

## STANDING RULES

Revised May 2016

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2  
3 The Racine County 4-H Organization, Inc. will function in compliance with the Wisconsin 4-H  
4 Youth Development policies.

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6 All rules governing this organization shall be incorporated into these by-laws and any rules  
7 contradictory to these by-laws are hereby declared null and void.

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9 The by-laws shall be made available at the first Adult Leaders Association and Junior Leaders  
10 Association meetings conducted by the newly elected Presidents. These meetings are usually in  
11 September or October, and at any other time, as needed.

12  
13 The by-laws shall be reviewed annually and updated, as required of the Vice President/President  
14 Elect.

### 15 16 **Financial:**

- 17 • The fiscal year for this organization shall run July 1 through June 30.
- 18
- 19 • Annual enrollment fees are established at \$10.00 per youth not to exceed \$30.00 per family.  
20 Club fees are determined at the club level. Official enrollment must be through an approved  
21 4-H community club.
- 22
- 23 • \$1.00 a year accident insurance will be purchased for each 4-H youth and adult. At  
24 enrollment time, all clubs will be assessed \$1.00 per member/leader and \$1.00 additional per  
25 horse member/leader.
- 26
- 27 • Enrollment is to be completed online and fees are to be turned into your selected club on time  
28 to be considered a 4-H member.
- 29
- 30 • The Racine County 4-H Adult Leaders Association will pay a portion of the member's fees if  
31 she/he is awarded a trip to Citizenship Washington Focus in Washington, DC, State 4-H  
32 Youth Conference in Madison, or any other 4-H leadership event. The portion to be paid will  
33 be determined each year by the Board of Directors. Members must report back to either the  
34 Leaders Association or the Junior Leaders Association upon return.
- 35
- 36 • Reimbursement will be a portion of or up to the rate of 2/3 of the registration fee and the full  
37 amount of the total current volunteer mileage rate for leadership/training events outside of  
38 Racine County up to the amount of the line item in the budget. An estimated reimbursement  
39 should be submitted to the Board of Directors of the Leaders' Association at least one month  
40 prior to attendance for approval. In cases where this is not possible, persons requesting  
41 reimbursement may come before the Board of Directors to request reimbursement. If a large  
42 group of members is attending a conference 1 or 2 members may present to the Board as  
43 representatives for the whole group.
- 44
- 45 • No refunds will be given for youth/leader activities where monies have been collected and  
46 disbursed except with a doctor's excuse or upon appeal to the Board of Directors.

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48 **Awards**  
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- 50 • County Awards are based on forms filled out by members, completed record books, and  
51 participation in club, county, district, state, national, and international activities. In addition  
52 county interviews are required for Citizenship Washington Focus, State 4-H Youth  
53 Conference, WI Federation of Cooperatives, Key Award, Racine County 4-H Outstanding  
54 Youth, Honor Court, and national awards.  
55

- 56 • Once a member has been chosen or elected to attend Citizenship Washington Focus, State  
57 4-H Youth Conference, or National Awards, the opportunity of competition for that  
58 award is no longer available to that member unless its date conflicts with the county fair,  
59 or national or state 4-H participation. If other unforeseen circumstances arise, one must  
60 come before the Board to obtain permission to interview a second time.  
61

62 The final decision of awards will be made by the Adult Executive Officers with recommendation  
63 from the Awards Committee.  
64

65 **Membership**  
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67 Club Requirements  
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69 A club is approved by the 4-H Youth Development Educator and by completing proper  
70 paperwork. To be a chartered 4-H club in Racine County the following criteria must be met and  
71 maintained:

- 72 • Club Name  
73 • Five or more youth from at least three families and 2 adult leaders  
74 • Adult leadership that has been approved through the Youth Protection process  
75 • Educational plan which meets the purposes of the 4-H program  
76 • Youth involvement in leadership and decision-making  
77 • Meet on a continuing basis  
78 • Have written bylaws and constitution approved by its membership  
79 • Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion,  
80 sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental  
81 status.  
82

83 Failure of a 4-H Club to meet these requirements may result in the loss of the club charter and  
84 the use of the 4-H name and emblem. Annual renewal packets are due to the local UW-Extension  
85 office no later than November 1<sup>st</sup>.  
86

87 All approved 4-H clubs in Racine County will elect officers at the discretion of each club. The  
88 officer list should be submitted along with the club registration.  
89

90 4-H Membership  
91

- 92 a. 4-H membership is open to all youth beginning in 5K through one year beyond  
93 high school graduation and not to extend beyond the age of 19 as of December

- 94 31<sup>st</sup> of the enrollment year. Kindergarten, first, and second graders will  
95 participate in 4-H as Cloverbuds.  
96
- 97 b. Home Schooling - Children who are home schooled will participate in 4-H in  
98 their declared grade.  
99
- 100 c. Graduation – Racine County recognizes full graduation for those who wish to  
101 cease 4-H membership upon graduation from high school. High School seniors,  
102 and those participating as members in the year following high school graduation,  
103 will be eligible to participate through the entire  
104 4-H year.  
105
- 106 d. All participants in the Kindergarten, 1st and 2nd grade can only take the  
107 Cloverbuds Project.  
108
- 109 e. Third graders are eligible for no more than two projects.  
110
- 111 f. Any member in the 4th grade and up may take an unlimited number of projects.  
112
- 113 g. A member must be at least in the 4th grade of the enrollment year to take a large  
114 animal project. (Large animal projects include sheep, goats, swine, beef, dairy,  
115 and horse, and llamas) NOTE: Agricultural Society rule – member must be 10  
116 years old by January 1 and not more than 19 years old by January 1.  
117
- 118 h. Online Enrollment and Behavior Expectation are to be submitted online by these  
119 deadlines:
- 120 • November 1 – **Enrollment deadline** for all re-enrolling members.
  - 121 • March 1 – Deadline for any **project changes/additions** to be able to show  
122 in the Racine County Fair. New members enrolling by this date may  
123 exhibit at the county fair.
  - 124 • After March 1 – **New members** may enroll but cannot exhibit in the  
125 Junior Fair, but may still be eligible for Open Class.  
126
- 127 i. An enrollment and insurance fee, determined yearly by the Board of Directors of  
128 the Organization, must be paid to the selected club and online registration  
129 completed. The membership fee must be reduced or waived for individuals who  
130 make it known they are unable to pay the fee.  
131
- 132 j. Requirements for a member in good standing.  
133
- 134 1. Members must attend 50 percent of club general meetings and project  
135 meetings. Excused absence is granted at the discretion of the club and/or  
136 project leadership.  
137
  - 138 2. Performance – to be evaluated at the club level, and may include evaluation  
139 of:
    - 140 • Community Service
    - 141 • Fundraising Participation (at the club and county levels)

- 142 • Service on Committees
- 143 • Leadership
- 144 • Project Participation
- 145 • or other 4-H activities

146  
147 3. Record Keeping

- 148 • Members are ~~to~~ complete a record book ~~at~~ the end of each 4-H year.
- 149 • A complete record book is considered to be the green and gold pages
- 150 provided by the county and a project sheet for each project taken. The
- 151 Cloverbuds will complete the cloverbud record book.

152  
153 If requirements are not met, the member may re-enroll on a probationary status for

- 154 one year, which requires:
- 155 • limited enrollment to one project while on probationary status
  - 156 • that if the member is on probation based on project participation, that the
  - 157 member will not be eligible to enroll in that project while on probationary
  - 158 status.

159  
160 If a probationary member does not achieve good standing during the year of

161 probation, the member will be ineligible to rejoin 4-H in Racine County for one year.

162 This decision may be appealed to the Racine County 4-H Board of Directors.

163  
164 **Adult Participation Options**

165 1. Adult Volunteers serve in a variety of educational and organizational roles that provide

166 quality positive 4-H youth development programs for youth as:

- 167 a. Voting member of 4-H committees
- 168 b. Organizational leadership roles on 4-H Leader association groups
- 169 c. Chaperones for 4-H youth development experiences. Adult volunteers over 21 can
- 170 serve as overnight chaperones.

171 2. 4-H Youth development volunteer, including chaperones must complete the Youth

172 Protection process and be actively enrolled.

173  
174 Parents and guardians are expected to behave in ways that promote positive role modeling for all

175 youth. (See State Policy page 5)

176  
177 **Guidelines for 4-H Board of Directors Meetings:**

- 178  
179 • Attendance at Board meetings is the responsibility of all members. Any member who is
- 180 unable to attend a meeting should notify the Adult Leaders Association Secretary prior to the
- 181 meeting.
- 182  
183 • Meetings will be conducted using the current edition of Robert's Rules of Order Newly
- 184 Revised where they are not in conflict with the by-laws of this organization.
- 185  
186 • Minutes of the previous month's meeting and the agenda for the next meeting will be e-
- 187 mailed or mailed to all Board members at least 5 days prior to each meeting. This will enable
- 188 each Board member to acquaint themselves with the items to be discussed by the Board.

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- Persons not on the Board of Directors, who wish to speak at the Board of Directors meetings, will give one week advance notice to the President or in his/her absence, the Vice President, or the UW-Extension office.
  - The member will be given a specific time to speak at the meeting.
  - Whenever possible the Board will receive background information on the topic being presented by the speaker prior to the meeting.
  - Any decision by the Board will be conveyed to the speaker in writing within five days of the meeting by the Board President.

**General Policies:**

- No alcohol or illegal substances shall be served or consumed at any Racine County 4-H sponsored event.
- Lifeguards are required when youth are swimming or participating in water related activities, including canoeing, kayaking and boating. This includes at camp, club, program, or hotel.

**STANDING RULES  
RACINE COUNTY 4-H ORGANIZATION, INC.**

The county-wide Standing Rules are hereby accepted at the regular meeting of the Racine County 4-H Organization, Inc. Board of Directors as amended this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Leaders Association President

\_\_\_\_\_  
Leaders Association Vice President

\_\_\_\_\_  
Jr. Leaders Association President

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Jr. Leaders Association Vice President

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Member at Large

- 235 Passed BOD 8/96
- 236 Passed Leaders Association 8/96
- 237 Revised passed BOD 5/98
- 238 Revised passed Leaders Association 6/98
- 239 Revised passed BOD 4/2000
- 240 Revised passed Leaders Association 4/2000
- 241 Revised passed BOD 5/2/2002
- 242 Revised passed Leaders Association 5/28/02
- 243 Revised passed Leaders Association 10/25/04
- 244 Revised passed by BOD & Leaders Association 4/2006
- 245 Passed Leaders Association \_May 28, 2013 \_\_\_\_\_
- 246 Revised passed by BOD & Leaders Association 5/2016

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