

Bylaws

Lake County 4-H Lake County 4-H Council

ARTICLE 1

Membership

Section 1 – Categories

Membership shall be active, ex-officio and honorary, and open to all persons without regard to race, color, national origin, religion, sex, disability, economic status or age.

Sectional 2 – Categories, Qualifications and Designations

A. Active Membership

All 4-H volunteers who are certified and actively serving in administrative, assistant, project or activity capacities in the promotion and operation of the 4-H Youth Development Program are eligible to be active members of the Lake County 4-H Council. Active members of the Lake County 4-H Council have the right to express opinions on any matter under discussion.

4-H members, 14 years and older, shall be eligible to be active members of the Lake County 4-H Council. The Lake County 4-H Council shall have the authority to accept as many eligible youth as it deems appropriate. All 4-H members who are eligible or accepted still participate as Lake County 4-H Council members with full voting rights, but shall not serve as adult 4-H volunteers or agents of the University of California.

B. Ex-Officio Membership

The Regional Director, County Director and 4-H Youth Development Program staff serving the county shall be ex-officio members of the Lake County 4-H 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 Youth Development Program may be an honorary member at the discretion of the Lake County 4-H Council. Honorary membership shall be designated by the issuance of a certificate by the Lake County 4-H Council and County Director.

D. Voting Membership

Voting will be limited to four votes per club. At least two of these four votes must be adult, and two votes remaining are encouraged to be for 4-H members whenever possible to allow youth input. Voting members shall be appointed in writing by each club at the first Lake County 4-H Council meeting of the current year. Each club may appoint two alternate voting members in the event a regular voting member cannot be present. The President retains the right to vote in case of a tie.

Section 3 - Limitations, Privileges and Responsibilities of Volunteers

Adults, 18 years of age or older, shall be designated a 4-H volunteer by issuance of an appointment card by the University of California Cooperative Extension County Director. Such appointments shall continue with annual renewal or until terminated by the volunteer or by the Cooperative Extension County Director.

Active members of the Lake County 4-H Council except 4-H members shall be regarded as agents of the University of California. As such, active members shall be entitled to protection from 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 volunteer's appointment is current, and they conform to and comply with the policies of the University of California 4-H Youth Development Program when engaging in Lake County 4-H Council activities.

Ex-officio and honorary members of the Lake County 4-H Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.

Section 4 – Vacancies

Any vacancy occurring in the voting membership of the Lake County 4-H Council shall be filled with a current alternate member by the appropriate club. A representative selected to fill a vacancy shall serve for the unexpired term of a predecessor in office and shall be eligible for reappointment annually.

ARTICLE II Officers

Section 1 - Members

The officers of the Lake County 4-H Council shall consist of a President, Vice-President, Secretary, Treasurer, and other officers, as the Lake County 4-H Council deems necessary. These officers will make up the Executive Committee.

Section 2 - Eligibility and Term of Office

Only active members shall be eligible to hold office in the Lake County 4-H Council. Officers shall not succeed themselves in the same office more than once, except those who fill an unexpired term, they shall be eligible for election to two additional consecutive terms. The officers of the Lake County 4-H Council shall be elected for a two (2) year term by the Lake County 4-H Council at the July/August meeting. Officers will assume office at the first meeting of each year as follows: Election of President and Secretary will be alternate terms from the Vice-President and Treasurer.

Each officer shall hold office until resignation or removal, or until a successor is duly elected, by presidential appointment or special election.

Section 3 - Vacancies

In the event an officer of the Lake County 4-H Council is unable to complete the full term of office, the President, with the approval of a simple majority vote, shall appoint an active member of the Lake County 4-H Council to fill the unexpired term of office.

Section 4 - Duties

President - It shall be the duty of the President to preside at all regular and special meetings of the Lake County 4-H Council, call special meetings when necessary and in concurrence with the Lake County 4-H Youth Development Program staff, prepare Executive Committee and Lake County 4-H Council meeting agendas in consultation with the County 4-H Youth Development Program staff. The President may serve as ex-officio member of all committees of the Lake County 4-H Council, and appoint the members of such committees. The President shall have signature authority on the Lake County 4-H Council checking account and savings account. The President will serve as Executive Committee Chairman.

Vice-President - It shall be the duty of the Vice-President to preside at all meetings in the absence of the President and to succeed to the office of President if that office should become vacant between elections. The Vice-President shall fulfill any other responsibilities assigned by the President. The Vice-President shall have signature authority on the Lake County 4-H Council checking account and savings account.

Secretary - It shall be the duty of the Secretary to record the full and complete minutes of all meetings of the Lake County 4-H Council and to carry on such correspondence, as the Lake County 4-H Council and the President shall direct. Motions made during the meeting and the result thereof should be accurately documented and recorded. A copy of the minutes shall be provided to the Lake County Cooperative Extension office 14 days following each Lake County 4-H Council meeting, with the maximum of 10 days before the next meeting. These minutes will be made available to the membership at large with no exceptions. Copies will be available at the Cooperative Extension office during working hours. The minutes will be provided to community club leaders in a timely fashion, as directed by the Lake County 4-H Council. The Secretary shall

keep attendance and an updated roster of voting members. The Secretary shall have signature authority on the Lake County 4-H Council checking account and savings account.

- **Treasurer** - In cooperation with U.C. staff, the Treasurer shall be responsible for providing a report at each meeting and for compliance with all regulations of the University of California financial policies and procedures as outlined in the 4-H Policy Handbook. In cooperation with the UCCE staff, the Treasurer shall have the accounts and records ready for Peer Review prior to September 1, and submit a complete financial report of the Lake County 4-H Council receipts and expenditures to the Lake County Cooperative Extension Office. The Treasurer shall prepare and file all reports required by federal, state and local governmental agencies, including the Internal Revenue Service, California State Franchise Tax Board, State Attorney General, and the State Board of Equalization, where and when applicable.

(The 4-H Youth Development Program staff and County Director may be one of two signatures on checks.)

Executive Committee - It shall be the duty of the Executive Committee to extend guidance and expertise to the Lake County 4-H Council. It is made up of the Lake County 4-H Council officers of the current 4-H program year, the 4-H Youth Development Program staff and as many additional active members as the Lake County 4-H Council deems necessary.

Duties of Executive Committee - It shall be the duties of the Executive Committee to consider and recommend to the Lake County 4-H Council policies related to state policies and other policies governing the county and local 4-H programs. After the Lake County 4-H Council approves policies, they shall be entered in a policy book. The Executive Committee may be authorized to act for the Lake County 4-H Council in making decisions when immediate action relating to the local 4-H program is necessary. Any major action of the Executive Committee should be subject to the approval of the Lake County 4-H Council at its next regular meeting. The Executive Committee may assist the President in arranging the agenda for the Lake County 4-H Council meetings, the appointment of committees, and such other matters as may facilitate the orderly and efficient operation of the Lake County 4-H Council and the county 4-H program.

Executive Committee quorum is three (3) elected members of the Executive Committee. Volunteers of each club shall be allowed one vote on Executive Committee issues, but shall not be included when determining whether a quorum is present.

Section Leaders' Lake County 4-H Council Representatives - The Lake County 4-H Council will also appoint up to four representatives, consisting of 3 volunteers and 1 4-H member (14 years or older) to represent the Lake County 4-H Council. These representatives are responsible for representing the Lake County 4-H Council's views and not their personal opinions. Policy decisions need to be discussed at the Lake County 4-H Council before decisions are made at the Sectional Lake County 4-H Council.

Policy Secretary - The Policy Secretary shall review minutes of all meetings; record policy as it is adopted, maintain an up-to-date policy book, and serve as parliamentarian.

ARTICLE III Elections

Section 1 - Nominations

Officers of the Lake County 4-H Council shall be nominated by a Nominating Committee. Nominations shall be called for from the floor before balloting begins.

Section 2 - Balloting

Elections shall take place by written ballot unless the Lake County 4-H Council, by majority vote of those present, specifies otherwise. Balloting shall be limited to active members. The person receiving a plurality of the votes cast for each office shall be declared elected.

Officers of the Lake County 4-H Council shall be elected at the July/August meeting of the Lake County 4-H Council and assume office at the first meeting of the year.

Officers of the Section 4-H Leaders' Lake County 4-H Council shall be elected at the July/August meeting of the Lake County 4-H Council and take office at the first regular meeting of the program year.

Section 3 – Removal From Office

After two consecutive absences at regular Lake County 4-H Council or the Executive Committee meetings, the office may be declared vacant at the executive board's discretion. A new officer shall be elected at the next Lake County 4-H Council meeting to fill the vacant office.

ARTICLE IV Meetings

Section 1 - Regular Meetings

There shall be at least five (5) regular meetings of the Lake County 4-H Council each program year.

Section 2 - Special Meetings

Special meetings may be called at any time by the President or by the Executive Committee, where one exists, acting in concurrence with the 4-H Youth Development Program staff.

Section 3 -- Training Meetings

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

Section 4 - Meeting Notices

Notice of all meetings of the Lake County 4-H Council shall be sent to the membership by or in concurrence with the Cooperative Extension office at least seven (7) days prior to the meeting.

Section 5 – Agenda

The agenda of each regular or special Lake County 4-H Council meeting shall be prepared by the President and in consultation with the 4-H Youth Development Program staff. Agenda items shall be submitted to the President or 4-H Youth Development Program staff for consideration.

Section 6– Attendance

No meetings of the Lake County 4-H Council or its committees shall be secret. Honorary members, parents, 4-H volunteers and members who are not active members of the Lake County 4-H Council as defined in Article 1, Section 2, and other visitors may attend Lake County 4-H Council meetings, and may express opinions when recognized by the Lake County 4-H Council President.

Section 7 – Quorum

A quorum at regular and special meetings shall consist of eligible voting members representing a minimum of 25% of Lake County 4-H Clubs, provided the meeting has been properly called.

Section 8 - Robert's Rules of Order

Robert's Rules of Order, Newly Revised, will be followed for situations that warrant more formal parliamentary procedure in conducting business.

ARTICLE V Finances

Section 1 - Lake County 4-H Council Funds

The fiscal year of the Lake County 4-H Council shall be from September 15 to September 14. The use of the Lake County 4-H Council funds must be in accordance with the objectives and functions of the Lake County 4-H Council, the mission, core values and policies of the University of California 4-H YDP, and comply with University of California policies and procedures. (See 4-H Handbook, Section 700). The Lake County Cooperative Extension office will be the legal mailing address for the Lake County 4-H Council.

Section 2- Fund Raising Activities

All fund-raising activities for the Lake County 4-H Council and its Committees shall comply with the policies of the University of California, federal, state, and local laws and regulations. Particular care should be exercised in the use of the 4-H name and emblem. Usage of the 4-H emblem will comply with state and national guidelines as explained the 4-H Policy Handbook.

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 program must be approved by the County Director. Lotteries and raffles shall not be used for fundraising purposes.

Section 3 - Taxes

The Lake County 4-H Council shall comply with all federal, state and local laws relative to property and income taxes, and shall require Advisory Committees and individual 4-H clubs and groups to follow similar procedures.

Section 4 - Employment

The Lake County 4-H Council and its subsidiary agencies, such as summer camp board of directors, shall comply with federal and state laws and regulations regarding employment.

Section 5 – Contracts

The Council may not commit the University to any contractual obligations.

Section 6 – Assets

Assets received or raised by the 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.

Section 7- Dissolution of the Lake County 4-H Council

In the case of dissolution, the Treasurer shall transfer Lake County 4-H Council funds to the California 4-H Youth Development Program Director to be held in trust for three (3) years. After three (3) years the Lake County 4-H Council funds shall be distributed for the development of other 4-H Youth Development Programs by the State 4-H Youth Development Program Director.

If a Lake County 4-H club or group disbands, monies and equipment of such club or group shall be held in escrow for three (3) years and disbursed at the discretion of the Lake County 4-H Lake County 4-H Council.

ARTICLE VI Committees

Section 1

The Lake County 4-H Council may establish committees such as Policy and Procedure, Awards, Program, Chickenque, Record Book Judging, Presentation Day, Achievement Day, Leadership Development and, other committees as it considers necessary.

Section 2

The Lake 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 Youth Development Program when planning educational events and activities. When possible, senior members should be appointed.

Section 3

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 Lake County 4-H Council president and/or 4-H Youth Development Program staff.

Section 4

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

Section 5

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

ARTICLE VII Amendments

Section 1 - Bylaws Amendments

Any proposed amendment shall be submitted in writing to the active members of the Lake County 4-H Council at least one month before final action. Upon approval, the amendment in its

approved form shall be submitted to the County Director for review and concurrence with University policy. Amendments to the Bylaws may be made by the Lake County 4-H Council, with approval by the 4-H staff and County Director, providing they do not depart from the intent of the Constitution and Bylaws.

Section 2 - Voting

The provisions of these Bylaws may be amended or revised by a two-thirds vote of the active voting members present, providing the above procedure has been followed and providing there is a quorum.

ARTICLE VIII Program Participation

Parents/guardians are expected to abide by all University of California 4-H YDP policies and core values. Members and parents are expected to comply with the following Lake County 4-H Council policies while participating in the Lake County 4-H Club Program: *4-H Club Member and Parent Expectations, All Star Contract, and Washington Focus Citizenship Contract.*

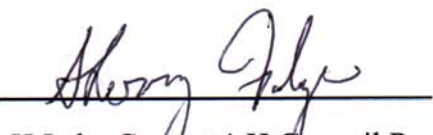
The 4-H YDP Staff and County Director, in cooperation with the County Council, will establish group or non-traditional club program participation and membership guidelines, as needed.

Grievances

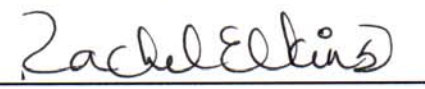
All grievances must be submitted according to the *Concern Form*, in writing and shall be referred to a special committee of the Lake County 4-H Council President, Vice-President, Secretary, Treasurer, and 4-H Youth Development Program staff. The committee shall review the pertinent facts. The committee will decide to allow a new hearing or let the original decision stand.

ARTICLE IX
Adoption

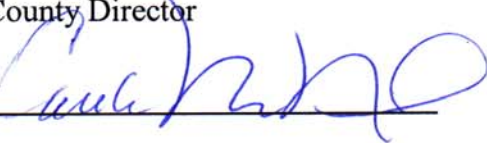
The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the Lake County 4-H Council. The effective date shall be upon approval of the Lake County 4-H Council and that date shall be stamped on each page of the Bylaws.


4-H Lake County 4-H Council President

7/15/05
Date


County Director

7/14/05
Date


Statewide Director 4-H YD Program

6-30-05
Date