

NH 4-H Association Operating Procedures

Each 4-H club or affiliate may have rules or guidelines they follow throughout the year which would be considered operating procedures rather than part of the group bylaws.

Clubs/affiliates are not required to have operating procedures; however if they do have operating procedures, they should be simple, minimal, enforceable in a consistent manner with all members of the group, and reviewed annually by the group membership.

If a club has operating procedures, they must be in writing and each member should receive a copy each year.

Examples of items possibly included in operating procedure could be:

- Club dues will be _____
- Members cannot miss more than ___ # of meetings without a valid reason and the leader or club president is notified before the meeting of their absence.
- All members will complete at least one project record a year.
- All members will participate in at least one countywide event or activity.

Remember many groups operate very effectively without these procedures. If you do create operating procedures, be sure they are attached to the group bylaws when given to the Extension office.