



UNIVERSITY OF CALIFORNIA
CALIFORNIA 4-H MANAGEMENT BOARD BYLAWS

Article I
California 4-H Management Board

Section 1 – Purpose and Responsibilities

- A. The California 4-H Management Board provides a space for youth and adult volunteers to work in partnership with the State 4-H Office to grow the California 4-H YDP and improve 4-H programming.

Article II
California 4-H Management Board Membership

Section 1 – Board Members

- A. California 4-H Management Board membership consists of an Executive Team of three (3) working alongside a staff liaison, and a team of Directors.
- B. All Executive Team and Director positions must be filled through an application and selection process.
- C. Executive Team members and Directors must be or become enrolled 4-H members or adult volunteers who are appointed as such by their county director.
- D. All Executive Team members and Directors, including both youth and adults, are equal members working in partnership to fulfill the purpose and responsibilities of the California 4-H Management Board.

Section 2 – Ex-Officio Members

- A. The State 4-H Office staff liaison shall be an ex-officio member of the California 4-H Management Board. No designation shall be necessary.
- B. 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

- A. Recruitment for positions opening 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, 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 published in the state 4-H newsletter.



- B. The Statewide 4-H 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 Statewide 4-H Director or their designee may recruit and appoint members outside the open recruitment pool of candidates. Recommendations are made to the Statewide 4-H Director or their designee for approval.

Section 4 – Terms

- A. Adults shall serve a two-year term, with eligibility to apply for reappointment to another two-year term. Youth shall serve a one-year term, with eligibility to apply for reappointment to another one-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. If a replacement cannot be found the term may be extended until a replacement is selected.

Article III California 4-H Management Board

Section 1 – Positions

- A. The Board consists of the following positions:
 - 1. Three (3) Executive Team members; Executive Team members are Directors.
 - 2. An ad hoc number of Directors. Directors do work such as managing volunteers and implementing programming. Director roles are flexible in scope, for example being either project-specific (e.g. an event) or domain-specific (e.g. marketing). New positions may be added as needed, flexible to current needs.
 - 3. Within the director team, there is a Treasurer who must be an adult volunteer.
- B. Senior members, if they are 16 years or older by July 1st of the program year during which their term begins, may hold positions except Treasurer.
- C. Duties of each Director are outlined in the respective job description.
- D. Job descriptions are written, revised and approved by the Management Board.

Article IV California 4-H Management Board Meetings

Section 1 – Regular Meetings

- A. The Board will have at least four (4) regularly scheduled meetings per year. The Management Board will determine the number of meetings held throughout the year, the date/time and location.



Section 2 – Special Meetings

- A. Special meetings may be called at any time by the Executive Team, in concurrence with the State 4-H Office staff liaison.

Section 3 – Agenda

- A. The agenda of each regular or special meeting of the Board shall be prepared in conjunction with the State 4-H Office staff liaison.
- B. The agenda should include an open forum item for people to address the Board on an item of interest that does not appear on the agenda. Items requiring action must be placed on a future agenda.
- C. Interested parties can request to have a specific item added to the agenda subject to approval by the Executive Team.

Section 4 – Attendance

- A. Board business meetings are open to all 4-H members, adult volunteers, ex-officio members and those invited to participate under specific agenda items.
- B. 4-H members and adult volunteers may express opinions only during the open forum unless called upon by the presiding chair, but shall not be entitled to vote.
- C. No business meetings of the Board or its committees shall be secret.

Section 5 – Quorum for Regular and Special Meetings

- A. A quorum for Management Board meetings will be met by two executive team members (or one, if only one is active), and 50% of directors. No business shall be transacted without a quorum.

Section 6 – Voting Members

- A. Directors are the only voting members of the California 4-H Management Board.

Section 7 – Parliamentary Procedure

- A. Democratic Rules of Order shall govern the meetings of the California 4-H Management Board.

Article V California 4-H Management Board Projects

Section 1 – Projects



- A. The Management Board manages a set of projects that strengthen and grow the 4-H program. New projects may be added at any time by majority vote. To remove support for a current project, a majority vote and approval of the Statewide 4-H Director or their designee is required.

Article VI California 4-H Management Board Committees

Section 1 – Committees

- A. The Executive Team, with the approval of a majority of Directors, may establish event/activity or ad-hoc committees as necessary.
- B. The Executive Team will name the chairperson of each committee, with the approval of the Board and the Statewide 4-H Director or their designee.
- C. The chairperson of each committee selects and approves its committee members through a process that includes a check of current enrollment and the approval of county 4-H personnel through a reference check. 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, when and what they are to report.
- D. Committees will meet per the requirements of their job descriptions.
- E. Committees should keep the Board informed by giving reports as to their plans, what they are doing and how they are functioning.

Section 2 – Recruitment and Selection for Committees

- A. Recruitment for committees outlined in Section 1 shall be coordinated by the State 4-H Office as part of an annual call for applications. Each ad hoc committee existing before April 1 of the previous program year will have an open application period for new members. Positions will be publicized through the 4-H newsletter, print/electronic media, outside organizations and newsletters, letters to 4-H adult volunteers and members as well as through telephone calls and personal contacts.
- B. Committee members will be selected by the respective Director or a system established by them.
- B. The Statewide 4-H Director or their designee reviews and approves the selections. In the cases of vacancies, the Director or their designee may recruit and appoint members outside the open recruitment pool of candidates. Recommendations are made to the Statewide 4-H Director or their designee for approval.

Section 3 – Terms for Committees

- A. 4-H adult volunteers shall serve a two-year term, with eligibility to apply for reappointment to another two-year term. 4-H youth members shall serve a



one-year term, with eligibility to apply for reappointment to another one-year term annually, with no limit on number of terms. There must be at least a two-year period after the second term before reappointment can be made to the same position. If a replacement cannot be found the term may be extended beyond four years, until a replacement is selected.

Section 4 – Membership

- A. All committees larger than 3 must have at least 50% senior 4-H members (aged 14-19 years).
- B. Committee members must be or become actively enrolled 4-H members or adult volunteers who are appointed as such by their county director.

Section 6 – Ex-Officio Members

- A. The State 4-H Office staff shall be ex-officio members of the California 4-H Management Board Committees. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

Section 7 – Meetings

- A. The Chair will determine the number of meetings held throughout the year, the date/time, and location.
- B. Committee meetings are only open to those members of the Committee and those invited to participate.
- C. There is no quorum requirement.

Article VII Finances

Section 1 – 4-H Youth Development Funds

- A. 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 staff. The State 4-H Office will be the legal mailing address for the California 4-H Management Board.

Section 2 – Money-Raising Activities

- A. All money-raising activities for the 4-H YDP 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 Statewide 4-H 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 Statewide 4-H Director. Lotteries, raffles and other games of chance shall not be used for fundraising purposes.

Section 3 – Contracts

- A. The California 4-H Management Board 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 Statewide 4-H Director.

Section 4 – Assets

- A. Assets received or raised by the California 4-H Management Board must be utilized in the delivery of the State 4-H YDP 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 Statewide 4-H Director.

Section 5 – Dissolution of the California 4-H Management Board

- A. In the event the California 4-H Management Board is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the Statewide 4-H Director. Restricted assets would continue to be dispersed according to donor designations under the oversight of the Statewide 4-H Director.
- B. The California 4-H Management Board Executive Team will notify the Statewide 4-H Director should the California 4-H Management Board vote to dissolve.

Article VIII Amendments

Section 1 – Procedure

- A. Amendments to the Bylaws may be made by the California 4-H Management Board with approval by the Statewide 4-H Director, providing they do not depart from the intent of the Bylaws as herein stated. Upon approval, the amendment shall be read at the next regular meeting of the Management Board at least one month in advance of final action or shall be sent to every 4-H member and adult volunteer in the State at least one week before final action. All revisions must be filed with the State 4-H Office.

Section 2 – Voting

- A. Amendments to the Bylaws may be passed at a regular meeting of the California 4-H Management Board by a two-thirds (2/3) vote of the voting



members present, providing the above procedure has been followed and there is a quorum present.

Article IX
Adoption

Section 1 – Adoption

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

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 (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>) Inquiries regarding ANR’s nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.

<u>Carolyn Abrams</u> Executive Team Member	 <small>Carolyn Abrams (Sep 30, 2020 22:46 PDT)</small> Signature	<u>Sep 30, 2020</u> Date
<u>Ryan Cleland</u> Executive Team Member	 Signature	<u>9/30/20</u> Date
<u>Serafina Martinez</u> Executive Team Member	 <small>Serafina Martinez (Sep 30, 2020 22:48 PDT)</small> Signature	<u>Sep 30, 2020</u> Date
<u>Lynn Schmitt-McQuitty</u> Statewide 4-H Director	 Signature	<u>Oct 1, 2020</u> Date





California 4-H Management Board Bylaws 2020 draft

Final Audit Report

2020-10-01

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