



Club Operating Guidelines

Use the template below to write your club operating guidelines. What you put in the operating guidelines should not pertain to a single event or meeting, but rather outline how your club will run throughout the year. Your club can create additional guidelines that might pertain to short term or event information.

Article 1 – Name and State/National Affiliation

Section 1: The name of this 4-H club shall be:

Section 2: (Required) The 4-H Club will annually complete the chartering process for permission to use the 4-H name and emblem as authorized by the University of Wyoming Extension on behalf of National 4-H Headquarters at the United States Department of Agriculture.

Article 2 – Mission and Purpose

Section 1: (Required) To help youth reach their full potential, the 4-H club shall provide opportunities for positive youth development for all members in the club. The following components will be included in 4-H club activities to ensure a positive experience for the members. The club members, leaders and parents will strive to create:

- Belonging
 - Provide an inclusive environment that includes social interaction between youth with diverse backgrounds
 - Contribute to a team effort
 - Develop a positive relationship with a caring adult
- Independence
 - Self-directed decision making process that relates to real-life experiences
 - Foster leadership opportunities
- Generosity
 - Involvement in community service activities
 - Opportunities to share experiences with younger youth members
- Mastery
 - Develop specific knowledge and skills with help and guidance from project leaders
 - Opportunities to learn how to run effective meetings
 - Gain understanding of finances through access to funds raised by the club

Section 2: The structure of this 4-H club will be:

*The University of Wyoming and the United States Department of Agriculture cooperate.
The University of Wyoming is an equal opportunity/affirmative action institution.*

(if your club has a project focus you can write that here, if not it should say community club, afterschool club, etc.)

Article 3 – Membership

Section 1: (Required) The 4-H club must comply with all Wyoming 4-H policies, federal laws and state laws including those regarding non-discrimination. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact their local UW CES office. To file a complaint, write to the UW Employment Practices/Affirmative Action Office, University of Wyoming, Department 3434, 1000 E. University Avenue, Laramie, WY 82071.

Section 2: The number of members/families in the 4-H club will

Club size (this section is optional. As long as the 4-H Club membership does not implement a maximum number of members to discriminate against a specific individual or family, it may be appropriate to limit the size of the club. Two options for this section are: The number of members/families in the 4-H club will NOT be limited or membership in the 4-H Club will not exceed (add the maximum number) of Members OR Families

Section 3: The duties of the members of 4-H club are:

(This section is optional. This is where you put what kind of requirements you have for club membership. Keep these simple because whatever you write here all club member are held accountable for)

Section 4: Member and Adult Leader Recognition:

(this section is optional also. In this section includes types of recognition and criteria for club members or adult leaders

Section 5: Club dues will be

(this section is optional if your club charges dues).

Article 4 – Youth Leadership Roles and Responsibilities

Section 1: Officer positions will include

(list all of your youth officers positions here).

Section 2: Members can be officers:

Who can be an officer, how are they elected, and how long will they serve: (is there an age limit, when are they elected, how are they elected, one year terms, etc)

Section 3: Duties of the individual Officer Positions:

The President shall preside at meetings, preserve order, appoint committees, call special meetings when necessary and perform other duties as necessary for the benefit of the 4-H club.

The Vice President shall perform the duties of the President if the President is absent. The Vice President should assist the President in leadership of the club and be active at all times.

The Secretary shall keep the minutes of all meetings, send minutes to the County Extension 4-H Educator, keep an accurate record of attendance and carry on all official correspondence for the club. This should be done using the Wyoming 4-H Secretary's Book.

The Treasurer shall follow the financial policies of the Wyoming 4-H program and use the Wyoming 4-H Treasurers Handbook.

If additional leadership position(s) have been identified, describe their duties here:

Section 4: (Required) At the beginning of the 4-H year, club leaders and youth officers will work with the membership to determine the club's educational program (i.e. identify the educational goals, community service goals, develop the budget around club goals and programming, etc.)

Article 5 – Committees (club membership would determine the need for committees)

Section 1: Committees of the 4-H Club will be:

(these are committees you will have every year in your club)

Section 2: Committee membership will be determined through

(Election, appointment, members who volunteer, or determined at the time and by the type of committee, other method).

Section 3: Committee leadership will be determined by

(elected by committee members, appointed by club president or club leaders, member(s) who volunteer, determined at the time and by the committee members, or other)

Section 4: Committee Responsibilities and Scope of Decision Making

(The committee will propose options to the 4-H club membership for a group decision, the committee will make the decision and inform the 4-H club membership, or The process to make decisions will be determined based upon the committee's task). Committee leaders and/or members will report back to the full club membership through (Written report Verbal report, or Other method).

Article 6 – Meetings

Section 1: (Required) The 4-H year begins October 1 and ends September 30.

Section 2: The 4-H Club will meet:

When will club meetings occur: (the 4-H Club will set a specific day/time and location to meet or the 4-H Club will develop an annual calendar that identifies meeting dates and times).

Section 3: (Required) Decisions for the 4-H Club will be made by the majority of members in attendance at the club meeting.

Article 7 – Amendments

Section 1: The parts of the operating guidelines are determined by the 4-H club membership may be amended with the following conditions

(this is usually with notice at least one meeting before and by a 2/3 majority vote).

Article 8 – Dissolution

Section 1: (Required) Upon Dissolution, 4-H funds and property, must be relinquished to a 4-H affiliate with a charitable educational purpose such as another 4-H club, the County 4-H Council, County 4-H Foundation, or the Wyoming State 4-H Foundation for future use in 4-H programming. Distribution options must be discussed and approved by the County 4-H Educator.

Article 9 – Additional Procedures and Policies of the 4-H Club

These operating guidelines were adopted by the 4-H Club on _____ (date)

Club Leader:

Club President:

Club Secretary: