1. Advisory Board Information
   a. The Advisory Board will consist of those outlined in Article V Section 1 of the Jackson County Federation Constitution. The 4-H Program Coordinator shall be an ex-officio member of this committee, and an Extension Educator will serve as a liaison to provide guidance as needed. The role of the Advisory Board will be to guide the budget process, establish and review policies and provide recommendations to the Federation. They will also review the Constitution, By-Laws, and Standing Rules/Operating Procedures in September with the 4-H Program Coordinator.
   b. The Advisory Board Chairperson must be currently serving their second year of service during their term and will run meetings. Advisory Board members will select a Vice Chairperson from the first term members, and they will take notes at both Advisory Board and Federation meetings to hand in to the Extension Office. At the end of their term as the Vice Chairperson, they will become the Chairperson for the next year. Advisory Board meetings will be open and held on the same night as Federation meetings. The Advisory Board will select two of its members to serve on a nominating committee along with the 4-H Program Coordinator and the retiring Federation president. This committee will create an officer application, review applications, determine if there are enough applicants to fill the needed Federation offices, and call qualifying members to run for a Federation office if there are not enough applicants.
   c. The Advisory Board will appoint a paid Adult Treasurer. The Adult Treasurer will serve until one of the following occurs: resignation, retirement, or release of duties. This position will be reviewed every two years or as necessary. The Adult Treasurer will stop in the office weekly to complete the following tasks: dealing with the check basket, printing checks from Quick Books, data entry in Quick Books, reviewing bank statements to reconcile monthly, fill out forms (income, bank statements, expense) on a weekly/monthly basis, provide monthly statements for Federation and Advisory Board meetings, obtain financial information for Program Coordinator, sign checks, and working with the Program Coordinator to complete the Federation Charter.

2. Additional Financial Information
a. 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.
b. Upon dissolution date of any club, the balance of their club funds will be turned over to the Jackson County 4-H Federation.

3. Age for Membership in Additional Groups
   a. 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. Deadlines
   a. All state deadlines are non-negotiable by the county. These include but are not limited to: November 1st club chartering; February 15th market beef affidavits; May 15th all other livestock affidavits; and June 15th for fair registration and Federation Officer applications. 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, in Monday’s mail and postmarked on or before the deadline date, faxed, or scanned in and emailed.
   b. To participate in non-competitive events, a youth must be enrolled prior to the event. To participate in competitive events, a youth must be enrolled by the appropriate deadline(s).
   c. Consequences for not upholding deadlines are stated in our exemption chart. Contact the office for more details.

5. Grievance Committee
   a. 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. All decisions made by this committee are final.
   b. Please contact the office or the state website for additional information on the process.

6. Project Development Committee (PDC) Operations
   a. Superintendents are volunteers and should be treated with respect. The following are the rights and responsibilities of all superintendents: Superintendents of project areas, buildings, livestock species, and general (non-livestock) areas do not have the authority to make decisions that go against county or state policy; Superintendents may make changes in regards to class breakouts and show orders; and 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.

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

c. All livestock bonus trip letters will be created by species superintendents from the previous 4-H year. All general project bonus trips will be awarded under direction from the General Project Committee.

7. Records

a. Project records are not required, but are strongly encouraged. Records are due to Jackson County Extension Office from all clubs by the date set by the Extension Office.