



All language in the template is required and must be included as written, except where Optional is noted

## MONTEREY COUNTY 4-H COUNCIL CONSTITUTION

### 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 4-H adult volunteers 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 4-H adult volunteers;
- 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 Name) 4-H Council and all subsidiary 4-H units. Through the 4-H organization, 4-H adult volunteers, 4-H members and University of California 4-H YDP personnel 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. At the local level, the University of California 4-H YDP personnel and the County Director have final authority to ensure the University of California policy and 4-H YDP core values are adhered to.

### Article I Name and Scope

#### Section 1 – Name

- A. The name of this organization shall be the (County Name) County 4-H Council.

#### Section 2 – Scope

- A. The (County Name) County 4-H Council helps strengthen and grow the countywide 4-H YDP and is responsible to the UC 4-H YDP personnel and County Director for:
1. Oversight of the (County Name) County 4-H Council committees; and
  2. Handling of 4-H funds in support of the (County Name) County 4-H Council.

## Article II Purpose

### Section 1 – Purpose

- A. The (County Name) County 4-H Council is organized to:
1. Enable 4-H adult volunteer and youth volunteers to strengthen and grow the program with support from the (County Name) County 4-H Office.
- B. The (County Name) County 4-H Council and its committees will operate in compliance with University of California and 4-H YDP policies and the core values of the University of California 4-H YDP. Policy interpretations are made by 4-H YDP personnel, the (County Name) County 4-H Advisor, and 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

- A. The (County Name) County 4-H Council shall operate as a tax-exempt, nonpolitical, educational activity of the University of California in furtherance of 4-H YDP work in (County Name) County.

## Article III Membership

### Section 1 – Introduction

- A. Membership on the County 4-H Council or its committees shall be open to all persons without regard to 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.

### Section 2 – Limitations, Privileges and Responsibilities of 4-H Adult Volunteers

- A. 4-H adult volunteers shall be appointed by the University of California Cooperative Extension County Director following completion of the 4-H

application, screening and orientation process as well as any additional requirements. Such appointments are annually reviewed before renewal or termination by the Cooperative Extension county director.

- B. Appointed 4-H adult 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 liability and self-insurance program. 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 activities in the course and scope of their duties. UC's general liability and self-insurance program does not cover members.

#### Article IV 4-H Name and Emblem (RL)

##### Section 1 – Use

- A. 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 organization.

##### Section 2 – Limits

- A. 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 3 – Authority

- A. 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 the Statewide 4-H 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. Countywide plans for use of the 4-H name and emblem shall be cleared with the (County Name) County Director or appointed designee.

#### Article V Nondiscrimination Statement (RL)

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the University of California, Division of Agriculture and Natural Resources (UC ANR) is prohibited from discriminating 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, family/parental status, income derived from a public assistance program, political beliefs, age, sexual orientation, citizenship, or status as a U.S. veteran, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language) should contact the UC ANR ADA Coordinator, phone: 530-750-1317, email: [daritz@ucanr.edu](mailto:daritz@ucanr.edu) or USDA's TARGET Center at (202) 720- 2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint with the USDA, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632- 9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250- 9410; or (2) Fax: (833) 256-1665 or (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) .

The University of California, Division of Agriculture and Natural Resources (UC ANR) is an equal opportunity provider.

Alternatively, a program discrimination complaint may be filed with the UC Harassment & Discrimination Assistance and Prevention Program (HDAPP) by email [hdapp@ucdavis.edu](mailto:hdapp@ucdavis.edu) or phone: 530-304-3864; or contact the UC ANR Title IX Coordinator at (530) 752-9466.

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

## Article VI District Councils (Optional Article)

### Section 1 – Purpose

- A. 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

- A. District councils shall operate under the same Constitution and Bylaws 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 Bylaws, may adopt rules and procedures that are also approved by the parent 4-H Council and county 4-H YDP personnel.

PRINT NAME	SIGNATURE	DATE
_____	_____	_____
Council President		
_____	_____	_____
Council Secretary		
_____	_____	_____
Community Education Specialist		
_____	_____	_____
4-H/YFC Advisor		
_____	_____	_____
County Director		
_____	_____	_____
Statewide 4-H Director		

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