



Developing 4-H Committee or Group Guidelines or Bylaws

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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 have:

- Name of group
- The purpose or why the group is formed
- Who is a member and the statement of non-discrimination
- Officers or leadership positions defined
 - President, Vice President, etc. **OR**
 - Chair, Vice Chair, etc.
- How decisions are made.
- 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.
- The required dissolution clause

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