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The sections indicated with an RL must be included as written in this template. The sections indicated with an RS indicate the subject must be included but modifications to the template language are allowed. Sections with an O are optional. All by-law revisions must be approved by the State 4-H Director or designee.

	Article I Membership
RL	Section 1 – Introduction
	Membership in the Tehama 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, 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.
RS	Section 2 - Categories, Qualifications and Designations
RL	<p>A. <u>Active Membership</u></p> <p>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 YDP shall be active members of the Tehama County 4-H Council.</p>
RL	<p>1. 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.</p>
RL	<p>2. Members of county, sectional, and/or state councils, committees or task forces must be appointed 4-H adult volunteers or members in good standing.</p>
RL	<p>B. <u>Ex-Officio Membership</u></p> <p>The county director and 4-H YDP staff serving the county shall be ex-</p>





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	officio members of the council. No designation shall be necessary.
O	<p>C. <u>Honorary Membership</u></p> <p>Any person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4-H YDP may be an honorary member at the discretion of the council. Honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and county director.</p>
RL	<p>Section 3 - Limitations, Privileges and Responsibilities of Adult volunteers</p> <p>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.</p> <p>B. Appointed 4-H adult volunteers shall be regarded as agents of the University of California and 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.</p> <p>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.</p>
	<p style="text-align: center;">Article II Officers, Chairs, Directors and Advisors</p>
RS	Section 1 – Officer/Chair/Director/Advisor Positions
RS	<p>A. The officers of the County 4-H Council shall consist of a president, vice-president, secretary(ies), treasurer, and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee. Division chairs, All Star/B.L.A.S.T. advisors and camp director positions are not part of the Executive Committee.</p> <p>Senior members may hold offices, except those of president or treasurer.</p>





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	<p>B. Division Chairperson may be appointed or elected for Ag. Livestock, Home Ec., Mechanical Science, Plant Science & Natural Resources, Social Science, Primary and advisors for Hi 4-H, All Stars and B.L.A.S.T. and such others as the 4-H Council deems necessary. These appointments shall be reviewed annually.</p> <p>Active adult volunteers or senior 4-H members who desire appointment to one of these positions (whether currently holding the position or not) shall annually submit a simple letter of intent to council for consideration of appointment or re-appointment, prior to the August Mandatory Leader's Meeting. Letters of intent should include qualifications, fresh ideas for the program or area and identify issues which may require change.</p> <p>Council members shall consider such letters and the final decision will be made by a Council Senate. A person who is the subject of an appointment should not be his/her club's representative. Votes shall be by paper ballot at the September 4-H Council meeting. In the event that no individual submits a letter of intent for a position, Council may request volunteer(s) and approve by a majority vote.</p>
RS	<p>Section 2 - Eligibility and Term of Office</p> <p>Only active adult volunteers and senior 4-H members shall be eligible to hold office. In the event that a senior member is vice-president and the president resigns or cannot serve the remainder of his/her term, a new president shall be elected. A senior member may act as president for short time periods in the interim. The office of president shall not be held by the same person for more than two consecutive years.</p>
RS	<p>Section 3 - Duties of Officers</p>
RS	<p>A. <u>President</u></p> <p>It shall be the duty of the president to:</p> <ul style="list-style-type: none"> • 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.

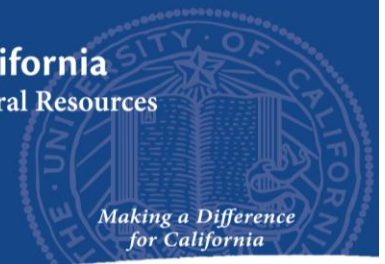




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	<ul style="list-style-type: none"> • Have signature authority on the 4-H Council checking account and savings account. • Has the right to vote, but not the obligation, when a motion is on the floor and results in a tie vote. • Convene a complaint review committee in conjunction with 4-H staff. • Appoint committees
RS	<p>B. <u>Vice-President</u></p> <p>It shall be the duty of the vice president to:</p> <ul style="list-style-type: none"> • 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. • Serve as Publicity Chair for all 4-H non-event news, i.e. enrollment.
RS	<p>C. <u>Secretary</u></p> <p>It shall be the duty of the secretary to:</p> <ul style="list-style-type: none"> • 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 <p>The secretary position may be divided among several persons.</p>
RS	<p>D. <u>Treasurer</u></p> <p>It shall be the duty of the treasurer to:</p> <ul style="list-style-type: none"> • 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





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	<p>receipts and expenditures.</p> <ul style="list-style-type: none"> • 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. • Provide a financial report at each Council meeting. • 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, 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 the 4-H Council checking account and savings account. • All countywide projects must have their treasury through the 4-H Council books. • Council checks must have two signatures and be kept with the treasurers book at the 4-H YDP office.
E.	<p><u>Division Chairs/Advisors/Camp Directors</u></p> <p>Job descriptions for division chairperson, advisors, and camp director(s) shall include, but are not limited to:</p> <ul style="list-style-type: none"> • Responsible to plan, implement and evaluate all related events and activities. • May appoint sub-chairpersons and committees for individual events and activities. • Work closely with 4-H YDP staff to accomplish tasks. • Attend Council meetings to receive approval for rules and procedures, inform club and project leaders about planned events, to evaluate events, and to seek assistance, direction and funding as needed. Responsible for all publicity, including writing articles for the 4-H newsletter, local newspapers and soliciting community support for these events and activities. • Shall ensure that thank you notes go to all sponsors, judges and other supporters as appropriate. • Shall complete the 4-H Activity & Event form for each event/activity and return it immediately to the 4-H Office.





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	Section 4 – Conducting by Executive Committee
	By majority vote of those present at a regular meeting, the 4-H Council may 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 term (September 1 – August 30). Each member shall have one vote. The 4-H YDP staff and county director shall be ex-officio members.
	<p>A. <u>Duties of Executive Committee</u></p> <p>It shall be the duties of the Executive Committee to:</p> <ul style="list-style-type: none"> • Consider and recommend to the 4-H Council practices or procedures needed for effective and efficient management of the county 4-H YDP. After approved by the 4-H Council, they should be recorded and accessible to the membership. • The Executive Committee may be authorized, upon consultation with 4-H YDP staff, to act for the 4-H Council in making decisions when immediate action relating to the local 4-H YDP 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 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. • The Executive Committee shall have the authority to approve payment of bills arising in a month when no Council meetings are scheduled.
RL	<p>C. <u>Executive Committee Quorum</u></p> <p>An Executive Committee quorum is all four of the council officers. No meetings or business shall be transacted without a quorum.</p> <p>The Council president may vote on Executive Committee matters. If there is a tie, the matter should be referred to the Council Senate for decision.</p>
	<p>Section 2 – Duties of Council Senate</p> <p>The Tehama County 4-H Council Senate shall consist of one adult volunteer</p>

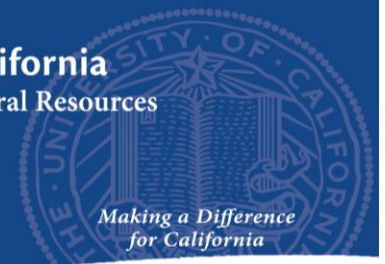




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	<p>leader or senior member representative from each club who is present. The individual need not be a specific, permanently designated club representative. The 4-H YDP staff and county director shall be ex-officio members. Voting should be via paper ballot when appropriate. The Council Senate will:</p> <ul style="list-style-type: none"> • Choose Ag. Livestock, Home Ec., Mechanical Science, Plant Science & Natural Resources, Social Science, Primary and advisors for Hi 4-H, All Stars and B.L.A.S.T., or other positions as designated by the Council or these bylaws. • Make final decisions if there is a tie on a vote with the Executive Committee. The president may vote as his/her club representative. • Take other action as directed by 4-H Council.
	<p style="text-align: center;">Article III Elections</p>
RL	<p>Section 1 – Nominations</p> <p>A nominating committee shall nominate officers of the 4-H Council. Additional nominations shall be called for from the floor before balloting begins. Nominations will be held at the May 4-H Council meeting, with voting taking place at the June 4-H Council meeting. The elected officers will take their positions beginning on September 1st.</p>
RS	<p>Section 2 – Balloting for Officers</p> <p>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.</p>
	<p style="text-align: center;">Article IV Meetings</p>
RS	<p>Section 1 - Regular Meetings</p> <p>There shall be at least eight (8) regular meetings of the 4-H Council each program year. These meetings shall be held the fourth Tuesday of the month,</p>





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	unless otherwise specified by a two-thirds (2/3) vote of all clubs represented (one vote per club).
RL	<p>Section 2 - Special Meetings</p> <p>The president, acting in concurrence with the 4-H YDP staff, may call special meetings at any time.</p>
RL	<p>Section 3 - Training Meetings</p> <p>No 4-H Council business shall be transacted at training meetings unless the 4-H Council so directs.</p>
RL	<p>Section 4 - Meeting Notices</p> <p>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 YDP staff.</p>
RS	<p>Section 5 – Agenda</p> <p>The agenda of each regular or special 4-H meeting shall be prepared jointly by the president and the 4-H YDP staff.</p>
RL	<p>Section 6 – Attendance</p> <p>No meetings of the 4-H Council or its committees shall be secret. Honorary members, 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.</p>
RS	<p>Section 7 – Quorum for Council Regular & Special Meetings</p> <p>A quorum at regular and special meetings of the 4-H Council shall consist of a majority of club representation, provided the meeting has been properly called and unless otherwise specified in the bylaws. No meetings or business shall be transacted without a quorum.</p>





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<p>RS</p>	<p>Section 8 – Voting</p> <p>Voting privileges are extended to one vote per club, within the limitations of active membership Article 1, Section 2, Subsection A of these bylaws.</p> <p>All other active members of the 4-H Council serve as ex-officio members of the council.</p>
	<p>Article V Finances</p>
<p>RL</p>	<p>Section 1 - Council Funds</p> <p>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, Chapter 9, Financial Management.) The county UCCE/4-H office will be the legal mailing address for the county 4-H Council.</p>
<p>RL</p>	<p>Section 2 - Money-Raising Activities</p> <p>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 YDP must be approved by the county director or State 4-H YDP Director, as appropriate. Lotteries and raffles shall not be used for fund-raising purposes.</p>
<p>RL</p>	<p>Section 3 –Taxes</p> <p>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.</p>

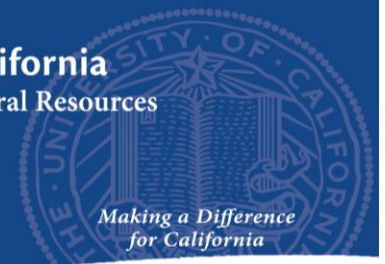




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RL	<p>Section 4 – Contracts</p> <p>The 4-H Council cannot commit the University to any contractual obligations.</p>
RL	<p>Section 5 – Assets</p> <p>Assets received or raised by the 4-H Council must be utilized in the delivery of the county 4-H YDP 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.</p>
RL	<p>Section 6 – Dissolution of 4-H Council</p> <p>In the event the Tehama 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 YDP. Restricted assets would continue to be dispersed according to donor designations under the oversight of the county director or designee.</p>
RL	<p>Section 7 – Disbanding of 4-H Units</p> <p>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 YDP.</p>
	<p>Section 8 – Camp Finances</p> <p>The camp director(s) shall, no later than January 10 of each year, provide to Council a budget of anticipated camp expenses. The budget shall be submitted to the 4-H office and be sent with the minutes to each club leader so that the budget can be reviewed prior to voting at the January 4-H Council meeting. Council shall establish camper fees, which should be included in the camp budget.</p>





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	Article VI Committees
RS	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.
RL	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.
RL	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.
RL	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 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

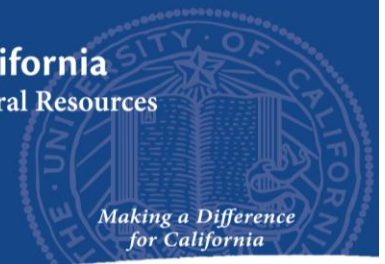




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RL	<p>Section 1 – Procedure</p> <p>Amendments to the Bylaws may be made by the 4-H Council with approval by the 4-H YDP staff and the county director providing they do not depart from the intent of the Constitution and Bylaws as herein stated, and provided they do not change any of the required language (RL) sections. All proposed changes to required (RL) sections must be submitted by the county director to the State 4-H YDP Director 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 Office.</p>
RL	<p>Section 2 – Voting</p> <p>Amendments to the Bylaws may be passed by a two-thirds vote of the voting members present, providing the above procedure has been followed.</p>
	<p style="text-align: center;">Article IX Standard Operating Procedures</p>
	<p>Section 1 –Requirements to Show/Sell at County Fair</p> <p>The 4-H Council shall determine the requirements and eligibility for Tehama District Fair participation. Requirements must be consistent with goals, objectives and mission of the 4-H YDP.</p>
	<p>Section 2 – County Program Fee</p> <p>The 4-H Council shall set a county program fee by July 1 of each year- with the approval of the County Director. The program fee will help support Council's functions such as county events, resource lending library, club promotion and newsletter.</p>
	<p style="text-align: center;">Article VIII Adoption</p>





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RL	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.
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4-H Council President (date)

4-H YDP Staff (date)

County Director (date)

State 4-H YDP Director (date)

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/176836.doc>). Inquiries regarding ANR'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.

