

## Ohio 4-H Youth Development Club Constitution - Template

### Article I. Name

The name of the Club shall be \_\_\_\_\_ 4-H Club (the "Club"). Organized in the County of \_\_\_\_\_, OH. The Club shall be organized as an unincorporated association.

### Article II. Purpose

The Club will work with youth to help them grow into productive, contributing members of society. The Club will offer fun, active opportunities for personal learning and growth through club meetings, projects, hands-on learning, leadership opportunities, fairs and activities. The Club is organized exclusively for charitable and educational 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 the corresponding section of any future federal tax code.

### Article III. Ohio State Extension Affiliation

The Club agrees to comply with all applicable county and state OSU Extension and Ohio 4-H policies and procedures governing 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Club to ensure the Club's compliance. OSU Extension is authorized to include the Club in a group tax exemption, and the Club will supply all necessary documentation to ensure the Club's inclusion in a group tax exemption.

### Article IV. Policies

Any major decisions of the Club must be voted on by 2/3 of those youth enrolled and in good-standing unless the Executive committee was authorized to make the decision.

Major decisions include:

1. Amendment of this constitution
2. Financial disbursement from the club treasury
- 3.

### Article V. Membership

Section A. The Club will follow the current Ohio 4-H policy requirements that define eligibility age for membership:

Ohio 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year. Eligibility for Cloverbud participation begins when a child is age 5 and enrolled in kindergarten. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third grade. Any youth age 9 or above is eligible for project membership, regardless of grade level. Membership requires enrollment in an authorized Ohio 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer. A youth's 4-H eligibility ends December 31 the year they turn 19. Joining Ohio 4 H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.



Section B. The Club may work with Cloverbuds, as well as project members, age 8 and in 3<sup>rd</sup> grade through age 18 as of January 1<sup>st</sup> of the current year. If working with Cloverbud members, they will be part of the total club but will have separate activity-based learning that is appropriate for their age group.

Section C. To become a member, individuals must complete an enrollment form each year with a parent/guardian signature and agree to abide by the rules defined by the Club, the Ohio 4-H Program and the County 4-H program. Members must make a commitment to follow the values stated in the 4-H Club Member Pledge.

Section D. The Club will enroll at least 5 members from at least 3 families each year. At minimum, three of the five club youth must be at least 8 and enrolled in 3<sup>rd</sup> grade, or age 9 and above regardless of grade level for Parliamentary Procedures to be followed.

Section F. The Club will meet the standards of usage and protect the 4-H Name & Emblem as set by 4-H National Headquarters.

#### **Article VI. Officers, Elections, and Duties**

Section A. The Club will have the following officers: President, Vice President, Secretary, Treasurer, (and the following optional choices of officers) Recreation Leader, Historian, News Reporter, Health Officer, Safety Officer, Environmental Officer and Community Service Leader.

Section B. Officers shall be elected annually.

Section C. Officers shall perform duties as defined in the 4-H officer guides and/or resources. If an officer resigns or can no longer serve as an officer, the Club will select a replacement.

#### **Article VII. Committees**

##### Section A. Executive Committee

The Executive committee will be made up of President, Vice President, Secretary, and Treasurer. This committee shall make any business decisions that must be made prior to the next regular business meeting. The Club members may also delegate decisions to this group.

##### Section B. Standing Committees

Standing committees are appointed by the Club president and serve as long as needed. Each committee will consist of a chair, and enough members to get the task completed.

#### **Article VIII. Meetings**

Section A. The Club will meet a minimum of six times per year. A calendar of meeting dates, times, and locations will be distributed to members.

Section B. All youth and volunteers are expected to attend at minimum 50% of club meetings. Members will be given an excused absence for illness and other reasons. Members must contact an advisor or officer, prior to the meeting and explain why they are unable to attend the meeting.

#### **Article IX. Leadership**

The Club shall be under the direction and guidance of adult local club leader(s) who have completed the Ohio 4-H Youth Development volunteer selection process.



**Article X. Enrollment and Registrations**

Annually, members are required to complete a variety of enrollment registration forms and other paperwork in order to participate in 4-H activities and events such as project judging, fairs, clinics, workshops, camps, and awards. It is each member's responsibility to meet the deadline for completion of these forms. Failure to complete the materials in a timely manner may result in non-participation in the activity.

**Article XI. Financial Reporting and Responsibilities**

Section A. The Ohio 4-H fiscal year is defined as January 1 through December 31.

Section B. The Club will obtain and maintain its own Tax Payer Identification Number (TIN), also known as Employee Identification Number (EIN).

Section C. The Club Annual Financial Report in the format requested by OSU Extension must be submitted to the County Extension office every year by the date established by OSU Extension.

Section D. An annual IRS 990 filing (Form 990, 990EZ, or 990N, depending on Club revenue) must be completed by May 15 for the previous tax year.

**Article XII. Use of Club Revenue**

Section 501(c)(3) of the Internal Revenue Code prohibits the Club from paying any net earnings beyond reimbursements for the Club's expenses, to any of its members, directors, or officers. Additionally, Section 501(c)(3) prohibits the Club from participating in or taking sides either in political campaigns or in any effort to pass a specific law. The Club will primarily operate for educational purposes. The above limitations are explained in more detail in the following paragraph.

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



**Article XIII. Dissolution**

Upon dissolution of the Club, any assets shall be distributed to a recognized 4-H club/4-H affiliate or distributed to the Ohio 4-H Youth Development Foundation with the approval of the county 4-H Youth Development Professional as long as such organization is an exempt organization within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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 if such organization is not exempt. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then 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.

This constitution has been adopted by the members of \_\_\_\_\_ 4-H Club  
on \_\_\_\_\_

\_\_\_\_\_  
Signature  
Club Organizational Advisor

\_\_\_\_\_  
Printed Name  
Club Organizational Advisor

\_\_\_\_\_  
Signature  
Club President

\_\_\_\_\_  
Printed Name  
Club President

