



# UNIFIED MARIN COUNTY 4-H CLUB AND VOLUNTEER MANAGEMENT ORGANIZATION (VMO) OPERATING PROCEDURES

## Preamble

The University of California 4-H Youth Development Program 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 Youth Development Program 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 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.

Through the Unified Marin County 4-H Club and Volunteer Management Organization (VMO), 4-H adult volunteers, 4-H youth members, and University of California 4-H Youth Development Program personnel work together to extend the 4-H Youth Development Program to the youth of the county, and to set and achieve the goals of the county 4-H Youth Development Program.

At the local level, the University of California 4-H Youth Development Program personnel and the 4-H Regional Program Coordinator have final authority to ensure adherence to the University of California policy and 4-H Youth Development Program core values.

## **Article I – Name, Purpose, and Operation**

### **Section 1 – Name**

- A. The chartered name of this organization shall be the Unified Marin County 4-H Club and Volunteer Management Organization (VMO).
- B. The common name, used in marketing and in other communications to 4-H volunteers and members shall be Marin County 4-H Club.

### **Section 2 – Purpose**

- A. The purpose of the Unified Marin County 4-H Club & VMO shall be to provide high-quality positive youth development and educational opportunities to meet the needs of young people, their families and communities that are tied to the Land Grant University knowledge base.
- B. The Unified Marin County 4-H Club & VMO is organized to:
  - 1. Enable adult and youth volunteers to strengthen and grow the program with support from the Marin County 4-H Office.
  - 2. Provide leadership for programming and ensure alignment with countywide goals and priorities.
  - 3. Manage funds for 4-H activities and efforts in Marin County.
- C. The Unified Marin County 4-H Club & VMO and its committees will operate in compliance with University of California and 4-H Youth Development Program policies and the core values of the University of California 4-H Youth Development Program.
- D. Policy interpretations are made by the Marin County 4-H Community Education Specialist and 4-H Regional Program Coordinator who are authorized under federal and state statutes for organizing and administering the Marin 4-H Youth Development Program in the State of California.

### **Section 3 – Scope**

- A. The Unified Marin County 4-H Club & VMO helps strengthen and grow the Marin County 4-H Youth Development Program and is responsible to the 4-H Regional Program Coordinator and Marin County 4-H Community Education Specialist for: oversight of the Unified Marin County 4-H Club & VMO meetings, activities, projects, and committees; and handling of 4-H funds in support of the Unified Marin County 4-H Club & VMO and 4-H summer camp.

## **Section 4 – Operation**

- A. The Unified Marin County 4-H Club & VMO shall operate as a tax-exempt, nonpolitical, educational activity of the University of California in furtherance of 4-H Youth Development Program work in Marin County.

## **Article II – 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.
- B. 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 4-H Regional Program Coordinator or appointed designee.

## **Article III – Membership**

### **Section 1 – Non-Discrimination**

- A. Membership in the Unified Marin County 4-H Club & VMO 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 – Youth Membership**

- A. The Unified Marin County 4-H Club & VMO shall consist of at least 5 youth from 3 families. Youth must be 5 years old by December 31 of the program year and may continue in the program until December 31 of the calendar year in which they become 19 years of age.
- B. Primary Member: Must be 5 years old by December 31 of the program year. Primary members enrolling after December 31 must participate as a primary member until the end of the program year. Primary members cannot enroll in large animal projects. Approved primary member animal projects are dogs, cats, rabbits, rats, poultry, bees, mice, embryology, entomology, marine science, pygmy and Nigerian dwarf goats and therapeutic animal projects.
- C. Junior, Intermediate and Senior Members: Junior members must be 9 years old, Intermediate members must be 11 years old and Senior members must be 14 years old by December 31 of the program year and may continue in the program until the end of the calendar year in which they become 19 years of age.
- D. Duties of the Members: It shall be the duty of each member to:
  - 1. Be a member in good standing;
  - 2. Abide by the Core Values of the University of California, Agriculture and Natural Resources 4-H Youth Development Program;
  - 3. Participate in club meetings and projects they sign up for; and
  - 4. Perform such duties of office or committees as may be required

## **Section 3 – Adult Volunteers**

- A. An individual must be eighteen 18 years or older to become a 4-H adult volunteer. Adult volunteer appointments are made annually, after reviewing program needs, as well as quality of service and past performance of the volunteer. Anyone who is 18 and serving as an appointed 4-H adult volunteer, cannot simultaneously participate in 4-H as a youth member.

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

- A. Adult volunteers shall be appointed by the University of California Cooperative Extension 4-H Regional Program Coordinator 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 4-H Regional Program Coordinator.
- 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 Youth Development Program when engaging in activities in the course and scope of their duties. University of California's general liability and self-insurance program does not cover members.

## **Section 5 – Parents and Guardians**

- A. Parents and guardians are encouraged to participate in the 4-H Youth Development Program in a variety of supportive positions. Parent and guardian involvement cannot be required for youth to enroll in the 4-H Youth Development Program.
- B. Parents and guardians are expected to abide by all University of California 4-H Youth Development Program policies and core values.

## **Article IV – Club Structure and Management**

### **Section 1 – Structure**

- A. The Unified Marin County 4-H Club & VMO operates as a combined 4-H Club and Volunteer Management Organization.
- B. Club decisions related to management, operation, and finances are made by consensus by the Leadership Team and Marin County 4-H Community Education Specialist. If consensus cannot be reached, majority voting will be used. Junior, Intermediate and Senior 4-H youth and families can provide input directly to the Leadership Team.
- C. The members of the Unified Marin County 4-H Club & VMO and any committees will work in partnership and in a collaborative spirit with one another and with 4-H Youth Development Program personnel. The University of California Agriculture and Natural Resources 4-H Adult Volunteer Code of Conduct and the UC ANR Principles of Community will guide the behavior and interactions of all members.

### **Section 2 – Unified Marin County 4-H Club & VMO Leadership Team**

- A. The officers of the Unified Marin County 4-H Club & VMO shall consist of:
  - Offices held by adult 4-H volunteers: Chair, Vice Chair, Treasurer, and Key Resource Leaders; and
  - Offices held by senior 4-H members (age 14 or older): (Co)President, (Co)Vice President, (Co)Community Building Officer, and (Co)Community Service Officer. Officers may be held by one or two youth; if two youth hold the office concurrent, the Co- notation shall be used.
  - Officers must be appointed 4-H adult volunteers or members in good standing.

- B. The Unified Marin County 4-H Club & VMO Leadership Team will consist of all officers (both adult volunteers and youth) and as many additional active volunteers as it deems necessary. Each Leadership Team member shall have one vote. The Marin County 4-H Community Education Specialist, 4-H Regional Coordinator, 4-H Youth Development Advisor, and 4-H Regional Program Coordinator shall be ex-officio members.
- C. The Leadership Team shall have at least 4 regular meetings per year. A quorum is 50% plus one of the members of Leadership Team. A quorum must include the 4-H adult volunteer (1) Chair or Vice Chair and (2) Treasurer and at least 2 senior 4-H member officers of the Leadership Team. No meetings or business shall be transacted without a quorum.
- D. It shall be the duties of the Leadership Team to:
  - 1. Establish and maintain operating procedures for club business. Consider and recommend practices or procedures needed for effective and efficient operations of the club. After approved by the Marin County 4-H Community Education Specialist, operating procedures should be recorded, revised, and accessible to the membership.
  - 2. The Leadership Team is authorized to act in making decisions when immediate action relating to the local 4-H Youth Development Program is necessary. Any major action of the Leadership Team should be subject to the approval of 4-H Youth Development Program professionals.
  - 3. The Leadership Team may convene their own meetings. They may assist the chair in arranging the agenda, the appointment of committees, and such other matters as may facilitate the orderly and efficient operation of the club.
- E. Each youth officer will also concurrently hold the title of Marin 4-H County Ambassador. County Ambassadors are the representatives and champions of the Marin County 4-H program, serving in the highest 4-H leadership role in Marin County 4-H. Responsibilities include advising on program priorities, mentoring younger members, planning club events, promoting 4-H, and facilitating learning experiences.

### **Section 3 – Duties of Unified Marin County 4-H Club & VMO Leadership Team Adult Officers**

- A. Duties of each officer are outlined in a written role description which are signed by the officer at the beginning of each term and retained by the Marin County 4-H Community Education Specialist.
- B. **Chair (adult):** Preside at all Leadership Team meetings. Serve as ex-officio member of all committees and appoint the members of such committees.

Prepare Leadership Team agendas in consultation with the Marin County 4-H Community Education Specialist. Have signature authority on all bank accounts.

- C. **Vice Chair (adult):** Perform the duties of the Chair in the absence of the Chair. Succeed to the office of Chair if that office should become vacant between elections. Have signature authority on all bank accounts. Chair the Expansion and Review committee. Act as the advisor for youth club officers.
- D. **Treasurer (adult):** Keep accurate financial records, copies of invoices bills relating to the funds and property, accounting fully for all receipts and expenditures. Receive, record, and deposit all funds in a regulated bank account. Pay bills and make other authorized expenditures provided for in the budget or otherwise approved by the Leadership Team. Secure authorization by the Leadership Team for disbursement of all funds. Comply with all University of California financial policies and procedures as outlined in the 4-H Youth Development Program Policy Handbook. Furnish financial reports annually at year-end and at such times as required by the Marin County 4-H Community Education Specialist. 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. Act as custodian of all funds and personal property of the Unified Marin County 4-H Club & VMO 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 (990), California State Franchise Tax Board, and the State Board of Equalization, where and when applicable. Forward annual financial reports to the 4-H Regional Program Coordinator or designee at the close of the 4-H program year and no later than September 15th. Have signature authority on all bank accounts.
- E. **Secretary (adult):** Record minutes for all Leadership Team and 4-H Club meetings. Assist with correspondence and regular communications to 4-H members and volunteers. Provide minutes to the Marin County 4-H Community Education Specialist no more than two weeks following each meeting to be made available to all 4-H members and volunteers. Keep attendance records for Leadership Team and 4-H Club meetings.
- F. **Key Resource Leaders (adults):** Recruit, train, and mentor project leaders in their assigned content areas. Coordinate assigned county events. Connect members to community events.
1. **Animal Science** (also support Marin County Fair, West Marin Fair, and Farm Day)
  2. **Civic Engagement** (including career preparation, leadership, communication, and public speaking; also support achievement day, record book judging, & presentation day)

3. **Healthy Living** (including cooking and expressive arts; also support fashion revue)
4. **STEM** (including environmental education and shooting sports; also support the North Bay Science Discovery Day).

#### **Section 4 – Duties of Unified Marin County 4-H Club & VMO Leadership Team Youth Officers**

- A. **President (youth):** Preside at all Unified Marin County 4-H Club & VMO meetings. The president may call special meetings with the consent of the Chair and the Marin County 4-H Community Education Specialist.
- B. **Vice President (youth):** Perform the duties of the president in the absence of the president. Connect with and support key resource leaders in planning countywide events.
- C. **Community Building Officer (youth):** Plan and organize social activities to build a sense of belonging and cohesive community at 4-H club meetings and other regional gatherings.
- D. **Civic Engagement Officer (youth):** Organize and promote community service and service learning activities throughout the year.

#### **Section 5 – Unified Marin County 4-H Club & VMO Leadership Team Officer Recruitment and Selection**

- A. Recruitment for officer positions will be conducted as a call for applications. Positions will be publicized through the 4-H newsletter and may additionally be publicized through other methods.
- B. Applications will be reviewed by a three-member committee of the Leadership Team and recommendations will be forwarded to the Marin County 4-H Community Education Specialist.
- C. The Marin County 4-H Community Education Specialist and the 4-H Regional Coordinator reviews and approves appointments to Leadership Team.
- D. In the cases of vacancies not due to term completion, the Leadership Team and/or Marin County 4-H Community Education Specialist and the 4-H Regional Coordinator may recruit members outside the open recruitment pool of candidates. Recommendations are made to the Marin County 4-H Community Education Specialist and the 4-H Regional Coordinator for approval.

## **Section 6 – Unified Marin County 4-H Club & VMO Leadership Team Officer Terms**

- A. 4-H adult volunteers shall serve a two-year term, with eligibility to apply for reappointment to a second, two-year term.
- B. Youth shall serve a one-year term, with eligibility to be reappointed for up to three, additional one-year terms, without annual reapplication.
- C. Officers may not serve in any position for more than four years total. There must be at least a one-year period after the final term before reappointment can be made to serve in any position. If a replacement cannot be found the term may be extended until a replacement is selected.

## **Article V – Club Meetings**

### **Section 1 – Purpose of 4-H Club**

- A. The primary purpose of Unified Marin County 4-H Club & VMO meetings is to strengthen a sense of belonging to the 4-H community, deepening social connections, and building a sense of belonging and community.

### **Section 2 – Meetings**

- A. The Unified Marin County 4-H Club & VMO will have at least four (4) regularly scheduled meetings per year announced at least 14 days in advance.
- B. The President (youth member) shall preside over the meeting.
- C. Special meetings may be called at any time by the Leadership Team, in concurrence with the Marin County 4-H Community Education Specialist and be publicized at least 10 days in advance.
- D. No meetings shall be secret.

### **Section 3 – Agenda**

- A. The agenda of each regular or special meeting will be prepared by the Chair and President in conjunction with the Marin County 4-H Community Education Specialist.
- B. The agenda should include an open forum item for people to address an item of interest that does not appear on the agenda. Items requiring action must be placed on a future agenda.

- C. Interested parties can request to have a specific item added to the agenda subject to approval by the Chair and the Marin County 4-H Community Education Specialist.

#### **Section 4 – Attendance**

- A. Club meetings are open to all 4-H members, 4-H adult volunteers, ex-officio members and those invited to participate under specific agenda items.
- B. Attendance at club meetings is optional and not required, except for officers, who are required to attend in order to perform essential duties (Youth President, Vice President, Treasurer). Also must include the 4-H Adult Volunteer Chair, and/or Vice Chair, and Key Resource Leaders as needed based on agenda discussion).

### **Article VI – Projects and Learning Experiences**

#### **Section 1 – Purpose of 4-H Projects**

- A. Projects are a content area of interest to youth, guided by a 4-H volunteer (project leader), with planned learning objectives, and may include a sequence of meetings, field trips, guest speakers, or other activities to help youth deepen their knowledge and skills.
- B. Projects must include a minimum of six hours of project learning experiences.
- C. 4-H youth members must enroll in at least one (1) 4-H project annually.

#### **Section 2 – Project Leader and Supervision**

- A. Project learning experiences will be offered by adult 4-H volunteers acting as Project Leaders in partnership with youth acting as Junior and Teen Leaders.
- B. Two 4-H adult volunteers or professionals must be present at all 4-H meetings and activities. If necessary and only in the event of extreme, unforeseen circumstance that two 4-H adult volunteers and/or 4-H personnel cannot attend and provide youth supervision, one 4-H adult volunteer or 4-H personnel and another adult connected to the 4-H program, at least 21 years old, must be present instead.
- C. There must be an adult to youth ratio to ensure proper supervision: at least 10 youth to 1 adult for senior members (age 14-18), 8 youth to 1 adult for junior and intermediate members (age 9 to 13), and 6 youth to 1 adult for primary members (age 5 to 8).

### **Section 3 – Project Meetings and Completion**

- A. Project Completion requires that members are in good standing complete a minimum of six (6) hours of project instruction or more as required by the project leader, and complete the Annual Project Report (APR). Members receive a year stripe and pin for project completion. Primary members do not complete the Annual Project Report and receive a year stripe and pin for participation in a project.
- B. Project Leaders may determine the number of hours of project instruction necessary to achieve the goals and learning objectives (minimum 6 hours).
- C. Any expectations or project completion requirements must be approved by the Marin County 4-H Community Education Specialist and be shared with 4-H members at the start of the project.

### **Section 4 – Youth Leadership**

- A. Projects should include opportunities for youth leadership and to practice teamwork, communication, and problem-solving skills.
- B. Junior and Teen Leaders work collaboratively with the adult volunteer to set goals, develop lesson plans, teach skills, and evaluate the activity; coordinate logistical details such as meeting times, locations, materials and supplies and expenses with the adult leader; and communicate with the adult leader and members about group expectations, responsibilities and expected outcomes.
  - 1. Junior leaders (intermediate members) must be at least 11 and no more than 13 years old by December 31 of the program year.
  - 2. Teen leaders (senior members) must be at least 14 and no more than 19 years old by December 31 of the program year.
- B. Project Leaders may opt to provide youth leadership opportunities using other methods, for example, with an elected President, Vice President, Secretary, and other offices that serve in roles specific to that one 4-H project.

## **Article VII – Committees**

### **Section 1 – Committees**

- A. The Marin County 4-H Community Education Specialist and/or the Unified Marin County 4-H Club & VMO Leadership Team may create and establish committees. Committees may be formed to address priority issues, emerging problems, and state-directed key issues
- B. All committee members must be approved 4-H adult volunteers or youth members.

- C. The Leadership Team may name the chairperson of each committee, with the approval of the Marin County 4-H Community Education Specialist.
- D. Committees must be given clear, definite instructions about their duties or assignments, how long they are to take, parameters of their authority to act and to whom, and when and what they are to report.

## **Section 2 – Committee Members**

- A. Committee membership consists of either youth or adult volunteers serving on Committees of the Unified Marin County 4-H Club & VMO, all committee members will work alongside the Marin County 4-H Community Education Specialist. Committee composition will be at least half 4-H members.
- B. 4-H adult volunteers must be or become adult volunteers who are appointed by the 4-H Regional Program Coordinator prior to service in any 4-H role. Youth must be enrolled in 4-H at the time of service.

## **Section 3 – Terms**

- A. Committee Chairs shall be appointed for up to two-year terms, and renewable for a second two-year term. There must be a two-year period after the second term before reappointment can be made to the same position.
- B. Committee chairs and members, by nature of committees, shall function as short-term commitments. Appointments of the chair and committee members are made annually and renewable for up to two years.

## **Section 4 – Committee Meetings**

- A. Committee meetings will be scheduled as necessary.
- B. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.
- C. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of the Marin County 4-H Community Education Specialist.
- D. The agenda of each committee shall be prepared by the Committee Chair in collaboration with the Marin County 4-H Community Education Specialist.
- E. Committee meetings are only open to committee members, ex-officio members and those invited to participate who have a specific contribution to make to the proceedings.

## **Section 5 – Expansion & Review Committee**

- A. This is a required committee of the Unified Marin County 4-H Club & VMO. The Vice Chair shall chair this committee.
- B. The Expansion and Review Committee functions to help expand 4-H Youth Development Program 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 Youth Development Program delivery and to add quality to the educational process.
- C. The Expansion and Review Committee shall have authority to develop positive action plans and recommendations to assure balanced 4-H Youth Development Program expansion on a nondiscriminatory basis. The Expansion and Review Committee provides reports directly to the Marin County 4-H Community Education Specialist and the 4-H Regional Program Coordinator.
- D. The composition of the group should reflect the diversity of gender, ethnicity and ability/disability within the county and represent various geographic areas of the county with persons who know those communities well. Approximately one-third of the members should be senior 4-H members.
- E. The individuals charged with expansion and review must meet as a group at least twice per year.
- F. The annual responsibilities of the Expansion and Review 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 operating procedures of Unified Marin County 4-H Club & VMO.
  - 5. Provide diversity training annually in partnership with 4-H Youth Development Program professional.

## **Section 6 – Marin County 4-H Camp Committee**

- A. The Marin County 4-H Camp is a program of the University of California Cooperative Extension Marin 4-H program and reports to the Marin County 4-H Community Education Specialist.
- B. Youth and adults who participate in Marin County 4-H Camp will enroll in a separate 4-H unit designated as Marin County 4-H Camp.
- C. The purpose of Marin County 4-H Camps shall be to provide outdoor environmental education experiences and positive youth development, with an

emphasis in nature study, forestry, botany, and kindred subjects, in order to meet the needs of young people, tied to the University of California knowledge base.

- D. The 4-H Camp Committee shall be charged with planning camp, preparing staff, and ensuring the educational nature of the camp experience as well as the health and well-being of adult and youth participants. The 4-H Camp Committee shall establish working procedures and must be reviewed by the Leadership Team and approved by Marin County 4-H Community Education Specialist.
- E. The 4-H Camp Committee shall be composed of active 4-H adult volunteers willing to be involved in planning and implementing 4-H camp and senior 4-H members who are selected to serve in youth staff positions as established in the working procedures.
- F. The 4-H Camp Committee officers may be elected by committee members and then must be approved by the Leadership Team and Marin County 4-H Community Education Specialist.
- G. Camp finances shall be administered by the 4-H Camp Treasurer, with co-signature authority of the Unified Marin County 4-H Club & VMO Leadership Team Chair, Vice Chair, and Treasurer.
- H. The Las Posadas 4-H Camp, Inc. board representatives shall be appointed by the Unified Marin County 4-H Club & VMO Leadership Team. To fill vacancies, the 4-H Leadership Team shall solicit potential representative names from the Camp Committee before appointing one to serve.

## **Article VIII – Finances**

### **Section 1 – 4-H Youth Development Funds**

- A. Use of 4-H funds must be in accordance with the University of California and 4-H Youth Development Program policies and 4-H Youth Development Program mission and core values as interpreted by the 4-H Youth Development Program personnel. The Marin County University of California Cooperative Extension office will be the legal mailing address for the Unified Marin County 4-H Club & VMO.

### **Section 2 – Money-Raising Activities**

- A. All money-raising and in-kind donation activities for the 4-H Youth Development Program, for sub-committees and for Unified Marin County 4-H Club & VMO shall be in compliance with the policies of the University of California, 4-H Youth Development Program and federal, state and local laws and regulations.

- B. All fundraising activities must be approved by the 4-H Regional Program Coordinator or their designee.
- C. 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 Youth Development Program must be approved by the 4-H Regional Program Coordinator or Statewide 4-H Director, as appropriate.
- D. Lotteries, raffles, and other games of chance shall not be used for fundraising purposes.

### **Section 3 – Contracts**

- A. The Unified Marin County 4-H Club & VMO cannot commit the University to any contractual obligations. All funding proposals and goods and services requiring contracts must be processed in accordance with University policies and approved by the 4-H Regional Program Coordinator.

### **Section 4 – Assets**

- A. Assets received or raised by the Unified Marin County 4-H Club & VMO must be utilized in the delivery of the county 4-H Youth Development Program in a timely fashion and are under the administrative purview and responsibility of the University of California. Investments must follow University of California and 4-H Youth Development Program policies and procedures and be approved by the 4-H Regional Program Coordinator.

### **Section 5 – Dissolution of the Unified Marin County 4-H Club & VMO**

In the event the Unified Marin County 4-H Club & VMO is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the 4-H Regional Program Coordinator. The 4-H Regional Program Coordinator will manage any unrestricted assets in escrow for up to three (3) years pending re-establishment of a new Unified Marin County 4-H Club & VMO. During the 3-year period, the Unified Marin County 4-H Club & VMO funds will be used in furtherance of the county program per the 4-H Regional Program Coordinator's approval and in determination of the best interests and support of the county 4-H Youth Development Program. Restricted assets would continue to be dispersed according to donor designations under the oversight of the 4-H Regional Program Coordinator. Upon a Unified Marin County 4-H Club & VMO vote to dissolve and/or at the discretion of the 4-H Regional Program Coordinator in consultation with the Statewide 4-H Director, The Unified Marin County 4-H Club & VMO Leadership Team will notify the 4-H Youth Development Program personnel who will submit a Notification of 4-H Unit Dissolution Form to the State 4-H Office.

## **Article IX – Nondiscrimination Statement**

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 X – Adoption**

**Section 1 – Adoption**

The effective date shall be upon the approval of the Unified Marin County 4-H Club & VMO operating procedures and that date shall be stamped on each page.

NAME	SIGNATURE	DATE
_____ Chair	_____	_____
_____ President	_____	_____
_____ 4-H Community Education Specialist	_____	_____
_____ 4-H Regional Program Coordinator	_____	_____
_____ Statewide 4-H Director	_____	_____