



UNIVERSITY OF CALIFORNIA EL DORADO COUNTY 4-H YOUTH DEVELOPMENT MANAGEMENT BOARD 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 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 Youth Development Management Board 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 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.

Article I Name and Scope

Section 1 – Name

- A. The name of this organization shall be the El Dorado County 4-H Youth Development Management Board.





Section 2 – Scope

- A. The county 4-H Youth Development Management Board is responsible to the University of California 4-H YDP staff and county director for:
 - 1. Oversight of the management aspects of the county 4-H YDP;
 - 2. Operation and coordination of the county 4-H YDP, including local 4-H units and delivery modes;
 - 3. Oversight of the 4-H Program Development Board;
 - 4. Providing leadership for strategic planning and fund development; and
 - 5. Handling of 4-H funds in support of the county 4-H YDP.

Article II Purpose

Section 1 – Purpose

- A. The El Dorado County 4-H Youth Development Management Board is organized for the purpose of overseeing the management aspects of the county 4-H YDP.
- B. The Management Board, Program Development Board 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 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

- A. The El Dorado County 4-H Youth Development Management Board shall operate as a tax-exempt, nonpolitical, educational activity of the University of California in furtherance of 4-H YDP work in California.

Article III Membership

Section 1 – Introduction

- A. Membership on the Management Board, Program Development Board 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. 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 as well as any additional requirements. Such appointments are annually reviewed before renewal or termination by the Cooperative Extension county director.
- B. Appointed adult 4-H 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 Expansion and Review Committee

Section 1 – Purpose

- A. It is the function of the 4-H Expansion and Review Committee (E&R Committee) to help expand 4-H YDP opportunities for 4-H members and adult volunteers in a balanced manner that includes attention to criteria such as age, sex, locale (rural or urban), disability, minorities and varied needs and interests, to strengthen approaches to 4-H YDP delivery and to add quality to the educational process.

Section 2 – Authority

- A. The E&R Committee will serve as committee of the Management Board.
- B. The E&R Committee shall have authority to develop positive action plans and recommendations to assure balanced 4-H YDP expansion on a nondiscriminatory basis. The E&R Committee provides reports directly to the 4-H YDP staff and the county director.





Section 3 – Membership and Activity

- A. Members should include representatives of different ethnicities (minority groups), 4-H members and other youth from various geographic areas of the county, and persons who know the county and its communities well.
- B. The composition of the group should reflect the diversity of gender, ethnicity and ability/disability within the county. Approximately one-third of the members should be senior 4-H members (aged 14-19 years).
- C. The individuals charged with expansion and review must meet as a group at least once per year to be considered active.
- D. The annual responsibilities of the E&R Committee are to:
 - 1. Plan and implement an effective outreach program.
 - 2. Review geographic boundaries of 4-H units.
 - 3. Review one race units and the communities they serve.
 - 4. Review constitution and bylaws of 4-H units.
 - 5. Provide diversity training annually in cooperation with 4-H YDP staff.

Article V 4-H Name and Emblem

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 State 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.

Article VI Amendments

Section 1 – Procedure

- A. No amendments to the required language of the Constitution may be made. Amendments to the non-required language may be made by the 4-H Youth Development Management Board with approval by the 4-H YDP staff and the county director or designee providing they do not depart from the intent of the Constitution as herein stated. The county director or designee shall submit any proposed amendment in writing to the State 4-H YDP Director. Upon approval, the amendment shall be read at the previous regular meeting of the Management Board at least one month in advance of final action, or shall be sent in a letter to every 4-H member and adult volunteer in the county at least one week before final action. All revisions must be filed with the county and State 4-H Office.

Section 2 – Voting

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





Article VII Nondiscrimination Statement

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 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, 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. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

University policy also prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or to any of its programs or activities.

In addition, it is the policy of the University and ANR to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, including the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the





Office of the President and the Office of the General Counsel before they are officially promulgated.

Inquiries regarding the University’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.

_____	_____	_____	_____
Board Chair	(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.

