



Orange County 4-H Council Bylaws
September 9, 2020

**Article I
Membership**

Section 1 – Introduction

Membership in the Orange County 4-H Council shall be active, ex-officio and honorary, and open to all persons without regard to race, color, national origin, religion, sex, gender, gender expression, identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)), as well as state military and naval service.

Section 2 – Categories, Qualifications and Designations

A. Active Membership

All 4-H adult volunteers who are appointed by the county director and actively serving in administrative, assistant, project or activity capacities in the promotion and operation of chartered 4-H units of the 4-H Youth Development Program (YDP) shall be active members of the Orange County 4-H Council.

1. Senior 4-H members (14 to 19 years old, by December 31 of current program year) shall be eligible to be active members of the County 4-H Council. All senior 4-H members who are eligible shall participate as County 4-H Council members with full council membership rights but shall not serve as 4-H adult volunteers or agents of the University of California.
2. Members of county, sectional, and/or state councils, committees or task forces must be appointed 4-H adult volunteers or members in good standing.

B. Ex-Officio Membership

The County Director and 4-H YDP staff serving the county shall be ex-officio members of the council. No designation shall be necessary.

C. Honorary Membership

Any person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4-H YDP. Honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and County Director.



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Section 3 – Limitations, Privileges and Responsibilities of Adult volunteers

- A. Appointed 4-H adult volunteers shall be designated by issuance of an appointment card by the University of California Cooperative Extension county director following completion of the 4-H application, screening and orientation process. Such appointments are annually reviewed before renewal or termination by the Cooperative Extension County Director.
- B. Appointed adult 4-H volunteers shall be regarded as agents of the University of California. As such, they shall be entitled to protection for actions relating to official 4-H activities and duties under the University’s general personal injury and property damage liability policy. This protection is in force as long as the 4-H adult volunteer’s appointment is current, and they conform to and comply with the policies of the University of California 4-H YDP when engaging in County 4-H Council activities.
- C. Ex-officio and honorary members of the County 4-H Council shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

**Article II
Officers**

Section 1 – Officer Positions

The officers of the County 4-H Council shall consist of a President, Vice-President(s), Secretary(ies), Treasurer(s), two Co-Youth Vice-Presidents, and such others, as the County 4-H Council deems necessary. These officers will make up the Executive Committee.

Senior members may hold offices, except those of President or Treasurer.

Section 2 – Eligibility and Term of Office

An office shall not be held by the same person for more than one consecutive term. A term will be two (2) years in length, with offices alternating election years such that President and Recording Secretary are elected in one voting cycle and Vice-President, Treasurer and Corresponding Secretary are elected in a subsequent voting cycle. A term may be extended by the Executive Committee as deemed necessary with approval of the County 4-H Council, 4-H YDP Staff and the County Director. Youth Representatives will be senior members and will serve a term one (1) year in length. Elections should be held at the end of the 4-H year or, if necessary, immediately at the beginning of the new 4-H year.

Any vacancy occurring on the Executive Committee shall be filled by appointment by a Nominating Committee with approval of 4-H YDP Staff and the County Director, subject to ratification by a majority of County 4-H Council members present at the next scheduled County 4-H Council meeting, to complete the remaining period of the term of office being filled.



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Section 3 – Duties of Officers

A. President

It shall be the duty of the President to:

- Preside over and attend all regular and special meetings of the County 4-H Council
- Preside over and attend all Executive Committee meetings
- Serve as ex-officio member of all committees of the County 4-H Council and appoint the members of such committees
- Call special meetings when necessary and in concurrence with the county 4-H YDP staff
- Prepare Executive Committee and County 4-H Council meeting agendas in conjunction with Executive Committee and in consultation with the county 4-H YDP staff
- Have signature authority on the County 4-H Council checking account and savings account
- Have voting rights when a motion is on the floor and results in a tie vote
- Convene a complaint review committee in conjunction with 4-H staff
- Appoint committees

B. Vice-President

It shall be the duty of the Vice-President to:

- Preside at all meetings in the absence of the president
- To succeed to the office of President if that office should become vacant between elections
- Coordinate with 4-H YDP Staff to plan programs for general meetings
- Have signature authority on the County 4-H Council checking account and savings account
- Other duties as directed by the Executive Committee
- Attend regular Executive Committee meetings

C. Recording Secretary

It shall be the duty of the Recording Secretary to:

- Record the full and complete minutes of all meetings of the County 4-H Council and assist with any and all correspondence as directed by the president. Motions made during the meeting and the result thereof should be accurately documented and recorded.
- Provide a set of all County 4-H Council minutes to the county 4-H YDP staff the week following each council meeting. These minutes will be made available to the membership at large with no exceptions.
- Keep a record of those present at the County 4-H Council meeting (units and other individuals)
- Have signature authority on the County 4-H Council checking account and savings account
- Other duties as directed by the Executive Committee
- Attend regular Executive Committee meetings

The offices of secretary and treasurer may be combined into one office.



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D. Treasurer

It shall be the duty of the Treasurer to:

- Keep accurate financial records, copies of invoices bills, etc., relating to the funds and property of the County 4-H Council and account fully for all receipts and expenditures
- Receive, record and deposit all funds in a regulated bank or similar financial institution to the account established for the County 4-H Council
- Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the County 4-H Council
- Secure authorization by the County 4-H Council for disbursement of all funds
- Comply with all University of California financial policies and procedures as outlined in the 4-H YDP Policy Handbook
- Furnish financial reports annually at year-end, or by September 15, and at such times as required by the County 4-H Council and/or the County Director. Financial reports include a balance sheet and a statement of revenues and expenses (income statement).
- Act as custodian of all funds and personal property of the County 4-H Council and keep a current list of all such property
- Prepare all financial records for an annual audit or peer review
- Have signature authority on the County 4-H Council checking account and savings account
- Other duties as directed by the Executive Committee
- Attend regular Executive Committee meetings

E. Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- Provide external communications with media (e.g., radio, newspapers, etc.)
- Write and send thank you notes, condolences, etc. on behalf of the County 4-H Council when deemed necessary by the County 4-H Council or Executive Committee
- Other duties as directed by the Executive Committee
- Attend regular Executive Committee meetings

F. Co-Youth Vice-Presidents (Youth Voice)

It shall be the duty of the Co-Youth Vice-Presidents to:

- Take notes and bring information back to the Teen Council; representing the youth voice within the county
- Identify and lead at least one event (Community Service, Fundraiser, Training, etc.) to benefit Orange County 4-H
- Participate in County Teen Leadership Workshops as time permits
- Other duties as directed by the Executive Committee
- Attend regular Executive Committee meetings



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Section 4 – Conducting by Executive Committee

A. By majority vote of those present at a regular general meeting, the County 4-H Council will determine whether it will conduct business by Executive Committee for the current year. If it is so determined, the Executive Committee will consist of the County 4-H Council officers of the current 4-H YDP program year (July 1st to June 30th), and as many additional active members as it deems necessary. Each member shall have one vote. The 4-H YDP staff and county director shall be ex-officio members.

B. Duties of the Executive Committee

It shall be the duties of the Executive Committee to:

- Consider and recommend to the County 4-H Council practices or procedures needed for effective and efficient management of the county 4-H YDP. After approved by the County 4-H Council, they should be recorded and accessible to the membership.
- The Executive Committee may be authorized to act for the County 4-H Council in making decisions when immediate action relating to the local 4-H YDP program is necessary. Any major action of the Executive Committee should be subject to the approval of the County 4-H Council at its next regular meeting.
- The Executive Committee may assist the president in arranging the agenda for the County 4-H Council meetings, the appointment of committees, and such other matters as may facilitate the orderly and efficient operation of the County 4-H Council and the county 4-H YDP program.

C. Executive Committee Quorum

A quorum is 50% plus one of the members of Executive Committee. No meetings or business shall be transacted without a quorum.

Section 5 – Resignation, Termination and Absences

Resignation from the Executive Committee must be submitted in writing and received by the Secretary and 4-H YDP Staff. An Executive Committee member may be dropped for excess absences from meetings (missing more than one-third of scheduled meetings for the program year).



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Article III
Elections

Section 1 – Nominations

A nominating committee shall nominate officers of the County 4-H Council. Additional nominations shall be called for from the floor before balloting begins.

Section 2 – Balloting for Officers

Elections shall take place by written ballot unless the County 4-H Council by majority vote of those present specifies otherwise. Balloting shall be limited to active members of the County 4-H Council. See Article I, Section 2. Tally of ballots will be overseen by 4-H YDP Staff. The person receiving a plurality of the votes cast for each office shall be declared elected.

Article IV
Meetings

Section 1 – Regular Meetings

There shall be monthly general meetings of the County 4-H Council each program year (July 1st to June 30th), except July and December. These meetings shall be held the fourth (4th) Tuesday of the month, unless otherwise specified by a two-thirds (2/3) vote of all units represented (one vote per unit).

Section 2 – Special Meetings

The president, acting in concurrence with the 4-H YDP staff, may call special meetings at any time.

Section 3 – Training Meetings

No County 4-H Council business shall be transacted at training meetings unless the County 4-H Council so directs.

Section 4 – Meeting Notices

Notices of all meetings of the County 4-H Council shall be provided to adult volunteers and senior members by or in conjunction with 4-H YDP staff.



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Section 5 – Agenda

The agenda of each regular or special 4-H meeting shall be prepared jointly by the executive committee and the 4-H YDP staff.

Section 6 – Attendance

No meetings of the County 4-H Council or its committees shall be secret. Honorary members, parents and 4-H members who are not active members of the County 4-H Council as defined in Article I, Section 3, and other invited and/or approved visitors may attend County 4-H Council meetings and express opinions, but shall not be entitled to vote.

Section 7 – Quorum for Council Regular & Special Meetings

A quorum at regular and special meetings of the County 4-H Council shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise specified in the bylaws. No meetings or business shall be transacted without a quorum.

Section 8 - Voting

Voting privileges shall be extended to all active members of the County 4-H Council. See Article I, Sec 2.

Article V
Finances

Section 1– Council Funds

Use of County 4-H Council funds must be in accordance with the University of California policies and 4-H YDP mission and core values as interpreted by the 4-H YDP staff. (See 4-H Handbook, Chapter 9, Financial Management.) The county UCCE/4-H office will be the legal mailing address for the County 4-H Council.

Section 2 – Money-Raising Activities

All money-raising activities for the County 4-H Council, for 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. Annual fundraising must be approved by the County Director. 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 State 4-H YDP Director, as appropriate. Lotteries and raffles shall not be used for fund-raising purposes.



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Section 3 – Taxes

The County 4-H Council shall comply with all University of California policies and procedures, as well as all federal, state and local laws, and shall require all committees and individual 4-H units and groups to follow similar procedures.

Section 4 – Contracts

The County 4-H Council cannot commit the University to any contractual obligations.

Section 5 – Assets

Assets received or raised by the County 4-H Council must be utilized in the delivery of the county 4-H YDP and are under the administrative purview of the University of California. Investments must follow University of California policies and procedures and by approval of the County Director.

Section 6 – Dissolution of County 4-H Council

In the event the Orange County 4-H Council 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 or designee. The County Director or designee will hold any unrestricted assets in escrow for up to three (3) years pending re-establishment of the council before distributing 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 or designee.

Section 7 – Disbanding of 4-H Units

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 Council to be held in escrow for three (3) years pending re-establishment of the unit before distributing the assets in support of the county 4-H YDP.



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Article VI
Committees

Section 1 – Standing and Ad Hoc Committees

The County 4-H Council will maintain the following standing committees:

- Incentives & Recognition (including events)
- Leadership Development (including training)
- Finance Committee
- Outreach/Marketing (including membership & retention)
- Scholarship
- Nominating (including vacancies and elections)

The County 4-H Council may establish ad hoc committees such as fairs and shows, by-laws, and other such committees as it considers necessary.

Section 2 – Committee Appointments

The County 4-H Council President and/or Executive Committee shall appoint all members of the committees and name the Chair of each committee. All Committees should adhere to the mission, core values and policies of the University of California 4-H YDP when planning educational events and activities. When possible, senior members should be appointed.

Section 3 – Duties of Committees

Committees must be given clear, definite instructions about their duties or assignments, how long they are to take and to whom, when and what they are to report. In carrying out their assignments, they should accurately interpret their jobs from instructions given in the bylaws, from recorded minutes of meetings or from suggestions of the County 4-H Council President and/or 4-H YDP staff.

Section 4 – Conducting by Committee

Committees should keep the County 4-H Council informed by giving reports as to their plans, what they are doing and how they are functioning.

Committee Chairs will be responsible for the financial reporting regarding their event or program and produce a budget for their committee. If no budget is submitted to the County 4-H Council Executive Committee, no funds can be allocated in the annual Budget, and no payments or reimbursements can be made until such budget line items are approved. Each Committee Chair must approve member requests for funds and submit them to the Executive Committee for payment.



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Each Committee will be responsible for keeping and maintaining a binder or digital record for the year. Records will help ensure the sustainability of the 4-H YDP during leadership transitions. Examples for contents of records: timeline; materials needed; contact list; sample documents; budgets; copies of receipts/invoices; etc.

Committees should coordinate all activities through the County 4-H Council and the 4-H YDP staff. County 4-H YDP staff and the County Director have final authority for the administration and operation of the county 4-H YDP program.

Article VII Amendments

Section 1 – Procedure

Amendments to the Bylaws may be made by the County 4-H Council with approval by the 4-H YDP staff and the County Director providing they do not depart from the intent of the Constitution and Bylaws as herein stated, and provided they do not change any of the required language (RL) sections. All proposed changes to required (RL) sections must be submitted by the County Director to the State 4-H YDP Director before final approval of the County 4-H Council. Amendments shall be read at a regular meeting or special meeting of the County 4-H Council one month in advance of final action or shall be sent in a letter to every member at least one week before final action. All revisions must be filed with the County and State 4-H Office.

Section 2 – Voting

Amendments to the Bylaws may be passed by a two-thirds vote of the voting members present, providing the above procedure has been followed.

Article VIII Adoption

Section 1

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



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Brian Montes

County 4-H Council President (date)

Rita Jakel 10.5.20

4-H YDP Staff (date)

Darren L. Haver

County Director (date)

State 4-H YDP Director (date)

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