Constitution, By-Laws and Policies for the Jackson County 4-H Federation

CONSTITUTION OF THE JACKSON COUNTY 4-H FEDERATION

ARTICLE I: NAME
The name of this organization shall be the Jackson County 4-H Federation.

ARTICLE II: MOTTO
The Jackson County 4-H Federation motto shall be the 4-H Club motto: “To Make the Best Better.”

ARTICLE III: EMBLEM
The Jackson County 4-H Federation emblem shall be the 4-H Club emblem and four-leaf clover bearing an “H” on each leaf.

ARTICLE IV: PLEDGE
The Jackson County 4-H Federation pledge shall be the 4-H Club 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 family, my club, my community,
My country, and my world.

ARTICLE V: OBJECTIVES
1. To promote the 4-H and Youth Program in Jackson County.
2. To plan county 4-H activities.
3. To promote and to assist in the administration of the 4-H and Youth Program and cooperate with the State and County Extension Service.
4. To provide educational opportunities through the promotion of life skills within the variety of 4-H project areas currently offered by the University of Minnesota Extension Service and Jackson County 4-H Programs.

ARTICLE VI: FEDERATION MEETINGS
1. There shall be at least 6 regular meetings during the 4-H year, plus a Recognition Banquet.
2. Special meetings may be called by the President or by majority vote of the Advisory Board. Special Advisory Board or Federation meetings can only be called by the Advisory Board Chairperson. Subject to availability and a 72 hour posting notice.
3. Meetings will be held the third Monday night of the following months: January, March, May, July, September, and November.

ARTICLE VII: ORDER OF BUSINESS
The following order of business shall be followed at regular Federation meetings:
1. Called to order by President
2. Opening exercises: flag pledges, etc.
3. Roll Call: to establish a voting quorum. Quorum is enforced at 7:30 p.m.
4. Reading of the minutes
5. Approval of the agenda
6. Treasurer’s report
7. Correspondence
8. Reports of Committees
9. Unfinished Business
10. New Business
11. Program
12. Announcements
13. Adjournment

ARTICLE VIII: ADVISORY BOARD
1. The Advisory Board shall consist of 6 adult men and women and 4 Federation Officers (President, Vice President, Secretary, and Treasurer). There shall be one representative per club unless attendance warrants opening nominations. They may not be reappointed for consecutive terms, but after one year out may be reappointed. The County 4-H Program
Coordinator shall be an ex-officio member of this committee. The Regional Extension Educator will serve as a liaison and will provide guidance as needed.
2. The term of office for the Advisory Board members shall be two years with three member’s terms terminating each year.
3. The role of the Advisory Board will be to guide the budget process, establish and review policies and provide recommendations to the Federation.
4. Advisory Board will select a Chairperson. The Advisory Board Chairperson must be currently serving their second year of service in order to be Chairperson. Advisory Board members will select a Vice Chairperson from the first term members and they become Chairperson their second year.
5. Advisory Board meetings will be held at 6:30 p.m. on the same night as Federation meetings.
6. Advisory Board meetings will be open.
7. Advisory Board will select two of its members to serve on a Nominating committee along with the County 4-H Program Coordinator and retiring Federation President (see Article VIII #11).
8. Special Advisory Board or Federation meetings can only be called by the Advisory Board Chairperson. Subject to availability and a minimum 72 hour posting notice.
9. All Advisory Board members must complete an Adult Volunteer Application to the Level III screening capacity.
10. Excused absences are permitted when the office is notified of the inability to attend a meeting.
11. A nominating committee will:
   A. Create an officer application
   B. Review applications
   C. Determine if enough applicants are available to fill the needed Federation offices
   D. Call qualifying members to run for a Federation office if there are not enough applicants
   E. Nominees can apply for several positions if they are interested. During elections those names will be slotted in any position they have indicated if they are not elected to a previous office.

**ARTICLE IX: AMENDMENTS**
1. The Constitution and By-Laws may be amended by a two-thirds vote of the members present at a regular Federation meeting. Amendments to the Constitution, By-Laws or Policies must be submitted into the Extension Office two (2) weeks prior to a regularly scheduled Federation meeting.
2. Amendments to the Constitution, By-Laws or Policies must be introduced at one Federation meeting prior to a vote by the Federation.
3. All amendments to the Constitution, By-Laws or Policies must be voted on by written ballot and require a two-thirds majority vote to pass and make changes effective with a quorum present.

**BY-LAWS OF THE JACKSON COUNTY 4-H FEDERATION**

**ARTICLE I: MEMBERSHIP**
Definition of a Voting Member: all current 4-H members that are currently in 6th grade and up, also any parent, project leader, guardian, or adult leader and are entitled to one vote.
1. The membership of this organization shall include all club members, their parents or guardians, project leaders and adult leaders of regularly organized 4-H clubs of Jackson County irrespective of race, color, creed, religion, sex, national origin, disability, age, public assistance status, veteran status, or sexual orientation. Members may participate one year past high school graduation through yearly state 4-H events/competitions.
2. All votes for election of Federation officers, Advisory Board members, Auction Committee members, and Grievance Committee member will be conducted by ballot voting.
3. All votes on policy changes and amendments to the Federation By-Laws and Constitution will be by ballot votes requiring a two-thirds majority vote. Items will be presented at one Federation meeting, but will not be voted on until the next Federation meeting.
4. In order for a Federation meeting to be conducted and items to be voted upon, a quorum must be met. Quorum will consist of the following:
   A. There will be a minimum of 1 adult and 1 youth member present from one more than half of the 10 traditional 4-H clubs in order to conduct a vote of any kind. Of these, at least 4 must be Advisory Board Members.

**ARTICLE II: OFFICERS AND THEIR ELECTION**
1. The officers of this organization shall include: President, Vice-President, Secretary, Treasurer, Reporter, Historian, and two (2) Photographers.
2. To be eligible for the office of President, Vice-President, Secretary or Treasurer, a member must be entering 9th grade or above. For all other offices, a member may be in 6th grade or above.
3. To be eligible for the office of President, Vice President, Secretary, Treasurer, or Historian, a member must apply for the position; they cannot be nominated from the floor.
4. Elections shall:
   A. Be held at the July Federation meeting with officers being installed at the September Federation meeting and official officer capacity beginning October 1st to September 30th of the following year.
   B. A majority vote shall constitute an election.
   C. The term of office for the elected officers shall be one year. Officers are limited to a one year term at any given office. There is a limit of 2 officers from each club. Officer applications are available from the Extension Office. Application deadlines will run parallel with the Fair Entry Deadline date (June 15th).
5. Auction Committee – The Auction Committee shall consist of 4 adults with one representative per club unless attendance warrants opening the nominations. The term is two years with 2 members elected each year at the July Federation meeting. Auction Committee members will become charged with making decisions beginning in October of each year after being elected.
6. Grievance Committee – The Grievance Committee will consist of the Advisory Board Chairperson, the Federation President, the Superintendent of the affected area (if more than one superintendent in an area, only one will be designated for this committee), another Superintendent from a project area, and an alumni. Election of the alumni position will be held at the July Federation Meeting.

ARTICLE III: FINANCES
The Jackson County 4-H Federation shall be financed by voluntary contributions, income from various fundraising activities and grant sources. There shall be no regular dues.

ARTICLE IV: FISCAL YEAR
The fiscal year of the Jackson County 4-H Federation and the clubs making up the membership of the Federation shall be October 1st to September 30th of each year.

ARTICLE V: DUTIES OF OFFICERS
Officer orientation will be held before Officers are inducted at the September meeting.
1. The President shall preside at all meetings of the 4-H Federation, appoint committees and perform usual duties of the presiding officer and see that procedures covered in the Constitution and By-Laws are followed. The President has no voting rights except in a tie-breaking situation. The President, or a youth designee, shall serve on the Grievance Committee. They will be a voting member of that committee.
2. The Vice President shall act in the capacity of the President in his/her absence or when called to the chair by the President. The Vice President shall go to Fair Board meetings monthly.
3. The Secretary shall keep the minutes of all meetings of the 4-H Federation, record all motions, whether adopted or defeated, and handle necessary correspondence. A copy of the minutes should be supplied to the County Extension Office and Federation Reporter following each meeting. Keep a binder of all past minutes and attendance records to bring to Federation meetings.
4. The Treasurer shall keep an account of all receipts and disbursements of the Federation and submit a financial report when called for by the President. The Treasurer’s books shall be audited at the end of each year by the Advisory Board and an outside accounting firm. The Treasurer will work with the outgoing Treasurer, adult Treasurer (this is a lead volunteer position) and 4-H Program Coordinator to prepare an annual budget. Annual budget will be prepared in October, presented to November Advisory Board and voted on at the November Federation meeting.
5. The Reporter shall write a news release from the minutes provided to them by the Secretary for each Federation meeting and submit it to area newspapers (Standard, Pilot/Livewire, Tri-County, and Daily Globe).
6. The Historian shall keep a scrapbook of activities by county 4-H members through pictures, news clippings and other assorted notices of activities. The Historian shall come to the office monthly to collect newspapers and prepare a display for Recognition Banquet. This display will honor all graduating members in 4-H and ensure that all clubs are represented in the display.
7. The Photographers (2) shall keep an account of county activities through photographs of members and adult leaders at county functions and club meetings and activities. Photographs shall be submitted to the Historian.

ARTICLE VI: STANDING COMMITTEES
1. The Committees shall be appointed when designated by the Federation.
2. Committees shall consist of 2 or more members.
3. Committees shall have and exercise the authority of the members of the Advisory Board.

ARTICLE VII: PARLIAMENTARY AUTHORITY
Robert’s Rules of Order shall be the parliamentary authority on all matters of the Jackson County 4-H Federation.

ARTICLE VIII: FUNDRAISING
For any of the modes of membership to raise or solicit funds, they must receive approval by the Regional Extension Educator and the Federation.
Minnesota State 4-H Policy: when you raise money in the name of 4-H, you are responsible for protecting the good name of 4-H. You are responsible for this both in how the money is raised and how it is used. The very name and emblem of 4-H is like a copyrighted trademark – in the legal sense, the USDA owns the emblem. As with any trademark, there are rules and laws about how and where it can be used. Therefore, all appropriate fund-raising efforts shall be discussed with the Regional Extension Educator.

All groups using the 4-H name and emblem must follow federal and state policies and rules. This includes, but is not limited to, 4-H clubs, county 4-H Federations and Advisory Boards, 4-H teen or youth leader clubs, 4-H project clubs, and 4-H special interest groups. Again, contact the Regional Extension Educator for more information on these policies and rules (from the Minnesota 4-H Financial Handbook for Leaders).

ARTICLE IX: DISSOLUTION OF FUNDS
Upon dissolution of the Jackson County 4-H Federation, all remaining liquid funds will be placed in a trust to be governed by the County Commissioners and used for academic scholarships for juniors and seniors within the county.

Upon dissolution date of any club, the balance of their club funds will be turned over to the Jackson County 4-H Federation.

ARTICLE X: AGE FOR MEMBERSHIP
1. A Cloverbud is defined as being in Kindergarten through 3rd grade, with 3rd graders being given the opportunity to join the 4-H Program or stay as a Cloverbud for that year.
2. A 4-H member is defined as enrolled in 3rd grade through one year past high school.
3. A youth leader must have completed 6th grade and must sign up at re-enrollment. New members may sign up at their time of enrollment. Ambassadors must have completed 7th grade.
4. Graduating members are defined as members who are one year past high school. Early graduation is an option for members that have completed their Senior year of high school.

ARTICLE XI: REVIEWING BY-LAWS
By-Laws are to be reviewed every two years by all three 2nd year Advisory Board members and the 4-H Program Coordinator, beginning in September 2006.

ARTICLE XII: AMENDMENTS
1. Amendments to the Constitution, By-Laws or Policies must be submitted into the Extension Office 2 weeks prior to a regularly scheduled Federation meeting.
2. Amendments to the Constitution, the By-Laws or Policies must be introduced at one Federation meeting prior to a vote by Federation.
3. All Amendments to the Constitution, By-Laws or Policies must be voted on by written ballot and require a quorum to be present to pass and make changes.

POLICIES OF THE JACKSON COUNTY 4-H FEDERATION

ARTICLE I: DEADLINES
1. All state deadlines are non-negotiable by the county.
   A. State deadlines include but are not limited to:
      1. November 1st club chartering
      2. February 15th market beef affidavits
      3. May 15th all other livestock affidavits – the exception being: those animals not yet born or too young to properly ID (Prospect Calves, Rabbits and Jr. Doe Kids)
   2. All county deadlines will be upheld. If a deadline falls on a Saturday or Sunday, office staff will accept only those items that are either in the office drop box on the following Monday morning or in Monday’s mail and postmarked on or before the deadline date. Forms which are faxed on the deadline due date will be accepted. The original application/form must be submitted to the Extension Office within 72 hours. (This is required for all forms that have signatures on them).
      A. County deadlines
         1. Project enrollment and drop/add deadline is May 15th.
         2. County Fair registration and County Officer nomination deadline is June 15th.
   B. If county deadlines are not adhered to, the following penalties will be implemented:
      1. No County Fair premium.
      2. Ineligible for State Fair or State Horse Show trip.
      3. Will not receive Auction privileges.
      4. Will not receive Showmanship honors.
ARTICLE II: VIOLATION OF DEADLINES
1. Consequences for not upholding deadlines are as follows
   A. Late affidavits – state
      1. Members may exhibit animal at the County Fair but will not be awarded premium, State Fair or State Horse Show trip, Showmanship rights, or Auction opportunity of that exhibit. Members may still receive Champion and Reserve Champion honors.
   B. Late Fair Registration – county
      1. Members may register late for the County Fair but will not receive a premium, State Fair or State Horse Show trip, Showmanship/Honor rights, or the opportunity for Auction participation of that exhibit. Members may still receive Champion and Reserve Champion honors.
      2. Added registration at the County Fair – county
         a. Members will be allowed to enter extra exhibits at Entry Day of the County Fair, as long as they do not exceed the stated quota. This includes livestock and general (non-livestock) exhibits. The additional exhibits would not be eligible for State Fair or State Horse Show.
         1. In the event that a member has more exhibits at County Fair than they were registered for, the exhibits eligible for State Fair must be declared prior to general (non-livestock) judging, or livestock weigh-in/identification at County Fair.

ARTICLE III: GRIEVANCE COMMITTEE
The Grievance Committee provides a vehicle to respond to the concerns of 4-H members, parents/guardians relating to all 4-H activities. All 4-H issues may be appealed with the exception of judges’ decisions and State Fair or State Horse Show line-ups.
1. The Grievance Committee will be comprised of the Advisory Board Chairperson, the Federation President, Superintendent of the affected area (if more than one superintendent in an area, only one will be selected as a representative), a superintendent from another unrelated project area (general (non-livestock) superintendent for a livestock grievance or a livestock superintendent for a general (non-livestock) grievance), and an elected alumni. A 4-H Extension staff member will attend all meetings at which appeals are heard to ensure that all sides are heard and all options/alternatives are considered. Staff will not have a vote. Extension staff will forward appeals to the committee promptly.
2. The alumni representative will be elected during the Officers Elections at the July Federation meeting.
3. All terms for the Grievance Committee will be one year.
4. All decisions made by this committee will be final.
5. 24 hour notice must be given prior to a meeting of the Grievance Committee, after appeal has been filed.
6. The Grievance Committee will decide if a hearing is necessary. If a hearing is deemed necessary, only those with direct knowledge of the issue will be allowed to speak. 4-H members are strongly encouraged to voice their own views at the appeal hearing. Parents/guardians are encouraged to allow the 4-H member to represent themselves. After all information is presented, the committee will meet privately to discuss the issue and come to a decision. Decisions will be based on majority vote, done by written ballot. Committee members are expected to keep discussions confidential.
7. Once a decision by the Grievance Committee is determined, the two parties will be called back in to hear the decisions of the committee. The resolution of the issue will be filed in writing and kept as a permanent record of the hearing at the Extension Office.

GRIEVANCE APPEAL PROCESS
1. Appeals relating to issues that are prior to the County Fair must be filed at the Jackson County Extension Office (607 S Highway 86, Lakefield, MN 56150) in writing or faxed to 507-662-5016 on the appropriate form listing the reasons for the appeal. A $50 filing fee must be included with the appeal form. In the event the decision is in favor of the person filing the appeal, the money will be returned. If the decision is not in the favor of the person filing the appeal, the money will be contributed to the Jackson County 4-H Federation.
2. All appeals against a rule violation or a complaint against an individual or club (things which occurred at the County Fair) must be filed in writing on the appropriate form at the 4-H Office on the Jackson County Fairgrounds in Jackson. Reasons for the appeal must be listed on the form. A $50 filing fee must be included with the appeal form. In the event the decision is in favor of the person filing the appeal, the money will be returned. If the decision is not in the favor of the person filing the appeal, the money will be contributed to the Jackson County 4-H Federation.
3. All appeals must be signed by the person(s) filing the complaint. There is no limit as to the number of individuals who can sign an appeal.
4. All appeals against a club, individual or animal at the County Fair must be filed prior to the end of the County Fair, otherwise the original decision/ruling automatically stands.
5. If an appeal has been properly filed, the 4-H staff member will schedule a meeting with the Grievance Committee.
6. Upon review by the Grievance Committee, a hearing may be scheduled between the two parties. If a hearing is deemed necessary, only those with direct knowledge of the issue will be allowed to speak. (This may include the member,
parent/guardian and those indicated on the appeal). 4-H members are strongly encouraged to voice their own views at the appeal hearing. Parents/guardians are encouraged to allow the 4-H member to represent themselves. After all information is presented, the committee will meet privately to discuss the issue and come to a decision. Decisions will be based on majority vote, done by written ballot. Committee members are expected to keep discussions confidential.

7. Participants in the appeal hearing are expected to act in a civil manner. Use of profanity or other inappropriate behavior by either party will not be accepted and may result in termination of the hearing.

8. All parties are expected to provide documentation/evidence upon request. If individuals are uncooperative and refuse to provide/bring requested information, the Grievance Committee may terminate the appeal process or the appeal may not be determined in the favor of the uncooperative party.

9. If the appeal is against another party, they will be invited to attend by the 4-H staff member to provide an opportunity to defend their position.

10. After all information is presented, the committee will meet privately to discuss the issue and come to a decision. Decisions will be based on majority vote, done by written ballot. Committee members are expected to keep discussions confidential.

11. Decisions made by the Grievance Committee will be final.

12. Once a decision by the Grievance Committee is determined, the two parties will be called back in to hear the decisions of the committee.

13. The resolution of the issue will be filed in writing and kept as a permanent record of the hearing at the Extension Office.

ARTICLE IV: PROJECT DEVELOPMENT COMMITTEES (PDC) OPERATIONS

1. Superintendents are volunteers and should be treated with respect.

2. Superintendents of project areas, buildings, livestock species, and general (non-livestock) areas do not have the authority to make decisions that go against policy.

3. Superintendents may make changes in regards to class breakouts and show orders.

4. Superintendents are to ensure that all judges check in with the 4-H staff before leaving the fairgrounds to ensure that all books, call sheets and award placings are properly recorded and understood by a member of office staff.

5. All contact with judges prior to or proceeding judging will be made by office staff, not superintendents.

6. All livestock bonus trip letters will be created by species superintendents from the previous 4-H year.

7. All general (non-livestock) bonus trips will be awarded under direction from the general (non-livestock) superintendents.

ARTICLE V: MEETING ATTENDANCE – COUNTY

As adopted at the January 2004 Federation Meeting and updated July 18, 2005 and September 18, 2006

1. All school age members will need to attend 3 regularly held club meetings through out the 4-H year to be able to exhibit at the County Fair. New members who enroll after May 1 must attend 2 meetings.

2. All college age members and members who don’t live in the county full-time will need to attend 2 regularly held club meetings through out the 4-H year to be able to exhibit at the County Fair, unless a letter of explanation is written to the Advisory Board prior to June 1 explaining the member’s situation. (Following the May club meetings, Secretaries are asked to submit their attendance records to the Extension Office. At that time, anyone who is short of their meetings will be sent a notice reminding them they have until their July club meeting to meet their quota or they will not be eligible to participate at County Fair with full exhibiting rights).

3. The 4-H year is defined as the time between Entry Day of the previous County Fair through County Fair of the present year.

ARTICLE VI: RECORDS

1. Due to County from Club by October 1st.

ARTICLE VII: FINANCIAL REQUESTS

1. Those members wishing to obtain monetary support from Federation for having attended leadership conferences, camps or CWF will need to submit a request to the 4-H Program Coordinator to be on the Federation agenda two weeks prior to the Federation meeting they plan to attend. They are asked to present an oral request at the Federation meeting. Dollar amounts will be determined on a case by case basis. No funds will be distributed until after attendance.

ARTICLE VIII: DISTRIBUTION OF FAIR PREMIUMS AND AUCTION CHECKS

1. Premiums checks will be given to club leaders by the September Federation Meeting.

2. Members will receive checks from club leaders after the September Federation meeting.

3. Auction checks will be mailed out within 1 week after the buyers funds are received at the Extension Office.

ARTICLE IX: ZERO TOLERANCE

Jackson County 4-H Federation will enforce a ZERO TOLERANCE policy in relationship to drugs, alcohol and tobacco use while at a 4-H sponsored event. Any member caught using a substance under legal age limit will be disqualified from
all further County Fair participation and all out of county 4-H sponsored events for one year from the date of violation. (This includes events such as YELLO, 4-H Camp, Judging Trips, CWF, State Fair, Ak-Sar-Ben, etc.) Parents will be contacted at the time of the incident and arrangements will be made to send the member home.

**ARTICLE X: EXHIBIT TAMPERING**

Livestock or general (non-livestock) tampering with exhibits will NOT be tolerated. If a 4-H member is caught tampering with a project, they will be disqualified from all further County Fair participation and all out of county 4-H sponsored events for one year from the date of violation. (This includes events such as YELLO, 4-H Camp, Judging Trips, CWF, State Fair, Ak-Sar-Ben, etc.) Parents will be contacted at the time of the incident and arrangements will be made to send the member home.

These policies (for Zero Tolerance and Exhibit Tampering) will be enforced by the 4-H Program Staff (4-H Program Coordinator or 4-H Regional Extension Educator) and are not eligible for appeal, due to the nature of the offense and the Minnesota 4-H Code of Conduct that is in effect for all members.

Adopted January 17, 2005

**Additions/changes after January 17, 2005**

Constitution Article VIII addition to 4. Advisory Board members will select a Vice Chairperson from the first term members and they become Chairperson their second year (approved July 18, 2005).

Policies Article V addition to 1. New members who enroll after May 1 must attend 2 meetings (approved July 18, 2005).

Policies Article V addition to 2. and members who don’t live in the county full-time (approved July 18, 2005).

By-Laws Article II new 3. To be eligible for the office of President, Vice President, Secretary, Treasurer, or Historian, a member must apply for the position; they cannot be nominated from the floor (and change numbers for rest of article - approved May 15, 2006).

Policies Article V addition of 3. The 4-H year is defined as the time between Entry Day of the previous County Fair through County Fair of the present year (approved September 18, 2006).

Jackson County 4-H Livestock Quality Assurance and Ethics Policy

To go into effect the 2009 – 2010 4-H year for the 2010 Jackson County Fair

ALL YOUTH grades three through one year post high school, exhibiting livestock at the Jackson County Fair MUST have completed this training to exhibit any animal at the Jackson County Fair. Certification is good for three fair seasons. The level of training is determined by the grade of the youth at the time the training takes place. (passed at the May 19, 2009 Federation Meeting and submitted for second/final motion at the July 20, 2009 Federation Meeting)