

# **CONSTITUTION AND BYLAWS Of the East Adams 4-H Leaders Council**

Date Adopted: July 2006

Date Revised: February 12, 2024

## **ARTICLE I NAME**

### **Section 1:**

The name of this organization shall be the East Adams County 4-H Leaders Council, hereafter referred to as Council. The principal location of the Council is Adams County, c/o WSU Adams County Extension 205 W. Main Ave., Ritzville, WA 99169.

### **Section 2:**

There shall be only one such organization in the county, superior to and inclusive of 4-H clubs, sub councils, and advisory or sponsoring committees.

### **Section 3:**

A 4-H club shall choose its own name, providing it is not a duplicate of another club name in the county, nor in conflict with Civil Rights Compliance Acts.

### **Section 4:**

Each club, upon deciding a name, must complete and submit a Request for Organizations to use the 4-H Name and Emblem to the Extension Office.

## **ARTICLE II 4-H PLEDGE/MOTTOES/SLOGAN**

### **SECTION 1: 4-H PLEDGE**

I pledge My HEAD to clearer thinking,  
My HEART to greater loyalty,  
My HANDS to larger service,  
and My HEALTH to better living,  
for my club, my community, my country, and my world.

### **SECTION 2: CLUB MOTTO**

National 4-H Club Motto..."To Make the Best Better."

### **SECTION 3: SPORTSMANSHIP MOTTO**

Sportsmanship Motto..."Keep Your Head When You Win, and your Heart when You Lose."

### **SECTION 4: SLOGAN**

Slogan..."Learn by Doing."

## **ARTICLE III PURPOSE**

### **SECTION 1: PURPOSE OF 4-H**

4-H Clubs, WSU cooperative programs and activities are organized with the help of County Extension Educators for instruction and educational materials. Adult volunteers in the local communities teach 4-H'ers to:

- Be good citizens in their home, club, and community.
- Develop into good neighbors through wholesome companionship in club and community activities.
- Learn to work with people carrying out group projects and plans.
- Grow in wisdom and stature through mature guidance in varied experiences.

### **SECTION 2: WSU, EXTENSION AND COUNTY PARTNERSHIP**

A three-way partnership between Washington State University Extension, Adams County and USDA provides instruction, training and educational materials for the 4-H clubs, programs, and activities in Adams County.

## **ARTICLE IV CLUB ORGANIZATION**

### **SECTION 1: TYPES OF 4-H CLUBS**

A 4-H club is an organized group of youth (See Section 6.1 for further definition), led by a Certified 4-H Volunteer, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and will have elected youth officers or youth leaders and a set of bylaws approved by the membership to govern the club. These clubs have an official signed 4-H Charter. The types of 4-H enrollment are defined as:

- Traditional Club
- Family 4-H Group
- Special Interest
- School Enrichment

### **SECTION 2: TRADITIONAL CLUB**

- A) There are many projects or subject areas from which to choose. Educational materials for these projects are made available by WSU Extension.
- B) The State Enrollment Fee is required for participation in 4-H. The State Enrollment Fee is set prior to the first day of enrollment (October 1 of each year) and will be set for that 4-H year. Additional fees may be collected to cover program costs, including but not limited to, supplies and materials, and conference or event fees.
- C) Clubs are organized and led by volunteer leaders from the community, who have skills in the 4-H project.
- D) A club may be centered around one project, or it may include several project areas. Projects can vary within the same club from year to year. Many clubs may have duplicate projects.
- E) The size of the club may be set by abilities and limitations of a leader, i.e., Safety, Parental Participation, Teen Leadership.

- F) A club will be responsible for its own meetings. They must set the time, place, and frequency for the meetings.
- G) A business meeting may be held separately or in conjunction with a project meeting.

### **SECTION 3: FAMILY 4-H GROUP**

- A) Individual Study/Mentoring/Family Learning consists of planned learning that occurs independently of a formal group setting as an individual, paired, or family learning effort. Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an “expert,” and families learning together.
- B) NOTE: This type of 4-H experience is not eligible for tax exempt status; therefore, no donations of any monies/gifts can be accepted UNLESS expressly indicated that they are not tax-exempt. Use of the name and emblem may be extended through an official notification from the local WSU Extension office.

### **SECTION 4: SPECIAL INTEREST**

For example: school-age childcare, camps, Know Your Government, Exchange, and other short-term groups.

### **SECTION 5: SCHOOL ENRICHMENT**

Volunteers and/or Extension Educators use 4-H materials to present hands-on learning to school students.

### **SECTION 6: ENROLLMENT PERIOD**

The 4-H program year is October 1 through September 30. July 31 is the last day for processing enrollments through the computer.

## **ARTICLE V MEMBERSHIP**

### **SECTION 1: MEMBERSHIP POLICIES**

- A) Refer to Washington State 4-H/Youth Program Policy (EM0758).
- B) Any youth that has completed an individual enrollment in an organized, ongoing local 4-H unit, and is aware of their involvement in 4-H is classified as an “Enrolled 4-H Youth Member.”
- C) The following age groups (as reflected on October 1st of the current 4-Hyear) are identified for special programs and activity participation, including all competitive events/activities, within the WSU 4-H Youth Development Program:
  - Cloverbuds: 5 to 7 years of age
  - Youth Members: 8 to 18 years of age, split into three distinct groups:
    - Junior: 8 to 10 years of age
    - Intermediate: 11 to 13 years of age
    - Senior: 14 to 18 years of age
- D) Cross-age division competitive events are not allowed. In those situations where teams cannot be filled with same age-level members, younger members may move up an age group to compete with an older age group, but older group ages may not move down an age group to compete against a younger age group.

- E) Enrolled 4-H Youth Members must have reached their 8th birthday on or before October 1st of the current 4-H year to be eligible for:
- Competitive situations, including livestock shows or sales
  - Enrollment in large animal projects including Beef, Dairy, Goat, Horse, Sheep, Alpaca/Llama, and Swine
  - Enrollment in shooting sports projects
  - Enrollment in projects using motorized vehicles
  - Enrollment in food preservation projects
- F) Cloverbuds may participate in age-appropriate activities and projects.
- Projects recommended for Cloverbuds youth may include Dog, Cat, Poultry, Rabbit, Pygmy or Novelty Goat, Horseless Horse, Cavy, Exploring the World of Small Animals, Exploring Farm Animals, Discovery, Creative Arts, Performing Arts, Aerospace, Bicycle, Computer, Photography, Clothing, Just Outside the Door, and Exploring 4-H.
  - A novelty goat is defined as a small goat that is purebred or cross-bred lineage; is up to 23 inches in height and weighs no more than 65 pounds.
- G) Cloverbuds may not participate in competitive activities.
- H) Cloverbuds should demonstrate competence in exhibiting and caring for animal projects prior to exhibiting at fairs, shows, or similar events.
- I) Special Education youth who have reached their 19th birthday (on or before October 1st of the current 4-H year) through those who have not reached their 22nd birthday (on or before October 1st of the current 4-H year), may enroll with the approval of the WSU Extension 4-H faculty.
- J) Youth that are married and/or youth that are parents are allowed to participate in all activities within the 4-H program.
- K) 4-H Shooting Sports  
Leaders in 4-H Shooting Sports projects must complete all Washington State 4-H Shooting Sports Training requirements. In Shooting Sports projects, lead instructors must be a minimum of 21 years old; assistant instructors must be at least 18 years old; and teen leaders must be at least 14 years old. Shooting Sports members and leaders must wear appropriate hearing and eye protection. A Washington 4-H Youth Member may not enroll in shooting sports projects without direct supervision of a certified instructor in the project area and discipline. All 4-H Shooting Sports policies can be found on the WA 4-H web page: <https://extension.wsu.edu/4h/projects/shooting-sports/>, or by contacting your local Extension office.
- L) Food Preservation  
Leaders who wish to enroll and lead Food Preservation Projects must complete the Certified Washington State Food Preservation Training, "Preserve the Taste of Summer."
- M) The county of residence is the primary county for 4-H enrollment. Youth are encouraged to enroll in their home county. In any case, a 4-H member cannot be enrolled in the same project in different counties at the same time.
- N) 4-H members transferring from one county to another should be accepted by that county and given full credit for their past 4-H work achievements.
- O) Enroll in 4-H using the <https://v2.4honline.com> 4-H online system. Assistant will be provided by the Lincoln-Adams WSU Extension Office.
- P) 4-H Youth Development is committed to providing safe and inclusive

environments for all youth and adults regardless of race; sex; gender; sexual orientation; gender identity; gender expression; religion; age; color; creed; national or ethnic origin; citizenship; physical, mental, or sensory ability; genetic information; and/or status as an honorably discharged veteran or member of the military.

- Q)
- R) Members exhibiting animals must be enrolled in the appropriate 4-H project prior to deadlines set forth under The State 4-H Livestock Management and Ownership Policy. (See ARTICLE VIII, Section 4 B)
- S) Members participating in 4-H events will be expected to conduct themselves in a manner reflecting a positive 4-H image. If behavior is not appropriate, the party or parties may be asked to leave by the Event Committee in charge.

## **SECTION 2: INSURANCE COVERAGE**

Volunteer Liability Certified 4-H Volunteers are protected under the state of Washington tort claims law, RCW 4.92.060, for acts or omissions while performing, or in good faith purporting to perform, their official duties. All Certified 4-H Volunteers must individually enroll through the local WSU Extension office and report their hours for WSU to assume responsibility for liability protection for adult volunteers.

## **SECTION 3: MEMBERSHIP IN MORE THAN ONE CLUB**

Members enrolled in more than one club are subject to the requirements of each club.

# **ARTICLE VI LEADERSHIP**

## **SECTION 1: LEADER REQUIREMENTS**

4-H clubs may be organized only when adequate leadership is provided.

- A) All new 4-H leaders must complete Volunteer Leader Training conducted by WSU Extension.
- B) When requested, "adequate leadership" will be determined by the Leaders' Council Advisory Board and WSU Extension Educator.
- C) Volunteer leaders must be willing and capable of assuming responsibilities of establishing positive and knowledgeable guidance for youth within confines of State and County 4-H Policy. Leaders may be terminated by WSU Extension & County Leaders' Council.
- D) Each year Lincoln and Adams County Extension conducts a "Kickoff Night" (scheduled in the fall) for the purpose of updating and training 4-H Adult Volunteers regarding current 4-H activities, policies, and procedures. It is mandatory that each Club have a representative in attendance. It is recommended that the Club representative be the Head Club Leader and/or at minimum one additional Adult Volunteer. The Council has determined that Adult Volunteers from Clubs that DO NOT have representation will not be approved in 4-H Online for membership renewal. Clubs that are not represented by at least one Adult Volunteer must make special arrangements to contact the WSU Extension Program Coordinator to be

updated on program content that was missed (Adopted 2/12/2024).

- E) Adult Volunteers from Clubs that fail to submit their required Year-end Financial documents (due October 1<sup>st</sup>) WILL NOT be approved in 4-H Online for membership renewal until that Club submits said documents (Adopted 2/12/2024).

## **SECTION 2: LEADER RESPONSIBILITIES**

There are several categories of volunteer leadership: Volunteers must enroll as leader after October 1st and prior to July 31<sup>st</sup> for the current 4-H year.

- A) 4-H Group (organizational) Leader is responsible for:

- the operation of the 4-H club/group, filing of enrollment and completion forms and distributing project materials.
- organizing the club/group
- guiding the club's general meetings
- enrolling and re-enrolling members and leaders
- recruiting project and activity leaders
- attendance at activities related to their area of responsibility.
- helping plan the club's program.
- advising officers and teen leaders
- involving parents in the 4-H program
- guiding plans for community projects
- informing the public about 4-H activities
- ordering supplies
- participating in County Leaders' meetings and reporting
- serving on County Leader Committees to plan activities.
- reviewing members record books.
- submitting Treasure's records to Extension Office.
- organizing and collecting completion pins and certificates from Extension Office.
- encouraging members to turn in forms for County awards, State-National Awards, Scholarships, and Grants.

- B) 4-H Project Leader is responsible for:

- finding or giving project assistance in the 4-H club. Ideally, a club would have at least one project leader for each project carried out in the club.
- teaching and keeping current on project subject matter.
- organizing the project group; scheduling meetings
- helping members and parents choose a project, plan it, and learn it
- helping members keep records.
- integrating project group into the general club
- helping project members plan and present demonstrations.
- presenting educational programs for the general club
- helping guide community projects
- encouraging members to turn in forms for County Awards, State-National Awards Scholarships, Grants

- participating in County Leader meetings.
  - serving on County Leader Committees to plan activities.
- C) 4-H Activity Leader is responsible for:
- assisting or coordinating designated 4-H activity(is) in the 4-H club such as tours, hikes, cookouts, songs, recreation, community service, fairs parent night, presentations, record books, etc.
  - attending relevant leader meetings
- D) 4-H Resource Leaders may be responsible for:
- promoting 4-H
  - helping get new clubs started.
  - recruiting and/or training new leaders
  - judging or helping at contests and activities or
  - helping with fairs, camps, county, or area events
  - serving as a resource to one or more clubs for information about a specific project area.
- E) 4-H County Program Leader:
- works with other 4-H leaders in an area or County to coordinate a specific project, such as Camps, Ambassadors, Cultural exchange, Know Your Government, Livestock, Horses, Family and Consumer Science, etc.
- F) 4-H School Enrichment Volunteer:
- teaches or helps teach hands-on science skills to youth in a classroom during school hours.
  - project may be taught in one class period session or in a series of sessions.

### **SECTION 3: LEADER RECOGNITION**

Leaders may be recognized for their time and effort in many ways at club level.

- A) A leader completing his/her 1st year of 4-H leadership shall be awarded a leadership pin. Successive years of service shall be recognized with Certificates of Leadership denoting the years of service. Five, 10, 15 etc. years of service to 4-H leadership shall be awarded clover pins and certificates.
- B) Activity, Resource, Program, Special Interest and School Enrichment leaders will receive certificates of leadership annually.
- C) Special Recognition Awards may be presented.

### **SECTION 4: CLUB POLICY-MAKING AND MANAGEMENT DECISIONS**

Leadership decisions involving club level policy and management must be reached by the consensus of all the leaders of that club.

- A) Leaders' Council
- B) All leaders of each club in the county have the opportunity and are encouraged to attend leaders' meetings - (East Adams County Leaders' Council) and have a voice in the East Adams County 4-H governing body.
- C) Standing committees of leaders and other volunteers will be

nominated/appointed annually with the leadership being rotated among the communities to plan and conduct county level 4-H activities and events with help of WSU Extension Educators.

D) WSU Extension

E) provides training and support for Volunteers.

## **ARTICLE VII PROJECTS & PUBLICATIONS**

### **SECTION 1: PROJECTS**

Selection of projects in which enrolled should be made carefully.

- A) Leaders should discuss guidelines for the projects with the members' parents as listed in EM2778 - Projects & Publications before selecting project(s) to enter on Enrollment Form.
- B) For each project enrolled there must be a certified project leader enrolled to facilitate member's education in that project.
- C) Projects may be added, dropped, or changed, during the 4-H year. (See ARTICLE V, Section 1: J)

## **ARTICLE VIII COMPETITION**

### **SECTION 1: COMPETITION/JUDGING/EVALUATION**

- A) Each 4-H leader shall advise members early in project work about available contests and activities at the County, Regional, and State level.
- B) The work exhibited for the competition must be that of the member.
- C) Members must enroll in the appropriate 4-H project or project area to compete or exhibit in that project area.
- D) Contestants will compete in their respective Age Division.

### **SECTION 2: JUDGING AND EVALUATION**

- A) Exhibits, contests, and activities shall be judged on the Danish System, by judges of the sponsoring committee's choice.
- B) The judge shall score a member's work according to the standard set forth for that project or activity and make supportive comments.
- C) The sponsoring committee shall back the judge's decision and such will be final.

### **SECTION 3: STATE FAIR COMPETITION**

- A) All contestants to qualify for the State Fair in any project or activity must be named in the designated contest prior to deadline (contact Extension Office for date information).
- B) Contestants & alternates will be named for State Fair according to Judge's ranking. The number of participants to be allowed will be determined by the allotment given to the County by the State Fair.

### **SECTION 4: LIVESTOCK/HORSE PROJECTS**



- A) The rules governing competition in 4-H Livestock Projects are set forth in 4-H Livestock Policy, written by Livestock Leaders Subcommittee.
- B) The rules governing competition in 4-H Horse Projects can be developed as needed by a subcommittee made up of Horse Project leaders.
- C) Shows and Fair Boards may have additional or other regulations to be met by contestants. See Fair specific show or fair rules.

## **ARTICLE IX RECORD BOOKS**

### **SECTION 1: RECORD BOOK ORGANIZATION/EVALUATION/COMPLETION**

- A) Refer to record book inside cover for instructions & order of content.
- B) Record keeping is an expectation of all 4-H members to complete his/her 4-H year.
- C) Record books may be evaluated by Club Leaders utilizing specified Record Book Score Sheet criteria.
- D) Leaders may award an appropriate ribbon for his/her members' record keeping in their club annually.

### **SECTION 2: RECORD KEEPING STANDARDS**

Standards for record keeping shall be determined annually by the Record Book and Awards Committee. All judging shall be according to this standard guideline.

### **SECTION 3: RECORD BOOK FOR COUNTY AND/OR STATE NATIONAL AWARDS**

4-H members interested in County and/or State-National Awards Competition may need to submit their record books by the deadline date to the Extension Office (contact Extension Office for more information).

## **ARTICLE X DEMONSTRATIONS**

### **SECTION 1: COUNTY GUIDE-LINES FOR DEMONSTRATIONS**

- A) Each 4-H member is expected to give a demonstration, public presentation or illustrated talk annually (refer to Public Speaking Guide or any guideline set forth by sponsoring event for requirements).
- B) Demonstrations may be presented at the local club, other clubs, fall fair, County Demonstration Day, State Fair Demonstration Day, Civic Club Meetings, Community Group Meetings, etc.
- C) To maximize the learning experience, members should select presentations which relate to a project the member is enrolled in.
- D) Team public presentations (two or more members) are encouraged. One team score will be earned, and a ribbon given to each member.
- E) Animals may be used in presentations as designated by sponsoring event.

## **SECTION 2: DEMONSTRATION EVALUATION**

- A) Will be evaluated according to standards set forth in the 4-H Demonstrations
- B) Evaluation Sheet (score sheet).

## **ARTICLE XI 4-H YOUTH COMPLETION**

### **SECTION 1: REQUIREMENTS TO EARN A YEAR PIN**

- A) To earn a year pin, provided by the Leaders' Council, a 4-H member must:
  - Keep a record.
  - Give a public presentation, i.e., demonstration illustrated talk, fashion review, public speech, managing a display.
  - Complete a project.
- B) Each club may set additional standards for earning a year pin. These standards must be presented, in written form, to 4-H members and their families.
- C) Loss of project, animal, garden, etc., does not necessarily imply incompleteness. This case is subject to the Leaders discretion.
- D) A member participating in 4-H special interest, after school, or school enrichment projects, and who completes the above requirements, is eligible to receive a 4-H year pin by submitting evidence of completion to the Leaders' Council by deadline (contact WSU Extension Office for date).

### **SECTION 2: OTHER YOUTH AWARDS**

4-H clubs, special interest, after school, or school enrichment groups may choose to give special awards within their club or group.

## **ARTICLE XII ACHIEVEMENT**

### **SECTION 1: LIMITS ON PIN AWARDS**

Members will receive only one year pin regardless of the number of clubs joined.

### **SECTION 2: LEADER AWARDS**

- A) Leaders will earn leadership awards according to ARTICLE VI, Section 3
- B) Pin presentations shall be made annually.

## **ARTICLE XIII COUNTY AWARDS**

### **SECTION 1: COUNTY AWARDS AVAILABLE**

- A) Annually, the County Awards Committee can select up to 4 County 4-H'ers in each project area to receive County Gold Medals.
- B) Some gold project medals may be sponsored annually by National donors (annual donor list available from WSU Extension Office.)

- C) Additional Medals for a project not sponsored in Section 1. B. may be sought locally upon approval from the County Awards Committee. Apply as set forth in Section 3 below.

## **SECTION 2: COUNTY AWARDS APPLICANT REQUIREMENTS**

- A) Members shall demonstrate:
- outstanding project work.
  - contributions to his/her club, community, and the County 4-H program.
  - personal growth and development because of his/her 4-H involvement.
- B) Members must apply in the manner prescribed currently by the Adams County 4-H Awards Committee.
- C) A 4-H'er may receive medals in more than one project area in the same club.

## **SECTION 3: COUNTY AWARDS APPLICATIONS AND RECOMMENDATIONS**

- A) County Award Applicants must submit a County Awards Application Form AND completed-to-date record book to the Extension Office by deadline set by Leaders' Council.
- B) The County Awards Committee will select County Medal winners according to the standards set forth in the Gold Medal Score Sheet.
- C) Selected County Award recipients will receive Gold Medals or Certificates.
- D) JR, INT, and SR members may apply for County Awards. Only INT and SR members will be eligible to receive County medals; JR members will receive certificates.

## **ARTICLE XIV STATE/NATIONAL AWARDS**

### **SECTION 1: INFORMATION AND RECOMMENDATIONS**

- A) A) For State/National awards contact the WSU Extension Office.
- B) B) The County Awards Committee will recommend qualified County Award winners to send their applications on to the State for State/National awards.

## **ARTICLE XV HOME EC ACTIVITY GUIDELINES**

### **SECTION 1: WHERE TO OBTAIN INFORMATION**

An appendix entitled Family and Consumer Science Activity Guidelines is available that clarifies procedures for competitive events and judging contests. Copies are available to Family and Consumer Science Leaders through the Extension Office.

## ARTICLE XVI AMENDMENTS

### Section 1: Procedure

Amendments of the By-Laws may be made by the Council if the amendments are read at a regular meeting or special meetings of the Council one month in advance of final action, or shall be submitted in writing (e.g., letter, newsletter, or e-mailed through the 4-H list serve) to members of the council has least one week before final action.

### Section 2: Voting

Amendments to the By-Laws may be passed by a two-thirds vote of the active members present, providing the above procedure has been followed.

## ARTICLE XVII PARLIMENTARY PROCEDURE

Roberts Rules of Order shall govern the proceedings of the Club, not otherwise specified in the Constitution.

## ARTICLE XVIII ADOPTION

The adoption of these By-Laws shall be concurrent with the adoption of the Constitution of the Council. The effective date shall be October 1, 1988.

The Bylaws of the East Adams County 4-H Leaders Council was revised on.

February 12, 2024, at Ritzville, WA

Approved:

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President of the Council

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Date

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Treasurer of the Council

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Date

Reviewed by:

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Extension 4-H Professional