to read

and understand. The writing and adoption of these documents is an

important first year task for new clubs. The constitution seldom changes, but by [reviewing your club's by-laws](#) annually, you will enable your club's operation to change to reflect the members' needs.

To help you get started, use the [sample 4-H Club Constitution and By-Laws](#) to engage, first a small committee in creating, and then the entire club in reviewing, editing and adopting. File a copy of your club's constitution and by-laws with your County Extension Office.

Develop your 4-H team rules for a successful season.

What are the important points to include in any 4-H Club Constitution and By-Laws?

- **Name of 4-H Club** – Select a club name with your membership. Be creative and use common sense. Avoid names that may connect the club to a business, reference race, gender, sexual preference, or religion and/or could perceive to be discriminatory. Your county 4-H Youth Development Extension Educator must approve your club's name as part of the [Chartering Ohio 4-H Clubs](#) process.
- **Membership** – You may not discriminate in your membership, but you may set guidelines and limits. Guidelines and limitations may include: ages of members accepted (Cloverbuds, Project Members or both), maximum membership, enrollment process, and attendance requirements to stay an active member.
- **Meetings** – You should include location of meetings, day of the week/month and time. Also, include reorganization meeting and/or achievement meeting dates.
- **Officers** – List the officers and their duties. You should also include the election process (use of nominating committee, open floor, etc.).
- **Committees** – Outline who makes up the Executive Committee and list standing committees. Examples of standing committees may include: Recognition, Fundraising, Community Service, Fair Exhibit, Policies, Program Planning, etc.