

# (Name of club) 4-H Community Club Operating Procedures

*[Note: If the club will have a bank account the constitution and bylaws templates must be used instead of operating procedures. Also, consider using the constitution and bylaws templates if the club will have officers and make decisions by parliamentary procedure as they are commonly part of an organizational structure that includes these elements.]*

**Name**

This unit shall be known as the *(Name of Club)* 4-H Community Club of *(Name of County)* County, California.

**Purpose**

The purpose of the *(Name of Club)* 4-H Community Club shall be to provide high-quality positive youth development and educational opportunities to meet the needs of young people, their families and communities that are tied to the Land Grant University knowledge base. *[Note: May be more specific purposes if desired. Specifically, the club will: …]*

**Relationship**

The *(Name of Club)* 4-H Community Club is responsible to the UCCE 4-H YDP staff and accountable to the University of California, Division of Agriculture and Natural Resources (UC ANR) and obligated to follow UC 4-H Youth Development Program (YDP) policies and procedures, and abide by the core values of the program.

**Membership**

The *(Name of Club)* 4-H Community Club shall consist of at least 5 youth from 3 families. Youth must be 5 years old by December 31st of the program year and may continue in the program until December 31st of the calendar year in which they become 19 years of age.

**Duties of the Members**

It shall be the duty of each member to:

* Be a member in good standing;
* Abide by the Core Values of the UC ANR 4-H YDP; and
* Participate in club meetings and projects they sign up for.

**Club Meetings**

There shall be at least six (6) club business meetings per year. The regular meetings of the 4-H club shall take place on the *(Day)* of each selected month from *(time)* to *(time)*.

**Project Meetings and Completion**

* Dates and times of project meetings should be communicated in advance to families.
* Project completion requirements are outlined in the [Steps to Success in 4-H](http://4h.ucanr.edu/files/210544.pdf).
* 4-H Community Club projects are open to all members in the club.
* 4-H Community Club members may take projects in a SPIN Club.

**Decision-Making**

Club decisions are made by consensus. Junior, Intermediate and Senior members (youth ages 9 years old by December 31st of the program year to age 19) may participate in the decision-making process. *[Note: Revise this section based on options selected for the club.]*

**Finances**

Finances of the *(Name of Club)* 4-H Community Club are deposited into the county 4-H Volunteer Management Organization (VMO) treasury. The 4-H VMO treasurer must set up a separate project account in the general ledger for the *(Name of Club)* 4-H Community Club so that separate accountability can be maintained over funds and expenditures.

All disbursements are to be made by check from the county 4-H VMO account and must include a purpose for how funds will be spent and be substantiated by receipted bills and canceled checks.

If applicable, an annual budget of program expenses and proposed fundraising activities will be turned into the 4-H Regional Program Coordinator (RPC). In the absence of an RPC, the Statewide Program Manager (SPM) in consultation with the CD/Advisor or designee will approve by the county deadline.

**Organization Volunteers**

Two 4-H adult volunteers must be present at all *(Name of Club)* 4-H Community Club meetings and activities. The Club Leaders must be in attendance at all club meetings unless they arrange for an appointed volunteer substitute. Only in emergencies and unforeseeable circumstances when two adult volunteers cannot be present, there must be an appointed adult volunteer and another adult participant present or 4-H staff member, one of which must be at least 21 years old.

**Parents/Guardians**

Parents/guardians with youth under 18 should wait until two adult volunteers/staff are present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment. Parents are expected to abide by all University of California 4‑H YDP policies and core values.

**Outreach Efforts**

Required outreach methods for the *(Name of Club)* 4-H Community Club may be done by 4-H members, 4-H adult volunteers, parent/guardians or 4-H YDP staff. The completed 4-H Outreach Methods Documentation Form should be turned into the UCCE county office annually by the county deadline.

**Dissolution of 4-H Club**

The *(Name of Club)* 4-H Community Club shall be terminated and dissolved upon consensus of the youth members in the club or 4-H YDP staff. In the event the club is dissolved, the 4-H YDP staff or Community Club Leader shall take full account of the assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds in the following order:

1. Payment of the debts and liabilities of the *(Name of Club)* 4-H Community Club.
2. The county VMO will hold the remaining funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re‑establishment of the *(Name of Club)* 4-H Community Club.
3. At the expiration of the 3-year period, the balance remaining shall be distributed to the county VMO for the purpose of program development directly relating to the enrichment of the quality of life of 4‑H youth and adult volunteers.

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| Print Name | Signature | Date |
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| 4-H Community Club Leader |  |  |
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| 4-H Co-Community Club Leader |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| 4-H Community EducationSpecialist (CES) |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| 4-H CES Supervisor |  |  |
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These operating procedures were adopted *(Month, day)*, 20*(year)*.

The *(Name of Club)* 4-H Community Club Operating Procedures were last revised and approved by the Community Club Leader(s), 4-H CES and CES Supervisor on *(Date)*.

*[Carry forward the original date from year to year as the operating procedures will be adopted only once. Each amendment must indicate the article number amended and date the amendment was made.]*

Amendment History:

The University of California Division of Agriculture & Natural Resources (UCANR) is an equal opportunity provider.