



## Making the Best 4-H Clubs Better –Version 2.0

### Approve and Review 4-H Club By-Laws Checklist

Use this checklist to evaluate and discuss each rule or policy that you've included in your club by-laws.

By-Laws Rule, Policy, Procedure Statement	Yes	No	Notes
Is the rule, policy, or procedure necessary?			
Does it ensure equal treatment for all members?			
Is the rule, policy, or procedure clear and easily understandable?			
Are there provisions to deal with any violations?			
Can you enforce the rule, policy, or procedure?			
Is the rule, policy, or procedure consistent with current Ohio 4-H and county 4-H policies?			

Adapted by Carolyn L Belczyk, Extension Educator, OSU Extension Adams County, from *Approve and Review 4-H Club Constitution and By-Laws*, **Ohio 4-H Clubs Advisors Handbook**,

<http://advisorshandbook.ohio4h.org/clubmanagement/files/Constitution%20and%20By-Laws%20Review%20Checklist.pdf>

