

## Clallam County 4-H Council Standing Rules

*This updated rule document replaces any previous Clallam County 4-H Council policy or rule documents. As per constitution and bylaws, any changes to standing rules must be submitted as a motion in writing and tabled until the following council meeting. Rule changes may be voted on at the meeting following the original motion.*

### Dates to Know:

- December 1st: Fall club enrollments with mgmt. fees, Club audit due to the Extension office.
- April 1<sup>st</sup>: Scholarship Applications (with Record Books) due to Extension office by 4:00pm.
- June 1st: Deadline for member enrollment for fair participation and project changes.
- August 1st: For fair-record books up to date, checked by club leader, due to office by 4PM
- October 1st: Enrollment for 4-H year opens. For year-end completion-record books completed, judged by leader, containing awards cover page, application, and/or leader nominations, due to office by 4PM.

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## **GENERAL RULES**

1. **WSU Non-Discrimination Statement** WSU Extension programs, employment, and volunteer service are available to all without discrimination. Concerns regarding potential discrimination may be reported through your local Extension office.
  
2. **4-H Policy and Procedures:** All Clallam County 4-H Program/Groups must adhere to the policies and procedures outlined in the current Washington State University 4-H Policy and Procedure Handbook and any regional or county procedures and policies. 4-H Clubs may vote to have additional club rules as long as they follow 4-H policy and procedure.
  
3. **Council Finances**
  - a. Council will collaborate with the Extension office to provide financial assistance funds for youth club membership fees.
  - b. All monies from Leader's Council Fundraisers must be turned in to Council Treasurer or Extension office no later than one week after the end.
  - c. To request funds from a line item (example: Horse Leaders), the group must complete a **A2-Request for Reimbursement** form along with the receipt.
  - d. Clubs/4-H members may request Council funds/support for any 4-H related needs. See **A1-Request for Council Funds or Support** form.
  
4. **State Leader's Forum**
  - a. Council will annually pay for the conference registration fees (early bird) for up to 2 designated voting members at Forum. In October, any state council voting items will be presented to council and the votes will be determined. Voting representatives at the state meeting will vote according to the determination of the council.
  - b. Council will select a Leader of the Year. Nominations must be turned in to the Extension office or brought to the March meeting (See A3-Leader Nomination Form). Leader of the Year will be selected at the March meeting. Council will pay the forum conference registration for the Leader of the Year.
  
5. **4-H Educational Components**
  - a. Record Books- See B2&B3 Record Book Procedures. Record Book procedures may be updated annually based on recommendations from the record book committee and 4-H professional.
  - b. Demonstrations- See B4 Demonstration Procedure. Procedures will be updated annually based on recommendations from the council and 4-H professional.
  - c. Posters/Displays-See B5&B6 Poster/Display procedures. To qualify for fair judging, posters and displays must be turned in by August 1<sup>st</sup> to the Extension office. Procedures will be updated annually based on recommendations from the council and 4-H professional.

## **FAIR, EVENTS AND 4-H YEAR COMPLETION**

**6. 4-H Fair Participation-** To qualify as a 4-H exhibitor and compete in 4-H Shows at the Clallam County Fair, Clallam County 4-H members MUST:

- a. Be an active 4-H club member in good standing by June 1<sup>st</sup>.
- b. Be enrolled in 4-H Online in each 4-H project they plan to exhibit in the fair by June 1st.
- c. Complete an up-to-date 4-H record book and turn it in to their club leader before August 1<sup>st</sup>. The Record Book committee (in cooperation with the 4-H professional) makes the determination if a 4-H record book is complete (see B3 Record Book Grievance procedure).
- d. Attend 60% of club meetings since time of enrollment.
- e. Complete a club level 4-H Demonstration prior to August 1<sup>st</sup>.
- f. Meet all project area (see project section) and fair entry requirements (see Fair Exhibitor's Guide).

### Exceptions:

- g. 1<sup>st</sup> year members joining after June 1st and meeting club requirements may participate in any of the following 4-H fair activities - judging, quality assurance, herdsmanship (barn duty), 4-H in Action, or other barn activities.
- h. 4-H Special Interest (short term) program participants may enter up to 3 non-animal exhibits in the 4-H Building.
- i. All 4-H members may enter up to 5 "out-of project" items in the 4-H building. These items will not be eligible for state fair.

By the Fair participation due date (August 1<sup>st</sup>), Club Leadership MUST:

- j. Check all club record books and turn them in to the Extension office by 4:00pm on August 1 (or the following Monday if it falls on a weekend). See B3 Record Book Procedure.
- k. Complete and turn in the A4 **Fair Participation Club List** with all active 4-H club members and volunteers who are planning to attend Clallam County Fair.

## **7. Fair**

- a. Council will purchase a four day pass (armband) for each qualifying 4-H exhibitor. 4-H exhibitors are expected to complete herdsmanship (barn duty) according to each project's requirements.
- b. Council will purchase a volunteer pass (armband) for each active enrolled 4-H volunteer who has attended at least one council meeting in the current 4-H year. 4-H Volunteers are expected to volunteer at least 2 hours per day of the fair.

## **8. County-wide special events**

- a. Shows/special events must adhere with the county B7 **Special Event Checklist**.
- b. State Qualifying Shows- All state qualifying shows must be preapproved by Council at least 30 days in advance of the show.

- 9. Year End Completion- October 1 Due date.** To complete the 4-H year, Clallam County 4-H members must:
- Complete all requirements for the August 1<sup>st</sup> deadline.
  - Complete a 4-H record book and turn it in to club leadership prior to October 1<sup>st</sup>.

Club Leadership must:

- Judge all club record books for youth not applying for awards and turn them in by 4:00pm on October 1 (or the following Monday if it falls on a weekend).
- If youth are applying for year-end awards include D2 Award Cover Sheet, Award Application page(s), and D3 Leader nomination (if applicable). Leader should check books for completeness. See Record Book Procedure.
- Turn in the A6 **Year-End Completion Club List** with all active 4-H club members and enrolled volunteers.

**4-H PROJECT AREAS** \* These are specific council requirements and are not inclusive of all requirements. See also the Fair Exhibitor guide and documents listed below for additional project entry requirements.

## 10. Club Project Leaders

All clubs/groups must have at least one enrolled Adult volunteer leader in each project area that is supported by the club. Leaders may be enrolled in multiple project areas to meet this requirement. Teen volunteers are encouraged to work with the Adult volunteers in leadership roles.

## 11. Leadership Project

- Youth enrolled in the Leadership project and meeting all project requirements (including completing a project record for Leadership) in their 4-H year will receive a pin and recognition at the annual achievement program.
  - Junior Leaders must be an intermediate member of the current year.
  - Teen Leaders must be a senior member of the current year.

## 12. Non-Animal (Still Life) projects.

- Exploring 4-H (formerly Adventures in Family Living) project is For Cloverbud and Junior Members only. This project is a sampler project designed for younger 4-H youth to explore multiple project areas. Any non-animal project work may fall under this project. Members completing this project may enter any area of exhibits in the 4-H building. Intermediates and Seniors must enroll in the specific project area.

## 13. 4-H Project Animals

- Animals must be under the 4-H member's regular care and management for the following periods of time prior to the official county exhibit activity, including junior livestock shows:
 

o Breeding Beef—90 days	o Cats—60 days	o Cavies—45 days
o Dairy (except Dairy Heifer Replacement)—90 days	o Equine—90 days	o Dairy Heifer Replacement—60 days
o Dogs—60 days	o Market Beef—120 days	o Goat—60 days
o Llama—90 days	o Rabbits and Poultry—45 days	
o Sheep and Swine (Breeding and Market)—60 days		

- b. Animal Appeal procedure. In the event that the project animal is deemed unsafe by 4-H leader, or is unable participate in the Clallam County Fair due to illness or injury (must have letter from a veterinarian) the 4-H member may request a substitute (or grievance) animal.
- 4-H member must complete the A7 **Clallam County 4-H Grievance/Appeal Form**.
  - Animals with serious injury or illness must have a letter from a veterinarian.
  - Horse project members must have notarized proof of right to use new horse.
  - Extension Staff, Project Committee Chair, or Council Executive Committee member calls grievance meeting. Must have volunteers from a minimum of three clubs present. Each club has one vote.
  - All interested parties may come and speak. Non-voting parties will leave. The committee, one leader per club present, will discuss and vote.
  - The meeting chairperson will notify family and club leader of decision. Committee decision will be final.
  - No grievance will be heard after the Aug 1<sup>st</sup>.
  - If grievance horse is accepted, new horse must be signed off by the weekend before fair.
  - A grievance animal is not eligible for STATE.
- Note: This procedure is for 4-H exhibit only. For auction eligibility, contact the CCJLA committee.
- c. 4-H Animals brought to any 4-H function must be able to be handled safely by the member and must be clean in order to protect participants and observers from illness or injury. Failure to address these issues will result in unsafe animals being ineligible for participation in 4-H events. If it is determined by 4-H volunteers and/or staff that an animal is demonstrating unsafe behavior, the member must remove the animal from the event.

#### 14. Horse Project-

- a. See C1 **Clallam County 4-H Horse Rule Book** for program rules. Horse committee will annually review county Horse program rule book and make updates as needed.
- b. All clubs hosting horse projects must have at least one representative that attends 60% of Horse Committee meetings.
- c. Club Horse Lists (stating intended project animals) are due to Horse program leader by June 1<sup>st</sup> of each year.
- d. Sign off sheets are due August 1<sup>st</sup> to Horse Superintendent with Fair Entry forms.
- e. Horse project members must declare state intent by April 1<sup>st</sup>. Page 1 of the Horse State Intent form is due April 1<sup>st</sup>. Page 2 of the Horse State Intent form is due August 1<sup>st</sup>.

#### 15. CCJLA Projects (Market Beef, Swine, Sheep, Goat, Rabbit, and Poultry)-The CCJLA is a partner organization governed by the Clallam County Junior Livestock Auction committee.

- a. *All clubs hosting Auction projects should have a designated adult volunteer representative that attends the CCJLA Mandatory Parent Meeting and Quality Assurance Class annually. Club leader participation at CCJLA committee meetings is strongly encouraged.*
- b. See current **CCJLA Rules** (available from the CCJLA committee) for mandatory requirements for auction participation.

## 16. Dairy Cattle Project

- a. Youth will declare their dairy project animal(s) and turn in a completed C2 Dairy Certificate (WSU Pub. CO234E) for each animal to the cattle barn superintendent by August 1<sup>st</sup>. Youth are encouraged to turn in certificates for every animal they anticipate working with. *Updated 7/2017*

## COUNCIL PROGRAMS

### 17. Council Scholarship Program

- a. The council will provide a scholarship program for 4-H youth who meet qualifications. See D1 **Council Scholarship Program Application and Requirements**. The scholarship committee will annually review the scholarship program information and make updates as needed.
- b. A minimum scholarship will be awarded to qualifying 4-H graduating seniors. Additional scholarship funds may be awarded based on funds available and number of qualifying youth.
- c. Council will hold a fundraiser annually to support scholarships. 4-H club members in grades 8-12 must qualify each year (up to 5 years) by participating in the annual scholarship fundraiser.
- d. Youth must have participated in 4-H (at minimum) their 11th and 12<sup>th</sup> grade year.
- e. Graduating seniors must turn in up to date record books with Scholarship Applications by April 1<sup>st</sup> to Extension office and complete their 12<sup>th</sup> grade 4-H year.

### 18. Awards/Achievement Program

- a. The council will provide an awards and achievement program for 4-H youth who meet qualifications. See D4 **Clallam County Awards Handbook** for specific Award information. The Awards committee will annually review the awards handbook and make updates as needed.
- b. Council will purchase and award year pins for all youth members who complete their 4-H year.
- c. Council will provide pins awards for all first year club volunteers, and for volunteers reaching 5 year increments of service.
- d. Council will get all traveling plaques engraved annually with award recipients, and purchase small plaques for standing awards.
- e. If an award is sponsored, the sponsor will pay for the initial plaque. If a sponsor wants their name on ongoing awards, that sponsor must support those awards financially.
- f. New awards must be sponsored and introduced for approval to Council by March 1 of the current 4-H year to be included in the annual Awards Handbook.

## **GRIEVANCES**

### **19. Communication and filing Grievances**

If you have a concern related to the 4-H council rules or procedures, believe that a 4-H council rule or procedure has been incorrectly applied or interpreted, or you feel that you were somehow treated unjustly, please follow these steps:

1. 4-H club or project leaders can answer most questions. Talk to your 4-H Club or project leader as your first action. If talking to your club or project leader is not appropriate, go to step 2.
2. If your concern cannot be resolved by your club or project leader, complete and sign the A7 **Clallam County 4-H Grievance/Appeal Form** and turn it in to the 4-H office and/or 4-H Council Executive Committee member.
3. 4-H Staff or a Council Executive Committee member will activate the Council Executive Committee for a grievance meeting. The board will make a determination on how to address the grievance/concern and make their recommendations to 4-H faculty or staff. 4-H Staff will determine if there are further actions to be taken. The final determination regarding the grievance will be communicated to the 4-H member/family.