

Article I Name

This unit shall be known as the *Clever Clovers* 4-H Club of Yolo County, California.

Article II Purposes

The purposes of this 4-H unit shall be:

- A. To stimulate members *personal growth and development*. Help gain mastery and competence, enhanced independence, and personal values. Provide learning experiences for members to practice and evaluate their growth.
- B. To help youth *develop responsible citizenship*. Learn democratic ways and group living skills through practice. Share in community service-learning and citizenship projects and activities.
- C. To *develop effective leadership skills* through youth and adult partnerships.

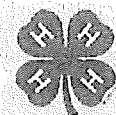
Article III Relationship

The 4-H club is responsible to the County Council. County councils and clubs are accountable to the University of California (UC) and obligated to follow UC and 4-H Youth Development Program (4-H YDP) policies and procedures, and abide by the core values of the University of California 4-H YDP.

Article IV Membership

Section I

The 4-H club shall consist of at least 5 youth from 3 different families. Any boy or girl may enroll in 4-H clubs upon meeting the enrollment criteria:



A. Primary Member:

Must be 5 years old by December 31 of the program year. Primary members enrolling after December 31 must participate as a primary member until the end of the program year. Primary members cannot enroll in large animal projects. Approved primary member animal projects are dogs, cats, rabbits, rats, poultry, bees, mice, embryology, entomology, marine science, pygmy and Nigerian dwarf goats and therapeutic animal projects. A complete list of all approved primary projects is in the California 4-H Project List.

B. Junior, Intermediate and Senior Members:

Must be 9 years old by December 31 of the program year and may continue in the program until the end of the calendar year in which they become 19 years of age.

C. Home Schooled:

Children are to enroll based on their chronological age by December 31st.

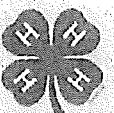
Section 2

County guidelines and the specific purposes or projects of the local club, its leadership and membership, determine local membership eligibility.

Section 3. Duties of the Members.

It shall be the duty of each member to:

- Abide by the 4-H member Code of Conduct;
- Abide by the Core Values of the University of California 4-H Youth Development Program;
- Attend meetings regularly;
- Participate fully in project work;
- Complete records of the work done;
- Perform such duties of office or committees as may be required; and
- Help make the meetings interesting and helpful.



**Article V
Officers**

The officers of this 4-H club shall be president, vice president, secretary, treasurer and other positions as deemed appropriate.

**Article VI
Meetings**

The 4-H club will have as many meetings as are necessary to complete project work and to carry on a successful 4-H club program. A minimum of eight (8) meetings is recommended. Attendance and participation can be promoted through incentive and recognition programs.

**Article VII
Organization Volunteers**

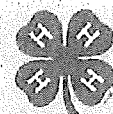
Two adult volunteers must be present at all 4-H club and project meetings. The organizational 4-H club volunteer (club leader) and/or assistant organizational unit volunteer (assistant club leader) must be in attendance at all club meetings unless they arrange for an adult volunteer substitute. When two 4-H adult volunteers cannot be at the meeting, one 4-H adult volunteer and another adult at least 21 years old or 4-H staff member must be present instead.

**Article VIII
Parents/Guardians**

Parents/guardians with youth under 18 should wait until two adult volunteers are present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment. Parents are expected to abide by all University of California 4-H YDP policies and core values.

**Article IX
Nondiscrimination Statement**

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender 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. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

University policy also prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or to any of its programs or activities.

In addition, it is the policy of the University and ANR to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, including the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated.

Inquiries regarding the University's nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.

The Clever Clovers 4-H club of Yolo County affirms and complies with this University of California policy.



Clever Clovers 4-H Unit Constitution

University of California
Agriculture and Natural Resources

*Making a Difference
for California*

4-H Club President

Organizational 4-H Club Volunteer

4-H YDP Staff

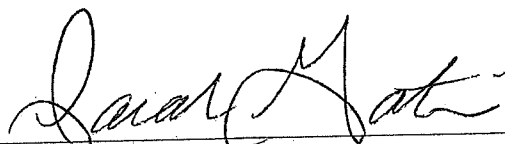
County Director

This constitution was adopted January 2000. Amended on February 8, 2010, November 14, 2011, October 8, 2012, October 13, 2014, November 9, 2015 and February 13, 2017.

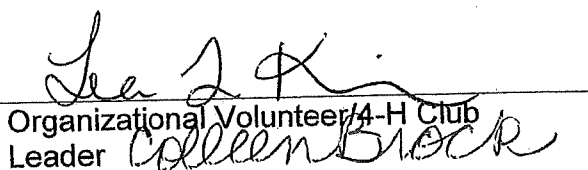
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4. All expenses paid by the Club must be pre-approved in the budget. All checks must be approved and signed by two people, preferably the Treasurer and a Club leader. All signers must be unrelated with a minimum of 3 adults and 1 youth.



4-H Club President

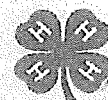

Organizational Volunteer/4-H Club
Leader

4-H YDP Staff

County Director

These bylaws were adopted January, 2000. Amended on February 8, 2010, November 14, 2011, October 8, 2012, October 13, 2014, November 9, 2015 and February 13, 2017.

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Article I Election of Officers

The Officers shall be elected by ballot at the May meeting of the prior year and no later than the first meeting of the current year. Voting may only be done by youth members.

Article II Age Requirements of Officers

The President, Vice-President, Secretary and Treasurer should be Intermediate or Senior members (at least 11 years of age) if possible.

Other elected offices may be held by Junior, Intermediate and Senior members.

Offices filled by an election or other competitive process may not be held by Primary members. Primary members may serve in appointed positions.

Article III Duties of Officers

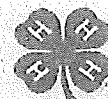
The President shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The president may call special meetings with the consent of the organization volunteer(s).

The Vice-President shall perform the duties of the president in the absence of the president and attend Yolo County Leader's Council meetings and bring report back to club.

The Secretary shall keep the minutes of all 4-H meetings, act as the group's correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the county 4-H YDP office.

The Treasurer shall receive and keep all money belonging to the 4-H club and shall pay it out only upon order of the president, after the 4-H members approve. The treasurer shall keep an accurate record of all money received and paid out and keep a report up to date in the 4-H Treasurer's manual. The treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.

The Communications and Phone Tree Officers shall keep the members informed on a regular basis, via phone calls and emails, of all club and county activities.



The Sergeant At Arms Officers shall assist the President with Club duties such as set up/clean up of meetings, help with errands, give and collect handouts and keep order during meetings.

Other offices may be established as needs of the unit dictate.

Article IV Committees

The president may appoint committees for special purposes at any time.

Article V Meetings

The regular meetings of the 4-H club shall take place on the second Monday of each month. With a minimum of 7 days notice, the president, with consent of the organization adult volunteer, may call special meetings.

Article VI Voting Members

Voting members of the 4-H club include the Junior, Intermediate and Senior members as listed in Article IV of the Constitution. If there are not sufficient voting members in the 4-H club the organizational unit volunteer will work with the UCCE 4-H YDP staff in establishing procedures.

Article VII Quorum

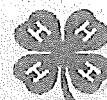
A quorum to do business shall consist of 51% of voting members.

Article VIII Program of Work

A program of work for the year as described in the 4-H Club Program Planning Guide should be developed and adopted no later than the third meeting of the program year.

Article IX Rules of Order

Robert's Rules of Order shall govern the meetings of this 4-H club.



Article X Amending By-Laws

These by-laws may be amended by two-thirds vote of the members present at any regular meeting.

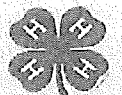
Article XI Dissolution of 4-H Club

Upon consideration of the dissolution of the 4-H club, the officers will inform the county 4-H YDP staff and VMO as to their desire and conformance to the following procedure:

The Clever Clovers 4-H club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H club. Upon dissolution of the 4-H club for any reason, the officers shall take full account of the Clever Clovers 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds in the following order:

- a. Payment of the debts and liabilities of the Clever Clovers 4-H club.
- b. Closure of all bank accounts held by the 4-H club and setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Clever Clovers 4-H club; such reserves shall be paid by the treasurer to the county council. The county council will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the Clever Clovers 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the county council. The balance remaining shall be distributed to the county council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.
- c. The 4-H club treasurer, treasurer advisor and additional club members will complete Form 6.3 financial report, Form 6.2 inventory report, Form 8.5 year end club peer review report and Form 8.6 peer review checklist. All forms are to be submitted to the county office within one month of unit vote approving dissolution.

Each of the members shall be furnished with a statement prepared by the Clever Clovers 4-H club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of



distribution, the 4-H unit shall cease.

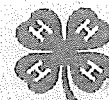


**Article XII
Agreed Upon Procedures**

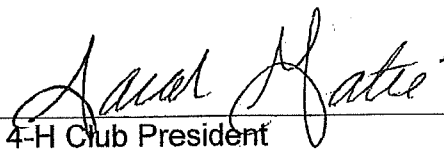
1. Record Books are completed by 4-H members to record project activities, club work and skills learned. The valuable life skills, reflection, goal setting, and growth of a 4-H member are the most important aspect of 4-H Record Books. The process and formatting of a 4-H Record Book will depend on an individual 4-H member's age, experience, and whether the book will be entered into for competition. All members are highly encouraged to complete an annual record book. Members in projects that are selling something in the Spring Show Auction, are required to complete a full record book, which includes a project report and a personal development report. Primary members (age 5-8) have the option to fill out a record book. It is optional if a member enters their 4-H Record Book for competition.

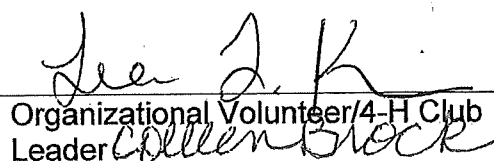
2. Members are highly encouraged to attend 80% of Club meetings and 80% of project meetings. This requirement is meant to give meaning to the 4-H experience, by showing commitment on the members part, to be an active participant in all 4-H activities. If a member notifies the Club/Project Leader of an absence BEFORE the meeting, the member will be excused from that meeting. An excused absence will not go against the 80% requirement. Although excused absences will be counted towards meetings attended, they cannot exceed 25% of meetings held. Discretion must be used accordingly by the member to determine an absence. Excessive use of excused absences by a member will be reviewed by the Executive Committee for a determination on member status. If the 80% requirement is not met in both areas, members may not enter any project into Spring Show. If an Officer does not attend 80% of Executive Committee meetings and 80% of Club meetings, the Executive Committee has the right to remove them from office.

3. Officers that are not performing their duties, will be mentored by the Executive Committee and Club leaders. If after mentoring, duties are not being performed, the Executive Committee has the right to remove them from office and elect another member to that position.



4. All expenses paid by the Club must be pre-approved in the budget. All checks must be approved and signed by two people, preferably the Treasurer and a Club leader. All signers must be unrelated with a minimum of 3 adults and 1 youth.


4-H Club President


Organizational Volunteer/4-H Club
Leader

4-H YDP Staff

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