The sections indicated with an RL (Required Language) must be included as written in this template. The sections indicated with an RS (Required Section) indicate that the subject must be included but modifications to the template language are allowed. Within a RS section there may be RL.

**UNIVERSITY OF CALIFORNIA**

(COUNTY NAME) **COUNTY**

**4-H YOUTH DEVELOPMENT MANAGEMENT BOARD BYLAWS**

Article I

4-H Youth Development Management Board (RL)

Section 1 – Purpose and Responsibilities (RL)

1. The overall purpose of the 4-H Youth Development Management Board (YDMB) is to provide space for youth and 4-H adult volunteers to work in partnership with the University of California Cooperative Extension (UCCE) 4-H Youth Development Program (YDP) to grow the county 4-H YDP and improve 4-H programming.
2. Working in partnership with 4-H YDP personnel, the YDMB provides leadership for the development of a strategic plan that guides program and fund development efforts in the county 4-H YDP.

Article II

 Membership (RS)

Section 1 – Committee Members (RL, substitute titles where appropriate)

1. YDMB membership consists of an Executive Team of four (4) working alongside 4-H UCCE personnel, and a variable number of Directors.
2. Two members of the Executive Team must be 4-H youth members who are at least 14 years old at the time of their appointment.
3. All Executive Team and Director positions must be filled through an application and selection process.
4. Executive Team members and Directors must be or become enrolled 4-H members or 4-H adult volunteers who are appointed as such by their county director.
5. All Executive Team members and Directors, including both youth and 4-H adult volunteers, are equal members working in partnership to fulfill the purpose and responsibilities of the county 4-H Management Board.

Section 2 – Ex-Officio Members (RL)

1. The county director and 4-H YDP academics and 4-H YDP personnel serving the county shall be ex-officio members of the 4-H YDMB. No designation shall be necessary.
2. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

Section 3 – Recruitment and Selection (RL)

1. Recruitment for open positions due to term completion will be conducted

as a call for applications. Positions will be publicized through the 4-H

newsletter and may additionally be publicized through methods including

print/electronic media, social media, outside organizations and newsletters, letters to 4-H adult volunteers and members, telephone calls, and personal contacts. Positions will be filled no sooner than 30 days after being communicated to the 4-H community.

B. Committee members will be selected by an interview panel made up of at least three individuals: 1) an Executive Team member, 2) a YDMB Director and 3) 4-H YDP personnel. Those applying for positions may not be on the interview panel.

1. The County Director or their designee reviews and approves

appointments to Executive Team and Director positions. In the cases of

vacancies not due to term completion, the Executive Team and/or the

County Director or their designee may recruit members outside the open recruitment pool of candidates. Recommendations are made

to the County Director or their designee for approval.

Section 4 – Terms (RS with RL maximum term limit language. Adjustments can be made for reduced term limits, but not more lengthy term limits.)

1. 4-H adult volunteers shall serve a two-year term, with eligibility to apply for reappointment

to a second, two-year term. Youth shall serve a one-year term, with eligibility to be reappointed for up to three, additional one-year terms, without annual reapplication. Members may not serve in any position for more than four years total. There must be at least a one-year period after the final term before reappointment can be made to serve in any position. If a replacement cannot be found the term may be extended until a replacement is selected.

1. Terms of Adult Directors will be staggered so that the committee will not consist of all new directors at any time (except for the initial committee). Approximately one-half of the initial committee members will begin with a one-year term and the others will begin with two-year terms.

Article III

4-H YDMB Structure (RS)

Section 1 – Positions (RL with options for committee positions)

* 1. The YDMB consists of the following positions:
		1. Executive Team (2 Adults and 2 Youth)
		2. Finance Director I
		3. Finance Director II
		4. 4-H Board Director
		5. 4-H Board Director
		6. 4-H Board Director
		7. 4-H Board Director

Within the director team, there must be a Finance Director I who must be an adult volunteer. The Finance Director II position can be held by a youth member.

1. Senior members who are 14 years old by the time of their appointment may hold Executive Team and Director positions, except for Finance Director I.
2. Duties of each Director are outlined in the respective role description.
3. Role descriptions are written, revised and approved by the 4-H YDMB in partnership with UCCE 4-H personnel.
4. Members of the Executive Team must be from at least three different 4-H Units. They are not “representatives” of their unit in these roles, rather this provides opportunity for diversity of thought.
5. Directors of the Management Board must be from at least four different 4-H Units.

Article IV

4-H YDMB Meetings (RS)

Section 1 – Regular Meetings (RS)

1. The committee will have at least four (4) regularly scheduled meetings per year. At least one meeting will be a joint meeting with the 4-H PDC for program planning and budget coordination.

Section 2 – Special Meetings (RL)

1. Special meetings may be called at any time by the Executive Team, in concurrence with the 4-H YDP personnel.

Section 3 – Agenda (RL)

1. The agenda of each regular or special meeting of the committee shall be prepared in conjunction with the UCCE 4-H personnel.
2. The agenda should include an open forum item for people to address the committee on an item of interest that does not appear on the agenda. Items requiring action must be placed on a future agenda.
3. Interested parties can request to have a specific item added to the agenda subject to approval by the Executive Team.

Section 4 – Attendance (RL)

1. Committee meetings are open to all 4-H members, 4-H adult volunteers, ex-officio members and those invited to participate under specific agenda items.
2. 4-H members and adult volunteers may be acknowledged by the leader of the meeting to express opinions but shall not be entitled to vote.
3. No meetings of the committee or its related sub-committees shall be secret.

Section 5 – Quorum for Regular and Special Meetings (RL)

1. A quorum for YDMB meetings will be met by 50% plus one of the committee members appointed. No meetings or business shall be transacted without a quorum.

Section 6 – Voting Members (RL)

1. Committee members are the only voting members of the 4-H YDMB. Committee members include the Executive Team and all Directors.

Section 7 – Parliamentary Procedure

Democratic Rules of Order shall govern the meetings of the County 4-H YDMB.

Article V

Relationships (RS)

Section 1 – Relationships (RL)

1. The members of the 4-H YDMB and any Standing or ad hoc committees will work in partnership and in a collaborative spirit with one another and with the 4-H YDP personnel. The University of California Agriculture and Natural Resources (UCANR) 4-H Adult Volunteer Code of Conduct and the UCANR Principles of Community will guide the behavior and interactions of all members.
2. The ad hoc committees are responsible to the YDMB. The YDMB members will communicate and coordinate with members of ad hoc Committees whenever such communication and coordination will benefit the county 4-H YDP.
3. 4-H YDMB Board Members may serve concurrent positions on ad hoc Committees.
4. County 4-H YDP personnel have final authority for the administration and operation of the county 4-H YDP.

Article VI

(County Name) 4-H YDMB Committees (RS)

Section 1 – Standing Committees (RL- changes to position roles as appropriate)

1. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the 4-H YDMB may establish standing committees. The following committees are required. Directors will coordinate and serve as chairpersons of these standing committees:
	1. The Treasurer will chair the Finance & Fund Development Committee (RL)
	2. The Vice President will chair the Expansion & Review Committee. At the time of the E&R meetings, if the VP position is vacant, the 4-H YDP personnel will convene meetings of the E&R Committee. (RL)
	3. <List other, administrative standing committees as needed>

Section 2 – Program Development Committees (RS if PDCs are part of the (County) 4-H YDMB structure.)

1. Program Development Committees (PDCs) should be Standing Committees that work in a specific 4-H programmatic content area.
2. The PDCs of (County) 4-H YDMB are:
	1. <bulleted list of established PDCs>
3. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each PDC, with the approval of 4-H YDP 4-H personnel.
4. 4-H YDMB Executive Committee members may not serve as chairs of PDCs during concurrent terms.
5. Committee makeup will be at least 50% senior 4-H members. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.
6. Members of committees must be 4-H members or 4-H adult volunteers appointed by the county director.
7. The standing committees will be responsible for short- and long-range goal setting, planning and program implementation in its respective area of responsibility.
8. Committees should keep the (County Name) 4-H YDMB informed by giving reports as to their plans, what they are doing and how they are functioning.

Section 3 – Expansion & Review Committees (RL)

1. A Standing Committee must be created to serve as the 4-H Expansion and Review (E&R Committee). This is a required committee of the (County Name) 4-H YDMB.
2. The E&R Committee functions to help expand 4-H YDP opportunities for 4-H members and adult volunteers in a balanced manner that includes attention to criteria such as age, sex, locale (rural or urban), disability, minorities and varied needs and interests, to strengthen approaches to 4-H YDP delivery and to add quality to the educational process.
3. The E&R Committee shall have authority to develop positive action plans and recommendations to assure balanced 4‑H YDP expansion on a nondiscriminatory basis. The E&R Committee provides reports directly to the 4-H YDP personnel and the county director.
4. The composition of the group should reflect the diversity of gender, ethnicity and ability/disability within the county and represent various geographic areas of the county with persons who know those communities well. Approximately one-third of the members should be senior 4-H members.
5. The individuals charged with expansion and review must meet as a group at least twice per year.
6. The annual responsibilities of the E&R Committee are to:
	1. Plan and implement an effective outreach program.
	2. Review geographic boundaries of 4-H units.
	3. Review one race units and the communities they serve.
	4. Review constitution and bylaws or operating procedures of 4-H units.
	5. Provide diversity training annually in partnership with 4-H YDP personnel.

Section 4 – Ad hoc Committees (RL)

1. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the (County Name) 4-H YDMB can create and establish ad hoc Committees. Ad hoc Committees are responsible for the development and coordination of educational programs, events, activities, and training in the county 4-H YDP.
2. Ad hoc Committees can be formed to address emerging issues and state-directed key issues.
3. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each ad hoc committee, with the approval of 4-H YDP 4-H personnel.
4. At least every five (5) years an ad hoc committee should be formed to work in partnership with the UCCE 4-H personnel to review and revise the overall strategic plan that guides program and fund development efforts of the 4-H YDMB programs and activities.
5. Ad hoc committees must be given clear, definite instructions about their duties or assignments, how long they are to take, parameters of their authority to act and to whom, and when and what they are to report.

Section 5 – Advisory and Sponsoring Committees (RL)

A. Purpose
Advisory and sponsoring committees, made up of friends and supporters of 4‑H YDP work, may be organized to assist in developing new programs, and in financing and promotion of the county 4‑H YDP.

B. Organization
Such committees may be organized by the (County Name) 4-H YDMB in accordance with the advice of 4‑H YDP personnel or may be organized by 4-H YDP personnel for certain program purposes. When the 4-H YDP personnel organizes such committees, the 4-H YDMB shall be informed of the purpose, organization and composition. Such committees must conform to and follow all UC and 4-H YDP fundraising and other policies.

Section 6 – Committee Members (RL)

1. Committee membership consists of either youth or adult volunteers serving on Committees of the 4-H YDMB, all committee members will work alongside 4-H YDP personnel.
2. 4-H adult volunteers must be or become adult volunteer volunteers who are appointed by the county director prior to service in any 4-H role.
3. Youth must be enrolled in 4-H at the time of service.
4. Committee makeup will be at least 50% senior 4-H members.

Section 7 – Ex-Officio Members (RL)

1. The county director and 4-H YDP personnel serving the county shall be ex-officio members of all committees. No designation shall be necessary.
2. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

Section 8 – Terms (RL)

1. Standing Committee Chairs shall be appointed for up to two-year terms, and renewable for a second two-year term. There must be a two-year period after the second term before reappointment can be made to the same position.
2. Ad hoc Committee chairs and members, by nature of an ad hoc Committees, shall function as short-term commitments. Appointments of the chair and committee members are made annually and renewable for up to two years.
3. Ad hoc work that does not have a clear beginning and end, should be established as a Standing Committee.

Section 9 – Regular Meetings (RS)

1. Committee meetings will be scheduled as necessary.
2. Training may occur during or outside of regular meetings of the committee.
3. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.

Section 10 – Special Meetings (RL)

1. Special meetings may be called at any time by the Committee Chair, in concurrence with the 4-H YDP personnel.
2. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

Section 11 – Agendas (RL)

The agenda of each regular or special meeting of the committee shall be prepared by the Committee Chair in collaboration with the 4-H YDP personnel

Section 12 – Attendance (RL)

1. Committee meetings are only open to committee members, ex-officio members and those invited to participate who have a specific contribution to make to the proceedings.
2. No meetings of the committee or its sub committees shall be secret.

Section 13 – Voting Members (RL)

A. Committee members each have one vote on committee business.

B. Committees may determine their decision-making process. They may choose to use consensus to make decisions or Democratic Rules of Order.

Article VIII

Finances (RS)

Section 1 – 4-H Youth Development Funds (RL)

1. Use of 4-H funds must be in accordance with the University of California and 4-H YDP policies and 4-H YDP mission and core values as interpreted by the 4-H YDP personnel. The county UCCE/4-H office will be the legal mailing address for the county 4-H YDMB.

Section 2 – Money-Raising Activities (RL)

1. All money-raising and in-kind donation activities for the 4-H YDP, for sub-committees and for individual 4‑H units shall be in compliance with the policies of the University of California, 4-H YDP and federal, state and local laws and regulations. All fundraising activities must be approved by the county director or their designee. Particular care shall be exercised in the use of the 4‑H name and emblem. Use of the 4‑H name and emblem on articles sold for profit and in solicitations for commercial enterprises in the name of the 4‑H YDP must be approved by the county director or Statewide 4‑H Director, as appropriate. Lotteries, raffles and other games of chance shall not be used for fundraising purposes.

Section 3 – Contracts (RL)

1. The 4-H YDMB cannot commit the University to any contractual obligations. All funding proposals and goods and services requiring contracts must be processed in accordance with University policies and approved by the county director.

Section 4 – Assets (RL)

1. Assets received or raised by the 4-H YDMB must be utilized in the delivery of the county 4-H YDP in a timely fashion and are under the administrative purview and responsibility of the University of California. Investments must follow University of California and 4-H YDP policies and procedures and be approved by the county director.

Section 5 – Dissolution of the 4-H YDMB (RL)

1. In the event the 4-H YDMB is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the county director. The county director will hold any unrestricted assets in escrow for up to three (3) years pending re-establishment of the YDMB and may distribute the assets for support of the county 4-H YDP. Restricted assets would continue to be dispersed according to donor designations under the oversight of the county director. The county 4-H YDMB Executive Team will notify the 4-H YDP personnel who will submit a Request for Unit Change Form to the State 4-H Office at the time the 4-H YDMB votes to dissolve.

Section 6 – Disbanding of 4‑H Units (RL)

1. In the event a chartered 4‑H unit is disbanded, all assets (including equipment, property, bank accounts, etc.) shall be transferred to the county 4-H YDMB to be held in escrow for three (3) years pending re-establishment of the unit before distributing the assets for support of the county 4-H YDP.

Article X

Adoption (RS)

Section 1 – Adoption (RL)

1. The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the 4-H YDMB. The effective date shall be upon the approval of the YDMB and that date shall be stamped on each page of the Bylaws.

PRINT NAME SIGNATURE DATE

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Executive Team Member
\*4-H Adult Volunteer

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Executive Team Member
\*4-H Adult Volunteer

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Executive Team Member \*Youth

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Community Education Specialist

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4-H/YFC Advisor

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County Director

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Statewide 4-H Director

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