

## CLOVERBUD CLUB RULES WORKSHEET

Recommended for any club that does not have at least four members who are in the 5<sup>th</sup> grade or above. This worksheet will result in a more age-appropriate document and club decision-making process.

Directions: Fill in the blanks, make choices where indicated, and return to the 4-H Office. A staff member will generate a Club Rules document that includes your choices for approval by the members.

Rules of the \_\_\_\_\_ 4-H Club

Agreed to on \_\_\_\_\_

### ITEM 1: NAME

The name of this club is the \_\_\_\_\_ 4-H Club. We are part of the 4-H Program of Macomb County MSU Extension and Michigan State University.

### ITEM 2: PURPOSE(s)

The purposes of this club are to learn and have fun, with the help of adult leaders and parents, by working on projects that interest us, doing community service, and having enjoyable activities.

*If you wish to include any other language or specific project areas in the purposes paragraph, write it/them here:*

### ITEM 3: MEMBERS

#### Part A: Who Can Join?

Any interested youth between the ages of 5 and 19 can become a member of this club. The club will follow the 4-H and MSU non-discrimination rules.

*If you wish to have a different age range, write it here:*

*If you wish to limit the number of club members, write the number here:*

#### Part B: Dues and Fees

*Pick one of the following choices. If picking first choice, fill in month dues for the year will be decided.*

\_\_\_ Club dues will be decided each \_\_\_\_\_ by a vote of the members.

or

\_\_\_ Our club will not have any dues. Members will be expected to pay their fair share of the costs of club activities.

#### Part C: Members' responsibilities

1. Members will pay their dues/fees on time.
2. Members will come to and take part in the club's meetings and activities.
3. Members will follow the 4-H Code of Conduct.

*If you want to add any other responsibilities, list them here:*

**Part D: Parents'/Family Members' responsibilities**

1. Parents/Family members will come to club meetings and participate in the club's activities, helping the leaders and members.
2. Parents/Family members will follow the 4-H Code of Conduct.
3. One parent/leader will keep track of the club's money.

*If you want to add any other responsibilities, list them here:*

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**Part E: What happens if members and their families don't follow the rules?**

If a member and/or their family members don't follow the rules, the General Leader will call the 4-H Office to discuss what should be done.

**ITEM 4: MEETINGS**

**Part A. Schedule of club meetings and activities**

*Pick a month at which these decisions will be made.*

1. In \_\_\_\_\_ of each year, members will decide when and where they want to have club meetings.
2. In \_\_\_\_\_ of each year, members will decide what projects and activities they want to work on.
3. The members can make changes in activities and meeting times at any time during the program year.

**Part B. Club Leadership Jobs**

*Explain how the club will see that each of these jobs gets done. You can elect officers to do them; you can rotate the jobs periodically. It is important to set up a system that allows the youth members to assume as much responsibility as is appropriate for their ages and abilities, rather than have adults do all the jobs.*

1. Someone has to run the business meetings.
2. Someone has to write down what happened at the business meetings, send a copy to the 4-H Office.
3. Someone has to keep track of how much money is collected and spent and send reports to the 4-H Office.

*In the spaces below explain how you wish to handle the three jobs*

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**Part C. Rules that will help the club have good meetings**

1. Everyone should be on time.
2. Only one person should talk at a time and others should listen politely.
3. All speakers should get permission to talk from the person running the meeting.
4. Parents and leaders should let the members made decisions.
5. Important decisions should not be made unless more than half of the members are at the meeting.
6. If too many members are absent and a decision can't be postponed, the absent members should be contacted to see how they feel.
7. More than half of the members should agree on any decision.

## **ITEM 5: IF OUR CLUB BREAKS UP**

If our club breaks up, the club's money and other "stuff" will be given to the County 4-H Office.

## **ITEM 6: APPROVING THESE CLUB RULES and MAKING FUTURE CHANGES TO THEM**

Part A. These rules will become our Club rules if more than half of the members vote for them. Members should have time to think about the rules and talk about them with their parents and other members before voting.

Part B. Any future changes in the rules must also be approved by more than half of the members. Members should also have time to think about the changes and talk about them with their parents and other members before voting.

Part C. Members will look over these rules at the beginning of each program year to see if they wish or need to make any changes. An up-to-date electronic copy of the club rules will be given to the 4-H office each year that the club reenrolls.

**Note: The 4-H staff has a program for teaching young members how to conduct and participate in an effective meeting. It's called "Parliamentary Procedure According to Winnie-the-Pooh." Contact the 4-H Office if you would like a staff member to come to your club meeting to present this program.**