

**MADERA COUNTY 4-H
LEADERS COUNCIL**

The Madera County 4-H Leaders Council By-Laws are in accordance with and adhere to the California 4-H Leaders Council Constitution.

**Article I
Membership**

Section 1 = (R)

Categories

Membership shall be active, ex-officio and honorary and open to all persons without regard to race, color, national origin, religion, sex, disability, economic status, or age.

Section 2 = (R)

Qualifications and Designation

Active Membership

- a. All volunteer men and women who are actively serving in administrative, assistant, project or activity capacities as recognized volunteer leaders in the promotion and operation of the 4-H youth program and specified 4-H members are eligible to be active members of the Madera County 4-H Leaders Council.
- b. Senior 4-H members (9th grade and above) shall be eligible to be active members of the Madera County 4-H Leaders Council. All 4-H members who are elected shall participate as Leaders Council members with full voting rights, but shall not serve as adult 4-H leaders or agents of the University of California. Active membership of youth in the Leaders Council shall continue in force until the term expires, resignation by the member, or removal by the Director of Cooperative Extension.

Ex-officio Membership

The County Director, 4-H Youth Advisor, Extension Assistants, and Staff Assistants serving the county shall be ex-officio members of the Leaders Council. No designation shall be necessary.

Honorary Membership

Any person who is not an ex-officio member, and who has made an outstanding contribution to the 4-H program may be an honorary member at the discretion of the Leaders Council. Honorary membership shall be designated by the issuance of a certificate by the County 4-H Leaders Council.

Ex-officio and honorary members of the Madera County 4-H Leaders Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.

Local 4-H Clubs

In order to become/remain a sanctioned 4-H Club in Madera County the club must maintain 2 active adult leaders from 2 different families and 10 active members from 3 different families.

A 4-H Club's Annual Financial Report for the previous program year is due to the County Office, with backup materials, by the published deadline in late July in order to remain a sanctioned 4-H Club in Madera County. If completed Treasurers book is not submitted to the County Office by August 10th, members of a club on inactive status will be ineligible to participate in all 4-H sanctioned events. Completed Treasurer Books submitted after August 10th will remain on inactive status for 30 days from the date Treasurer Book was submitted to the County Office. Leaders and members on the roster at the time of suspension will be informed of the club's inactive status in writing.

Section 3 = (R)

Privileges and Responsibilities of Madera County 4-H Leaders Council

Active members of the Leaders Council, except 4-H members, shall be regarded as agents of the University of California, and as such, shall be entitled to protection for actions related to the official 4-H activities and duties under the University's general personal injury and property damage liability policy so long as their appointment as leaders remains in force and so long as they conform to, and comply with, the policies and core values of Cooperative Extension.

**Article II
Officers**

Section 1 = (R)

Members

The officers of the County 4-H Leaders Council shall consist of a President, Vice-President, Secretary, Policy Secretary, Treasurer, and such others as the Leaders Council deems necessary.

Section 2 = (R)

Eligibility and Term of Office

- a. Only active volunteer leaders of the County 4-H Leaders Council shall be eligible to hold office in the Leaders Council (the office of President shall not be held by the same person for more than two consecutive years).
- b. Officers shall not succeed themselves in the same office more than once, except those who fill an unexpired term; they shall be eligible for election to two additional consecutive terms.
- c. The officers of the Madera County 4-H Leaders Council shall be elected for a term of two years by each Leaders Council at the last meeting of each program year as follows: President and Secretary in even years, Vice-President, Policy Secretary and Treasurer in odd years. Each officer shall hold office until resignation or removal, or until a successor shall have been duly elected.
- d. Any vacancy occurring in the members of 4-H Leaders Council shall be filled by Leaders Council President or County Director. A representative selected to fill a vacancy shall serve for the unexpired term of the predecessor in office, and shall be eligible for election to two consecutive terms.

Section 3 = (R)

Duties

President - It shall be the duty of the President to preside at all regular and special meetings of the County 4-H Leaders Council, serve as ex-officio member of all committees of the County 4-H Leaders Council, appoint the members of such committees, and shall fill vacancies in office with the approval of a simple majority the Leaders Council. His/her signature may appear on all checks issued by the Leaders Council along with the Treasurer or 1 other of the 2 authorized officers signatures.

The President will develop a meeting agenda in concurrence with the County Cooperative Extension Office by the 10th of each month that Council meets. The President will also take a revised yearly calendar to the County Cooperative Extension Office immediately after Council approves the calendar in May.

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. The Vice President may serve as Chairman of the General Program Planning Committee and other important committees if so named by the President. His/her signature may appear on all checks along with the Treasurer or 1 other of the 2 authorized officers signatures.

Secretary - It shall be the duty of the Secretary to record the full and complete minutes of all meetings of the Leaders Council and Executive Leaders Council and to carry on such correspondence as the Leaders Council and the President shall direct. The Secretary will provide a set of all Leaders Council minutes to the County Cooperative Extension Office within two weeks following each Council meeting. All records will be turned over to the newly elected Secretary upon completion of term of office. These shall be on file for public viewing. His/her signature may appear on all checks issued by the Leaders Council along with the Treasurer or 1 other of the 2 authorized officers signatures. The Secretary shall keep an attendance record of all Leaders Council and special meetings.

Policy Secretary - It shall be the duty of the Policy Secretary to record all changes and actions of policy at regular and special meetings. These policies will be submitted in writing to the County Cooperative Extension Office within two weeks following each Council Meeting. A copy of all policies will be on file at the County Cooperative Extension Office for public viewing.

Treasurer - The University of California Cooperative Extension Office will receive, deposit, disburse, and keep a complete and accurate accounting of all monies received by the Leaders Council in concurrence with the Leaders Council Treasurer. The UCCE Office will abide by the budget set by the Leaders Council at a regular or special meeting for all disbursement of funds and secure authorization from the Leaders Council for items outside the budget. The Treasurer will also take a copy of the approved Council Budget to the County Cooperative Extension Office immediately after budget approval in May. The UCCE Office will be responsible for compliance with all regulations of the California Cooperative Extension, the Internal Revenue Service, the State Franchise Tax Board, the State Compensation Insurance Fund, and the rules and regulations for non-profit organizations.

The Treasurer will be prepared to present an up-to-date financial report at each Leaders Council meeting. The Treasurer will also prepare an annual fiscal report on 4-H Camp for Council and the 4-H Camp Director(s) following camp. His/her signature with that of one of the 3 other authorized signatures shall appear on all checks issued by the Leaders Council, except in the case of extenuating circumstances when Treasurer is unavailable at which time any 2 of the 3 other authorized officers may sign. He/she shall have his/her accounts and records ready for audit at the close of the 4-H Program year, prior to the annual election and submit a complete financial report of the Leaders Council receipts and expenditures to the county Cooperative Extension Office.

Executive Committee - The Leaders Council shall determine, by majority vote of those present at a regular meeting, whether it will have an Executive Committee. If it so

determines, it shall name to the Executive Committee the Leaders Council officers of the current 4-H Program year, the 4-H Youth Advisor and as many additional active Leaders Council leaders as it deems necessary. These additional Leaders Council leaders shall be appointed by the President from the board of directors (one from each 1, 2, 3 year term and one of which will have at least 3 years experience on the Leaders Council. Duties include: 1) enforce Madera County 4-H Discipline Policy, 2) propose county program calendar and budget, 3) meet with staff at least annually, and as needed, 4) one member of executive Leaders Council will attend Sectional Leaders Council meetings, 5) review by-laws annually. If an executive committee member or committee member misses 3 or more consecutive meetings they will be replaced. Standing committees and key leaders are to be replaced by the new and in place 4-H Standing Committee list.

Board of Directors - Will be elected at the same time as the officers to serve a 1, 2, and 3 year term - three Leaders Council leaders on each term. Officer nominations will be drawn from previous Leaders Council leaders of the board of directors.

Article III Elections

Section 1 - (R)

Nominations

Officers of the Leaders Council and representatives to the Executive Committee shall be named by a nominating committee, appointed at the meeting immediately preceding the regular meeting set aside for elections. This committee shall make its report to the Leaders Council. Nominations shall be called for from the floor before balloting begins.

Section 2 - (R)

Balloting

- a) Elections shall take place by written ballot unless the Leaders Council by majority vote of those present specifies otherwise. Balloting shall be limited to active Leaders Council leaders. The person receiving a plurality of the votes cast for each office shall be declared elected.
- b) Officers of the Madera County 4-H Leaders Council shall be elected at the last meeting of the fiscal year and take office at the first meeting of the fiscal year.

Article IV Meetings

Section 1 - (R)

Regular Meetings

There shall be at least four regular meetings of the Leaders Council each calendar year.

Section 2 - (O)

Special Meetings

Special meetings may be called at any time by the President or by the Executive Committee, where one exists, acting in concurrence with the 4-H Youth Advisor.

Section 3 - (R)

Meeting Notices

Notices of all meetings of the Leaders Council shall be sent to leaders by or in concurrence with Cooperative Extension at least one week prior to the meeting.

Section 4 - (R)

Agenda

The agenda of each regular or special Leaders Council meeting shall be prepared jointly

by the President and 4-H Youth Advisor.

Section 5 - (R)

Attendance

No meetings of the Leaders Council or its operating committees shall be secret (all regular meetings of the Leaders Council shall be open sessions). Honorary members, parents, 4-H members who are not active members of the Leaders Council as defined in Article 1, Section 2 and other visitors may attend Leaders Council meetings, may express opinions when recognized by the Leaders Council.

Section 6 - (O)

Quorum

A quorum at regular and special meetings shall consist of those who attend the meeting, provided the meeting has been properly called.

Section 7 - (R)

Roberts Rules of Order

Roberts Rules of Order will be followed in conducting business.

Article V
Finances

Section 1 - (R)

Fiscal Year

The fiscal year of the Madera County 4-H Leaders Council shall be from July 1-June 30.

Section 2 - (R)

Use of Leaders Council Funds

All money-raising activities for the Leaders Council, for Advisory committees, and for individual 4-H Clubs and Groups shall be in compliance with the policy of the California Cooperative Extension, federal, state and local laws and regulations. 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 program must be approved by the State Cooperative Extension Office. Lotteries and raffles shall not be used for fund-raising purposes.

Section 3 - (R)

Authorized Signatures

Two of the following authorized signatures will appear on all Leaders Council checks. Officers authorized to sign are: President, Vice-President, Secretary, Treasurer and designated members of the board of directors.

Section 4 - (R)

Local clubs funds

If a local 4-H Club or group disbands, monies and equipment of such club or group shall be held in escrow three (3) years by the Leaders Council and after that time become part of the Leaders Council Scholarship Fund.

Section 5 - (R)

Taxes

The Leaders Council shall comply with all federal, state and local laws relative to property and income taxes, and shall require Advisory Committees and individual 4-H Clubs and groups to follow similar procedures.

Section 6 - (R)

Employment

The Leaders Council and its subsidiary agencies such as summer camp board of directors shall comply with federal and state laws and regulations regarding employment (if

applicable).

Article VI Committees

Section 1 - (R)

The Leaders Council may establish standing committees such as Executive, Affirmative Action, Planning, Sponsoring, and such other committees as it considers necessary.

Section 2 - (R)

Appointment of Standing Committees

The Leaders Council President shall appoint all members of the standing committees, chairman and vice-chairman of such committees. Any 4-H volunteer leader or youth member may be appointed to standing committees.

Article VII Amendments

Section 1 - (R)

By-Laws Amendments

Amendments to the by-laws may be made by the Leaders Council without approval by the State Office provided they do not depart from the intent of the by-laws as herein stated. Amendments shall be read at a regular meeting or special meeting of the Leaders 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.

Section 2 - (R)

Voting

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

Article VIII Policy of Nondiscrimination

Section 1 - (R)

Leaders Council Activities

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). 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/Staff Personnel Services Director, University of California, Agriculture & Natural Resources, 1111 Franklin, 6th Floor, Oakland, California 94612-3560.

Article IX Adoption

Section 1

The adoption of the by-laws shall be concurrent with the adoption of the Constitution of

the Leaders Council. The effective date shall be November 25, 1996, revised April 22, 2002, revised November 22, 2004, January 24, 2005 and November 27, 2006.

Leaders Council President

4-H Youth Development Advisor

Approval date: _____

STANDING AN REVIEW COMMITTEES

The following committees are all under the auspices of the University of California Cooperative Extension and must be in cooperation with the 4-H Youth Development staff.

RESPONSIBILITIES COMMON TO ALL STANDING COMMITTEES

- Plan, review and evaluate the existing program and recommend changes to Leaders Council.
- Suggest needed areas for training development.
- Determine and set guidelines for participation requirements and recognition.
- Encourage and promote member participation.
- Reimbursement for expenses for any event must be submitted to the 4-H Office within 30 days after the event in order to be paid.

4-H Camp Standing Committee

Responsibilities

1. Determine camp rules of conduct, activities, program, fees and budget (coordinated with Council Treasurer)..
2. Review and update camp application(s) and program.
3. Obtain nurse(s) and cook(s). Work with cooks on camp menu and grocery list.
4. Determine manner of choosing adult and youth counselors, deans and discipline committee.
5. Provide training for adult and youth counselors
6. Coordinate purchase and transportation of all supplies to camp.
7. Implement evaluation of youth counselors.
8. Implement evaluation of camp by campers and adult counselors.
9. Camp theme must be approved by the 4-H Youth Development Advisor.

Foods and Nutrition Standing Committee

Responsibilities

1. Plan and coordinate Favorite Foods/Consumer Science Judging Day
 - a. Identify and set up facility
 - b. Secure and provide instruction for registrars, judges, room supervisors, reasons judges and tabulators
 - c. Determine and procure special awards
 - d. Arrange for TLAWS to make awards presentations
 - e. Arrange for publicity
2. Summarize suggestions from leaders and members into recommendations for fair management

Livestock Standing Committee

Responsibilities

1. Assign general chair, large and small animal, and horse representatives
2. Plan and coordinate skills days: horse, livestock and small animal expos; livestock judging contest and Horse Play Day.
 - a. Identify facilities, secure and provide instruction for registrars, judges, group leaders, tabulators and timers. Obtain and set up equipment, feeds, and judging classes.
 - b. Arrange for All Star(s)/TLAW(s) to make awards presentations.
 - c. Arrange for publicity.
3. Summarize suggestions from leaders and members into recommendations for fair management.

Presentation Day Committee

Responsibilities

1. Secure and plan training for judges, room monitors and tabulators.
2. Identify facilities, arrange with UCCE office to notify teachers week prior to event, obtain easels, programs, judging materials, awards and set up rooms.
3. Arrange for awards presentation with All Star(s).
4. Arrange for publicity.

REVIEW COMMITTEES

Meet on a need basis

Awards and Recognition

Responsibilities

1. To review, evaluate and establish awards and recognition for 4-H members and adults in the county; i.e., All Star, TLAW, Emerald Star, Leader Recognition.
2. Coordinate, plan and review County Record Book Judging.
3. Evaluate Achievement Night.
4. Review criteria for participation and selection of California and Washington Focus delegates and chaperons.
5. Review and evaluate programs and recommend changes to Leaders Council.

Fundraising

Responsibilities

1. Coordinate fundraising activities to support the County 4-H Program.
2. Evaluate fundraising and recommend changes to Leaders Council.
3. Coordinate all financial solicitations to support our county 4-H Program.
4. Arrange to have the County Leaders Council Treasurer's books audited at the end of the fiscal year.

Publicity

Responsibilities

1. Plan and coordinate publicity for National 4-H Week within the community.
 - a. Arrange for articles from all county award recipients and coverage about the 4-H clubs in the county.

Scholarship

Responsibilities

1. Establish criteria for selection and review applications.
2. Publicize 4-H scholarships available.