

## **Key 4-H Policies to consider when working with Club By-Law**

**All K-State Research & Extension (KSRE) faculty, staff, boards, volunteers, youth, and families must support, implement, and follow Kansas 4-H Policy Handbook.**

**(<https://www.kansas4-h.org/about/policy-guide.html>)**

### **Kansas 4-H Clubs & By-laws**

Kansas 4-H and 4-H National Headquarters define a 4-H Club as: an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences and have enrolled in 4-H Online. Organized 4-H clubs typically have elected officers and a set of bylaws.

All clubs are to function formally through a constitution and by-laws. These are organizing documents of a club and describes how the club operates. A current copy of the club Constitution and Bylaws must be kept on file in the local extension office.

The bylaws used to govern the club are approved by the membership and **are consistent with the policies and guidelines of the director of K-State Research and Extension and Kansas 4-H. These organized 4-H clubs are granted authorization to use the 4-H name and emblem according to the guidelines set forth by the United States Department of Agriculture.**

### **Enrollment**

Youth may enroll in 4-H at any time. 4-H clubs and groups are not permitted to include or exclude particular individuals or families from participating in 4-H programs. Generally, youth are expected to participate in extension units and states where they live with their parent(s) or legal guardian(s).

Youth who wish to join 4-H outside the extension unit in which they reside must contact the local extension agent in the unit where they wish to enroll. The extension agent will be able to guide the family on their local enrollment or transfer process.

### **Attendance**

Attendance at 4-H club meetings may not be a requirement for participating in a particular 4-H event or for exhibiting at the county fair. Enrollment in a specific project is necessary, and participation may be required if training is considered necessary for the health and safety of participants for that project or activity to participate in a 4-H event or exhibit at the county fair. (Examples: quality assurance in livestock project, shooting sports safety training, and food preservation.)

4-H clubs/groups may not establish club meeting attendance policies for eligibility to exhibit at the county level or beyond. 4-H clubs may establish attendance policies for a member to run for election as a club officer, apply for a club scholarship, and/or participate in other special club opportunities offered to club members at the club level.

### **4-H Name and Emblem**

4-H clubs receive official authorization to use the 4-H name and emblem when they become a chartered 4-H club. The KSRE 4-H co-branding is required on ALL 4-H print, digital, apparel, and merchandise.

A 4-H Charter is required for any 4-H club to use the 4-H Name and Emblem. 4-H Charters do not qualify a 4-H club as a legal entity according to state government or business policies and definitions. Moreover, 4-H Charters do not allow a recognized 4-H club to share their rights and privileges, like the use of the 4-H Name and Emblem, with any other person, group, or business.

### **Equal Protection Under the Law**

K-State Research and Extension is an equal opportunity provider. It is the obligation of the local extension board to assure that all 4-H clubs or groups within its jurisdiction are open and available to all youth, without exclusionary practices, and that all residents have access to 4-H youth development educational materials. If a young person is denied initial membership in an existing 4-H club for any reason, it is the responsibility of the local extension board to provide an opportunity for the youth to participate in another 4-H club or to form a new club. A club may set number limits for club membership, and as openings occur, they must be offered to new participants on a first-come, first-served basis. Local extension offices must keep a record of clubs that have reached membership capacity and make all reasonable effort to find or create another club to accommodate the request.

4-H programs should be designed to consider the needs of participants with special needs/disabilities. Kansas State University is committed to making its services, activities, and programs accessible to all participants. If a 4-H'er requests special accommodation, please contact the 4-H Agent for the next steps.

### **Privacy**

Kansas 4-H is sensitive of the need to protect the privacy of youth. As a result, we will not knowingly collect personal or identifiable information for anyone under age 19 without providing the parent with the information and having parental permission.

A signed release statement is required to use a 4-H youth's name or photographs in any 4-H publication, ad, news article, or website.

### **Fundraising and Endorsement of Products or Services**

All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational programs. 4-H is considered a non-profit entity; funds must not be accumulated or held over in an account without a proper spending plan. Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H program, its volunteer leaders, 4-H youth participants, or the USDA, Cooperative Extension, land-grant institutions, or their employees.

In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale:

“A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended.”

Fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes must have the approval of the appropriate extension office (local, county, state, or national level)

### **Dissolution Clause**

All 4-H Clubs are to add the following to their Club bylaws: “Upon dissolution of the (insert club name) 4-H club, the members agree that all tangible real property, including money and equipment, shall become the property of any recognized 4-H or Extension organization and/or a percentage to all. The last official duty of the club’s organizational leader shall be to transfer club assets and club records to the extension office.”

### **Volunteers**

Volunteers working directly with youth are required to complete the Kansas 4-H volunteer screening process. Volunteers are expected to adhere to the Kansas 4-H Code of Conduct.

Staff and volunteers make every reasonable effort to practice “two-deep” leadership, with two screened and registered adults over age 18 at any gathering, meeting, or activity involving youth.

### **Financial**

4-H Clubs/Groups and other extension affiliated groups must conduct a yearly financial review of accounts by a Financial Review Committee. The financial review must be submitted to the Extension Office and approved by the Extension Board.

Clubs/Groups and other Extension affiliated groups need to have at least two screened, non-related, and board-approved adult volunteers as signatories on 4-H Club accounts.

### **Non-permissible Practices**

**No membership dues** may be collected via a competitive event for an extension board or its subdivisions (4-H Events Council, etc.) for 4-H participants from a county or district to participate in an extension education program. The Kansas County Extension Council Law also forbids dues being assessed by 4-H units. Extension boards may collect fees for specific services that require special equipment or personnel for educational services.