

## Constitution & By-laws Committee

Date: \_\_\_\_\_

- ✓ Must include a panel of representatives including the club leader (co-leaders) and several other 4-H parents and youth.
- ✓ The goal of the committee is to review and revise the constitution and by-laws on a yearly basis for necessary changes and adjustments.
- ✓ Present a copy to Stanislaus County 4-H Office for approval before it is to be voted on by the community club.
- ✓ Make any changes that are not constitutional at county level. Cross-check county constitution and by-laws with the community club’s to be sure that the community club’s rules and regulation cover the minimum requirements set at county level.
- ✓ Copy and present each family with a printout detailing any specific changes in a clear manor.
- ✓ Policy Secretary if available must be involved in planning

People Needed:

**Committee Chairperson:** Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of changes. Must be an active parent involved in club the previous year.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy Secretary / Youth Chairperson: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Club Leader / Co-leader: \_\_\_\_\_

**Committee Members:** Assist in revising constitution and by-laws meeting and completes tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_