

Kings County 4-H Council Agenda
Tuesday October 3, 2023
6:30 p.m.

- **Call to Order** – President – Loretta Toledo
 - **Flag Salute and 4-H Pledge** -
 - **Secretary's Report/Minutes** -Melanie Curtis
 - **Treasurers Report** - Lilly Pimentel
 - **Reports** –
 - All Star/Ambassador Report
 - 4-H Staff Report
-
- 1. New Business**
 - a. Thursday Night Market Place, October 5th
 - b. Banners downtown Hanford and Lemoore

 - 2. Old Business**
 - a. Achievement Night
 - b. Record Book Awards – Outstanding Project Awards
 - c. Judging Day
 - d. Boswell Donation expenditures

 - 3. Announcements**

 - 4. Adjournment**

 - 5. Next Council Meeting November 7, 2023, at 6:30 p.m.**

Kings County 4-H Council Minutes

Tuesday September 5, 2023

- Meeting called to order by President Loretta Toledo at 6:47 p.m. Members present were: Loretta Toledo, Katie Sayles, Donna Murphy-Eller, Cobi Revious, Lilly Pimentel, Lara Felipe, Sarah Weber, Agnes Kepenyas, Brittney Curtis, Clare Curtis, Melanie Curtis and 4-H staff Rochelle Mederos.
 - Flag Salute was led by Brittney Curtis and 4-H Pledge was led by Clare Curtis.
 - Secretary's Report/Minutes were approved as printed on a motion by Lilly Pimentel and seconded by Cobi Revious.
 - Treasurers Report - Lilly Pimentel stated that there have been no changes to report since our last meeting and that the bank balance is approximately \$57,000.00.
 - **Reports –**
 - All Star Report/Ambassador Report: Brittney and Clare Curtis have been interviewed and approved as 2023/2024 All Star Candidate (Brittney) and 2023/2024 County Ambassador (Clare).
 - 4-H Staff Report- Rochelle went over several documents and reviewed some upcoming changes and new requirements for leaders. See 2023/2024 Annual Club Leader Meeting Notes from August 14, 2023 for details. Rochelle also mention the money donated by the Boswell Foundation has been routed through the California 4-H Foundation and we deposited into a U.C. Regents account instead of Council account. In the future, it will go to Council, but we need to spend the U.C. funds over the course of the 4-H Year. Lilly Pimentel offered to create a Google Doc for sharing ideas for the funds to be voted on at our next Council meeting.
- 1. New Business**
- a. Record Book Awards – Outstanding Project Awards -Melanie Curtis suggested creating a few new categories for special awards to encourage more members to submit record books. Lilly offered to create an additional Google Doc for sharing suggestions for possible new project award categories.
 - b. Judging Day- will be December 2, 2023 at the fairgrounds. Lilly Pimentel will Chair the event. Phillip Mello and Sarah Weber will work on the Livestock classes. Oakdale and Island 4-H will work on the Home Economics classes and Kings River will work on the General classes.

2. Old Business

- a. Achievement Night- Will be held at Corcoran High School on October 14th. Melanie Curtis will chair the event. Dinner of shredded beef, salad, rice pilaf, beans and rolls will be catered by J.C. Meats. Melanie is asking for RSVPs by the day before the event so that we will have enough dinners available.
- b. Officer Books- Submitted to Terrie Evangelo for judging.
- c. End of the Year and Beginning of the Year Documents- End of the year documents/officer books were due this evening. Budgets and other beginning of the year documents should be turned in as early as possible after club meetings in October.

3. Announcements – Lilly Pimentel has arranged for 4-H to have a space at the October 5th Farmer’s Market in Hanford. Set up can begin at around 4:30 p.m.. On motion by Donna Murphy Eller, seconded by Lara Felipe, the Council approved the purchase of give away items for the Farmer’s Market (pencils, temporary tattoos, etc.)

4. Adjournment – On a motion on Lara Felipe and seconded by Lilly Pimentel, the meeting was adjourned at 8:07 p.m.

5. Next Council Meeting October 3, 2023, at 6:30 p.m.

Kings County 4-H Clubs
Current Fund Balances
As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
4-H Council Checking	50,154.00
4-H Petty Cash	28.97
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Total Checking/Savings	50,182.97
	<hr/>
Total Current Assets	50,182.97
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TOTAL ASSETS	50,182.97
	<hr/> <hr/>
LIABILITIES & EQUITY	
Equity	
DESIGNATED FUNDS	
DF 358 · Ambassador Fundraiser	548.00
DF 356 Tractor Supply	5,062.83
DF 354 - Boswell Grant	22,645.48
DF 347 · All Star Workshop	336.93
DF 346 · Outreach	87.85
DF 344 · 4-H Prog Fee Waiver-Reduction	1,012.00
DF 301 · Advanced Citizenship	1,896.32
DF 304 · Dog Care	144.52
DF 311 · LCORT	55.00
DF 314 · Other	135.94
DF 319 · State Program Fee	-210.00
DF 320 · Supply Fund	424.68
Washington Focus Fundraising	
DF 322 · WA Focus General	150.00
DF 325 · 4-H Fair Concession	991.20
DF 327 · Presentation Day Concession	102.75
DF 330 · Western Classic & Rabbit Show	5,311.61
	<hr/>
Total Washington Focus Fundraising	6,555.56
	<hr/>
DF 333 · Shooting Sports	665.78
DF 335 · Nunes Memorial	430.00
DF 336 · State Fashion Revue	6.00
DF 342 · Land O Lakes Grant	274.78
DF 351 · Rev of Resp Color Me Green	1,995.00
DF 352 · Armona 4-H	356.79
DF 353 · Emerald Star	
DF 353.5 Wreaths Across America	70.63
DF 353.4 Jefferson Farm Day	3.19
DF 353.1 Cases for Kids	169.90
	<hr/>
Total DF 353 · Emerald Star	243.72
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Total DESIGNATED FUNDS	42,667.18
	<hr/>
Total Equity	42,667.18
	<hr/>
TOTAL LIABILITIES & EQUITY	42,667.18
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Kings County 4-H Clubs
Kings County 4-H County Budget Report
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget
Income			
BUDGET INCOME			
Carryover from last year	0.00	20,193.00	-20,193.00
B 110 · Sponsors Donation	0.00	10,000.00	-10,000.00
Total BUDGET INCOME	0.00	30,193.00	-30,193.00
Total Income	0.00	30,193.00	-30,193.00
Expense			
BUDGET EXPENSES			
B 236 · Kings Fair Insurance	0.00	0.00	0.00
B 235 · Workshop Material & Trai...	0.00	500.00	-500.00
B 234 · 4-H Madness	0.00	500.00	-500.00
B 233 · 4-H Program Development ...	0.00	500.00	-500.00
B 201 · 4-H Fair	176.90	5,000.00	-4,823.10
B 202 · Achievement	1,140.65	3,000.00	-1,859.35
B 203 · All Stars/Ambassadors	279.95	7,000.00	-6,720.05
B 204 · CA Focus Chaperones	0.00	250.00	-250.00
B 205 · CA Focus Youth	0.00	750.00	-750.00
B 206 · County Fashion Revue	0.00	100.00	-100.00
B 207 · County Presentation Day	0.00	500.00	-500.00
B 209 · Favorite Foods Fair	0.00	150.00	-150.00
B 210 · Jr. Fair Board Awards	0.00	250.00	-250.00
B 211 · Judging Day	0.00	1,000.00	-1,000.00
B 212 · Kings Fair Indoor Awards	0.00	250.00	-250.00
B 213 · LCORT Chaperones	0.00	250.00	-250.00
B 214 · LCORT Youth	0.00	600.00	-600.00
B 215 · Leader Recognition	0.00	2,000.00	-2,000.00
B 216 · Curriculum/Library	0.00	0.00	0.00
B 217 · Miscellaneous	327.60	2,000.00	-1,672.40
B 218 · Outreach	1,416.83	1,500.00	-83.17
B 219 · Sectional Council Dues	0.00	0.00	0.00
B 220 · State Fashion Revue	0.00	0.00	0.00
B 221 · Sectional Presentation Day	0.00	300.00	-300.00
B 223 · State Leaders Forum Donati...	0.00	0.00	0.00
B 224 · State Leader Forum Scholar...	0.00	0.00	0.00
B 225 · State Leadership Conf. Cha...	0.00	120.00	-120.00
B 226 · State Leadership Conf. Tra...	0.00	300.00	-300.00
B 227 · State Leadership Conf. Youth	0.00	350.00	-350.00
B 230 · Washington Focus Chapero...	0.00	1,000.00	-1,000.00
B 231 · Washington Focus Youth	0.00	2,000.00	-2,000.00
B 232 · Western Regional Leaders ...	0.00	0.00	0.00
Total BUDGET EXPENSES	3,341.93	30,170.00	-26,828.07
Total Expense	3,341.93	30,170.00	-26,828.07
Net Income	-3,341.93	23.00	-3,364.93

3:15 PM

09/28/23

Cash Basis

Kings County 4-H Clubs Expenditures by Month July 2023 through June 2024

Date	Num	Memo	Account	Original Amount	Paid Amount
Jul 23					
07/05/2023	3970	Ribbons for 4-H fair 2023	B 201 · 4-H Fair	178.90	176.90
07/05/2023	auto	Checks with new bank US Ba...	B 217 · Miscellaneous	327.60	327.60
					504.50
Aug 23					
08/08/2023	3972	Achievement Night Decorations	B 202 · Achievement	74.99	74.99
08/08/2023	3973	Mini Grant 4 sewing machines...	DF 354 - Boswell Grant	1,222.56	1,222.56
					1,297.55
Sep 23					
09/28/2023	3976	2023 Achievement Night Pins ...	B 202 · Achievement	110.55	110.55
09/28/2023	3977	Achievement Night Patches, S...	B 202 · Achievement	838.20	838.20
09/28/2023	3978	40 County Record Book Gold ...	B 202 · Achievement	116.91	116.91
09/28/2023	3975	23-24 Clothing Order for Amb...	B 203 · All Stars/Ambassadors	279.95	279.95
09/28/2023	3974	4-H Supplies for Promotions	B 218 · Outreach	1,416.83	1,416.83
					2,762.44
Sep 23					
Oct 23					
Nov 23					
Dec 23					
Jan 24					
Feb 24					
Mar 24					
Apr 24					
May 24					
Jun 24					
TOTAL					4,564.49

**4-H Staff Report
Kings County 4-H Leaders Council
October 3, 2023**

4-H Community Club Bylaws and Constitution – All clubs must adopt the 7/2023 revision

County Council options:

- County Council Bylaws and Constitutions 9/13/2022 revision
- County Management Board Bylaws and Constitutions 4/2022 revision
- County Program Management Operating Procedures – oversight by (a) 4-H YDP Personnel: 4-H Community Coordinator (CES), 4-H Community Education Supervisor/ County Director, and 4-H Advisor, (b) Adult Volunteer Finance Manager, and (c) Youth Volunteer Advisory Committee Representatives; plus Event/Activities Committee Chairs or Program Committee Chairs.

Club Award Orders – club should not have a supply of pins, stripes, stars, etc. on hand at the club level.

- Numerical year pins have been replaced by Primary, Junior, Intermediate, and Senior pins statewide.
- White 4-H hats are no longer used, therefore no longer use stripes with white background, yellow stripe on green for Junior/Teen leaders and white on green for other members.

Excess Funds and fundraising – 4-H Policy Chapter 9

Ignite by 4-H National Teen Summit – March 13-17, 2024, in Washington DC; registration is open Early Bird until 11/9/23 price is \$1,150 per person, double occupancy and \$1,600 (single occupancy adults only) or adult double occupancy; Regular price is \$1,300 per person double occupancy or \$1,750 (single occupancy, adults only) through 1/12/24 or until full; Additional nights 3/12 and/or 3/17 \$315 per room.

Information from Previous Meeting(s)

Club Leader Role Descriptions

- All CCL's are required to sign and return the signature page ASAP.

Project Leader Role Descriptions

- All project leaders/adult volunteers are required to sign and return the signature page ASAP.

Annual Project Leader Plan – Required for ALL 4-H projects offered.

- Project leaders submit to Club Leader
- CCL submits a copy to 4-H Office
- Distributed to parent/guardian at least one week prior to first project meeting.

Traditional Star Rank System is an option only for 4-H members that have already achieved a Star Rank prior to the 2022-2023 4-H year. Youth may choose to continue in the traditional system and/or start the New Achievement program.

New Achievement Program – the new forms replace the Personal Development Report (PDR) form in the Record Book.

- iSprout – Primary ages 5-8
- Spark – Junior ages 9-10 AND New 4-H members
- Emerald I & II – Intermediate ages 11-13
- Impact Star – Senior ages 14-18

Record Books

- A 4-H Record Book is a standard record of your activities in 4-H - your projects, activities, events, skills development and learning experiences. The 4-H Record Book helps you improve your skills in record keeping, goal management and reflection on your achievements and growth in 4-H. You can submit your record book for evaluation at the club, county and state levels.
- The Record Book and Achievement Programs are optional and separate programs.
- We highly recommend you take advantage of both programs to maximize your growth and learning in 4-H.

4-H Enrollment

1. Enrollment fees are being paid for by the Sponsoring Committee for this 2023-24 and next 2024-25 4-H years.
2. Direct families to the Join 4-H page of the Kings County 4-H website.
 - Access the Club List with contact information to contact Club Leader prior to completing the enrollment process.
 - 4-H Enrollment Information – Click on appropriate enrollment role: Returning Youth Member, Returning Adult Volunteer, New Youth Member, and/or New Adult Volunteer.
 - Youth requirements – enroll in ZSuite system, be sure that returning families do NOT create a new Household in the system because their information transferred over from the 4-H Online system.
 - Adult Volunteers
 - New Volunteers must complete the Volunteer Interest survey as the first step in the enrollment application process.
 - New Volunteers will receive (from 4-H Staff) Live Scan form for DOJ only or DOJ and FBI clearance based upon Interest Survey.
 - Enroll in ZSuite system, be sure that returning families do NOT create a new Household in the system because their information transferred over from the 4-H Online system.
 - Complete the required training through the eXtension website for either Returning Volunteers or New Volunteers; enrollment key is Kings with a capital K.

Beginning of Year Club Requirements – Due to 4-H Office by 10/16/23

1. Club Leadership List with CCL and Club Officer information
2. 4-H Bank account signers – must be at least two (2) unrelated current adult volunteers by 10/16/23.
3. 2023-2024 California 4-H ZSuite Club Project List – members cannot enroll until the ZSuite system is set up for each club with their unique project list for the 23-24 year.
4. Club Budget – must be approved by club membership at the 1st or 2nd meeting of the year and signed by Club President, Treasurer, and Club Leader and submitted to 4-H Office by 10/16/23.
5. Fundraiser Approval Request Form 8.7 – Must be submitted to 4-H Office for approval BEFORE anything is purchased for the fundraiser; allow at least 2 weeks for approval processing.
6. Facility Use Agreements – Club leader should work with 4-H Office staff to ensure that agreements are in place as needed for club meetings, project meetings, and/or fundraising activities; Volunteers may NOT sign any type of agreement; ALL agreements are signed by the County Director, Karmjot Randhawa.
7. Annual 4-H Club Planner – youth officers and club leadership team should meet and plan the year prior to first club meeting, the document is a living document, therefore it can be changed and updated throughout the year as needed; not necessary to turn in at beginning of year; remains in Secretary Book.
8. 4-H Club Meeting Planner – youth officers and club leadership team should meet prior to each club meeting to plan for the meeting and complete the form for that meeting; not necessary to turn in at the beginning of the year; document is a living document and should be kept in the Secretary Book.

2023 Workshop Series for 4-H Project Leaders – 4, 2-hour sessions to be offered online Thursdays in October (4, 11, 18, and 25) 6:30 – 8:30 pm and In-person at the Project Leader Clinic at UC Davis November 11 & 12.

Save the Date – Volunteer Retreat and Project Leader Clinic – November 11 & 12, UC Davis.

California Make It With Wool (MIWW) Contest – November 11, 2023, in Contra Costa County. Winners are eligible to compete in the 2024 National MIWW Contest held in Denver, Colorado, January 11-14, 2024. <https://makeitwithwool.com>

National 4-H Week – October 1-7, 2023

Tractor Supply Fall Paper Clover Drive – October 4-15, 2023



(Name of club) 4-H Community Club Bylaws

R = Required. O = Optional

[Note: If the club will have a bank account the constitution and bylaws templates must be used instead of operating procedures. Also, consider using the constitution and bylaws templates if the club will have officers and make decisions by parliamentary procedure as they are commonly part of an organizational structure that includes these elements.]

R

Article I Election of Officers

The Officers shall be elected by the first meeting of the unit year.

R

Article II Age Requirements of Officers

The *President*, *Vice-President*, *Secretary* and *Treasurer* should be Intermediate or Senior members (at least 11 years of age) if possible.

Other elected offices may be held by Junior, Intermediate and Senior members.

Offices filled by an election or other competitive process may not be held by Primary members. Primary members may serve in appointed positions.

R

Article III Duties of Officers

The *President* shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The president may call special meetings with the consent of the organization volunteer(s).

The *Vice-President* shall perform the duties of the president in the absence of the president. The vice president shall serve as chairperson of the yearly program committee and the membership committee.

The *Secretary* shall keep the minutes of all 4-H meetings, act as the group's correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the county 4-H YDP office.

The *Treasurer* shall receive and keep all money belonging to the 4-H club and shall pay it out only upon order of the president, after the 4-H members approve. The treasurer shall keep an

accurate record of all money received and paid out and keep a report up to date in the 4-H Treasurer's manual. The treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.

Other offices may be established as needs of the unit dictate.

R

Article IV Committees

The president may appoint committees for special purposes at any time.

R

Article V Meetings

The regular meetings of the 4-H club shall take place on the (insert detail) day of each month. With a minimum of 7 days' notice, the president, with consent of the organization adult volunteer, may call special meetings.

R

Article VI Voting Members

Voting members of the 4-H club include the Junior, Intermediate and Senior members as listed in Article IV of the Constitution. If there are not sufficient voting members in the 4-H club the organizational unit volunteer will work with the UCCE 4-H YDP staff in establishing procedures.

R

Article VII Quorum

A quorum to do business shall consist of the number of persons present at the meeting.

R

Article VIII Program of Work

A program of work for the year as described in the 4-H Club Program Planning Guide should be developed and adopted no later than the third meeting of the program year.

R

Article IX Rules of Order

Robert's Rules of Order shall govern the meetings of this 4-H club.

Article X Amending Bylaws

R These by-laws may be amended by two-thirds vote of the members present at any regular meeting.

R

Article XI Dissolution of 4-H Club

Upon consideration of the dissolution of the 4-H club, the officers will inform the county 4-H YDP staff and VMO as to their desire and conformance to the following procedure:

The (insert name) 4-H club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H club. Upon dissolution of the 4-H club for any reason, the officers shall take full account of the (insert name) 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds in the following order:

- a. Payment of the debts and liabilities of the (insert name) 4-H club.
- b. Closure of all bank accounts held by the 4-H club and setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the (insert name) 4-H club; such reserves shall be paid by the treasurer to the VMO. The VMO will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the (insert name) 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the VMO for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.
- c. The 4-H club treasurer, treasurer advisor and additional club members will complete Form 6.3 Financial Report, Form 6.2 Inventory Report, Form 8.5 Year-end Club Peer Review Report and Form 8.6 Peer Review Checklist. All forms are to be submitted to the county office within one month of unit vote approving dissolution.

Each of the members shall be furnished with a statement prepared by the (insert name) 4-H club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H unit shall cease.

O

Article XII Agreed Upon Procedures

This section may be used to detail procedures established by the 4-H club relative to finances, participation in club events and activities, attendance, excused and unexcused absences, unit incentive and recognition programs, criteria for removing an officer, etc. All such additions must adhere to State 4-H YDP policies.

Examples of procedures not permitted in Article XII include but are not limited to:

- *Cannot require youth to complete a Record Book to receive a year stripe and/or year pin.*
- *Cannot require youth to attend a specific % of project meetings to be in a club.*
- *Cannot require youth to complete a Record Book to receive a 100% attendance pin.*
- *Cannot require youth to attend a certain number or % of club meetings to be in a club.*
- *Cannot require a specific % of attendance at club meetings for project completion.*
- *Cannot require participation or the purchase of fundraising tickets to be in a club.*

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____
President		
_____	_____	_____
4-H Community Club Leader		
_____	_____	_____
4-H Co-Community Club Leader		
_____	_____	_____
4-H Community Education Specialist (CES)		
_____	_____	_____
4-H CES Supervisor		

The bylaws were adopted _____, 20_____.

[Carry forward the original date from year to year as the bylaws will be adopted only once. Each amendment must indicate the article number amended and date the amendment was made.]

Amendment History:

(As of April 2021) The University of California Division of Agriculture & Natural Resources (UCANR) is an equal opportunity provider. (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>)

Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.



(Name of club) 4-H Community Club Constitution

R = Required. O = Optional

[Note: If the club will have a bank account the constitution and bylaws templates must be used instead of operating procedures. Also, consider using the constitution and bylaws templates if the club will have officers and make decisions by parliamentary procedure as they are commonly part of an organizational structure that includes these elements.]

R

Article I Name

This unit shall be known as the (Name of Club) 4-H Community Club of (Name of County) County, California.

R

Article II Purpose

The purposes of this 4-H unit shall be:

- A. To stimulate members *personal growth and development*. Help gain mastery and competence, enhanced independence, and personal values. Provide learning experiences for members to practice and evaluate their growth.
- B. To help youth *develop responsible citizenship*. Learn democratic ways and group living skills through practice. Share in community service-learning and citizenship projects and activities.
- C. To *develop effective leadership skills* through youth and adult partnerships.

R

Article III Relationship

The (name of club) 4-H Community Club is responsible to the UCCE 4-H YDP staff and accountable to the University of California, Division of Agriculture and Natural Resources (UC ANR) and obligated to follow UC 4-H Youth Development Program (YDP) policies and procedures, and abide by the core values of the program.

R

Article IV Membership

Section 1.

The 4-H community club shall consist of at least 5 youth from 3 different families. Any youth may enroll in 4-H clubs upon meeting the enrollment criteria:

A. 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. A complete list of all approved primary projects is in the California 4-H Project List.

B. Junior, Intermediate and Senior Members:

Must be 9 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.

C. Home Schooled:

Children are to enroll based on their chronological age by December 31st.

Section 2.

Duties of the members.

It shall be the duty of each member to:

- Be a member in good standing;
- Abide by the Core Values of the UC ANR 4-H YDP;
- Participate in club meetings and projects they sign up for; and
- Perform such duties of office or committees as may be required.

R

**Article V
Officers**

The officers of the 4-H community club shall be president, vice president, secretary, treasurer and other positions as deemed appropriate.

R

**Article VI
Meetings**

The 4-H community club will have as many meetings as are necessary to complete project work and to carry on a successful 4-H community club program. There shall be at least six (6) club business meetings per year. Attendance and participation can be promoted through incentive and recognition programs.

R

**Article VII
Organization Volunteers**

Two appointed adult volunteers must be present at all 4-H club and project meetings. The Community Club Leader and/or Assistant Club Leader must be in attendance at all club meetings unless they arrange for an appointed adult volunteer substitute. Only in emergencies and unforeseeable circumstances when two 4-H adult volunteers cannot be present, there must be appointed adult volunteer and another adult participant or 4-H staff member, one of which must be at least 21 years old.

R

Article VIII Parents/Guardians

Parents/guardians with youth under 18 should wait until two adult volunteers are present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment. Parents are expected to abide by all University of California 4-H YDP policies and core values.

R

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 identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, status as a U.S. veteran, or reprisal or retaliation for prior civil rights activity in any program or activity conducted by UC ANR. Remedies and complaint filing deadlines vary by program or incident.

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 Office of Diversity & Inclusion, phone: 530-786-0206, email: dewhite@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, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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

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

Inquiries regarding the University's nondiscrimination policies may be directed to: UC ANR, Interim Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1280. Email: tjordan@ucanr.edu. Website: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/.

R The (name of club) 4-H Community Club of (name of county) County affirms and complies with this University of California policy.

Print Name	Signature	Date
_____ President	_____	_____
_____ 4-H Community Club Leader	_____	_____
_____ 4-H Co-Community Club Leader	_____	_____
_____ 4-H Community Education Specialist (CES)	_____	_____
_____ 4-H CES Supervisor	_____	_____

This constitution was adopted _____, 20____.

[Carry forward the original date from year to year as the constitution will be adopted only once. Each amendment to the constitution must indicate the article number amended and date the amendment was made.]

Amendment History:

(As of April 2021) The University of California Division of Agriculture & Natural Resources (UCANR) is an equal opportunity provider. (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>)

Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.