

By-Laws

TEHAMA COUNTY 4-H COUNCIL

Article I Membership

Section 1 -- Introduction

Membership in this 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.

Section 2 -- Categories, Qualifications and Designations

A. Active Membership

1. All 4-H volunteers who are certified and actively serving in administrative, assistant, project or activity capacities in the promotion and operation of the 4-H youth program shall be active members of the County 4-H Council.
2. Senior 4-H members (9th grade – 12th grade or 19 years of age) shall be eligible to be active members of the 4-H Council. Each 4-H club shall elect at least one member; the 4-H Council shall have the authority to accept as many eligible youth as it deems appropriate. All accepted 4-H members shall participate as 4-H Council members with full voting rights, but shall not serve as adult 4-H volunteers or agents of the University of California.

B. Ex-Officio Membership

The Regional Director, County Director, 4-H Youth Development Advisor and 4-H Program Representative 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 Youth Development Program (hereafter referred to as “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 VMO and County Director.

Section 3 -- Limitations, Privileges and Responsibilities of 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 volunteers. Appointment as a 4-H volunteer shall be designated by issuance of an appointment card by the University of California Cooperative Extension County Director. Such appointments shall continue with annual renewal or until terminated by the volunteer or 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 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 VMO shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.

**Article II
Officers**

Section 1 -- Members

The officers of the County 4-H Council shall consist of a President, Vice-President, Secretary, Treasurer.

Division Chairpersons may be appointed or elected for Ag. Livestock, Home Ec., Mechanical Science, Plant Science & Natural Resources, Social Science and Primary and Advisors for Hi 4-H, All Stars and BLAST, Camp Director(s) and such others, as the 4-H Council deems necessary.

Section 2 -- Eligibility and Term of Office

Only active adult volunteers of the County 4-H Council shall be eligible to hold the offices of President, Vice President and Treasurer. Senior 4-H members and adult volunteers who are active Council members are eligible to hold the office of secretary and serve as Division Chairs as listed above.

Elections should be held in June, at the end of the 4-H year. The term of elected office will be from September 1st to August 30th of the following year.

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 if necessary.
- Call special meetings when necessary and in concurrence with the county 4-H YDP staff.
- Prepare Executive Committee and county 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.

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.
- Serve as Chairman of the 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

C. Secretary

It shall be the duty of the Secretary to:

- Record the full and complete minutes of all meetings of the 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 Council minutes to the County's University of California Cooperative Extension Office the week following each Council meeting. These minutes will be made available to the membership at large with no exceptions.
- Be responsible for all Council correspondence under the direction Council and approval of 4-H YD staff.
- Keep a record of those present at the Council meeting (units and other individuals).
- Have signature authority on the 4-H Council checking account and savings account.

The Secretary position may be divided among several persons and/or 4-H YD Staff may assume the role of recording secretary for accurate minutes. The offices of Secretary and Treasurer may also be combined into one office.

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 Council.
- Secure authorization by the Council for disbursement of all funds.
- Comply with all University of California financial policies and procedures as outlined in the 4-H Handbook.
- Furnish financial reports annually at year-end and at such times as required by the 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 Council system/program.
- Act as custodian of all funds and personal property of the 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, California State Franchise Tax Board, State Attorney General, 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 30th.
- 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 Treasure Book at the Cooperative Extension Office.

D. Division Chairs/Advisors/Camp Director

Council job descriptions for division chairpersons i.e. Plant Science & Natural Resources, Mechanical Science, Home Economics, Primary, Ag Livestock, Social Science and Camp Directors provide specific responsibilities. (Adopted October 2005)

- 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 the 4-H Program 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 announce awards of the competitive events and activities.

- The chairperson is also responsible for all publicity including writing articles for the 4-H newsletter and local newspapers and soliciting community support for these events and activities.

Article III Executive Committee

Section 1 -- Definition of Executive Committee

- A. The Executive Committee shall consist of one representative per club. The club leader(s) will be responsible to appoint a appointed volunteer adult leader or teen member to represent the club. Each club shall have one vote. The 4-H YDP staff and County Director shall be ex-officio members.
- B. By majority vote of those present at a regular meeting, the Council may determine whether it will conduct business by Executive Committee for the current year.
- C. In the case of any business needing immediate action, the Executive Committee will be called upon.

Section 2 -- Duties of Executive Committee

- A. It shall be the duties of the Executive Committee to:
 - Consider and recommend to the county Council policies related to state policies and other policies governing the county and local 4-H programs. After the Council approves policies, they should be entered in a policy book.
 - The Executive Committee may be authorized to act for the Council in making decisions when immediate action relating to the local 4-H program is necessary. Any major action of the Executive Committee should be subject to the approval of the 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 Council and the county 4-H program.
 - The Executive Committee shall have the authority to approve payment of bills arising in a month when no Council meetings are scheduled and to make emergency decisions that must be settled before the next regular meeting convenes.
- B. Executive Committee Quorum.
A quorum is 51% of Executive Committee.

Article IV Elections

Section 1 -- Nominations

A nominating committee may nominate officers of the Council. Additional nominations shall be called for from the floor before balloting begins. Nominations will be held in May with the voting taking place in June. The elected officers will take their positions beginning in September.

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 V Meetings

Section 1 -- Regular Meetings

There shall be at least eight (8) regular meetings of the 4-H Council each program year. These meetings shall be held the 4th Tuesday of the month, unless otherwise specified by a two-thirds (2/3) vote of all clubs represented (one vote per club). (Adopted October 2003 & March 2007)

Section 2 -- Special Meetings

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

Section 3 -- Training Meetings

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

Section 4 -- Meeting Notices

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

Section 5 -- Agenda

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

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 Council as defined in Article I, Section 3, and other visitors may attend Council meetings, may express opinions, but shall not be entitled to vote.

Section 7 – Quorum for Council Regular & Special Meetings

A quorum at regular and special meetings of the Council shall consist of 51% of the current clubs in addition to the presence of one executive officer (President, Vice President, Treasurer, or Secretary).

**Article VI
Finances**

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, Section 700.) The county 4-H office will be the legal mailing address for the County Council.

Section 2 -- Money-Raising Activities

All money-raising activities for the Council, for Committees and for individual 4-H units shall be in compliance with the policies of the University of California, and 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 4-H YDP Director. Lotteries and raffles shall not be used for fund-raising purposes.

Section 3 --Taxes

The 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 clubs and groups to follow similar procedures.

Section 4 -- Employment

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

Section 5 – Contracts

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

Section 6 – Assets

Assets received or raised by the 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.

Section 7 – Disbanding of Council

In the event the Tehama 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 4-H Program Director as appropriate. The administrator will hold the assets in escrow for up to three years before distributing the assets for development of other 4-H programs in the county.

Section 8 – 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 years before distributing the assets for development of other 4-H programs in the county.

Section 9 - Camp Finances

The Camp Director shall each year present to Council a budget of anticipated camp expenses. Council shall establish camper fees.

Section 10 - Club Audits

Each club will be annually audited by a 4-H YD staff member and/or according to DANR policies and procedures. (See 4-H Policy Handbook)

Section 11 – Re-issue of Checks

Council checks, which are payable to 4-H clubs and lost, will not be re-issued.

Section 12 – BLAST Recognition

Upon completion of the BLAST requirements, Council will award youth \$100 per team member to be used within the next two years to be applied to a 4-H leadership opportunity such as State 4-H Leadership Conference, WHY Conference, California Focus, and/or 4-H Camp.

Section 13 – All Star Recognition to attend State Leadership Conference

Council All Star funds will be kept on hold for two years if in the current year of recognition other funds were utilized for the State 4-H Leadership Conference

registration fees. The All Star will be given the opportunity to attend another leadership conference with the funds. If the money is not used, it will go back to Council reserve fund.

Section 14 – Purchase of Primary Member Judging Pins

Council authorized purchase of pins for the livestock and home economics judging for primary member participation if there is sponsorship only.

Section 15 -- Checks issued will be voided after 90 days

All Council checks not deposited within 90 days will be voided

Section 16 -- Compensation for Volunteers

Camp Director(s), Medical Staff & Cook(s) may be compensated for his/her time. Amount to be voted upon annually and may be applied to their children's camp fees.

Article VII Committees

Section 1

The Council may establish committees such as Program, Finance, Fairs and Shows, Awards, Leadership Development, and such other committees as it considers necessary.

Section 2

The Council President and/or Executive Committee may 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.

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 by-laws, from recorded minutes of meetings, or from suggestions of the Council president and/or 4-H staff.

Section 4

Committees should keep the Council informed by giving reports as to their plans, what they are doing, and how they are functioning.

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 program.

**Article VIII
Amendments**

Section 1 -- Procedure

Amendments to the By-Laws may be made by the 4-H Council with approval by the 4-H staff and the County Director providing they do not depart from the intent of the Constitution and By-Laws as herein stated, and provided they do not change any of the required sections. All changes to required sections, must be submitted by the County Director to the State 4-H Program Director, for legal interpretation by the Office of the General Counsel of the University of California before final approval of the Council. Amendments shall be read at a regular meeting or special meeting of the 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.

Section 2 -- 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 IX
Special Amendments**

Section 1 – Appeals of Council Policy

At a regular scheduled meeting or by special meeting requests, individuals may appeal Council decisions, policies and/or debated issues. The Executive Committee shall be the governing body to hear the appeal and make the final vote.

Section 2 – Club Annual Assignments

If 4-H clubs do not fulfill their obligation by completing the Council appointed assignment in a timely manner, future participation in county 4-H events and activities may be jeopardized, the club may be disbanded, and/or the club leader(s) will not be reappointed.

Section 3 – Minimum Requirements for 4-H Year Completion

The council shall determine annually the minimum requirements for 4-H year completion and eligibility for Tehama District Fair participation. Any exceptions or appeals must be directed to the council for consideration. (Adopted on November 20, 2001)

Section 4 – County Program Fee

The council shall set a county program fee by July 1st of each year. The program fee will help support Councils functions such as county events, resource lending library, club promotion, and newsletter.

Section 5 – Policies or Procedures Needing Immediate Attention

If a policy or procedure issue arises at an event, policy can only be changed if 2/3 majority of the clubs present at the function agree (one vote per club) to resolve the issue/conflict.

Section 6 – County 4-H Record Book Due Date

The annual 4-H Members’ Record Books will be due following the Tehama District Fair.

**Article X
Adoption**

Section 1

The adoption of these By-Laws shall be concurrent with the adoption of the Constitution of the 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 By-Laws.

4-H VMO President

4-H YDP Staff

County Director

State 4-H YDP Director