



Iowa 4-H Youth Development

Bylaws Basics

A set of bylaws provides the framework for the advisory group's operation – Who, What, When, Where, Why:

- States purposes and objectives.
- Defines membership.
- Defines leadership roles, responsibilities and authority.
- Sets parameters for meetings and conducting business.
- Delineates voting privileges and quorum.
- Describes committee functions and authority.
- Sets rules for use of funds.
- Addresses issues of change – amendments and dissolution

Source: Rutgers Cooperative Extension, Department of 4-H Youth Development, author: Rita Natale Saathoff

<http://www.extension.iastate.edu/4H/Volunteers/Documents/315BylawsBasics.pdf>

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