

Club Disbanding, Dividing and Departing

Sometimes it becomes necessary for 4-H club members, volunteers, or Extension professionals to determine if a club should continue functioning. Unfortunately, these decisions are sometimes emotionally driven and present challenges to those involved. This document outlines the guidance to use regarding the club's name, funds, and materials or property if a club disbands, divides, or if multiple members depart from a club.

Please refer to your club's Yearly Financial Summary, year-end bank statement and Annual Club Inventory to assist the decision-making process of the disbursement of club name, funds, materials and property.

In all circumstances, the county 4-H professional should be made aware of the situation as soon as it is known, so they can be part of plans to resolve the situation. They should also be notified of the outcome.

Key Definitions

1. **Vote:** A vote means 2/3 of the members in good standing from the current club roster determine action steps related to disbanding or dividing. This includes decisions for funds, materials and property.
2. **Disbanding:** The club is dissolving and will not be functioning during the next 4-H club year. All current 4-H members are joining another 4-H club or will not be continuing their membership during the next 4-H club year.
3. **Dividing:** Members vote to create one or more additional clubs. Example: The Lucky Clovers 4-H Club votes to divide to become two clubs: The Lucky Clovers and The Green Team. Part of the members and/or volunteers join one club and part of the members and/or volunteers join the other club.
4. **Departing:** Members and/or volunteers decide to leave the current club to start a new club or join another existing club without mutual agreement. Members and/or volunteers leave on their own, so there is no club vote.

4-H Club Name

1. In instances where the club is **disbanding**, the 4-H club name is no longer in use. If another new group or existing group wants to use the former club's name it is acceptable with local 4-H professional approval.
2. In instances where the club is **dividing**, the club's name stays with the original group. Those who start the new club must identify a new club name which must be approved by the local 4-H professional.
3. In instances where members and/or volunteers are **departing**, the club's name stays with the original club. Members and volunteers leaving the original club have no authority to use the club's name.

4-H Club Funds

1. In instances where the club is **disbanding**, the club's funds must be handled in one of the following ways:
 - a. Members vote to donate funds to another 4-H club or 4-H affiliate, such as the local 4-H Endowment fund or 4-H Advisory Committee.
 - b. If members are continuing in other 4-H clubs, members can vote to divide the treasury with equal shares per member continuing in 4-H going to the new respective club(s) treasury.



- c. If the club disbanded and did not vote on distributing funds prior to disbanding, all club accounts must be closed. Under the direction of the local 4-H professional those funds must be donated, with preference to the local 4-H Advisory Committee. Other 4-H club(s) and affiliate(s) are also acceptable.
2. In instances where the club is **dividing**, the club's funds must be handled in one of the following ways:
 - a. Prior to division, the club may vote to divide the treasury with equal shares per member going to the respective new club(s) treasury.
 - b. If the club divided with mutual agreement, but members did not vote on dividing funds prior to the division, all club funds remain with the original club.
3. In instances where members and/or volunteers are **departing**, all club funds remain with the original club.

NOTE: Individual 4-H members or volunteers should **NOT** be given money to keep for themselves for any reason, including to resolve a dispute regarding final distribution of funds.

Materials and Property

1. In instances where the club is **disbanding**, the club's materials and property can be handled in one of the following ways:
 - a. Members vote to donate materials and property to another 4-H club or 4-H affiliate such as the local 4-H endowment fund or 4-H Advisory Committee.
 - b. If members are continuing in other 4-H clubs, members can vote to divide the materials and property to member(s) continuing in 4-H and turned over to the volunteers of the new respective club(s).
 - c. If the club disbanded and did not vote on distributing property and materials prior to disbanding, then under the direction of the local 4-H professional, those property and materials must be donated with preference to the local 4-H Advisory Committee. Other 4-H club(s) and affiliate(s) are acceptable.
2. In instances where the club is **dividing**, the club's materials and property can be handled in one of the following ways:
 - a. Prior to division, the club may vote to divide the club's materials and property, transferring an agreed upon portion of items to the new club(s).
 - b. If the club divided with mutual agreement, but members did not vote on dividing materials and property prior to the division, all club materials and property remain with the original club.
3. In instances where members and/or volunteers are **departing**, all club materials and property remain with the original club.

NOTE: At **NO** time shall individual 4-H members, volunteers, or non-4-H organizations be given materials for any reason.

Remember! It is important for members to vote on disbursement of funds, materials and property when clubs are dividing or disbanding. Contact your county 4-H professional for guidance throughout this process.