



New Mexico State University's  
Cooperative Extension Service  
College of Agriculture and Home Economics  
United States Department of Agriculture



## **Doña Ana County 4-H Council Bylaws**

### **ARTICLE I – PRINCIPAL OFFICE**

The principal business office of the Doña Ana County 4-H Council shall be the County Extension Office, Las Cruces, New Mexico.

### **ARTICLE II: OBJECTIVES**

#### **Section 1. 4-H Mission Statement**

The 4-H youth development program is a dynamic non-formal education program. 4-H provides opportunities to learn life skills, gain knowledge while having fun, and make contributions in such areas as environmental education, community service, and current youth issues. The 4-H program is dedicated to providing opportunities for young people to develop leadership and management skills, positive self-esteem, effective communication skills, a solid sense of personal responsibility and the ability to make sound decisions. The life-skills learned in 4-H enable youth to become productive, well-informed, self-reliant responsible adults.

**Section 2.** The Objectives of this Doña Ana County 4-H Council, shall be promoted, through an education program, developed through conferences, club meeting, projects, and programs; and are governed by the basic policies set forth in Article III.

- a. Operate in compliance with the stated authorized use of the official 4-H name and emblem, a federal mark protected by 18 U.S.C. 707.
- b. To promote the educational, cultural, social and life skills development of youth members through activities and projects, and;
- c. To promote goodwill in our community and youth citizenship experiences by participating in service projects.
- d. The council's purpose is limited to the exempt purposes set forth in Internal Revenue Code section 501 (C) (3) and is hereby prohibited to engage, other than as an insubstantial part of its activities, in activities that do not further tax exempt purposes.
- e. The council dedicates all assets to 4-H tax exempt purposes.
- f. The council is prohibited to participate or intervene in a political campaign and from attempting to influence legislation.

## **Philosophy & Objectives**

To "learn by doing" is fundamental to any sound educational program and is characteristic of the 4-H youth development program. Informal education provided by the 4-H program enhances the basic values provided by the home, school, community, and other youth-friendly environments.

These fundamental values in 4-H address the personal qualities young people need to become productive citizens in the world today and tomorrow:

- Acquire knowledge, skills, and attitudes for a satisfying life. The objective is to teach 4-H members how to think, not what to think.
- Enjoy a useful work experience, together with the responsibility and satisfaction of personal accomplishment. Sound work habits carry over into worthwhile personal achievement.
- Develop leadership talents and abilities to participate effectively as members of a group. 4-H recognizes the role of citizens who actively join and participate in community groups with the guidance of friendly adults.
- Develop personal standards and philosophy of life based on lasting values. This includes making the world a better place for others, stressing honesty, integrity, and high standards for the individual and the group.
- Develop an appreciation for the importance of science, agriculture, and the home, and their relationship to the total economy. Education is the foundation of 4-H programming through its direct tie to state land-grant universities.

## **ARTICLE III: BASIC POLICIES**

**Section 1:** The following are basic policies of this 4-H Council

- a. New Mexico 4-H Policies and Procedures Handbook. (See Appendix A)
  - i. Also located on the web site <http://aces.nmsu.edu>
- b. NMSU County Extension Policies (See Appendix A)
  - i. As per New Mexico Policies and Procedure Handbook.
- c. Rules of Conduct. (Harassment) (See Appendix A)
  - i. As per New Mexico Policies and Procedure Handbook
- d. Code of Conduct (See Appendix B)
  - i. Taken from New Mexico State 4-H Liability, Medical and Code of Conduct form
- e. Roberts Rules of Order shall be followed in all orders of business (latest edition)
- f. Other Operational Policies (See Appendix A)
  - i. As per New Mexico Policies and Procedure Handbook  
No clubs are allowed to charge for membership or dues. 4-H members may agree to contribute funds for mutually agreeable purposes as long as these contributions do not constitute a condition of membership.

## **ARTICLE IV: ARTICLE OF ORGANIZATION**

The 4-H Council exists as an organization of its members. Its "article of organization"

comprises these bylaws, amended as needed, as its articles of organization. Amendments may be made by members of the 4-H County Council. In the absence of separate articles of organization, the bylaws shall be deemed to be the articles of organization. In the event of any conflict between these bylaws and the articles of organization, New Mexico 4-H Policies and Procedure Handbook shall govern.

## **ARTICLE V: COUNTY EXTENSION AGENTS/4-H**

County Extension Agents are employees of New Mexico State University. They have over-all Responsibility for the 4-H Youth Development program in their respective county. County Extension Agents work with members, parents, leaders, advisory groups, sponsors and other Youth-and-family-serving agencies or organizations in planning and carrying out 4-H activities.

The County Extension Agent makes sure there is an effective 4-H program that promotes and emphasizes youth development.

County Extension Agents are administratively responsible by law for the 4-H program in their respective counties. This responsibility can be shared and delegated, however, ultimately Extension Agents are held responsible for county 4-H program results.

Section 1. Extension Agents are responsible for:

1. County 4-H program planning, implementation and evaluation.
2. Informing 4-H clientele regarding projects, programs, opportunities and policies of the New Mexico State University Cooperative Extension Service Youth Development programs.
3. Assuring that the 4-H program provides educational opportunities to assist in the youth development process.
4. Developing the volunteer 4-H leadership necessary to conduct 4-H events and activities at the local club and county levels.
5. Conducting 4-H adult volunteer leader screening.
6. Securing, managing and accounting for the resources needed to conduct effective educational 4-H programs.
7. Coordinating program efforts, interpreting policies and serving as a representative of the New Mexico Cooperative Extension Service.
8. Serving as an advisor to county 4-H clubs, committees, councils and associations.
9. Has final authority in matters of conduct, discipline, health and safety in connection with 4-H members and leaders attending 4-H events and activities located in the county, state, or outside of the state?
10. Insure that all 4-H programs and activities are within the provisions of Title VI of the Civil Rights Act, Title IX of the education Amendment of 1972 and Title II of the Americans with Disabilities Act of 1990.

## **ARTICLE VI: MEMBERSHIP**

**Section 1:** Membership in this 4-H Council shall be made available to any individual who subscribes to the Objectives and basic policies, without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

- a. Ref. Article III, Section1, paragraph a.

**Section 2:** The 4-H Council shall comprise of individual from clubs in the Doña Ana County.

- a. Shall be registered with Doña Ana County Extension office.
- b. 4-H Council shall consist of a maximum of 3 voting delegates from each club.
  - i. Clubs to determine voting delegates
- c. Shall meet Requirement as per Article III, Section 1.

**Section 3:** Members of the DAC 4-H Council shall be eligible to participate in the council meeting or to serve in any of its elective or appointive positions.

- a. Shall meet Requirement as per Article VI section 2.
- b. Shall meet any other requirements set forth in these bylaws.

**Section 4:** Council meeting

- a. Council shall hold regular meetings every other month.
- b. Council meetings will occur on the second Tuesday of each month in January, March, May, August and October.
- c. Executive council meetings for leadership team and advisors will occur on the second Tuesday of each month in February, April, July, and November.

**Section 5:** Council Quorum

- a. A quorum shall consist of the majority 50% + 1 of those members present at any 4-H Council meeting

**Section 6:** Voting

- a. Each club shall have 3 voting delegates.
- b. Council shall vote on issues brought forward as per Robert Rule of Law.
- c. A majority vote shall be established by 50% + 1 of the votes cast at a 4-H Council meeting.
- d. Only the voting delegates may vote on issue(s) brought forward. 4-H members present at any council meeting may discuss on issue(s) or items of business brought forward at each meeting.

## **ARTICLE VII: ELECTION OF OFFICERS.**

**Section 1: Qualification of Officers**

- a. Must be a Senior 4-H member.
  - i. Juniors 4-H members can run only if there are not enough qualified Senior members to fill officer positions. Interested Juniors will have to meet same qualifications as Senior.
- b. Must have attended 2 council meetings between January 1st and August 31st of the current calendar year and actively participated in 2 county-wide activities of the year the candidate wishes to apply.
  - i. 4-H member who wishes to run for office does not need to have served as a voting delegate to run for office.
- c. Must submit a county record book the year prior to applying for office.
- d. Must submit a County 4-H Council Officer Application which will have the following information: Name, address, phone, club, and years in 4-H, age,

qualifications and office most interested in. Applications due to the County Extension Office by July 15<sup>th</sup>.

- e. Officer applications will be distributed to the clubs for review for August club meeting.
- f. Officer nominations will be conducted at the August council meeting. Officer candidates do not need to be present at August council meeting, but must be present at October council meeting when elections will take place.
- g. Nominees shall be present and deliver a campaign speech at election council meeting. Nominee for Song and Recreational Leader shall give a speech and/or a recreational activity upon acceptances of nomination. Speeches/activities shall be no longer than 3 minutes.
- h. Candidates will not be allowed to solicit votes through incentives (i.e. give-aways, candy, etc.). Candidate may use props for delivering speech only.
- i. Candidates will be elected by 100% of the results coming from the popular vote. A question and answer portion will follow the candidate's campaign speech to consist of one office specific question and one general question. Each club will have the opportunity to submit one office specific and one general question per office to be submitted to the Extension Office by October 1<sup>st</sup>. Candidates will then draw from a pool of questions related to the office they are seeking.
- j. Must remain active in the club and county 4-H program.
- k. Eligible voters will be representative members of Doña Ana County 4-H clubs with each club having a maximum of 3 voting delegates.

## **Section 2: Qualification of Ambassadors**

- a. Must be a bonafide junior or senior 4-H member (11 years of age and in the 6th grade – 18 years of age) by January 1 of the current year and in good standing.
- b. Must have attended 2 council meetings between January 1st and October 31st of the current calendar year and actively participated in 2 county-wide activities of the year the candidate wishes to apply.
- c. Must submit a county Record Book the year prior to applying for office.
- d. Must complete and submit ambassador application by set dates. Applicants must schedule and attend interview.
- e. Ambassadors will be announced at Awards Night and be willing to serve a one-year term until the following Awards Night.
- f. Must remain active in the club and county 4-H program.

**Section 3:** Each officer/ambassador of this Doña Ana County 4-H Council shall be a member of a 4-H club in Doña Ana County.

- a. Shall have met requirements set forth in Article VI.

## **Section 4: Officers and their election**

- a. The officers of this DAC 4-H Council shall consist of a President, Vice-President, Secretary, Treasurer, Reporter and Song & Recreational Leader.
- b. Officers shall be elected by secret ballot annually in the month of October. However, if there is but one nominee for any office, the office is filled by acclamation.
- c. Officers shall assume their official duties following the close of

installation of officers at Award Night and shall serve a 1 year term from installation to installation.

- d. No person shall serve more than one term in the same office.
- e. Officers and Ambassadors can serve as voting delegates if designated by their club with a maximum of 3 voting delegates per club. The president may not vote unless to break a tie.
- f. No club shall have more than 2 members serving as officers.
- g. Members running for office must be present during October meeting where officers are elected.
- h. Officers must meet requirements as stated in the leadership contract or another person shall be appointed to the position.

**Section 5: Vacancies:**

- a. A vacancy occurring in any office for any reason including the need to fill for unexcused absences shall be filled for the unexpired term by a person elected by a majority vote of the executive committee, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election and fill position.
- b. In the event of a vacancy occurring in the office of president, the vice-president shall fill the unexpired term of the president.
- c. In an event a member is elevated to a higher position or fulfilling an unexpired office term, the member shall be eligible to run for that respective office.
- d. Unexcused absences shall be determined by the Doña Ana County Extension Office and its 4-H Extension Agent.

**ARTICLE VIII: APPOINTED OFFICERS**

**Section 1:** The 4-H Council President, upon approval of the Executive Board may appoint additional 4-H council officers for specified duties from among the council membership.

- a. Term of appointed officers shall expire after the Installation of new officers.
- b. Roberts Rules of Order shall govern.

**ARTICLE IX: DUTIES OF OFFICERS**

**Section 1:** The president shall preside at all meetings of the Doña Ana County 4-H Council and of the executive committee; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the council or by the executive committee; and shall coordinate the work of the officers and committees of the Doña Ana County 4-H Council in order that the Objectives may be promoted.

- a. Be the principal executive officer of the council and the executive board.
- b. Call the meeting to order and preside at all regular and special meetings.
- c. Supervise and control all of the business and affairs of the council and executive board.
- d. Serve as ex-officio member of all committees.
- e. Appoint committees in accord with the constitution and by laws.
- f. Be familiar with Roberts Rules of Order.

**Section 2:** The Vice-president shall act as aids to the president and shall (in their designated order) perform the duties of the president in the absence or disability of that officer to act.

- a. Act in the absence of the President.
- b. Perform the duties of parliamentarian.
- c. Serve as program chairman for council meetings
- d. Perform duties as assigned by the President
- e. In the event of vacancy of the office of President, the Vice-president will fill the unexpired term of President

**Section 3:** The secretary shall record the minutes of all meetings of the organization and of the executive board and shall perform such other duties as may be delegated to him/her.

- a. Keep the minutes of the meetings of the Council and Executive Board
- b. Conduct roll call at the beginning of each council meeting.
- c. Maintain an accurate list of voting delegate and substitutes
- d. Assure that all notices are duly given in accordance with these by laws
- e. Be custodian of council and board records
- f. Perform all duties incident to the office of secretary

**Section 4:** The treasurer shall have custody of the funds pertaining to the Doña Ana 4-H Council; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the president, executive board. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive board and shall make a full report at the meeting at which new officers officially assume their duties. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XIV, Section 5, of these bylaws.

- a. Receive, hold and disburse funds as provided in rules covering finances.
- b. Serve as chairman of the Finance Committee.
- c. Prepare the annual budget and annual and bimonthly financial statement.
- d. Sign, with the President, all authorized withdrawals of council funds
- e. Maintain an accurate, up-to-date record of expenditures and funds of deposit
- f. Perform all duties incident to Treasurer
  - i. The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the executive committee at least two weeks before the meeting at which new officers assume duties.
  - ii. The Treasurer's accounts shall be made available upon written request by any Doña Ana County 4-H Council member to the President.

**Section 5:** The Reporter shall manage communication with the community, county extension office, 4-H clubs and its members.

- a. Write and submit news releases about 4-H activities and events to newspapers, radio and/or TV stations
- b. Send reports and photographs to the County 4-H Agent(s) for the county 4-H newsletter.
- c. Take photograph at all 4-H events
  - i. When unable to take photos will make other arrangements
- d. Act as the Council Historian.

- e. Report at council meetings about any news items that were printed or broadcasted.
- f. The Reporter will perform other duties as prescribed by the President
- g. Vacancies in the office of Reporter will be appointed by the Executive Board for the unexpired term of office

**Section 6: Song and Recreational Leader**

- a. Take charge of planning recreation for county activities
- b. Maintain a notebook on file of games, skits, mixers, etc. for county use
- c. Learn and teach new games to 4-H members at Council meetings
- d. Attend recreation training meetings

**Section 7: Ambassadors shall:**

- a. Serve as members of the Doña Ana County 4-H Leadership Team.
- b. Promote 4-H throughout the county.
- c. Attend county council meetings, activities and events and assist when needed.
- d. Organize activities and events.

**Section 8: Leadership Team shall:**

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- b. Promote 4-H throughout county.
- c. Organize activities and events.
- d. Deliver to their successors all official material not later than ten days following the meeting at which new officers assume their duties
- e. Shall assist local 4-H clubs when question arise.

**ARTICLE X: DOÑA ANA COUNTY STATE OFFICER NOMINEES**

**Section 1: Doña Ana County State Officer Nominees**

- a. Candidate shall have previously attended one State 4-H Conference in New Mexico.
- b. Candidate shall file state application form complete with required signatures prior to deadline specified by State 4-H Office.
- c. Candidate will give 2-3 minute nomination speech at the May Council Meeting.
- d. Only one 4-H'er from Doña Ana County will be nominated for each State Office. In the event two candidates announce for the same office, an election will be held immediately following nomination speeches. The winner will then run for that specific office; the other candidate(s) will choose a different state office.
- e. Prior to Doña Ana County supporting a nominee, they must have the voted approval of the Council.
- f. State Ambassador/Diplomat applicants will not held to the above standard.

**ARTICLE XI: EXECUTIVE BOARD**

**Section 1:** The duties of the executive board shall be (a) to transact necessary business in the



intervals between organization meetings and such other business as may be referred to it by the Doña Ana 4-H Council; (b) to create standing and special committees; (c) to approve the plans of work of the standing committees; (d) to present a report at the regular meetings of the Doña Ana County Cooperative Extension Advisory Committee (e) to select an auditor or an auditing committee to audit the treasurer's accounts; (f) to prepare and submit to the organization for adoption a budget for the year.

**Section 2:** Regular meetings of the executive board shall be held every other month of the term year, the time to be fixed by the committee at its first meeting of the year. A majority of the executive board members shall constitute a quorum as per Article XII Section 1. Special meetings of the executive committee may be called by the president or by a majority of the members of the Doña Ana 4-H Council.

### **Section 3: Membership**

- a. The voting membership of the Executive Board shall consist of the elected 4-H Council Officers and Ambassadors.
  - i. Each officer/ambassador shall have one vote.
- b. The non-voting members of the Executive Board shall consist of the adult advisory board, the 4-H agents, and additional council officers appointed by the Executive Board as described in Article VIII, Section 1.

### **Section 4: Duties, Powers, Limitations**

- a. The Executive Board is subject to the control of the 4-H council.
- b. The Executive Board is empowered to act on behalf of the county 4-H program when the council is not in session.
- c. The members of this board will be regulated by the duties, powers and limitations specified in the constitution and these by laws.
- d. The Executive Board shall assist the county 4-H staff in planning and coordinating the county 4-H schedule of activities and events each year.

## **ARTICLE XII: EXECUTIVE BOARD**

### **Section 1: Quorum, Majority**

- a. Executive board meeting
  - i. A majority vote for Executive Board meetings shall be 50% + 1 of the votes cast.
  - ii. A quorum for Executive Board meetings will be established when seven (7) of the twelve (12) officers and ambassadors are present at meetings of the board
- b. If an executive board member has three unexcused absences from meetings, another person shall be appointed to the position.

## **Article XIII: ADVISORY BOARD**

### **Section 1: Elections**

- a. Advisory board members will be elected for a two year term of office with three new members elected one year and three the following year to maintain a 6 person committee with one advisor serving as a financial advisor.
  - a. Adults who are interested in serving on the adult advisory board will submit applications.
  - b. If no other applicants are interested in serving as a financial advisor,

- current financial advisor will be asked to continue serving on advisory board in order to remain continuity with issues regarding the council budget if he or she chooses.
- b. Advisors will be elected by the current advisory board and agents and will be announced during the October county council election meeting.
  - c. The advisory board will serve as non-voting members of the Executive Board.
  - d. No more than two members from one club may serve as advisors.
  - e. Advisors shall serve as the Long Range Planning Committee
  - f. Outgoing advisors must sit out one year. Applications from outgoing advisors will be accepted and will be considered if there are vacant seats after all new applicants have been considered.
  - g. Positions may be left vacant if there are not enough qualified applicants.

## **ARTICLE XIV: OPERATING COMMITTEE**

### **Section 1: Standing Committees**

- A. Finance Committee
  - i. The finance committee shall be composed of the Executive Board.
  - ii. The County Council Treasurer shall act as chairman of this committee.
  - iii. The committee shall:
    - Develop a 4-H council budget each year with the assistance of the 4-H staff. Development of council budget shall be done by Executive Board and Financial Advisor.
    - Be responsible for council fund-raising activities.
- B. Awards Committee
  - i. This committee shall consist of five adults with not more than two adults from one club. Members of this committee will serve two year terms, with at least two members held over each year.
  - ii. This committee shall be responsible for the selection of Special Record Book Award and Adult Award recipients.
  - iii. If a committee member has three unexcused absences from meetings, another person shall be appointed to the position.
  - iv. The Awards Committee members will submit application during Advisor Application submission.
- C. Awards Presentation Committee
  - i. This committee, consisting of 4-H members, shall be responsible for planning and conducting an annual Awards Program for record book winners each year.

## **ARTICLE XV: RULES OF ORDER**

Roberts Rules of Order shall govern the meetings of the Council and Executive Board in all cases not stated in this constitution and bylaws.

## **ARTICLE XVI: ORDER OF BUSINESS**

- Call to order
- Ceremony - pledge

- Roll call
- Reading and approval of minutes
- Treasurer's Report
- Correspondence
- Reports- committee, officers and club reports
- Old business
- New Business
- Agent reports
- Announcements
- Adjournment
- Recreation will be held at every meeting and be scheduled on the agenda

## **ARTICLE XVII: BYLAWS/AMENDMENTS**

**Section 1:** Proposed revisions or amendments must be presented by clubs at one council meeting to be voted at the next council meeting. Amendments will take effect immediately after approval or otherwise specified. Prior notice of the proposed changes must be included as part of the agenda sent to voting delegates as specified in Article III of the bylaws.

- a. Bylaws will be reviewed every two years or as needed.
- b. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous county council meeting approval from the executive committee.
- c. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- d. Robert Rules of order will be followed using the latest edition.

ARTICLE XVIII: APPROVAL

Submission of amendments or revised bylaws or regulations.

Amendments Approved by: Makayla Richardson Date: 3/11/14  
DAC 4-H Council President

Amendments Approved by: Kate Lovell Date: 3/11/14  
DAC 4-H Council Vice-president

Amendments Approved by: Keiston Stovitz Date: 3/11/14  
DAC 4-H Council Secretary

Amendments Approved by: Dullin Woodall Date: 3-11-14  
DAC 4-H Council Treasurer

Amendments Approved by: Lily Woodall Date: 3-11-14  
DAC 4-H Council Reporter

Amendments Approved by: Jennifer Witte Date: 3/11/14  
DAC 4-H Council Song and Recreational Leader

Amendments Approved by: Kaylee Banagal Date: 3-11-2014  
DAC 4-H Council Ambassador

Amendments Approved by: Cari Albright Date: 3-11-2014  
DAC 4-H Council Ambassador

Amendments Approved by: Bridlyn Corvill Date: 3-11-2014  
DAC 4-H Council Ambassador

Amendments Approved by: Elin Davidson Date: ~~3/11/14~~  
DAC 4-H Council Ambassador

Amendments Approved by: Eisa Davidson Date: 3/11/2014  
DAC 4-H Council Ambassador

Amendments Approved by: Robert Collette Date: 3/11/14  
DAC 4-H Council Ambassador

Amendments Approved by: Alex M. J. Date: 3/11/2014  
DAC 4-H Council Adult Advisor

Amendments Approved by: Janette Coletti Date: 3/11/2014  
DAC 4-H Council Adult Advisor

Amendments Approved by: Cindy Green Date: 3/11/2014  
DAC 4-H Council Adult Advisor

Amendments Approved by: \_\_\_\_\_  
DAC 4-H Council Adult Advisor

Date: \_\_\_\_\_

Amendments Approved by: \_\_\_\_\_  
DAC 4-H Council Adult Advisor

Date: \_\_\_\_\_

Amendments Approved by: Eva Madrid  
Doña Ana County Extension Office/4-H Agent.

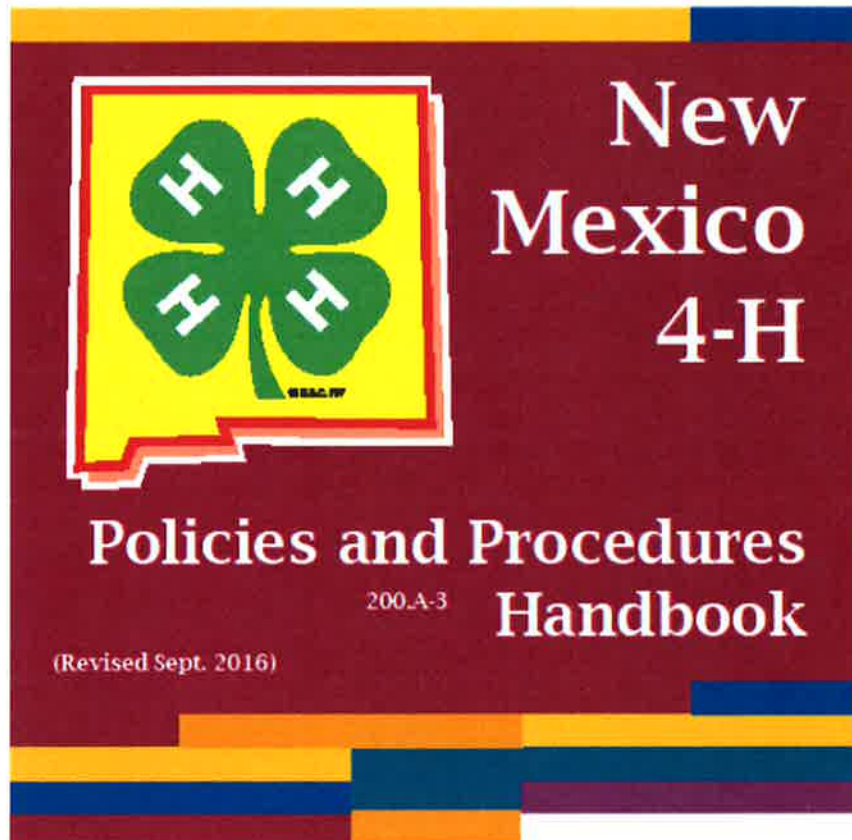
Date: 3/11/14

Amendments Approved by: Jeena Dean  
Doña Ana County Extension Office/4-H Agent.

Date: 3/11/14

# APPENDIX

## A



Cooperative Extension Service  
Helping You Put Knowledge To Work

New Mexico State University is an equal opportunity/affirmative action employer and educator. NMSU and the U.S. Department of Agriculture cooperating.

**Visit: <http://aces.nmsu.edu/4h/4-h-policies-and-procedu.html> for the latest version of the Policy and Procedure Handbook.**

# APPENDIX

## B

### **New Mexico 4-H Code of Conduct**

*I pledge my Head to clearer thinking*, means a 4-H'er is committed to learn the knowledge and skills to enable them to make wise decisions through opportunities that develop independence. By gaining a sense of independence, the 4-H'er is committed to exercise self-discipline, personal responsibility and become an independent thinker. Therefore, the youth agrees to conduct him or herself in a responsible manner and abide by all expectations as stated.

### **Expectations**

- Possession or consumption of alcoholic beverages is prohibited.
- Possession or use of harmful non-prescribed drugs is prohibited.
- Smoking or using other tobacco products is prohibited.
- Participants will show respect for the property and facilities used during the event and will assume financial responsibility for any damages they cause.
- Unauthorized absence from the event premises is not permitted.
- Participants will observe the curfew times as set forth in the event program and remain in their assigned room. Boys and girls are not allowed to be in each other's rooms for any reason.
- Participants will adhere to the State and National 4-H Event Clothing Guidelines.
- Participants will not threaten physical harm or take action with physical harm or verbal abuse.
- Cheating or misrepresentation at any 4-H event is prohibited.
- Participants will adhere to any and all rules at the designated 4-H event they are attending.

### **If I break this agreement, I understand the following disciplinary actions will be taken:**

- I will be sent home immediately at my own expense.
- I will be suspended from attending any State 4-H event for one year (defined as through that same event the following year) from the time of infraction.
- I will not be allowed at any time during the suspension year to represent 4-H in any leadership position on the county, state, or national level.
- I will not be allowed to represent 4-H at any state, regional, or national event during the suspension year.
- Second offenders will be ineligible to participate in any state, regional, or national event or hold a leadership position for the remainder of their 4-H career.
- I understand that the consumption, possession, or use of alcohol or harmful non-prescribed drugs by a minor is against the law, and I know that I may be reported to the proper authorities.

\*For additional information or clarification related to conduct expectations or disciplinary actions refer to the New Mexico 4-H Policies and Procedures Manual.

## **New Mexico 4-H Code of Conduct for Adults**

The positive influence of caring, capable and responsible adults plays an important role in the lives of youth and the 4-H Youth Development Program. Adults working with 4-H youth are charged to lead by example and create a sense of belonging for the youth they support. Therefore, the adult agrees to conduct him or herself in a responsible manner and abide by all expectations as stated.

### **Expectations**

- To cooperate with, support and empower adult staff and youth leadership as they facilitate the 4-H program.
- To oversee the health, safety, and whereabouts of the young people I am responsible for.
- To act as an informal mentor to young participants and model appropriate behavior.
- To abide by the same rules as the youth, spelled out in the Code of Conduct and Clothing Guidelines; including full participation and no use or possession of alcohol, drugs or weapons, before, during or after an event and until the youth are released from my responsibility.
- To orient youth participants as to expectations of dress, manners, safety, punctuality, etc., for the event and to answer concerns and questions of the youth.
- To enforce all written and signed behavior expectations established for youth participating in the 4-H Youth Development Program.
- To consult with local and/or state 4-H program contacts in determining appropriate disciplinary action in the case of inappropriate youth behavior.
- To refrain from causing or demonstrating conflict with other parents, volunteers, chaperones or agents in front of the youth.
- To act in the best interest of the youth in the event of an emergency.
- To communicate with fellow adults and youth in an appropriate manner with no swearing, cursing or abusive language.
- To avoid sexual contact of any type with youth and/or personal displays of affection with other adults in the presence of youth.
- To not ignore situations involving bullying, hazing or harassment, nor fail to intervene if youth are being threatened, humiliated or intimidated by other youth or adults.
- If I will be transporting youth for any 4-H activity, I certify that I:
  - Have a valid driver's license.
  - Understand the responsibilities of safe driving.
  - Have vehicle insurance, individual liability and medical coverage:  
 Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_
- Have no prior convictions for driving while impaired or driving while under the influence of alcohol or drugs.

\*For additional information or clarification related to conduct expectations or disciplinary actions refer to the New Mexico 4-H Policies and Procedures Manual.