

# CLOVER CHATTER



December/2015  
January 2016





*Johnson County Extension Winter  
Hours*

8:00 a.m.—12:00 pm.  
1:00 p.m.—5:00 p.m.  
Weekdays

*Johnson County Extension Summer  
Hours*

(Memorial Day through Labor Day)

7:30 a.m.—12:00 p.m.  
1:00 p.m.—4:30 p.m.

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Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Glen Whipple, Director, Cooperative Extension Service, University of Wyoming, Laramie, Wyoming 82071.

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## To the Johnson County (J.C.) 4-H Community,

November, like the months before, seemed to come and go in the blink of an eye but in retrospect we can all be delighted with the progress the J.C. 4-H program is experiencing. One of the most significant action items has been the work of the J.C. 4-H Council on the revision to the Council's By-Laws. Their efforts resulted in a cleaned up of the outdated By-Laws/Constitution document. During the December 14th Council meeting, which will be conducted at 6:30 p.m. in the Johnson County Fire Hall meeting room, the council's executive committee will bring the revised By-Laws up for a vote. Those club reps in attendance will vote to decide on adoption as presented. It is imperative for each J.C. 4-H club to send representation to this Monday evening Council meeting to voice their clubs approval or concerns.

\*A special thanks to newly elected Council President, Chanda Rule, for her leadership in getting the new By-Laws ready for a vote.

Now the December has arrived, and most community clubs have completed the chartering process which included setting goals and planning activities, the familiar questions seem to arise. These questions include: How do we make things better in 2016 for the members of the club? How do we recruit new members and leaders? How do we retain last year's members (especially the older ones) and leaders? How do we re-activate those members and leaders which we lost prior to 2015?

As 4-H adult leaders our primary goal is to assist youth in developing life skills. As leaders we must keep in mind these life skills are gained via project work, demonstrations, record books, participation at statewide and county-wide contests and fairs, and club community service projects. Ensuring this collection of endeavors is kid driven and fun is essential to the overall 4-H experience. A positive experience where kids and adults feel they are an important part of a good thing is how we get them coming back.

As we plan club improvements, fundraisers, and work to meet club goals and educational activities please do not forget to invite 4-H alumni, a 4-H Council member, or even Fair Board members or County Commissioners to attend your club activities. These folks are interested in seeing the J.C. 4-H program improve and have been extremely generous in supporting J.C. 4-H. Even if they cannot attend they will certainly be pleased by your invitation. You might be surprised who shows up!

As the 4-H Educator, I have been concentrating on assessing programmatic needs and often ask where is the J.C. 4-H program now and where do we want it to be. Part of the vision for the program is to see more educational opportunities to increase overall quality. With that in mind, there is an immediate need to set dates for organizational meeting after the holidays. The Council is doing great stuff for the program but the executive committee needs more folks involved. Areas with potential to improve and should be addressed early in January, via committee meeting work include: the carnival, the shooting sports, the Dog program (Crazy Canines are no longer a community club), fair frenzy, trainings for static project areas, junior leaders, and mountain camp. Please talk to those within your club and determine the members and leaders who are interested in being the committee representation from your club.

As we move the J.C. 4-H Program forward, both figuratively and literally, several changes are happening. First off, the UWE Johnson County Office will be relocating to the Fairgrounds, which will provide increased opportunities for our youth. The projected date for the office move is Dec. 15th. The house, which was already owned by the county, is located on the south side of the Fairgrounds and has been undergoing renovations. Eventually there will be a secondary road entrance into the new Extension Office which will allow for easier access during high traffic periods at the Fairgrounds. All 4-H families will be kept informed as we proceed with this relocation, via Facebook, emails, and PSA's on KBBS and the Buffalo Bulletin. With the pending move and the office closing for the University winter break there will be limited customer service or 4-H activity until January 4th. The next issue of the Clover Chatter will come out in February, with January notifications sent out via mailings, 4Honline and the Johnson County 4-H Facebook page. The tentative date for the first 4-H Council Meeting in 2016 is January 11th and we are hoping to conduct it in the new UWE Johnson County Office.

Another change may impact the processing the timeline when new or re-certifying leaders submit information for screening and motor vehicle records check to the Wyoming State 4-H Office. The State 4-H office is a small office and is currently operating short staffed by two positions. Johnathan and his crew do great work in helping the J.C. 4-H families, as well as, all other county 4-H programs. They do their best to provide timely customer service when processing the online certification checks, which are the same as in 2015. To complete the **certification process as a 4-H leader**, volunteers must enroll or re-enroll via <https://wy.4honline.com> at the beginning of each 4-H year which starts Oct. 1st. This is a similar process for youth enrollment and re-enrollment with families creating a profile for all within a single household. Background screens for adults volunteers are conducted at the initial certification and at 5 year intervals thereafter. This process includes an email invite from the State 4-H Office to initiate the screen and **Motor Vehicle Records Check**. The MVR check is to be conducted annually via 4-H State Office email invite.

I wish all a happy holiday season and anticipate great things for J.C. 4-H in 2016 due to the commitment of a proactive council, dedicated J.C. leaders, and the great youth of Johnson County.



UWE Educator 4-H/Youth Development Johnson County

## IMPORTANT DATES

October 1, 2015	2015-2016 4-H year began
Dec. 1, 2015	Livestock Com. Meeting
Dec. 3, 2015	Sale Committee Mtg.
Dec. 14, 2015	J.C. 4-H Council mtg.
Dec. 15, 2015	Extension Office moving
Dec 24-Jan 4th	Winter Break Office Closure
Jan. 11, 2016	J.C. 4-H Council mtg.
Feb 1, 2016	Reg. closes for CWF
Feb. 8, 2016	J.C. 4-H Council mtg.
Feb 19-20, 2016	State Leaders Conf.
April 9-14	National 4-H Conference
June 10-18	Citizenship Washington Focus (15-18 year olds)
June 16-19	State Horse Camp
June 21-23	Showcase Showdown
July 7-10	State Shoot
July 9-15	Leadership Washington Focus (7th-9th grades)
July 10-17, 2016	Tentative Mtn. Camp
July 31-	
Aug 7, 2016	J.C. Fair & Rodeo
August 13-21, 2016	Wyoming State Fair
Sept. 9, 2016	Record Books Due!
Sept. Trip	Raton Shooting Sports
November 25-29	National 4-H Congress

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.



# Wyoming 4-H State Leaders' Conference



**February 19-20, 2016**

**Registration closes: February 5, 2016**

**Sheridan College  
3059 Coffeen Avenue  
Sheridan, WY 82801**

The planning committee is excited to welcome Wyoming 4-H volunteers and youth to the northeast area of the state for this year's event! Please check the website to register and for more information:

[https://wyoming4h.formstack.com/forms/state\\_leaders\\_conf\\_2016](https://wyoming4h.formstack.com/forms/state_leaders_conf_2016)

## **Schedule of Events**

**Registration Fees** (*Registration will close February 5, 2016*)

- Full-time Registration Fee (includes Friday dinner, Saturday breaks, lunch and awards banquet dinner) - \$65
- Saturday only with Awards Banquet (includes Saturday breaks, lunch and banquet) - \$50
- Saturday only without Awards Banquet (includes Saturday breaks and lunch) - \$35
- Banquet Only - \$20
- Day Camp, full time (includes Friday dinner, Saturday breaks, lunch and banquet) - \$30
- Day Camp, Saturday only (includes Saturday breaks and lunch) - \$15



# 4-H Youth/Volunteer Enrollment Process

## FOR EXISTING MEMBERS

1. Go to <http://wy.4honline.com> You will see a screen like this.

2. As an existing Member/Family that is re-enrolling for the next 4-H year select the first option  I have a profile

• Enter your email address and password you used to create your Family login and click the **Login** button

• If you can't remember your password select  I forgot my password enter your email address and click the **Send My Password** button.

• A new automated password will be sent to the email address you provided along with instructions to login and reset your password.

3. Once you are logged in you can review your Family info and update it if needed by clicking the **Edit Family** button

4. In the **MEMBER LIST** tab, please look at the **Member/Volunteer List** to view the members/adult volunteers associated with your family account.

Please do not add a new individual that is already listed in the member/volunteer list!

• To Re-Enroll for the new 4-H year click on the

**Edit** button to the right of each name

• Review the information displayed in the Personal Information screen.

• At the Bottom of the page on the right you will click the **Enroll for 2015-2016** button.

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Mrs. Tester	Adult	80890	Inactive	2014-2015	<b>Edit</b>
2) Boy Tester	Youth	80892	Inactive	2014-2015	<b>Edit</b>
3) Girl Tester	Youth	80893	Inactive	2014-2015	<b>Edit</b>
4) Mr. Tester	Adult	80843	Inactive	2014-2015	<b>Edit</b>

• On the next page you can review/update the personal information page.

• The red asterisk \* indicates required fields

You will now continue through several tabs verifying/updating information.

To advance to the next screen click the **Continue >>** button.

**NOTE: In an effort to reduce our mailing costs, please consider selecting the EMAIL option in the Correspondence Preference field.**

In the **ADDITIONAL INFORMATION** screen you will review the Publicity Release, Statement of Assumed Risk Transportation Release, Code of Conduct, and for Leaders Training and Screening Understanding.

• Please Read this information! You must click this box in each section in order to continue

• The next screen is the **HEALTH FORM** - If any of the individuals Health information has changed, please update it!

In the **PARTICIPATION** screen you will add or delete Clubs and Projects for each individual.

• If you are unsure of which Club to choose, please select I Club Placement and we will help choose a club.

• If you select a new club member to click the **Add Club** Button to add it to your Club list.

• When finished with club selections click the **Continue >>** Button at the bottom.

• You will be taken to the project tab where you can add or delete projects.

• For returning members the years in project should automatically increase for projects you are continuing

• Remember to click the **Add Project** button to add a project to the Project List.

• You can delete a project by clicking the **Edit** button and then clicking the **Delete** button.

• When you are finished with club and project selections click the **Submit Enrollment** Button.

If your enrollment status is Pending, your record is complete and waiting for county level 4-H approval. If your enrollment status is Inactive or Incomplete, click Edit to review your record for missing information and resubmit.

## Johnson County 4-H Council Meeting Minutes

November 9, 2015

The meeting was called to order at 6:35 p.m. See attached sign-in sheet for those in attendance. The 4-H Pledge was recited and led by McKinley Kessler of the Clover Colts.

### **CLUB REPORTS**

#### **Top Notchers –**

**Kountry Kids** – Sydney Downare reported that at the last meeting fundraising and signups for online registration was discussed. Requested permission to do a fundraiser selling Crystalix coupons and to use the proceeds for club operating expenses for fun night, club supplies, and community service. Kristen Hepp made a motion to approve this fundraiser, and Cristie Murray seconded the motion, motion carried.

#### **Winchesters –**

**Rowdy Riders** – Kristen Hepp reported that the club has not met.

#### **Krazy Kritters –**

**Clover Colts** – McKinley Kessler reported that their last club meeting was on last Sunday. They discussed their fundraiser – selling Christmas Trees, and played “Capture the Flag.”

**Cactus 4-H** – Kristen Crago reported that their club met on November 8, 2015, and Jim Dawson, Johnson County 4-H Extension Educator, attended the meeting to help get their club chartered. They also discussed fundraisers.

#### **Stir Ups –**

#### **JC Raiders –**

#### **Blue Ribbon –**

#### **Spurs and Lace –**

### **SECRETARY REPORT**

Minutes of the September meeting were not read at the meeting as they were published in the October Clover Chatter and copies were handed out at the meeting. Kristen Hepp moved to approve the October minutes and Elizabeth Downare seconded the motion. Motion carried.

### **TREASURER REPORT**

Kristen Hepp reported a checking account balance of \$21,445.48, Wyoming 4-H Foundation balance of \$31,551.51, and an Endowment balance of \$10,516.97. Total bills to be paid were reported as \$33.06. Kristen discussed at length a phone conversation with the IRS regarding past years’ delinquencies due to the 4-H Council’s late tax return filings dating back to 2008. The last correspondence received by the IRS stated that there are penalty fees totaling \$2,005.05. This topic was tabled for the next meeting for further discussion. Cristie Murray made a motion to approve the Treasurer’s Report, and McKinley Kessler seconded the motion, motion carried.

### **COMMITTEE REPORTS**

**Programs: \*\*NO COMMITTEE. Discuss under Old Business at next meeting.** Chanda Rule reported that nothing has been done in this area, but plans are to have the Fair Frenzy again next year, and to have a Still Project Fair at the end of winter/beginning of spring.

**Publicity: \*\*NO COMMITTEE. Discuss under Old Business at next meeting.**

**Fundraisers: \*\*NO COMMITTEE. Discuss under Old Business at next meeting.**

**Awards and Recognition:** Chanda suggested that since the Livestock Committee is going to be under the Fair Board beginning this year, that the YES Committee do ALL Livestock Awards, as they have only been providing buckles to the Grand Champion and Reserve Champion of Showmanship and Market Animals at County Fair, explaining that any funds 4-H Council receives that are strictly allocated for Livestock Committee Awards/Funds go to the YES Committee. Following a lengthy discussion, Kristen Hepp made a motion to leave the Livestock awards ‘as

**Jr. Leaders:**

**Mountain Camp:**

**Jr. Fair Board:**

**Sale Committee:**

**OLD BUSINESS**

4-H Council Volunteer Designees. Tiffany Rives and 4-H Council President Chanda Rule were present at the Livestock Committee Meeting. There was no 4-H Youth Representative at the meeting. Cristie Murray made a motion that the 4-H Council Officers share the responsibility to attend the Livestock Committee Meetings for effective communication between 4-H Council and Livestock Committee. Donna Nelson seconded the motion, motion carried. Upon further discussion, Chanda informed the 4-H Council that Jess Troutman expressed a desire to serve with Tiffany Rives as the second 4-H Council Volunteer Designee for the Livestock Committee. Donna Nelson then made a motion to amend the previous motion to include Jess Troutman (for a total of 6 reps including the 4-H Council Officers) so that at least two 4-H Council representatives are present at each Livestock Committee Meeting, and plan to report back to 4-H Council at next scheduled 4-H Council meeting following each Livestock Committee Meeting. Randy Hepp seconded the motion, motion carried. Also discussed a list for one 4-H Youth Representative for the Livestock Committee Meetings (who should also attend the subsequent 4-H Council Meeting), and the council suggested the following youth: Coy Johnson, McKenzie Hogenson, Lilly Crago, and Colby Bessler. Chanda Rule and Lilly Crago to attend December 1st Livestock Committee Meeting.

- As far as Project Leaders, Club Leaders, and all Adult 4-H Volunteers, ***\*\*THERE WILL BE A LEADERSHIP TRAINING MEETING ON NOVEMBER 19, 2016 AT 6:30 AT THE COMMUNITY BUILDING FOR NEW ADULT LEADER VOLUNTEER TRAINING REQUIREMENTS AND THE REQUIRED 5-YEAR RENEWAL FOR CURRENT ADULT LEADER VOLUNTEERS. PLEASE TELL YOUR ADULT CLUB MEMBERS ABOUT THIS IMPORTANT MANDATORY REQUIREMENT!!!\*\****

**NEW BUSINESS**

-State Leaders Conference in Sheridan, WY on Feb. 19-20, 2016; there is a need for Clover Bud Day Camp help. There are funds available in the 4-H Council budget to pay for the registration fee for this conference for adult leaders interested in attending.

-Club Chartering/Annual Evaluations/IRS November 990. Donna Nelson reported that she has been working on assisting JC 4-H clubs on filing IRS form 990 taxes, and that there are still five clubs that need to complete the IRS tax filing. Since there is no recent signed 4-H Council Constitution and By-Laws, President Chanda Rule stated there is no grounds to enforce club compliance, as some clubs are in non-compliance. A survey was sent out to all Club Leaders to assess needs, and only one survey was returned, so there is not much input from leaders on what their current needs are. Project Leaders were discussed, including workshops/clinics for specific projects such as 'Pigs,' and ideas for other Project workshops in areas such as Leathercraft and Photography, and the willingness of the 4-H to provide leader training for any given project need.

-4-H ONLINE ENROLLMENT NOW UP AND RUNNING, PLEASE REMIND YOUR CLUB MEMBERS TO ENROLL, AND REMIND ADULT VOLUNTEERS TO COMPLETE THE ANNUAL MVR CHECK AND BACKGROUND SCREENING/TRAINING (EVERY 5 YEARS)

-Winter Parade on December 5<sup>th</sup>, "Isle of Misfit Toys." Registration deadline is December 2<sup>nd</sup>. 4-H Council chose not to have a 4-H Council this year based on poor participation in the past as well as inclement weather affecting attend-

a Fundraising Committee for the 4-H Carnival, and for raffle ticket items. Kristen will contact Jim regarding a date to meet in December/January for a Carnival Fundraising Committee Meeting. \*\*Table for next meeting.

- 4-H Council Constitution and By-laws. Jim Dawson provided copies of a Draft of a Proposed Constitution, By-laws, and Appendix to bylaws for level of financial support from the JC 4-H Council for leaders, chaperones, and youth at state contests and camps. Several changes were suggested to the draft for review (see attached copy) and will be voted on at the December 14<sup>th</sup> 4-H Council Meeting.

- Donation Letter – Donna says the donation letter usually goes out in the spring, so no letter generated at this time.

- December 14<sup>th</sup> 4-H Council Meeting/Christmas Party – bring appetizers, 4-H Council will supply beverages. Vote on revised 4-H Council Constitution and Bylaws following presentation and revisions at the November 14<sup>th</sup> meeting.

-Kristen Hepp made a motion to adjourn at 8:45 p.m., and Sydney Downare seconded the motion, motion carried.

Respectfully Submitted,

Cristie Murray

4-H Council Secretary



**All members who plan on selling a market animal at the 2016 Junior Livestock Sale need to make an appointment for slaughter asap at**

**Big Horn Meat**

**684-5387**

*If you buyer wishes another slaughter house (you need to find out night of sale) this appointment may be canceled.*

J.C. 4-H Council Meeting/Holiday Celebration

December 14, 2015 @ 6:30 @ J.C. Fire Hall

(Bring appetizers to share)

J.C. 4-H Council Constitution & By-law adoption will take place, please have club representation!

4-H Volunteer Leader-4-H is a program of the University of Wyoming and anytime you transport 4-H members you are driving on UW's business. **UW policy requires all volunteers** to complete a UW Motor Vehicle Records (MVR) Check annually. (this applies to all driving whether a personal, county or UW vehicle). All checks completed after October 1, will be eligible to drive through 2016. to do this check go to <http://www.uwyo.edu/4-h/> and log into UW OFFICIAL VEHICLE USE POLICY INFORMATION, INSTRUCTIONS, AND FORMS

- ◆ Select form to request driving privileges-click on NOT A UW EMPLOYEE
- ◆ The first time you log on, you will be asked to create a profile
- ◆ Create a username and password, click register
- ◆ Add your email address
- ◆ Motor vehicle records input form (enter information exactly as it appears on your driver's license.
- ◆ Department/Organization—enter "UW Extension"
- ◆ Supervisor/Sponsor— enter "James Dawson"
- ◆ In the "NOTIFY" field—enter "Moore, Emmalee"
- ◆ Click the appropriate boxes for permission
- ◆ Click on the submit button



**JOHNSON COUNTY 4-H COUNCIL CONSTITUTION  
BY-LAWS & OPERATING PROCEDURES**

(Revised December 14, 2015)

**ARTICLE 1 – WYOMING /NATIONAL 4-H AFFILIATION**

Section 1: The name of this organization shall be **Johnson County 4-H Council** hereafter referred to as the county-wide 4-H organization.

Section 2: The county-wide 4-H organization will annually complete the chartering process for permission to use the 4-H name and emblem as authorized by the University of Wyoming Extension (UWE) on behalf of National 4-H Headquarters at the United States Department of Agriculture.

Section 3: The 4-H Educator is responsible for assuring that all programs bearing the 4-H name and emblem are consistent with the mission, goals and policies of Extension's 4-H program state-wide and nationally.

Section 4: The UWE's and county coordinator have the final authority for the county 4-H program.

Section 5: The Historian shall keep a historical record of the County 4-H Council.

Section 6: The County Extension Educators shall present brief progress reports of the 4-H work in the county.

**ARTICLE 2 – MEMBERSHIP**

Section 1: Any certified 4-H volunteers in good standing and/or current 4-H members over the age of 12 are eligible for membership in the Johnson County 4-H Council.

Section 2: The Johnson County 4-H Council shall comply with all federal and state laws including those regarding non-discrimination.

Section 3: All salaried Extension Educators who provide program leadership to the county 4-H program shall participate as ex-officio members.

Section 4: Membership of the Johnson County 4-H Council shall consist of:

- Each club shall be represented by up to two votes at each meeting, one youth and one adult.

A club is defined as a group of no less than five members from two or more households with no less than two leaders and meet these two requirements to be in good standing.

Completion of the annual Club evaluation and Charter renewal applications,

Completion and submission of the Club Yearly Book, Treasurer's Book, and Secretary's Book at the end of the 4-H Year to the Extension Office.

Participate in county fundraisers and club fundraising forms must be turned in to the 4-H Council

- Those eligible to vote on council decision are the (two) representatives from each club plus the executive board officers, except the president which only votes in cases of ties.
- Executive Board members may not vote as a club leader representative.
- Johnson County practices a flex-enrollment policy for membership.
- Adult council members shall be currently certified via the University of Wyoming.

If club disbands, remaining funds and property will revert back to the 4-H Council.

### **ARTICLE 3 – LEADERSHIP ROLES AND RESPONSIBILITIES**

Section 1: The 4-H Council Executive Board shall be composed of the elective officers with the UWEs as ex-officio members. The executive board shall have supervision over all business for the Johnson County 4-H Council during the interim between regular meetings and shall keep an accurate record of all proceedings.

Section 2: The elected leadership positions for the Johnson County 4-H Council shall include: president, vice-president, secretary, and treasurer.

Section 3: Qualifications for council leadership elected positions is to be a currently certified 4-H leader in good standing.

Section 4: Leadership positions nominees will be identified using the following process:

- Officer nominations may be made by any Johnson County 4-H member but shall become official upon receipt of the Officer Nomination Application form by the Extension Office.
- Nominations shall be made prior to the last business day before Achievement Night with elections conducted at Achievement Night.
- A majority of all votes cast is necessary to elect any officer.

Section 5: The duties of leadership position shall be:

Executive Board shared responsibilities.

- Work as a team to plan and carry out the function of the 4-H Council.
- Complete the Group Accountability Form annually, and return to the Extension Office
- Annually review council by-laws to ensure these are in alignment with the state 4-H office & county needs. This will be done annually at November meeting and voted on at the December meeting. A signed copy will be in secretary's records.
- Participate in 4-H Council meetings and officer meetings
- Work with 4-H Educator to determine annual operating budget by Oct. 1
- Arrange meeting dates, times, locations, facilities, for meetings
- Oversee and support work of standing and special committees
- Participate in and support county 4-H functions
- Promote participation in county, state, national, and international 4-H opportunities

President

- Preside at all council meetings and officer meetings, ensuring that all voices are heard and the majority rules

- Plan meeting agendas with the officer team and 4-H Educator
- Provide leadership to the executive board and council membership
- Secure council members to lead the American and 4-H Pledges at each meeting
- Arrange for vice president to preside over meetings in case of absence
- Appoint special committees as needed
- Hold officers accountable to their duties
- Casts deciding vote in cases of ties

#### Vice President

- Assist president in duties as requested
- In the absence of the president, presides over meetings

Assumes the duties of the president in the event the position of president becomes vacant

#### Secretary

- Keep accurate minutes, including meeting attendance, of all meetings
- Custodian of all official papers and records
- Keep a correct list of officers and members of committees
- Provide a copy of council meetings and office meeting minutes to the Extension Office
- Assist the president in tracking old business from previous meetings

Read and write any correspondence of the 4-H Council

#### Treasurer

- Shall prepare and present financial reports to the County 4-H Council at each meeting
- Shall collect all monies belonging to the 4-H Council and shall disburse such funds upon the order of the Executive Committee
- Manage funds following the financial recommendations in the Wyoming 4-H Treasurer's Handbook
- Work with the 4-H Council to develop an annual budget based upon the educational goals
- All accounts shall be audited at the close of the Club year and reported in full at the next regular meeting of the Council
- Submit proper documentation for audit of the financial accounts
- Complete and submit annual financial reports to fulfill chartering requirements

Pay bills and make deposits in a timely manner, and work with the 4-H Educator and accountant to provide information for filing taxes annually

Section 6: Terms for leadership positions shall be:

- The President and Treasurer shall serve a term of two years beginning in the even numbered years. Vice President and Secretary shall serve a term of two years beginning in the odd numbered years. Officers shall be limited to two (2) consecutive terms in the same office

Members are eligible to succeed themselves in the same leadership position, not to exceed two consecutive terms unless the position cannot be filled

Section 7: Provision to remove a member from a leadership position:

The executive board shall have the power to remove any board member from an elected council position for just cause upon a unanimous vote of the executive board

Section 8: The process to fill a vacancy in a leadership position shall be:

- The President, with the consent of the Executive Board, will appoint an eligible individual to fill any vacancy until the next regular election

In the event the office of President becomes vacant, the Vice President will move into the position of President, and assume all associated duties for the remainder of the term

## **ARTICLE 4 – MEETINGS**

Section 1: All 4-H meetings will be conducted in compliance with Wyoming Statue Section 16, Article 4, regarding Public Meetings.

Section 2: Johnson County 4-H Council meetings will be scheduled on the second Monday of each Month. There shall be at least six regular meetings held annually. One of the first meetings of the new 4-H year will be dedicated to developing the yearly educational plan and budget to support the program.

Section 3: The following procedures will be used regarding meetings:

- Meeting attendees will be asked to sign-in, with clubs designating their voting youth and adult representatives at this time
- Parliamentary procedures will be used to ensure the minority is heard, the majority rules, and meeting business is conducted in an orderly fashion
- Policy changes shall be presented at one meeting, disseminated to club leaders, and voted on at the next meeting, when time allows

Other decisions such as setting dates of carnival and approving minutes may be voted on at the current meeting, these decision will be made by the majority of voting members in attendance

Section 4: Officers shall meet at the call of the council president. Any officer may request a special meetings. Notice shall be given to members and the 4-H Educator at least one week prior to the meeting date, or asap.

Section 5: Council agenda and minutes will be published in the county 4-H newsletter.

## **ARTICLE 5 – COMMITTEES**

Section 1: Standing Committees shall include:

### Programs Committee

- Report to the 4-H Council at each regular meeting
- Work with 4-H Educator to determine program needs in the county
- Design and implement programs that foster positive youth development
- Submit proposals to 4-H Council to establish a working budge for the committee

### Publicity Committee

- Report to the 4-H Council at each regular meeting
- Write press releases about upcoming and past events for local media
- Keep and compile memorabilia of activities throughout the year
- Plan and implement activities for National 4-H Week for all club participation
- Submit proposals to 4-H Council to establish a working budget for the committee

## Fundraising Committee

Report to the 4-H Council

Work with other committees to accomplish work when needed

Understand 4-H Council funding needs and budget requirements

Plan fundraising activities to include committee members, volunteers, and youth

Submit proposals to Council to establish a working budget for the committee

## Awards & Recognition Committee

Is a working group reporting to the 4-H Council at each regular meeting

Plan and conduct annual Achievement night with UWE Educator

Understand the 4-H Recognition Model, and utilize this model to determine a variety of methods to recognize youth and adults

Determine appropriate times to recognize work of youth and adults throughout the program year, and provide awards at these times

Submit proposals to 4-H Council to establish a working budget for the committee

## Livestock Committee

Two adult and one youth representatives from the Council will be appointed and will attend L.C. meetings to vote plus, rotate youth representatives, 4-H Council Executive members will be alternates. 1<sup>st</sup> youth on list votes at L.C. meetings if more are in attendance.

Section 2: Special committees shall be composed of 4-H certified adult leaders and youth members to be appointed by the executive board on an as-needed basis to accomplish specific tasks.

## **ARTICLE 6 – FUNDS**

Section 1: Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all 4-H organizations. Funds will be managed following the financial recommendations in the Wyoming 4-H Treasurers' Handbook

Section 2: As a group, the membership is responsible for developing an annual budget and making decision about expenditures for the county wide 4-H organization.

Section 3: Funds raised in the name of 4-H are publicly accountable and must be used only for 4-H purposes. All property purchased by the county wide 4-H organization is the property of the UWE 4-H program

Section 4: Special fundraisers conducted as a community service project or for a specific cause not associated with the 4-H program must be advertised accordingly

Section 5: Solicited donations and grants are coordinated on a county-wide basis. The 4-H Educator should be consulted prior to contacting local businesses for a donation or submitting a grant application

Section 6: The 4-H Educator shall have oversight authority on all county-wide 4-H organization financial and investment accounts.

- All bank accounts associated with the 4-H program must have a unique EIN number that is on file with the county 4-H Educator

All bank accounts associated with the 4-H program must have at least two UW Employee's names on the signature card

Section 7: Funds will be distributed as follows:

- Approval by the majority of the council officers for purchase of items over \$500 is needed prior to purchase
- Clubs and individuals are encouraged to approach the council for special projects, start-up funds, and other opportunities. Requests to be on the agenda at a regular meeting should be made to a council officer or 4-H Educator prior to the start of the meeting
- Funds may be distributed on a case-by-case basis. Clubs and individual shall work with the council treasurer for fund distribution

Individuals in need of reimbursement will complete the Reimbursement Form with attached receipts, and return to the Extension Office or the council treasurer

Section 8: Funds may be provided by the council to individual members applying for scholarships and for financial support to attend statewide or national events. Application for these scholarships shall be made in person by the applicant at a scheduled council meeting. Recipients of council funding will receive funding prior to events and be required to report back at a council meeting

## **Appendix I**

### **To by-laws for clarification of level of support from the Johnson County 4-H Council as pertaining to leaders, chaperones, and youth at state contests or camps**

Leader/chaperone criteria

- o Need to be a current on 4-H certification, MVC and screening

Chaperones must be in charge of more than just their own kids

4-H Council pays for those chaperoning or coaching at:

- o Mountain camp – no cost for leader or chaperones
- o State fair – council pays dorm fee and meal ticket
- o State shoot – council pays dorm or campground fee for chaperones & leaders
- o Showcase Showdown – council pays registration and lodging
- o Any other state contests/camp – council pays leader or chaperones registration fee when taking youth participants

Leadership training – up to \$65 of registration fee

\*\*The 4-H council reserves the right to adjust these on an individual basis

Youth State trips: State fair/state contests or camps

Fair Board pays for youth placing as top:

- o Senior showmanship winners or next highest division
- o Senior judging teams or next highest division
- o Youth with Grand Champion animals
- o Senior Division style revue winners

J.C. Senior High Point Performance horse winner

4-H Council will pay for youth fees:

- o When exhibiting for 1-6 days will pay registration fee

- o When exhibiting for 7-8 days will pay for meal ticket

When 1<sup>st</sup> place showmanship, 1<sup>st</sup> place style review, or grand champion still project will pay a \$10 meal credit as well as registration fee for that project

**\*\*The council reserves the right to pay more depending on the situation until the budgeted funds are expended**

- o State shoot – council will pay basic registration and discipline fees up to \$35 total
- o Showcase Showdown – council will pay registration up to \$35

Other 4-H camps/trips – council will pay up to \$35

**\*\*Additional scholarship funds may be available on an individual as need basis. Request for additional scholarship need to be made in person to the 4-H council**

### **Eligibility requirements for youth members to receive Johnson County 4-H Council funding for trips or scholarships**

- o **Must turn in record book by or on due date**
- o **Must sell and turn in all required raffle tickets**

**Must participate in any other county wide required fundraising efforts**

**\*\*Failure to complete any of these shall result in being billed for amounts paid on your behalf**

## **ARTICLE 7 – AMENDMENTS**

Section 1: The components of these by-laws, which are determined by the Johnson County 4-H Council’s membership may be amended by the following procedures:

- By-laws may be amended by a majority vote during a regular 4-H Council meeting provided that the proposed amendment has been distributed to Johnson County 4-H members my e-mail/mail 10 business days before the scheduled meeting vote
- To make a decision on a policy change, after notification to membership has been made, the majority of those present shall vote and make the policy in question change.

## **ARTICLE 8 – DISCIPLINARY ACTION**

Section 1: Failure to abide by the Johnson County by-laws may result in immediate dismissal from the UWE Johnson County 4-H Program and/or a restriction of participation in any Wyoming 4-H programs in the future or dissolution of the club.

- The UW Extension Educator determines non-compliance to adopted by-laws, has authority to take disciplinary actions, and shall consult with the Executive Board of the Johnson County 4-H Council when determining necessary disciplinary action

Appeals to disciplinary action may be made at the next scheduled council meeting

## **ARTICLE 9 – DISSOLUTION**

Section 1: Upon dissolution, 4-H funds and property, must be relinquished to a 4-H affiliate organization with a charitable education purpose such as the County 4-H Council, the Wyoming 4-H Foundation or a state wide 4-H committee for future use in 4-H programming. Distribution options must be discussed and approved by the UWE 4-H Educator.

*Revised Johnson County 4-H Council by-laws were approved and adopted on December 14, 2015.*

Signatures of officers and voting club members:

4-H Council President \_\_\_\_\_ (date)

4-H Council Vice- President \_\_\_\_\_ (date)

4-H Council Secretary \_\_\_\_\_ (date)

4-H Council Treasurer \_\_\_\_\_ (date)

\_\_\_\_\_  
(club name) (adult member) (youth member) (date)

\_\_\_\_\_



## CWF 2016 DATES

Week 1: June 5 - 11 - SOLD OUT

Week 2: June 12 - 18- SOLD OUT

Week 3: June 19 - 25 - SOLD OUT

Week 4: June 26 - July 2

Week 5: July 3 - 9

Week 6: July 10 - 16

Week 7: July 17 - 23

## ABOUT CWF

Citizenship Washington Focus (CWF) is a week-long 4-H citizenship program for youth ages 14-19 that takes place at the [National 4-H Youth Conference Center](#), just 1 mile from the Washington, DC border.

Every summer, thousands of young people participate in the program, which provides opportunities for them to:

- strengthen their communication, leadership, and citizenship skills on a national level
- understand the importance of civic and social responsibilities as they relate to the development of better citizens and leaders
- exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
- experience hands-on learning using the historical backdrop of Washington, DC.

### CWF participants enjoy:

- a behind-the-scenes look at our nation's capital and the chance to meet Members of Congress
- motivational speakers, [educational workshops](#), and assemblies that increase individual commitment to citizen involvement and build lifetime skills for success
- activities that encourage new and lasting friendships
- an [enthusiastic staff of young adults](#) that work directly with them



Participants are immersed in the culture and history of Washington through [onsite workshops](#) at its most [spectacular sights](#).

### Destinations include, but are not limited to:

- The Capitol
- Mount Vernon
- Arlington National Cemetery
- Presidential and war monuments and memorials
- Smithsonian museums

The week's signature event called "Nightview" is a spectacular evening tour of our nation's most historic sites.

In between tours, youth can relax at the [National 4-H Youth Conference Center](#), the premier meeting and conference center in the Washington, DC area especially for young people. It offers a 12-acre campus with 24-hour uniformed security, fitness center, full-court basketball, recreation room with cyber cafe, all-you-can eat buffet in the Clover Café, free parking, and more.

# December 2015

## University of Wyoming Extension

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Lance Rabel b-day	2	3 Sale committee mtg.	4	5 Josie Austin, James Foss b-day
6 Tamia Smith b-day	7 Tyler Allgier, Kyla Christensen b-day	8	9 Stormee Olsen b-day	10	11 Jaycie Arndt & Payton LeDoux b-day	12
13 Benjamin Kulkowski b-day	14 4-H Council mtg.	15 Colton Wagoner b-day	16	17	18 Kylar Klaahsen b-day	19 Chantel George b-day
20 Tatum Atwell b-day	21	22 Eli Goodrich b-day	23 Sheldon Malli, Elsa Freise, Gabi Bolli b-day	24 Connor Malli, & Delaney Stine b-day Office Close Winter Break	25 Nathan Largent & Kaya Pehringer b-day 	26 Kristin Klaahsen b-day
27	28 Kade Benton, Joshua Burke, Zayne Huber b-day Office Closed	29 Office Closed	30 Office Closed	31 Office Closed	Office Closed 	

To Make the Best Better

# January 2016

University of Wyoming Extension

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Office closed	2
3 Rowen Ruby & Ammarie Pierson b-day	4	5	6 Tess Rule & Madison Billings b-day	7	8 Ryder Kozisek b-day	9
10	11	12	13	14 Lacey Dexter b-day	15	16 Hayden Peterson's b-day
17 Addison Baker & Rachel Morey b-day	18 Willow Harriet b-day	19 Norris Graves & Hannah Qualm b-day	20 Colten Schimmer b-day	21	22	23
24	25	26	27	28	29 Tomas Karma b-day	30
<b>31</b>						





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