



[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 _____ 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 _____ 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 _____ 4-H Community Club shall consist of at least 5 youth from 3 families. Youth must be 5 years old by December 31 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 month from _____ to _____.





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](#).
- 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 _____ 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 _____ 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 County Director by the county deadline.

Organization Volunteers

Two 4-H adult volunteers/staff must be present at all _____ 4-H Community Club meetings and activities. When two 4-H adult volunteers/staff cannot attend, one 4-H adult volunteer/staff and another adult at least 21 years old must be present instead.

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 _____ 4-H SPIN 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 _____ 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:

- a. Payment of the debts and liabilities of the _____ 4-H Community Club.
- b. 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 _____ 4-H Community Club.
- c. 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.

The _____ 4-H Community Club Operating Procedures were last revised and approved by the Community Club Leader(s), 4-H YDP staff and County Director on _____.

Community Club Leader

Community Club Leader

4-H YDP Staff

County Director

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies. University policy also prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or to any of its programs or activities. In addition, it is the policy of the University and ANR to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence. In conformance with Federal regulations, written affirmative action plans



4-H Community Club
Operating Procedures
Template
3/2016

University of California
Agriculture and Natural Resources



shall be prepared and maintained by each campus of the University, including the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated. Inquiries regarding the University's nondiscrimination policies may be directed to John Sims, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.

