

Answers to Bylaw Revision Questions at General Leaders Meeting on 4-25-18

Washington County Fair

Question: If we can't withhold the premium checks, can we not let youth show at fair if they haven't fulfilled their obligations?

Answer: You can require youth to fulfill certain obligations to earn the privilege of representing your club at the Washington County Fair.

Example language:

"Youth who fulfill the following earn the privilege of representing _____ (name of the club) at the Washington County Fair:

- Participate in/contribute to one of the club fundraisers by the June meeting.
- Set goals in their record book by _____ (date-i.e. March 1)
- Participate in _(#)_ of club meetings by the June meeting
- Give a demonstration at a club or project meeting by the June meeting

'By the June meeting' is used because youth would need to complete these before registering for Washington County Fair. These are just examples of what the club members could decide to include. They need to evaluate if what they list is reasonable. Does it encourage members to participate in multiple aspects of 4-H? Or does it create barriers for participation? 4-H is a great organization and we want as many youth to benefit from it as possible!

Question: If we can't deny fair premiums does that mean members who join after March now get premiums?

Answer: For this year, yes. We cannot hold fair premium checks from youth. Washington County 4-H will continue to have enrollment deadlines. Instead of enrolling by a certain date in order to participate and receive a premium check it will be enrolling by a certain date in order to represent Washington County 4-H at the Washington County Fair.

Additionally, clubs may require youth to fundraise, start work on their record book, attend so many meetings, give a demonstration speech etc. in order to *"represent _____ (name of club) at the Washington County Fair."*

Question: What is the difference between fair and 4-H?

Answer: The Agricultural and Industrial Society (AIS) is the non-profit charged with operating the County Fair. All fair decisions are made by AIS, not UW-Extension which 4-H is a program of.

Requirements, Rewards and Consequences

Question: Now we have to reward youth with no extra budget?

Answer: Rewards do not have to be expensive. Small club trophies (that travel from member to member), a small treat from a local restaurant, prizes from the Dollar Store, or stickers are small, but fun rewards. Or you could have one or two bigger prizes and let youth put their names in “the hat” every time they do something (i.e. one entry for each fundraiser participated in).

Rewards could be **public recognition** (coming to the front of the meeting and having everyone clap for them, playing “We are the Champions” (or some other song) for the group that is being honored, or letting the youth who are being rewarded wear a special 4-H tie or other silly item for the meeting.

Rewards could also be the **opportunity to do something special**. Everyone who volunteers at the food stand gets to throw a whipped cream pie plate at the club leader, youth that complete a record book can have their face painted at the October meeting, or the highest seller of the fruit sale gets to select pre and post meeting music to be played at the next meeting (once it’s volunteer approved).

Group goals and rewards can build a sense of community. If 95% of the club participates in the fundraiser then the February meeting will end with a dance party. If 50% of our members bring a friend this year, we will have a water balloon fight at the June meeting. If we can collect 100 boxes of cereal then the general leader or president will sing a song/dye their hair green/teach the club a dance/wear a silly costume to the fair.

Ask your youth for ideas of what would motivate them!

Question: What is a club’s purpose if there are no consequences?

Answer: The four essential elements of 4-H are belonging, mastery, independence, and generosity. A club’s purpose is to help youth experience a sense of community, an opportunity to be a leader, the opportunity to try new things, and an opportunity to give back to the community. Consequences are not required to achieve these objectives.

Question: We reward everyone.

Answer: Each club can determine what they want to reward. At the county level, there are still project awards, Key Awards, and other special awards that will be continued at the October Achievement and Recognition Program. Pins for “achieving” members will no longer be issued at the county level.

Question: Can we include in our bylaws, “a member must do”?

Answer: You may use “a member must.” An example could be, “In order to represent the _____ (name of club) at the Washington County Fair a member must...”

Question: **If we can't enforce anything then what are the consequences?
If there are no consequences, are there no rules?**

Answer: Our organization's purpose is “to develop citizenship, leadership, responsibility and life skills of youth through experiential learning programs and a positive youth development approach.” The positive youth development approach is to reward accomplishments, not to punish youth for their failures.

Youth will get out of 4-H what they put into it. Youth who choose to not complete a record book, attend meetings, give a speech etc. are missing out on skill building moments. These activities should be things that youth *want* to do and activities that youth choose to do on their own.

There are rules and consequences for youth in the *Wisconsin 4-H Youth Development Code of Conduct*. All families agree to this during the enrollment process through 4HOnline.

The rules the youth participant agrees to are:

I will:

- adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.
- conduct myself in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and provide a positive role model.
- comply with local, state and federal laws.
- abstain from use of alcohol, illicit drugs, and tobacco during events and activities.
- fully participate in scheduled activities and orientations.
- respect others' property and privacy rights.
- abstain from child abuse (physical, sexual, emotional and neglect), harassment, hazing and bullying.
- accept personal responsibility for behavior including any financial damage.
- adhere to safety rules.

Consequences for violating any part of this Code of Conduct may include, but are not limited to:

- removal from participation in the event in which the Code of Conduct has been violated (at the individual's expense)
- sanctions on participation in future youth development events
- forfeiture or repayment of financial support for the event
- removal from leadership positions held

Question: **Will Cloverbud's be grandfathered in after not achieving for the last few years?**

Answer: The term “achieving” member related to a 4-H member completing their record book will not be used. This means club leaders will not need to submit a report with who has achieved and who has not. The ‘years in 4-H’ in 4HOnline will refer to the number of years in the 4-H program (5K-13th grades) as it’s intended.

Question: **Can we no longer require participation in fundraisers?**

Answer: You can require participation in fundraisers, but not just to be a member. You may require participation in a fundraiser in order to do something else... exhibit at the fair as a representative of your club, get a reduced price for a field trip, have their county fair youth exhibitor pass paid for, be eligible for a club award, be eligible for a scholarship, run as an officer etc. The requirement and details for the fundraiser needs to be communicated clearly and early in the year so families can plan accordingly. If there is only one fundraiser that takes place on a certain date, there needs to be options on how to contribute if a family has a conflict with that date.

Question: **Are expected and required the same? Can we not use required anymore?**

Answer: Expected is something you optimistically anticipate. Setting high expectations is stating that you anticipate your youth will be successful. It has a more positive connotation than required. Expected doesn’t have a consequence or reward tied to it. For example, “Parents are expected to attend all club meetings with their child.” If parents do not attend all club meetings with their child the child wouldn’t be removed from membership or assigned a consequence, but it clarifies the role that we would like parents to play in the organization.

Required means that you HAVE to do it and it automatically leads to the question of, what happens if I don’t do it? Often times however requirements are listed but they aren’t enforceable. Because we are encouraging youth to participate we are setting expectations for them, not requirements.

Required can be used in a sentence like... “Members are required to participate in at least one fundraiser in order to attend the club field trip for a reduced cost.”

Bylaws

Question: **When changing bylaws a 2/3 vote is required, is that youth members or all family members?**

Answer: *Only youth members who have paid their dues* can vote. It is the adults’ responsibility to facilitate discussion, ask questions of the youth, and prompt the youth to think about the impact of their decisions.

Question: **Is this a strict timeline for new bylaws or is it meant to be a guide?
Is October 1st a firm deadline?**

Answer: The deadlines of September 1 (financial report), October 1 (revised bylaws), and November 1 (remaining parts of charter-including goals) are goal dates for the club to work towards. UW-Extension Staff need to submit every club's charters to Wisconsin 4-H by November 15th. These staggered deadlines will allow us time to review, and work with clubs if needed, before we submit them. If your club's bylaws will not be finalized by October 1, let us know where you are at in the process of revising them and when you anticipate them to be ready. We will submit your current bylaws with your charter and then replace them with your new bylaws once they are ready.

Question: **Are age restrictions for certain officer positions still acceptable?**

Answer: Yes they are.

Question: **How do we "send out notice" of proposed changes?
Can "provided in written form" be in an e-mail with documents attached?**

Answer: "In written form" can mean on an agenda or in an e-mail. The key piece is that the changes need to be written and it needs to be communicated before the meeting (the standard guideline is one week before). Include the proposed changes (and the fact that you will be discussing or voting on changes) in meeting agendas and send out e-mails to all families announcing that you will be discussing bylaw changes and/or voting on bylaw changes. The agenda or supporting documents can be attached. If your club has a website you are welcome to post information on that as well.

Question: **Should goals be included in the bylaws?**

Answer: No. Although bylaws should be reviewed every year, they are written so that they can be used from year to year without needing to change them. Since your club's goals typically change every year, they should not be included.

Question: **Does the proposed change have to be presented as it was on the written document or can it be "red lined" in Microsoft Word?**

Answer: As long as it is clear what the language was, what the proposal is for the new language, and the reasoning for the change, the specific formatting is up to you. What was provided was a model of a standard that is used.

Question: **Is it required to have guidelines for parents/volunteers?**

Answer: No. That is just an option. Instead of guidelines in the bylaws, your club could also have a separate document that addresses what your expectations are for parents/guardians/volunteers.

Leaders Association's Relationship with Clubs

Question: If Leaders Association is equal to clubs how can they take our club dues for certain fees?

Answer: This has been a common practice for decades and will be changing to align with the current membership policies. The Leaders Association cannot charge clubs dues. They can ask for a donation from clubs. In the case of the activity insurance, the Leaders Association was acting as the fiscal agent to receive the money and purchase the insurance. This will be addressed with the Leaders Association to adjust the process for the 2018-2019 program year.
