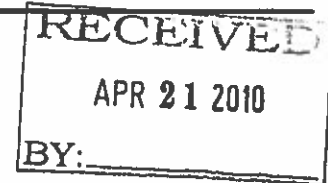




Article 1
 Membership



R *Section 1 – Introduction*

Membership in the *Trinity 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 or economic status.

R *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 the 4-H YDP shall be active members of the *Trinity County* 4-H Council.
2. Senior 4-H members (9th grade – 12th grade) 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 voting rights, but shall not serve as 4-H adult volunteers or agents of the University of California.
3. Members of county, sectional, and/or state councils, committees, or task forces must be appointed 4-H adult volunteers or youth members in good standing.

B. Ex-Officio Membership

The regional director, 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 (hereafter 4-H Council) honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and county director.

R *Section 3 -- Limitations, Privileges and Responsibilities of Adult volunteers*

- A. Adults, 18 years of age or older, who have completed the University of California Cooperative Extension 4-H screening and orientation process may become 4-H adult volunteers. Appointment as a 4-H adult volunteer shall be designated by issuance of an appointment card by the University of California Cooperative Extension county director. Such appointments are annually reviewed before renewal or termination by the Cooperative Extension county director.

- B. Active members of the 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 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 4-H Council activities.

- C. Ex-officio and honorary 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

R *Section 1 -- Members*

The officers of the County 4-H Council shall consist of a president, vice-president(s), secretary(ies), treasurer(s), reporter/historian and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee.

- O Other officers either elected or appointed such as immediate past president, reporter, historian and organizational unit leader.

R *Section 2 -- Eligibility and Term of Office*

Only appointed adult volunteers shall be eligible to hold offices of President and Treasurer. All Active Members as defined in Article 1 Section 2 of the by laws shall be eligible to serve as other offices of the 4-H Council. The term of elected office will be from **September 1st to August 31st** of the following year.

An office shall not be held by the same person for more than two consecutive years, ***unless no other person elects to run for the position.*** Elections should be held at the end of the 4-H year or soon after the beginning of the new 4-H year.

R *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 YDP staff.
- Prepare Executive Committee and 4-H Council meeting agendas in consultation with the county 4-H YDP staff.
- Have signature authority on the 4-H Council checking account and savings account.
- Have voting rights when a motion is on the floor and results in a tie vote.

R 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 the 4-H Council checking account and savings account.

R 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 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 4-H Council meeting (units and other individuals).
- Have signature authority on the 4-H Council checking account and savings account.

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

R 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, accounting 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 provided for 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 YDP Policy Handbook.
- Furnish financial reports annually at year-end and at such times as required by the 4-H Council and the county director. Financial reports should include a Statement of Financial Position (balance sheet), a Statement of Revenues and Expenses (income statement), and a list of tax identification numbers used in the county 4-H Council system/program.
- 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 in accordance with University of California procedures.
- Prepare and file all reports required by federal, state and local governmental agencies, including the Internal Revenue Service (990), California State Franchise Tax Board, and the State Board of Equalization, where and when applicable.

- Forward annual financial reports to the county director or designee at the close of the 4-H program year and no later than September 15th.
- Have signature authority on the 4-H Council checking account and savings account.

O E. Reporter/Historian

It shall be the duty of the reporter/historian to:

- Provide external communications with media, i.e., radio, newspapers, etc.
- Provide internal communications via a county 4-H newsletter with members, participants, 4-H adult volunteers and 4-H YDP staff, regarding 4-H Council activities.
- Provide training, support and assistance to 4-H unit reporters and historians in the visibility and public relations area.

R *Section IV – Conducting By Executive Committee*

- O 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 YDP 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 YDP staff and county director shall be ex-officio members.

R B. Duties of Executive Committee

It shall be the duties of the Executive Committee to:

- Consider and recommend to the county council policies related to state 4-H YDP policies and other policies governing the county and local 4-H YDP programs. After policies are approved by the 4-H Council, they should be entered in a policy book.

- 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 YDP 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 YDP program.

R C. Executive Committee Quorum

A quorum is three (3) elected members of Executive Committee. Organizational unit volunteers of each chartered 4-H unit shall be allowed one vote on Executive Committee issues, but shall not be included when determining whether a quorum is present.

**Article III
Elections**

R *Section 1 – Nominations*

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

R *Section 2 – Balloting*

Elections shall take place by written ballot unless the 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.

**Article IV
Meetings**

R *Section 1 -- Regular Meetings*

There shall be at least five regular meeting of the 4-H Council each program year. These meetings shall be held every two months during the year, (February, April, June, August, October, and December) unless otherwise specified by a two-thirds (2/3) vote of all units represented (one vote per unit).

R *Section 2 -- Special Meetings*

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

R *Section 3 -- Training Meetings*

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

R *Section 4 -- Meeting Notices*

Notices of all meetings of the 4-H Council shall be sent to adult volunteers and senior members by or in conjunction with 4-H YDP staff. No meetings or 4-H Council business shall be transacted without a majority of the 4-H Council or a majority of the Executive Committee being present.

R *Section 5 -- Agenda*

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

R *Section 6 -- Attendance*

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

O *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.

**Article V
Finances**

R *Section 1-- Council Funds*

Use of 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, Finance Section.) The county UCCE/4-H office will be the legal mailing address for the county 4-H Council.

R *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 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 YD program must be approved by the State 4-H YDP Director. Lotteries and raffles shall not be used for fund-raising purposes.

R *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 relative to property and income taxes, and shall require all committees and individual 4-H units and groups to follow similar procedures.

R *Section 4 – Employment*

The 4-H Council and its subsidiary agencies shall comply with federal and state laws and regulations regarding employment.

R *Section 6 – Contracts*

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

R *Section 7 – Assets*

Assets received or raised by the 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.

R *Section 8 – Disbanding of 4-H Council*

In the event the **Trinity County** 4-H Council is disbanded, all assets (including equipment, property, bank accounts, etc.) remain the property of the University of California and shall be transferred to the county director, regional director or the State 4-H YDP Director as appropriate. The administrator will hold the assets in escrow for up to three (3) years before distributing the assets for development of other 4-H YD programs in the county.

R *Section 9 – 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 before distributing the assets for development of other 4-H YD programs in the county.

Article VI
Committees

R *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.

R *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 YDP when planning educational events and activities. When possible, senior members should be appointed.

R *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 YDP staff.

R *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.

R *Section 5*

Committees should coordinate all activities through the 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

R *Section 1 – Procedure*

Amendments to the By-Laws may be made by the 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 sections. All changes to required (R) sections must be submitted by the County Director to the State 4-H Director, for legal interpretation by the Office of the General Counsel of the University of California before final approval of the 4-H Council. Amendments shall be read at a regular meeting or special meeting of the 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 YDP office.

R *Section 2 – Voting*

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

Article VIII
Special Amendments

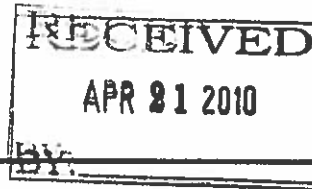
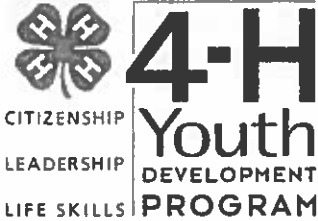
[This section may be used to detail more restrictive policies established by the county 4-H Council relative to finances, end of the year completion, participation in local events and activities, all star, emerald star and other county awards, etc. This section may also be used to set voting criteria relative to important policies and debated issues, i.e., one vote for unit.]

**Article IX
Adoption**

R *Section 1*

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

<u>Cecile Mahon Guly</u> 12/2/09 4-H Council President (date)	<u>Audra Lane</u> 12/2/09 4-H YDP Staff (date)
<u>Ang Williams</u> 12/11/09 County Director (date)	<u>[Signature]</u> 11/10/10 State 4-H YDP Director (date)

**Preamble**

The University of California 4-H Youth Development Program (4-H YDP) creates supportive environments utilizing learn-by-doing educational experiences for culturally diverse youth and adults to reach their fullest potential. In support of this mission, the University of California 4-H YDP develops programs that:

- Are responsive to California's youth and families;
- Are inclusive and diverse;
- Are innovative and adaptable;
- Are accountable for their actions and resources;
- Are collaborative and team focused;
- Are honest, fair and equitable;
- Are respectful for the health and well-being of people, animals and the environment;
- Foster leadership and volunteerism in youth and adults;
- Develop skills that benefit youth throughout life;
- Build partnerships for programming and funding; and
- Use research-based knowledge and the Land Grant University System.

The 4-H organization includes the county 4-H Council and all subsidiary 4-H units. Through the 4-H organization, adult volunteers and University of California 4-H YDP staff work together to extend the 4-H YDP to the youth of the county, and to set and achieve the goals of the county 4-H YDP program. At the local level, the University of California 4-H YDP staff and the county director have final authority to ensure that University of California policy and 4-H YDP core values are adhered to.

R

**Article I
Name and Scope**

Section 1 – Name

The name of this organization shall be the *Trinity* County 4-H Council.

Section 2 – Scope

The county 4-H Council is responsible to the University of California 4-H YDP staff and county director for:

- A. Coordination and operation of local 4-H units, district or area council's and advisory and sponsoring committees; and
- B. Develop, support and carry out a yearly program of events and activities for 4-H youth and adult volunteers.

R

Article II
Purpose

Section 1 – Purpose

The **Trinity County 4-H** Council is organized for the purpose of cooperating with the University of California Cooperative Extension in organizing, promoting and carrying out 4-H youth development work in this county. This Council will operate in compliance with University of California policies and the core values of the University of California 4-H YDP. Policy interpretations are made by 4-H YDP staff and the Cooperative Extension county director, who are authorized under federal and state statutes for organizing and administering the 4-H YDP in the State of California.

Section 2 – Operation

Trinity County 4-H Council shall operate as a tax-exempt, nonpolitical, educational organization cooperating with University of California Cooperative Extension 4-H YDP staff in furtherance of 4-H YDP work in California.

Section 3 – Specific Purposes

The specific purposes for which the **Trinity County 4-H** Council is organized shall be to:

1. Help implement programs and projects based upon the educational framework of the 4-H YDP, and the educational goals and standards as identified by the county and state 4-H YDP staff.

R

Article III
Expansion and Review Committee

Section 1 – Purpose

Planning and implementing effective outreach programs is the responsibility of the county 4-H Council. The Expansion and Review function can be accomplished by a committee or delegated to other committees of the 4-H Council.

An Expansion and Review Committee may be organized in cooperation with 4-H YDP staff to ensure that youth of all races, colors, national origin, religion or gender are aware of 4-H YDP opportunities and share equal access to program participation.

Section 2 – Authority

The Expansion and Review Committee shall have authority to develop positive action plans and recommendations to assure balanced 4-H YD program expansion on a nondiscriminatory basis. The Expansion and Review Committee provides reports directly to the 4-H YDP staff and the county director.

Section 3 – Organization and Operation

The Expansion and Review Committee shall be organized and operated in accordance with affirmative action guidelines. The committee should include:

- At least one-third teenage youth;
- Diverse ethnic/gender representation of the potential clientele groups; and
- Representative(s) of disability interests who are either individuals who are disabled, their parents/guardians, or spokespersons for/or professionals working with the disabled community.

The individuals charged with expansion and review must meet as a group at least once per year to be considered active. The Expansion and Review Committee can be the 4-H Council Executive Committee if it meets the above criteria.

R

Article IV
District Councils

Section 1 – Purpose

District or area 4-H councils may be organized by the parent 4-H council in order to increase the effectiveness and to strengthen the unity of the 4-H YDP in the county.

Section 2 – Authority

District councils shall operate under the same Constitution and By-Laws as those that govern the parent 4-H council. Each district council, to govern its action in situations that are not covered by the Constitution and By-Laws, may adopt rules and procedures that are also approved by the parent 4-H Council.

R

**Article V
Advisory and Sponsoring Committees**

Section 1 – Purpose

Advisory and sponsoring committees, made up of friends and supporters of 4-H YDP work, may be organized to assist in developing new programs, and in financing and promotion of the county 4-H YDP.

Section 2 – Organization

Such committees may be organized by the 4-H Council in accordance with the advice of 4-H YDP staff, or may be organized by 4-H YDP staff for certain program purposes. When the 4-H YDP staff organizes such committees, the 4-H Council shall be informed of the purpose, organization and composition. Such committees must conform to and follow all UC and 4-H YDP fundraising and other policies.

R

**Article VI
4-H Name and Emblem**

Section 1 – Use

All uses of the 4-H name or emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H youth organization.

Section 2 – Limits

The 4-H name and emblem shall not be used if it exploits or might be construed to exploit the 4-H youth movement. This will hold true in the case of locally originated contests and awards, money-raising activities, printed materials, supplies to be sold or provided without charge, and advertisements.

Section 2 – Authority

By act of Congress, the Secretary of Agriculture, United States Department of Agriculture, is the final authority for authorization for the use of the name and emblem of 4-H youth work. In California, the Director of Cooperative Extension and Statewide 4-H YDP Director authorize the use of the 4-H name and emblem. State and local 4-H organizations shall operate within this authorization through the granting of a 4-H charter. Local plans for use of the 4-H name and emblem shall be cleared with the county director.

R

Article VII
Amendments

Section 1 – Procedure

The county director shall submit any proposed amendment in writing to the State 4-H YDP Director. Upon approval, in its approved form, the amendment shall be read at a regular meeting at least one month in advance of final action, or shall be sent in a letter to every adult volunteer and youth leader ninth grade and above one week before final action.

Section 2 – Voting

Amendments may be passed at a regular meeting of the 4-H council by a three-fourths (3/4) vote of the active members present, providing the above procedure has been followed and providing there is a quorum present.

R

Article VIII
Nondiscrimination Statement

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), 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: service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities.

University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607, (510) 987-0096.

County 4-H Council Constitution
Template
1/2009

Coral Gabriel Cody
4-H Council President

Audrey Lane
4-H YDP Staff

Amy Williams 12/11/09
County Director

Sharon Dyer 4/13/10
State 4-H YDP Director