

## STANDING RULES

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

All rules governing this organization shall be incorporated into these By-laws, Constitution and Standing Rules and any rules contradictory to these By-laws, Constitution and Standing Rules are hereby declared null and void.

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

The By-laws, Constitution and Standing Rules shall be reviewed annually and updated, as required of the Vice President/President Elect.

### **Financial:**

- The fiscal year for this organization shall run July 1 through June 30.
- Annual enrollment fees are established at \$10.00 per youth not to exceed \$30.00 per family. Club fees are determined at the club level. Official enrollment must be through an approved 4-H community club.
- \$1.00 a year accident insurance will be purchased for each 4-H youth and adult. At enrollment time, all clubs will be assessed \$1.00 per member/leader and \$1.00 additional per horse member/leader.
- Enrollment is to be completed online and fees are to be turned into your selected club on time to be considered a 4-H member.
- The Racine County 4-H Adult Leaders Association will pay a portion of the member's fees if she/he is awarded a trip to anything identified in the Trips/Experiences and Awards Application. The portion to be paid will be determined each year by the Board of Directors. Members must report back to either the Leaders Association or the Junior Leaders Association upon return.
- Prior to any request of funding by the Board of Directors the member must first request funding from their club. The Board of Directors reserves the right to limit the number of events/activities that an individual member may request. Request may not exceed \$1200 per calendar year, per member. After any request has been granted the member must give a summary of their experience and what they learned to either the Adult Leaders Association or the Junior Leaders Association upon return.
- Reimbursement to volunteers will be a portion of or up to the rate of 2/3 of the registration fee and the full amount of the total current volunteer mileage rate for leadership/training events outside of Racine County up to the amount of the line item in the budget. An estimated reimbursement should be submitted to the Board of Directors of the Leaders' Association at least one month prior to attendance for approval. In cases where this is not

possible, persons requesting reimbursement may come before the Board of Directors to request reimbursement. If a large group of members is attending a conference 1 or 2 members may present to the Board as representatives for the whole group.

- Grant Program for families with limited resources or experiencing a financial hardship.
  - a. Grant program only provides funding for county, regional, state or national 4-H programs or events.
  - b. 4-H member must complete an application requesting funding one month prior to the 4-H event/program/activity.
  - c. The application goes to the Extension staff. They will utilize a set aside amount designated by the Board of Directors for grants based on financial hardship.
  - d. This policy does not apply to any event in which funding is already provided, for example: anything within the Experiences & Awards Application.
  - e. Funding can be received up to a maximum amount of \$150 per individual with a maximum amount of \$1500 for all requests from different individuals for a program calendar year (Oct- Sep).
- No refunds will be given for youth/leader activities where monies have been collected and disbursed except with a doctor's excuse or upon appeal to the Board of Directors.

### **Awards**

- County Awards are based on forms filled out by members, completed record books, and participation in club, county, district, state, national, and international activities. In addition county interviews are required for anything identified in the Experiences & Awards Application.
- Once a member has been chosen or elected to attend anything identified in the Experiences & Awards Application, the opportunity of competition for that award is no longer available to that member unless its date conflicts with the county fair, or national or state 4-H participation. If other unforeseen circumstances arise, one must come before the Board to obtain permission to interview a second time.

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

### **Membership**

#### Club Requirements

A club is approved by the 4-H Youth Development Educator and by completing proper paperwork. To be a chartered 4-H club in Racine County the following criteria must be met and maintained:

- Club Name
- Five or more youth from at least three families and 2 adult leaders
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis

- Have written bylaws and constitution approved by its membership
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
- Continuation in good standing with regards to any fees, funds or money owed on behalf of the club.

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

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

#### 4-H Membership

- 4-H membership is open to all youth beginning in 5K through one year beyond high school graduation and not to extend beyond the age of 19 as of December 31<sup>st</sup> of the enrollment year.
- Homeschool- Children who are home schooled will participate in 4-H in their declared grade.
- Graduation – Racine County recognizes full graduation for those who wish to cease 4-H membership upon graduation from high school. High School seniors, and those participating as members in the year following high school graduation, will be eligible to participate through the entire 4-H year.
- All participants in the Kindergarten, 1st and 2nd grade can only take the Cloverbuds Project.
- Third graders are eligible for no more than two projects.
- Any member in the 4th grade and up may take an unlimited number of projects.
- A member must be at least in the 4th grade of the enrollment year to take a large animal project. (Large animal projects include sheep, goats, swine, beef, dairy, and horse, and llamas) NOTE: Agricultural Society rule – member must be 10 years old by January 1 and not more than 19 years old by January 1.
- Online Enrollment and Behavior Expectation are to be submitted online by these deadlines:
  - November 1 – **Enrollment deadline** for all re-enrolling members.
  - March 1 – Deadline for any **project changes/additions** to be able to show in the Racine – County Fair.
  - March 1 – New members enrolling by this date may exhibit as a 4-H member at the county fair.
  - After March 1 – **New members** may enroll but cannot exhibit in the Junior Fair, but may still be eligible for Open Class.

- An enrollment and insurance fee, determined yearly by the Board of Directors of the Organization, must be paid to the selected club and online registration completed. The membership fee must be reduced or waived for individuals who make it known they are unable to pay the fee.
- Requirements for a member in good standing.

Members must attend 50 percent of club general meetings and project meetings. Excused absence is granted at the discretion of the club and/or project leadership.

1. Performance – to be evaluated at the club level, and may include evaluation of:
  - Community Service
  - Fundraising Participation (at the club and county levels)
  - Service on Committees
  - Leadership
  - Project Participation
  - or other 4-H activities
2. Record Keeping
  - Members are to complete a record book at the end of each 4-H year.
  - A complete record book contains on-going points participation pages, the current year information pages and a project sheet for each project taken.

If requirements are not met, the member may re-enroll on a probationary status for one year, which requires:

- Limited enrollment to one project while on probationary status
- That if the member is on probation based on project participation, that the member will not be eligible to enroll in that project while on probationary status.

If a probationary member does not achieve good standing during the year of probation, the member will be ineligible to rejoin 4-H in Racine County for one year. This decision may be appealed to the Racine County 4-H Board of Directors.

#### Adult Participation Options

1. Volunteers serve in a variety of educational and organizational roles that provide quality positive 4-H youth development programs for youth as:
  - a. Voting member of 4-H committees
  - b. Organizational leadership roles on 4-H Leader association groups
  - c. Chaperones for 4-H youth development experiences. Adult volunteers over 21 can serve as overnight chaperones.
2. 4-H Youth development volunteer, including chaperones must complete the Youth Protection process and be actively enrolled.

Parents and guardians are expected to behave in ways that promote positive role modeling for all youth. (See State Policy page 5)

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

- Attendance at Board meetings is the responsibility of all members. Any member who is unable to attend a meeting should notify the Adult Leaders Association Secretary prior to the meeting.
- Meetings will be conducted using the current edition of Robert’s Rules of Order Newly Revised where they are not in conflict with the by-laws of this organization.
- Minutes of the previous month’s meeting and the agenda for the next meeting will be emailed to all Board members at least 5 days prior to each meeting. This will enable each Board member to acquaint themselves with the items to be discussed by the Board.
- 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 either verbally during the meeting or 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.
- No individual shall carry a gun to any Racine County 4-H sponsored event unless it meets the 4-H state regulations.
- 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.

**Amendments:**

- Section 1. Any member of the Association may propose an amendment to the Standing Rules at a Leaders Association meeting.
- Section 2. A committee may be appointed to revise the Standing rules if either a majority vote at a meeting of the Leaders Association or 2/3 vote of the Board of Directors decides that the Standing Rules requires revision.
- Section 3. To approve any amendments to the Standing Rules, the proposed Standing Rules amendments will be first reviewed at a Board of Directors meeting. Then the proposed Standing Rules amendments must reviewed twice and voted upon by majority of the total members present at the second Leaders Association review meeting.

**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\_\_

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

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

\_\_\_\_\_  
Member at Large

\_\_\_\_\_  
Member at Large

Passed BOD 8/96  
Passed Leaders Association 8/96  
Revised passed BOD 5/98  
Revised passed Leaders Association 6/98  
Revised passed BOD 4/2000  
Revised passed Leaders Association 4/2000  
Revised passed BOD 5/2/2002  
Revised passed Leaders Association 5/28/02  
Revised passed Leaders Association 10/25/04  
Revised passed by BOD & Leaders Association 4/2006  
Passed Leaders Association \_May 28, 2013 \_\_\_\_\_  
Revised passed by BOD & Leaders Association 5/2016  
Revisions passed by BOD 6/2018  
Revisions passed by Leaders Association 10/2018  
Revisions passed by BOD 6/2020  
Revisions passed by Leaders Association 6/2020

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.