STANISLAUS COUNTY 4-H

CLUB COUNCIL

POLICY BOOK

Revised June 2018

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1. **Membership**

1. The Stanislaus County 4-H Club Council provides certain financial encouragement and recognition to individuals in the 4-H program. This support is based on considerations of educational merit of programs, budgetary discretion, and participation of a 4-H member. However, no restriction for 4-H events or membership can be based on attendance or participation in fundraising efforts, as dictated by state-level Steps to Success policy.
2. **To Qualify for County Fair and Financial Assistance, Junior, Intermediate, and Senior Members Must:**
* Have joined prior to December 31
* Have completed at least one project and submitted a project report to the leader by the deadline date
* Attend 80% of club meetings
* Attend 80% of project meetings
* Participate in at least one club, county, or state community service activities
* Participate in at least one club fundraiser

**No club or project may create additional or amended requirements.**

1. An unexcused absence is an absence for which notification to the club leader or designated representative is not made prior to the community club meeting. At the discretion of the club leader, a reasonable plan can be developed to accommodate members that cannot fulfill meeting attendance requirements.
2. Club officers are expected to complete 4-H record books in the year prior to election and current year to be eligible for recognition. Previous year record books are not required for new clubs or reorganizing clubs. Clubs can establish special requirements for unique situations.

**2. Primary Membership**

1. Primary Members **must** enroll in the Primary Project with additional project(s) allowed by consent of the project leader.
2. Primary members projects are limited by State policy.
3. Community Clubs are encouraged to offer Primary 4-H as a project. Primary members, especially those age seven and up are encouraged to attend regular club meetings.
4. Offices filled by an election or other competitive process may not be held by Primary members and primary members cannot vote. Primary members may serve in appointed positions.
5. Encourage Primary members to complete the “*Primary Member Personal Development*” form with assistance from their leader, parents, or older members. This is the only record form for primary member use.

**3. LEADER REQUIREMENTS**

1. Project leaders are required to file a project plan with the county office before the project will be made available on 4Honline. The plan must include a schedule of meeting times. Attendance will be judged against this planned schedule and any deviation from where a member is unable to attend the new schedule cannot negatively impact a member’s attendance record.
2. Community Club Leaders will only serve a two-year term.

**4. FAIR EXHIBITS**

1. A member must show under his/her home club name, not the club's name where the project is being taken. In all 4-H Sponsored County Fair activities (e.g.: clean barn and educational display contest), where multiple club project groups exist, exhibitors within these groups can elect to display and/or be penned either as a member of the project or his/her community club.

**5. LEADERS DINNER**

1. Leaders dinner is for recognition of leaders at milestone years of service. It is open to all leaders, significant others, stakeholders, honorary members, and invited guests approved by the Council or 4-H Office.
2. A Meritorious Service Award will be awarded for outstanding service or dedication to the 4-H program. Award recipient is to be selected by the Executive Committee. This award will not be given to current leaders. More than one Meritorious Award may be given.
3. Honorary membership may be awarded at the dinner.

**6. GENERAL EVENTS**

1. If an event does not have a committee prior to the event's cut-off date, the Executive Committee retains the authority to cancel the event.

**7. CONFERENCES**

1. STATE LEADERS FORUM & TRAINING - Clubs are encouraged to provide financial support for attending leaders.
2. LEADERSHIP TRAINING FUNDING - Partial funding according to the current budget will be provided to each of these conferences: Washington Focus, California Focus, State Leadership Conference, and 4-H Youth Summit. Only one Washington Focus Trip will be funded for each member. Clubs are encouraged to provide financial support. Partial funding for additional events may be considered by Executive Council on a case by case basis. Reimbursements will be made upon completion of event/seminar and report provided to the Club Council. No reimbursement will be made upon claims received later than 60 days after the event.

**8. AWARDS & RECOGNITION**

1. 4-H RECORD BOOKS - 4-H record books can be submitted for County level judging. The Record Book committee will judge. Senior 4-H members who were successful at the county level are eligible to enter state competition.
2. EMERALD STAR - Emerald Star is a County Rank; it is not part of the State Star Rank system. To qualify for an Emerald Star, a member must have completed the 7th grade or be at least 13 years of age as of December 31st of the 4-H year the application is submitted. There is no limit on the number of qualified applicants who can earn the rank.

**9. FARMYARD EXPERIENCE**

1. An approved number of people may be given a stipend to help in the Farmyard Experience.
2. All clubs are expected to participate in the Stanislaus County Fair Farmyard Experience.
3. Clubs are expected to create a display every other year.

**10. SUMMER CAMP**

1. A member must be at least a Junior member by December 31 and completed one year of 4-H to attend camp. In order to qualify for financial assistance for camp fees, a member must meet requirements as set out in section 1b.
2. COUNSELORS: Counselors will be selected from 4-H members who have at least completed 8th grade. Previous camping experience preferred.
3. STAFF MEMBERS: Staff members’ ages are set by the Camp Committee. Staff over 18 are required enrolled in 4-H as leaders. Adult Cabin Leaders/Chaperones must be over 21. Clubs may share chaperones.

**11. SCHOLARSHIPS**

1. The Applicant and the Committee must follow the instructions on the Application form exactly.
2. Applications will not be accepted after the date and time announced as the deadline.
3. All applicants will be objectively judged against the application guidelines. Applicants may be required to attend an oral interview as part of the selection process. Such interview will be conducted by the scholarship committee, and identical, pre-determined questions will be asked of all applicants in order to assure equal assessment.
4. The Committee Chair will present decisions made to Executive Committee.
5. Scholarships are not restricted to candidates attending colleges, but may be used for those attending other accredited career training courses.
6. Proof of enrollment must be provided to the Executive Committee within 2 years from award date. Exceptions must be approved by Executive Committee.
7. If the 4-H member scholarship funds are not used, they may be held in a scholarship trust account and be used in following years.
8. A minimum of 3 people will serve on the scholarship committee and are selected by the Leaders Council.
9. HI-4H: The Hi-4H countywide project has scholarships available to their members. To be considered for a Hi-4H scholarship, a member must:
	* Be in “good standing”.
	* Have worked in four previous major Hi-4H fundraisers, including at least twice at Milk Bar.
	* Be a high school senior with plans to attend a post high school education program (proof required prior to disbursement).

Hi-4H also offers scholarships to leadership training and workshops as long as members meet “good standing” and participation in fundraising/Milk Bar requirements.

(Hi-4H stuff here)

**12. ADMINISTRATION & FINANCE**

1. RESOURCE MANAGEMENT - All Club/Project property and assets belong to the Stanislaus County 4-H YDP Program. The Council requires an annual physical inventory of all Club/Project assets. This includes all property purchased with club funds or donated to a club, project or leader under the name of 4-H. The property and the inventory report must be included in the Treasurer’s Book which is turned in to the County Office at the end of the 4-H year.
2. ASSESSMENTS - Each club will pay a yearly assessment to the county office. These funds must be raised from club fundraisers. **A club may not collect the assessment amount from the members and leaders.**
3. CLUB DISSOLUTION - If a club disbands, that club’s bank account must be closed and all assets must be transferred to the Council treasury where they will be held in an earmarked fund for a maximum period of 3 years. If the club does not re-form within that time, the fund will be absorbed into the 4-H Council general fund. All new clubs or renewed clubs will be provided with a startup kit (flags, banners, etc.) and up to $200.
4. FUNDS (TEMPORARILY RESTRICTED ASSETS) – Designated monies can be held for 3 years in an earmarked fund while a plan is developed for use. After 3 years, the fund will be absorbed into the general funds if no action has occurred.
5. COMMITTEES WITH SPENDING AUTHORITY – Three (3) committees have been granted allowance for checking accounts by the County Director: Camp, Hi-4H, and Horse. These same committees have been granted spending authority by Council. They are required to follow standard treasurer’s policies and reports.

**13. 4-H COUNCIL COMMITTEES & CLUBS**

1. Each Club is required to have volunteer leaders involved with and serving on at least two (2) county committees including Farmyard Experience.
2. COUNTY FAIR LIAISON - This committee shall consist of an appointed representation of species. These members are to report areas of concern to the 4-H Livestock committee. Representatives of the liaison committee will then meet with the representatives of the Fair Board to process these concerns.
3. Designated committees need a secretary or note taker at every meeting to document what was said, or the meeting will be cancelled. Notes are to be turned in to the county office and typed before next meeting. These include but are not limited to Camp, Horse, Livestock, Shooting Sports, and Hi 4-H. A treasurer report is required if the group has a bank account.
4. “IN GOOD STANDING” FOR CLUBS: Clubs that have not submitted their Secretary, Treasurer, and Club Rosters and club bylaws by the deadline are subject to possible revocation of club charter. Participation in Farmyard Experience (shifts and displays), serving on 2 committees, and attendance at 80% of Council meetings are also required for good standing.

**14. SPECIALTY COMMITTEES & PROJECTS**

1. Hi-4H is a committee granted county-wide project privileges by the Council. This special designation means:
	1. They may follow standard appointments for committee officer/chair positions, or they may use elections to fill those positions.
	2. They may have “Agreed Upon Procedures,” but as a committee or project they do not have an individual charter, therefore they cannot have a constitution or bylaws. Agreed Upon Procedures must be approved by Council annually.
	3. As a committee with spending authority, Hi-4H must follow all Council-required financial procedures and reports, as well as all state 4-H financial policies.