

**Arkansas 4-H Code of Conduct**  
MEMBER DISCIPLINE POLICY FOR COUNTY, DISTRICT,  
STATE, and NATIONAL EVENTS

Name \_\_\_\_\_ County \_\_\_\_\_

In seeking uniformity in the conduct expected at each county, district, regional, state, and national events, the following guidelines have been developed to become effective on September 1, 2014.

- I Event Coordinators or designees are encouraged to discuss all rules and regulations governing an event or activity, including the Code of Conduct, with leaders and 4-H members prior to, or at the beginning of, each event or activity.
- II All 4-H members are expected to be responsive to the reasonable requests of the adults in charge.
- III Extension personnel may take immediate action to remove a 4-H member from an activity or event and other action as needed, where there is an emergency situation, significant risk of continuing misconduct, or the gross misconduct warrants immediate removal of the 4-H member. "Immediate action" may include the assistance of law enforcement if necessary.

When the 4-H member is sent home or removed, parents or legal guardians will be notified immediately. Sending the 4-H member home or removal from the event will be at the parent or legal guardian's expense and without refund. Immediate removal from the activity or event will be considered temporary discipline. Further disciplinary action will be determined by a Review Board or an annually appointed Administrative Review Committee.

#### Major Offenses

- IV The following acts of misconduct are considered major offenses that may result in immediate removal from an activity or event pursuant to Section III above.
  - Possession or use of illegal drugs or alcoholic beverages.
  - Theft, misuse or abuse or destruction of public or personal property.
  - Sexual misconduct.
  - Possession of unauthorized weapons or fireworks.
  - Unauthorized absence from the premises of the event.
  - Assault or threatening a person with a weapon or bodily harm.
  - Smoking or using tobacco products.
  - Possession or use of e-cigarettes, hookah pens, smokeless water vapor devices, etc
  - Bullying – Unwanted, aggressive behavior that involves a real or perceived power imbalance. Includes such actions as making threats, spreading rumors, attacking someone physically, verbally, or electronic means and excluding someone from a group on purpose.
  - Violating the International Association of Fairs and Expositions National Code of Show Ring Ethics
- V When a 4-H member is found to have committed a major offense, he or she will be suspended from participation in county, district, state, regional, and national 4-H activities for a period of 12 months or greater. The disciplinary action will be determined and issued by a Review Board or the annually appointed Administrative Review Committee.

#### Minor Offenses

- VI The following acts of misconduct are considered minor offenses that may require the 4-H member to appear before a Review Board.
  - Breaking curfew hours or disturbing others. "Curfew" means in own room and not disturbing others. Males and females may not be in the same sleeping room at any time except in rooms reserved for families.
  - Unexcused absence from the activities of the event.
  - Unauthorized use of vehicle during the event.
  - Use of foul, offensive, or abusive language.
  - Reckless behavior.
  - Visitation by non-registered persons.

- VII When a 4-H member is found to have committed a minor offense, disciplinary action may range from verbal reprimands to suspension from participating in county, district, state, regional, and national, 4-H activities for up to six (6) months or greater. The disciplinary action may be issued by the Event Coordinator, a Review Board or the annually appointed Administrative Review Committee. If the Event Coordinator issues the disciplinary action, the 4-H member may request review of the disciplinary action by a Review Board by making a written request to the County Staff Chair within thirty (30) days from the date of the disciplinary action. Upon notification, the County Staff Chair must notify the Event Coordinator within 5 days of the notification that a review board needs to be convened when all members can be present at a central location.
- VIII. Parental/Guardian Responsibility: Parents/Guardians should discuss and review the Code of Conduct with their child. They understand that failure to abide by this Code of Conduct may result in the consequences listed above which include no refund. In the event that this code is violated, agree to come to the 4-H program/event to pick up child at the request of the adult in charge of the 4-H program/event. They further understand that if they refuse to pick up the child, are unavailable, or if they fail to make timely arrangement to retrieve the child, the 4-H program event staff may contact law enforcement or social services to provide necessary protection for a child in need of services. They acknowledge responsibility for all fees/charges that may result from said services.
- IX Realizing these guidelines are not “all inclusive” the University of Arkansas Cooperative Extension Service reserves the right to make adjustments to these policies.
- X NOTIFICATION PROCEDURES: When a 4-H member commits an offense that results in the 4-H member being sent home or being removed from the event/activity, the person in charge of the event will notify the appropriate County Agent, District Director and Associate Director – 4-H Youth Development. The Associate Director – 4-H Youth Development will then notify the Associate Vice President of Extension when appropriate.
- XI REVIEW BOARD: The person in charge of the event or delegation will appoint the board at the beginning of the event and will serve as chair. County staff chairs should annually appoint a review board to handle acts of misconduct at the club and county level. The Review Board will consist of one Extension employee, a minimum of one / maximum of two adult volunteers, and three youth 4-H members. The review board may be convened by the person in charge of the event or delegation, or at the request of an Extension faculty or staff member. A county staff member will chair all county level review boards. The Review Board will make a decision and issue discipline, if any. The Review Board will then notify the Associate Director – 4-H Youth Development who will affirm or reverse the decision of the Review Board.
- XII APPEAL PROCEDURES: Appeals of a decision of the Associate Director – 4 H Youth Development will be directed to the Associate Vice-President of Extension whose decision will be final. The written appeal must be filed within thirty (30) days from the decision of the Associate Director – 4-H Youth Development. The Associate Vice-President will issue a final decision within ten (10) days of receiving the appeal.

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**Signatures** (Both signatures are required for participants under 18 years old)

I have read and understand the above “Code of Conduct” and will abide by the expectations described in the Code of Conduct. I understand that if I act inappropriately I will have to accept responsibility for my actions that may result in the consequences listed above.

4-H Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent /Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_