



Below are some Frequently Asked Questions about the importance of by-laws or guidelines for groups or committees functioning in the 4-H youth development program.

### **Why are operating guidelines or bylaws necessary for a group or committee?**

Operating guidelines or by-laws are critical for a group or committee because they serve as the foundation for how the group functions. They are also necessary for the chartering process which is required of any group have a formal affiliation with 4-H and be given permission to use the 4-H name and emblem.

### **What format can be used to create operating guidelines or by-laws?**

There are many appropriate formats that can be used such as a booklet, handbook, a one sheet document, or formal by-laws.

### **What to do after the guidelines are developed?**

After the guidelines are developed they should be handed out to each member of the group or committee and reviewed annually with the group.

### **Do your guidelines include:**

- Name of group?
- The purpose or why the group is formed?
- Statement of how this committee or group is accountable to the 4-H Youth Development staff person and the County 4-H association?
- Who can be a voting member and the statement of non-discrimination?
- Youth and adults in leadership roles?
- Defined officers or leadership positions and their roles?
  - President, Vice President, etc. **OR**
  - Chair, Vice Chair, etc.
- How decisions are made? (Majority votes, consensus, etc.)
- How decisions are recorded?
- If the group has a checkbook, how the money is handled?
  - If the group has a checkbook, how will the money be handled if the committee disbands?
  - Responsibility for the required 4-H charter and renewal if the group has its own accounts?
- The required dissolution clause?

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