



## Napa County 4-H Council Bylaws

### Article I Membership

#### Section 1 – Introduction

Membership in the Napa County 4-H Council shall be active and ex-officio 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

1. 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 shall be active members of the Napa County 4-H Council.
2. Senior 4-H members (14 to 19 years old) shall be eligible to be active members of the 4-H Council. All senior 4-H members who are eligible shall participate as 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.
3. Members of county 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 Youth Development Program staff serving the county shall be ex-officio members of the council. No designation shall be necessary.

#### 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.





## Napa County 4-H Council Bylaws

- 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 Youth Development Program when engaging in 4-H Council activities.
- C. Ex-officio members of the 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, secretary, treasurer, four members-at-large, and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee. Senior members may hold offices, except those of president or treasurer. Two members-at-large must be senior 4-H members (or remain vacant).

#### Section 2 – Eligibility and Term of Office

The term of officers will be from July 1 to June 30 for a two-year term. Terms shall be staggered so half the officers are elected on odd years and half on even years. An office shall not be held by the same person for more than two consecutive terms. Elections should be held at the end of the 4-H year or soon after the beginning of the new 4-H year.

#### Section 3 – Duties of Officers

- A. President. It shall be the duty of the president to:
- Preside over all regular and special meetings of the County 4-H Council.
  - 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 Youth Development Program staff.
  - Prepare Executive Committee and 4-H Council meeting agendas in consultation with the county 4-H Youth Development Program staff.
  - Have signature authority on 4-H Council bank accounts.
  - 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





## Napa County 4-H Council Bylaws

- 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.
  - Serve as chairman of the 4-H Council Program Committee.
  - Have signature authority on 4-H Council bank accounts.
- C. Secretary. It shall be the duty of the secretary to:
- Record the full and complete minutes of all meetings of the 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 4-H Council minutes to the county 4-H Youth Development Program 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 4-H Council meeting (units and other individuals).
  - Have signature authority on 4-H Council bank accounts.
- 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 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 4-H Council.
  - Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the 4-H Council.
  - Secure authorization by the 4-H Council for disbursement of all funds.
  - Comply with all University of California financial policies and procedures as outlined in the 4-H Youth Development Program Policy Handbook.
  - Furnish financial reports annually at year-end, or by September 15, and at such times as required by the 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 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 4-H Council bank accounts.
- E. Members-at-Large. It shall be the duty of the members-at-large to:
- Represent the perspectives of 4-H adult volunteers and/or 4-H members.





## Napa County 4-H Council Bylaws

- Act as a liaison between the Council and 4-H adult volunteers and 4-H members.

### Section 4 – Conducting Business by Executive Committee

- A. By majority vote of those present at a regular meeting, the 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 4-H Council officers of the current 4-H Youth Development Program year (July 1st-June 30th), and as many additional active members as it deems necessary. Each member shall have one vote. The 4-H Youth Development Program staff and county director shall be ex-officio members.
- B. Duties of Executive Committee  
It shall be the duties of the Executive Committee to:
- Consider and recommend to the county council practices or procedures needed for effective and efficient management of the county 4-H Youth Development Program. After approved by the 4-H Council, they should be recorded and accessible to the membership.
  - The Executive Committee may be authorized to act for the 4-H Council in making decisions when immediate action relating to the local 4-H Youth Development Program is necessary. Any major action of the Executive Committee should be subject to the approval of the 4-H Council at its next regular meeting.
  - The Executive Committee may assist the president in arranging the agenda for the 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 Youth Development 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.

### Article III Elections

#### Section 1 – Nominations

A nominating committee shall nominate officers and members-at-large of the 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 or online ballot unless the 4-H Council by majority vote of those present specifies otherwise. A written ballot alternative must be provided if





## Napa County 4-H Council Bylaws

---

online balloting is used. Balloting shall be limited to active members. 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 at least four (4) regular meeting of the 4-H Council each program year (July 1st-June 30th). These meetings shall be held on the second Tuesday of October, December, February, and April, 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 Youth Development Program staff, may call special meetings at any time.

#### **Section 3 – Training Meetings**

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

#### **Section 4 – Meeting Notices**

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

#### **Section 5 – Agenda**

The agenda of each regular or special 4-H meeting shall be prepared jointly by the president and the 4-H Youth Development Program staff.

#### **Section 6 – Attendance**

No meetings of the 4-H Council or its committees shall be secret. Parents and 4-H members who are not active members of the 4-H Council as defined in Article I, Section 3, and other invited and/or approved visitors may attend 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 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**





## Napa County 4-H Council Bylaws

---

Voting privileges shall be extended to all active members of the 4-H Council.

### **Article V** **Finances**

#### **Section 1 – Council Funds**

Use of 4-H Council funds must be in accordance with the University of California policies and 4-H Youth Development Program mission and core values as interpreted by the 4-H Youth Development Program 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 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 Youth Development Program 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 Youth Development Program must be approved by the county director or State 4-H Youth Development Program Director, as appropriate. Lotteries and raffles shall not be used for fund-raising purposes.

#### **Section 3 – Taxes**

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

#### **Section 5 – Assets**

Assets received or raised by the 4-H Council must be utilized in the delivery of the county 4-H Youth Development Program 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 4-H Council**





## Napa County 4-H Council Bylaws

---

In the event the Napa 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 Youth Development Program. 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 Youth Development Program.

## **Article VI Committees**

### **Section 1**

The 4-H Council may establish committees such as program, finance, fairs and shows, awards, leadership development and other such committees as it considers necessary.

### **Section 2**

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

### **Section 4**

Committees should keep the 4-H Council informed by giving reports as to their plans, what they are doing and how they are functioning. Committees should coordinate all activities through the 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 Youth Development Program.









