

Kings County 4-H Council Agenda
Tuesday February 6, 2024
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 Report
 - Ambassador Report
 - 4-H Staff Report
 - **Correspondence**
- 1. New Business**
 - a. Mini-Grant Applications
 - b. Constitution and By-Laws

 - 2. Unfinished Business**
 - a. Food Olympics
 - b. Presentation Day
 - c. 4-H Fair
 - d. County Leadership Opportunities

 - 3. Announcements**

 - 4. Adjournment**

 - 5. Next Council Meeting March 5, 2024, at 6:30 p.m.**

Kings County 4-H Staff Report – Cayci Hill

Leaders Council Meeting February 6, 2024

- Maternity Leave estimated March 18th to late May or early June
 - Dina (4-H Office Assistant) will continue with weekly email updates and will work with Rochelle to help support the program/resolve any issues
- New Citizenship Projects: Taking place of CA Focus and Washington Focus
 - These projects, mirroring club-based projects in some ways, will involve youth members participating in at least 6 hours of instruction and completing an Annual Project Report to receive a hat pin. Two projects feature in-person overnight educational experiences which will have a fee, but participation in just the virtual programming is open to any appropriately aged 4-H member at no cost.
 - Interest meeting Feb 8th 6:30-7:30 pm on Zoom: <https://ucanr.zoom.us/j/98990980314>
 - Civics 101 – Local: Open to intermediate members, free enrollment
 - Civics 201 - State: Open 13 years+, Zoom session free, \$650 optional overnight experience in Sacramento
 - Civics 301 – Federal: Open to senior 4-H members, Zoom sessions Free, \$2800 optional week experience in Washington D.C./New York City
- Online Workshop Series for 4-H Project Leaders
 - Learn about your role, responsibilities, lesson planning, making learning engaging, working with youth of all ages, and effective hands-on learning.
 - The complete series is 4, 2-hour sessions offered Tuesdays, March 5, 12, 19, & 26 from 6:30-8:30pm
 - **Tuesday, March 5, 2024, 6:30pm - 8:30pm**
Session 1: Best practices in youth development: Focusing on youth sparks, sense of belonging, and positive relationships with adults. (The 4-H Thriving Model of Positive Youth Development)
 - **Tuesday, March 12, 2024, 6:30pm - 8:30pm**
Session 2: Learning in 4-H: Facilitating hands-on experiential education and planning your project.
 - **Tuesday, March 19, 2024, 6:30pm - 8:30pm**
Session 3: Working With All Ages (from 5 to 18) and Abilities (The Ages and Stages of Youth Development)
 - **Tuesday, March 26, 2024, 6:30pm - 8:30pm**
Session 4: Creating effective youth-adult partnerships & Working with youth leaders (Junior and Teen Leaders)
 - Register at <https://bit.ly/4HPL2>
 - Receive a name tag upon completion
- In-Person YQAC training hosted by Kings Harvest February 18th at 4 p.m. JFB Classroom

- Presidents Day: The Kings UCCE Office will be closed Monday Feb. 19th. We will reopen at our normal business hours Tuesday Feb. 20th.
- Important Due Dates this month
 - Kings Fair Beef Contracts – February 14th
 - Kings Fair Dairy Contracts – February 16th
 - State Qualifiers Entry (Livestock Judging, Poultry Judging, Dairy Judging, Light Horse Judging) – February 16th
- County Budget Goals
 - 2023-2024
 - To increase the availability of community service projects throughout Kings County
 - To increase the number of available projects within the county by 10%
 - To offer a wider range of leadership opportunities for our youth to participate in, within Kings County

Kings County 4-H Council Minutes

Tuesday December 5, 2023

- In the absence of President Loretta Toledo, Lilly Pimentel called the meeting to order at 6:40 p.m. Members present were: Lilly Pimentel, Clare Curtis, Brittney Curtis, Madison Thomas, Melanie Curtis, Cobi Revious, Donna Murphy Eller, Sarah Weber and James Sayles.
 - Flag Salute was led by Clare Curtis and 4-H Pledge was led by Brittney Curtis
 - Minutes were distributed and approved on a motion by Brittney Curts, seconded by Donna Murphy Eller.
 - **Treasurers Report** - Lilly Pimentel gave a report and stated that she is working on the switch to Quickbooks on a new computer. Report approved on a motion by Clare Curtis, seconded by Cobi Revious.
 - **Reports –**
 - All Star Report & Ambassador Report: Brittney and Clare Curtis reported on their experiences with Judging Day and recommended offering online registration next year for Judging Day to help speed up the registration process.
 - 4-H Staff Report- Cayci Hill presented each club with new officer binders with necessary forms for Treasurers and Secretaries, along with flash drives with officer and record book forms.
- 1. New Business**
- a. 4-H Fair – Planning Meeting set for January 25, 2024 at 6:00 p.m.
 - b. County Leadership Opportunities (All Star/Ambassador/Ruby/Emerald, etc.) – on a motion by Melanie Curtis, seconded by Sarah Weber, Council voted to combine All Star and Ambassador moving forward, using the State guidelines for Ambassador with the All Star name to satisfy the requirements for the All Star scholarship.
- 2. Unfinished Business**
- a. Judging Day – There was some discussion regarding Judging Day and possible dates for 2024.
 - b. Food Olympics- Madison Thomas agreed to chair the event and shared some the work she has done for the even so far. She asked for an interest survey to go out to get a better idea of how many entries we might have and judges we might need.

c. Presentation Day – Melanie Curtis stated that she is in the process of recruiting judges for the event and that an interest survey might make it easier to determine the number of judges are needed and figure out the schedule for the day.

3. Adjournment – On a motion by Clare Curtis, seconded by Brittney Curtis, Lilly Pimentel adjourned the meeting at 7:21 p.m.

4. Next Council Meeting February 6, 2023, at 6:30 p.m.

5:23 PM

02/06/24

Cash Basis

Kings County 4-H Clubs Expenditures by Month July 1, 2023 through July 30, 2024

Date	Num	Memo	Account	Original Amo...	Paid Amou...
Jul 23					
07/05/20	3970	Inv #380456 Ribbons for 4-H Fair	B 201 · 4-H Fair	176.90	176.90
07/11/20	auto	Electronic Withdrawal for New Checks Deluxe Bus ...	B 217 · Miscellaneous	327.60	327.60
Jul 23					504.50
Aug 23					
08/08/20	3971	Voided	4-H Council Checking	0.00	0.00
08/08/20	3972	Achievement Night Gift Cards	B 202 · Achievement	74.99	74.99
08/08/20	3973	4 Sewing Machines & 4 Totes	DF 354 - Boswell Gr...	1,222.56	1,222.56
Aug 23					1,297.55
Sep 23					
09/28/20	3976	2023 Achievement Night Pins for Clothing & Textiles...	B 202 · Achievement	110.55	110.55
09/28/20	3977	Invoice #40523 Stripes & Stars for 2023 Achieveme...	B 202 · Achievement	838.20	838.20
09/28/20	3978	Invoice #42220 (40 county record book gold pins)	B 202 · Achievement	116.91	116.91
09/28/20	3975	2 Poles & 2 Jackets for All Star & Ambassador	B 203 · All Stars/A...	279.95	279.95
09/28/20	3974	4-H Supplies & Promotions Order #190807	B 218 · Outreach	1,416.83	1,416.83
Sep 23					2,762.44
Oct 23					
Oct 23					
Nov 23					
11/07/20	3979	7 Swine pins & Shipping	B 202 · Achievement	22.38	22.38
11/07/20	3980	Invoice #02632 Achievement Night Meal	B 202 · Achievement	2,880.00	2,880.00
11/07/20	3980	Invoice #02632 Achievement Night Tax	B 202 · Achievement	244.00	244.00
11/07/20	3981	Achievement Night Decorations Order #114-665181...	B 202 · Achievement	101.62	101.62
11/07/20	3982	Achievement Night Decorations Order #114-368157...	B 202 · Achievement	41.12	41.12
11/07/20	3983	Invoice #12480 Plaque	B 202 · Achievement	53.63	53.63
11/07/20	3984	Order #193802 Leaders Pins & Shipping	B 202 · Achievement	481.30	481.30
Nov 23					3,824.05
Dec 23					
12/05/20	3985	Invoice #12482 3 Memorial Plaques	B 202 · Achievement	160.88	160.88
12/05/20	3986	Snacks at County Judging Day	B 211 · Judging Day	94.42	94.42
12/13/20	3987	Live Scan fingerprinting: Sarah & William Corey We...	B 217 · Miscellaneous	100.00	100.00
12/13/20	3988	Live Scan fingerprinting: Jessica Veenendaal	B 217 · Miscellaneous	16.00	16.00
Dec 23					371.30
Jan 24					
Jan 24					
Feb 24					
02/06/20	3990	2 Live Scan Fingerprinting Katie & James Sayles Gr...	B 217 · Miscellaneous	70.00	70.00
02/06/20	3989	Live Scan Fingerprinting for Katie & James Sayles	B 217 · Miscellaneous	70.00	70.00
02/06/20	3991	2023 4-H Week Window Display Winner	B 217 · Miscellaneous	75.00	75.00
Feb 24					215.00
Mar 24					
Mar 24					
Apr 24					
Apr 24					
May 24					
May 24					
Jun 24					
Jun 24					
Jul 1 - 30, 24					
Jul 1 - 30, 24					
TOTAL					<u><u>8,974.84</u></u>

Kings County 4-H Clubs
Current Fund Balances
As of July 1, 2024

	<u>Jul 1, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
4-H Council Checking	46,157.31
4-H Petty Cash	28.97
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Total Checking/Savings	46,186.28
	<hr/>
Total Current Assets	46,186.28
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TOTAL ASSETS	46,186.28
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LIABILITIES & EQUITY	
Equity	
DESIGNATED FUNDS	
DF 358 · Ambassador Fundraiser	548.00
DF 356 Tractor Supply	5,469.99
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	431.18
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
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Total Washington Focus Fundraising	6,555.56
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
	<hr/>
Total DESIGNATED FUNDS	43,080.84
	<hr/>
Total Equity	43,080.84
	<hr/>
TOTAL LIABILITIES & EQUITY	43,080.84
	<hr/> <hr/>

5:19 PM
02/06/24
Cash Basis

Kings County 4-H Clubs
Kings County 4-H County Budget Report
July 2023 through June 2024

	<u>Jul '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>
Income	0.00		
Expense			
BUDGET EXPENSES			
B 236 · Kings Fair Insurance	0.00	0.00	0.00
B 233 · 4-H Program Development ...	0.00	0.00	0.00
B 201 · 4-H Fair	176.90	0.00	176.90
B 202 · Achievement	5,125.58		
B 203 · All Stars/Ambassadors	279.95		
B 211 · Judging Day	94.42		
B 217 · Miscellaneous	658.60	0.00	658.60
B 218 · Outreach	1,416.83		
Total BUDGET EXPENSES	<u>7,752.28</u>	<u>0.00</u>	<u>7,752.28</u>
Total Expense	<u>7,752.28</u>	<u>0.00</u>	<u>7,752.28</u>
Net Income	<u><u>-7,752.28</u></u>	<u><u>0.00</u></u>	<u><u>-7,752.28</u></u>

Constitution

Kings County 4-H

Council

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;
- Will develop skills that benefit youth throughout life;
- Will build partnerships for programming and funding; and
- Will use research-based knowledge and the Land Grant University System.

The 4-H organization includes the county 4-H Council and all subsidiary 4-H units. Through the 4-H organization, volunteers and University of California 4-H YDP staff 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 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

The name of this organization shall be the Kings County 4-H Council.

Section 2 – Scope

The county 4-H Council is responsible to the University of California 4-H YDP staff and County Director for:

- (1) Coordination and operation of local 4-H Units (clubs), district or area Council's and advisory and sponsoring committees; and
- (2) Develop, support and carry out a yearly program of events and activities for 4-H youth and volunteers.

Article II Purpose

Section 1 – Purpose

The Kings County 4-H Council is organized for the purpose of cooperating with the University of California Cooperative Extension in organizing, promoting and carrying out 4-H youth development work in this county. This Council will operate in compliance with University of California policies and the core values of the University of California 4-H Youth Development Program. 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

Kings County 4-H Council shall operate as a nonprofit, nonpolitical, educational organization cooperating with University of California Cooperative Extension 4-H staff in furtherance of 4-H Youth Development work in California.

Section 3 – Specific Purposes

The specific purposes for which the Kings County 4-H Council is organized shall be to:

- A. Help implement programs and projects based upon the educational framework of the 4-H YDP, and the educational goals and standards of local 4-H YDP staff and the program;
- B. Build in mechanisms to achieve affirmative action goals;
- C. Develop a management body whose membership is representative of the diversity of the community;

- D. Include involvement of youth in Kings County 4-H Council operation and decision-making;
- E. Set limitations on term length and succession of volunteers to distribute more service opportunities;
- F. Raise and account for all 4-H funds in accordance with generally accepted accounting principles and University of California Division of Agriculture and Natural Resources policies and procedures;
- G. Develop mechanisms to recommend solutions to problems and disputes within the county program;
- H. Facilitate mechanisms for providing training and support of volunteers and youth;
- I. Facilitate community involvement to contribute to program focus and direction; and
- J. Facilitate the expansion of programs into new communities.

Article III

Expansion and Review Committee

Section 1 – Purpose

Planning and implementing effective outreach programs is the responsibility of the Council. The Expansion and Review function can be accomplished by a committee or delegated to other committees of the Council.

An Expansion and Review Committee may be organized in cooperation with 4-H staff to ensure that youth of all races, colors, national origin, religion or sex are aware of 4-H YDP opportunities and share equal access to program participation.

Section 2 – Authority

The Expansion and Review Committee shall have authority to develop positive action plans and recommendations to assure balanced 4-H program expansion on a nondiscriminatory basis. The Expansion and Review Committee provides reports directly to the 4-H YDP staff and the County Director.

Section 3 – Organization and Operation

The Expansion and Review Committee shall be organized and operated in accordance with affirmative action guidelines. The committee should include:

- ❖ At least one-third teenagers;
- ❖ Diverse ethnic/gender representation of the potential clientele groups; and
- ❖ Representative(s) of disability interests who are either individuals who are disabled, their parents/guardians, or spokespersons for/or professionals working with the disabled community.

The individuals charged with expansion and review must meet as a group at least once per year to be considered active. The Expansion and Review Committee can be the 4-H Council Executive Committee if it meets the above criteria.

Article IV District Councils

Section 1 – Purpose

District or area Councils may be organized by the parent Council in order to increase the effectiveness and to strengthen the unity of the 4-H YDP in the county.

Section 2 – Authority

District Council's shall operate under the same constitution and bylaws as those that govern the parent Council. Each District Council, to govern its action in situations that are not covered by the constitution and by-laws, may adopt rules and procedures.

Article V Advisory and Sponsoring Committees

Section 1 – Purpose

Advisory and sponsoring committees, made up of friends and supporters of 4-H youth development work, may be organized to assist in developing new programs, and in financing and promotion of the county 4-H YDP.

Section 2 – Organization

Such committees may be organized by the Council in accordance with the advice of 4-H YDP staff, or may be organized by 4-H YDP staff for certain program purposes. When the 4-H YDP staff organizes such committees, the Council shall be informed of the purpose, organization and composition.

Article VI 4-H Name and Emblem

Section 1 – Use

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 youth organization.

Section 2 – Limits

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 2 – Authority

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. State and local 4-H organizations shall operate within that authorization. Local plans for use of the 4-H name and emblem shall be cleared with the County Cooperative Extension Office.

Article VII Amendments

Section 1 – Procedure

The County Director shall submit any proposed amendment in writing to the State 4-H Program Director. Upon approval, in its approved form, the amendment shall be read at a regular meeting at least one month in advance of final action, or shall be sent in a letter to every volunteer and youth leaders ninth grade and above one week before final action.

Section 2 – Voting

Amendments may be passed at a regular meeting of the Council by a three-fourths (3/4) vote of the active members present, providing the above procedure has been followed and providing there is a quorum present.

**Article VIII
Nondiscrimination Statement**

The University of California prohibits discrimination or harassment of any person on the basis of 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 status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 300 Lakeside Drive, 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.

4-H Council President

4-H YDP Staff

County Director

State 4-H YDP Director

All Article headings are required with the exception of Article VIII

R = Required Paragraph

O = Optional Paragraph

By-Laws

KINGS COUNTY

4-H COUNCIL

Article I Membership

R *Section 1 -- Introduction*

Membership in the Kings County 4-H Council (hereafter referred to as 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.

R *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) shall be eligible to be active members of the 4-H Council. Each 4-H unit (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 4-H members who are eligible or accepted 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 and 4-H Youth Development Advisor or 4-H Program Representative serving the county shall be ex-officio members of the Council. No designation shall be necessary.

Approval Date: Septmeber 7, 2004

All Article headings are required with the exception of Article VIII

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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 Council and County Director.

R *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 Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.

**Article II
Officers**

R *Section 1 -- Members*

The officers of the County 4-H Council shall consist of a President, First and Second Vice-Presidents, Secretary(ies), Treasurer(s), two Directors and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee.

O

All Article headings are required with the exception of Article VIII

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O = Optional Paragraph

R *Section 2 -- Eligibility and Term of Office*

Only active adult volunteers of the County 4-H Council shall be eligible to hold office. The term of elected office will be two consecutive 4-H program years. An office shall not be held by the same person for more than three consecutive terms. Elections should be held near the end of alternate 4-H years.

R *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.
- 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.

R **B.** Vice-Presidents.

1. It shall be the duty of the First Vice President to:

- Preside at all meetings in the absence of the President.
- To succeed to the office of President if that office should become vacant between elections.
- Serve as Chairman of the Council Program Committee.
- Have signature authority on the 4-H Council checking account and savings account.

2. It shall be the duty of the Second Vice President to:

- Assist the President and the First Vice President.
- Conduct meetings in the absence of the President and the First Vice President.
- Serve as Publicity Chairman.

All Article headings are required with the exception of Article VIII

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R 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 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.
- 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 offices of Secretary and Treasurer may be combined into one office.

R 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

All Article headings are required with the exception of Article VIII

R = Required Paragraph

O = Optional Paragraph

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.
- O .

E. Directors

It shall be the duty of the two Directors:

- Serve with the other officers a members of the Executive Committee to make provide leadership for the Council.
- Be available to fill mid-term vacancies of all offices except President.

Section 4 – Filling of Vacancies

- The Executive Committee shall appoint a Director to temporarily fill any vacant office, other than President. Within two months of the appointment, the Council shall fill that office by election

R *Section 5 - Executive Committee*

- O** A. By majority vote of those present at a regular meeting, the Council will determine whether it will conduct business by Executive Committee for the current year. If it is so determined, the Executive Committee will consist of the Council officers of the current 4-H program year, and as many additional active members as it deems necessary. Each member shall have one vote. The 4-H YDP staff and County Director shall be ex-officio members.

R B. Duties of Executive Committee

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 policies are approved by the Council, they should be entered in a policy book.

All Article headings are required with the exception of Article VIII

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- 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.

R C. Executive Committee Quorum and Voting

A quorum is four (4) elected members of Executive Committee. Organizational Unit Volunteers of each chartered unit shall be allowed one vote on Executive Committee issues, but shall not be included when determining whether a quorum is present.

Article III Elections

R *Section 1 -- Nominations*

A nominating committee shall nominate officers of the Council. Additional nominations shall be called for from the floor before balloting begins.

R *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 IV Meetings

R *Section 1 -- Regular Meetings*

There shall be at least one (4) regular meeting of the 4-H Council each program year. These meetings shall be held the first Tuesday of the month, unless otherwise specified in a countywide calendar, newsletter or special notice to all members of the Council at least one week before the new date.

R *Section 2 -- Special Meetings*

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

All Article headings are required with the exception of Article VIII

R = Required Paragraph

O = Optional Paragraph

R *Section 3 -- Training Meetings*

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

R *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.

R *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.

R *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.

O *Section 7 -- Quorum for Council Regular & Special Meetings*

A quorum at regular and special meetings of the Council shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise specified in the bylaws.

Article V
Finances

R *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.

R *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

All Article headings are required with the exception of Article VIII

R = Required Paragraph

O = Optional Paragraph

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.

R *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 units and groups to follow similar procedures.

R *Section 4 -- Employment*

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

R *Section 5 – Contracts*

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

R *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.

R *Section 7 – Disbanding of Council*

In the event the Kings 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.

R *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.

All Article headings are required with the exception of Article VIII

R = Required Paragraph

O = Optional Paragraph

Article VI Committees

R *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.

R *Section 2*

The Council President and/or Executive Committee shall 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.

R *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.

R *Section 4*

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

R *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 VII Amendments

R *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

All Article headings are required with the exception of Article VIII

R = Required Paragraph

O = Optional Paragraph

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.

R *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 VIII
Special Amendments

[This section may be used to detail more restrictive policies established by the county 4-H Council relative to finances, end of the year completion, participation in local events and activities, All Star, Emerald Star and other county awards, etc. This section may also be used to set voting criteria relative to important policies and debated issues, i.e., one vote for unit.]

Article IX
Adoption

R *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 Council President

4-H YDP Staff

County Director

State 4-H YDP Director



All language in the template is required and must be included as written.

**UNIVERSITY OF CALIFORNIA
(COUNTY NAME) 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 Name) 4-H 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. At the local level, the University of California 4-H YDP staff and the County Director have final authority to ensure the 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 (County Name) County 4-H Management Board.

Section 2 – Scope

- A. The (County Name) County 4-H Management Board helps strengthen and grow the countywide 4-H YDP and is responsible to the UC 4-H YDP staff and County Director for:
 - 1. Oversight of the (County Name) County 4-H Management Board committees; and
 - 2. Handling of 4-H funds in support of the (County Name) County 4-H Management Board.

Article II Purpose

Section 1 – Purpose

- A. The (County Name) County 4-H Management Board is organized to:
 - 1. Enable adult and youth volunteers to strengthen and grow the program with support from the (County Name) County 4-H Office.
 - 2. Provide leadership for Board programming and ensure alignment with countywide goals and priorities;
 - 3. Manage funds for efforts under the purview of the Board.
- B. The (County Name) County 4-H Management 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, the (County Name) County 4-H Advisor, and 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 (County Name) County 4-H Management Board shall operate as a tax-exempt, nonpolitical, educational activity of the University of California in furtherance of 4-H YDP work in (County Name) County.

Article III Membership

Section 1 – Introduction

- A. Membership on the Management 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. Adult volunteers shall be appointed 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 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 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 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 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 (County Name) County Director or appointed designee.

Article V
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, audiotape, American Sign Language) should contact the UC ANR ADA Coordinator, phone: 530-750-1317, email: 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 .

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 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.

PRINT NAME	SIGNATURE	DATE
_____ Executive Team Member *Adult	_____	_____
_____ Executive Team Member *Adult	_____	_____
_____ Executive Team Member *Youth	_____	_____
_____ Executive Team Member *Youth	_____	_____
_____ Community Education Specialist	_____	_____
_____ 4-H/YFC Advisor	_____	_____
_____ County Director	_____	_____
_____ Statewide 4-H Director	_____	_____

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/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.



The sections indicated with an RL (Required Language) must be included as written in this template. The sections indicated with an RS (Required Section) indicate that the subject must be included but modifications to the template language are allowed. Within a RS section there may be RL.

**UNIVERSITY OF CALIFORNIA
(COUNTY NAME) COUNTY
4-H YOUTH DEVELOPMENT MANAGEMENT BOARD BYLAWS**

Article I

4-H Youth Development Management Board (RL)

Section 1 – Purpose and Responsibilities (RL)

- A. The overall purpose of the 4-H Youth Development Management Board (YDMB) is to provide space for youth and 4-H adult volunteers to work in partnership with the University of California Cooperative Extension (UCCE) 4-H Youth Development Program (YDP) to grow the county 4-H YDP and improve 4-H programming.
- B. Working in partnership with 4-H YDP personnel, the YDMB provides leadership for the development of a strategic plan that guides program and fund development efforts in the county 4-H YDP.

Article II

Membership (RS)

Section 1 – Committee Members (RL, substitute titles where appropriate)

- A. YDMB membership consists of an Executive Team of four (4) working alongside 4-H UCCE personnel, and a variable number of Directors.
- B. Two members of the Executive Team must be 4-H youth members who are at least 14 years old at the time of their appointment.
- C. All Executive Team and Director positions must be filled through an application and selection process.
- D. Executive Team members and Directors must be or become enrolled 4-H members or 4-H adult volunteers who are appointed as such by their county director.
- E. All Executive Team members and Directors, including both youth and 4-H adult volunteers, are equal members working in partnership to fulfill the purpose and responsibilities of the county 4-H Management Board.

Section 2 – Ex-Officio Members (RL)

- A. The county director and 4-H YDP academics and 4-H YDP personnel serving the county shall be ex-officio members of the 4-H YDMB. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

Section 3 – Recruitment and Selection (RL)

- A. Recruitment for open positions due to term completion will be conducted as a call for applications. Positions will be publicized through the 4-H newsletter and may additionally be publicized through methods including print/electronic media, social media, outside organizations and newsletters, letters to 4-H adult volunteers and members, telephone calls, and personal contacts. Positions will be filled no sooner than 30 days after being communicated to the 4-H community.
- B. Committee members will be selected by an interview panel made up of at least three individuals: 1) an Executive Team member, 2) a YDMB Director and 3) 4-H YDP personnel. Those applying for positions may not be on the interview panel.
- C. The County Director or their designee reviews and approves appointments to Executive Team and Director positions. In the cases of vacancies not due to term completion, the Executive Team and/or the County Director or their designee may recruit members outside the open recruitment pool of candidates. Recommendations are made to the County Director or their designee for approval.

Section 4 – Terms (RS with RL maximum term limit language. Adjustments can be made for reduced term limits, but not more lengthy term limits.)

- A. 4-H adult volunteers shall serve a two-year term, with eligibility to apply for reappointment to a second, two-year term. Youth shall serve a one-year term, with eligibility to be reappointed for up to three, additional one-year terms, without annual reapplication. Members 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.
- B. Terms of Adult Directors will be staggered so that the committee will not consist of all new directors at any time (except for the initial committee). Approximately one-half of the initial committee members will begin with a one-year term and the others will begin with two-year terms.

Article III 4-H YDMB Structure (RS)

Section 1 – Positions (RL with options for committee positions)

- A. The YDMB consists of the following positions:
1. Executive Team (2 Adults and 2 Youth)
 2. Finance Director I
 3. Finance Director II
 4. 4-H Board Director
 5. 4-H Board Director
 6. 4-H Board Director
 7. 4-H Board Director

Within the director team, there must be a Finance Director I who must be an adult volunteer. The Finance Director II position can be held by a youth member.

- B. Senior members who are 14 years old by the time of their appointment may hold Executive Team and Director positions, except for Finance Director I.
- C. Duties of each Director are outlined in the respective role description.
- D. Role descriptions are written, revised and approved by the 4-H YDMB in partnership with UCCE 4-H personnel.
- E. Members of the Executive Team must be from at least three different 4-H Units. They are not “representatives” of their unit in these roles, rather this provides opportunity for diversity of thought.
- F. Directors of the Management Board must be from at least four different 4-H Units.

Article IV 4-H YDMB Meetings (RS)

Section 1 – Regular Meetings (RS)

- A. The committee will have at least four (4) regularly scheduled meetings per year. At least one meeting will be a joint meeting with the 4-H PDC for program planning and budget coordination.

Section 2 – Special Meetings (RL)

- A. Special meetings may be called at any time by the Executive Team, in concurrence with the 4-H YDP personnel.

Section 3 – Agenda (RL)

- A. The agenda of each regular or special meeting of the committee shall be prepared in conjunction with the UCCE 4-H personnel.
- B. The agenda should include an open forum item for people to address the committee on 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 Executive Team.

Section 4 – Attendance (RL)

- A. Committee 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. 4-H members and adult volunteers may be acknowledged by the leader of the meeting to express opinions but shall not be entitled to vote.
- C. No meetings of the committee or its related sub-committees shall be secret.

Section 5 – Quorum for Regular and Special Meetings (RL)

- A. A quorum for YDMB meetings will be met by 50% plus one of the committee members appointed. No meetings or business shall be transacted without a quorum.

Section 6 – Voting Members (RL)

- A. Committee members are the only voting members of the 4-H YDMB. Committee members include the Executive Team and all Directors.

Section 7 – Parliamentary Procedure

Democratic Rules of Order shall govern the meetings of the County 4-H YDMB.

Article V Relationships (RS)

Section 1 – Relationships (RL)

- A. The members of the 4-H YDMB and any Standing or ad hoc committees will work in partnership and in a collaborative spirit with one another and with the 4-H YDP personnel. The University of California Agriculture and Natural Resources (UCANR) 4-H Adult Volunteer Code of Conduct and the UCANR Principles of Community will guide the behavior and interactions of all members.
- B. The ad hoc committees are responsible to the YDMB. The YDMB members will communicate and coordinate with members of ad hoc Committees whenever such communication and coordination will benefit the county 4-H YDP.
- C. 4-H YDMB Board Members may serve concurrent positions on ad hoc Committees.
- D. County 4-H YDP personnel have final authority for the administration and operation of the county 4-H YDP.

Article VI

(County Name) 4-H YDMB Committees (RS)

Section 1 – Standing Committees (RL- changes to position roles as appropriate)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the 4-H YDMB may establish standing committees. The following committees are required. Directors will coordinate and serve as chairpersons of these standing committees:
1. The Treasurer will chair the Finance & Fund Development Committee (RL)
 2. The Vice President will chair the Expansion & Review Committee. At the time of the E&R meetings, if the VP position is vacant, the 4-H YDP personnel will convene meetings of the E&R Committee. (RL)
 3. <List other, administrative standing committees as needed>

Section 2 – Program Development Committees (RS if PDCs are part of the (County) 4-H YDMB structure.)

- A. Program Development Committees (PDCs) should be Standing Committees that work in a specific 4-H programmatic content area.
- B. The PDCs of (County) 4-H YDMB are:
- a. <bulleted list of established PDCs>
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each PDC, with the approval of 4-H YDP 4-H personnel.
- D. 4-H YDMB Executive Committee members may not serve as chairs of PDCs during concurrent terms.
- E. Committee makeup will be at least 50% senior 4-H members. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.
- F. Members of committees must be 4-H members or 4-H adult volunteers appointed by the county director.
- G. The standing committees will be responsible for short- and long-range goal setting, planning and program implementation in its respective area of responsibility.
- H. Committees should keep the (County Name) 4-H YDMB informed by giving reports as to their plans, what they are doing and how they are functioning.

Section 3 – Expansion & Review Committees (RL)

- A. A Standing Committee must be created to serve as the 4-H Expansion and Review (E&R Committee). This is a required committee of the (County Name) 4-H YDMB.
- B. The E&R Committee functions 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.

- C. 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 personnel and the county director.
- 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 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 or operating procedures of 4-H units.
 - 5. Provide diversity training annually in partnership with 4-H YDP personnel.

Section 4 – Ad hoc Committees (RL)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the (County Name) 4-H YDMB can create and establish ad hoc Committees. Ad hoc Committees are responsible for the development and coordination of educational programs, events, activities, and training in the county 4-H YDP.
- B. Ad hoc Committees can be formed to address emerging issues and state-directed key issues.
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each ad hoc committee, with the approval of 4-H YDP 4-H personnel.
- D. At least every five (5) years an ad hoc committee should be formed to work in partnership with the UCCE 4-H personnel to review and revise the overall strategic plan that guides program and fund development efforts of the 4-H YDMB programs and activities.
- E. Ad hoc 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 5 – Advisory and Sponsoring Committees (RL)

A. Purpose

Advisory and sponsoring committees, made up of friends and supporters of 4-H YDP work, may be organized to assist in developing new programs, and in financing and promotion of the county 4-H YDP.

B. Organization

Such committees may be organized by the (County Name) 4-H YDMB in accordance with the advice of 4-H YDP personnel or may be organized by 4-H YDP personnel for certain program purposes. When the 4-H YDP personnel organizes such committees, the 4-H YDMB shall be informed of the purpose, organization and composition. Such committees must conform to and follow all UC and 4-H YDP fundraising and other policies.

Section 6 – Committee Members (RL)

- A. Committee membership consists of either youth or adult volunteers serving on Committees of the 4-H YDMB, all committee members will work alongside 4-H YDP personnel.
- B. 4-H adult volunteers must be or become adult volunteer volunteers who are appointed by the county director prior to service in any 4-H role.
- C. Youth must be enrolled in 4-H at the time of service.
- D. Committee makeup will be at least 50% senior 4-H members.

Section 7 – Ex-Officio Members (RL)

- A. The county director and 4-H YDP personnel serving the county shall be ex-officio members of all committees. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

Section 8 – Terms (RL)

- A. Standing 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. Ad hoc Committee chairs and members, by nature of an ad hoc Committees, shall function as short-term commitments. Appointments of the chair and committee members are made annually and renewable for up to two years.
- C. Ad hoc work that does not have a clear beginning and end, should be established as a Standing Committee.

Section 9 – Regular Meetings (RS)

- A. Committee meetings will be scheduled as necessary.
- B. Training may occur during or outside of regular meetings of the committee.
- C. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.

Section 10 – Special Meetings (RL)

- A. Special meetings may be called at any time by the Committee Chair, in concurrence with the 4-H YDP personnel.
- B. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

Section 11 – Agendas (RL)

The agenda of each regular or special meeting of the committee shall be prepared by the Committee Chair in collaboration with the 4-H YDP personnel

Section 12 – Attendance (RL)

- A. 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.
- B. No meetings of the committee or its sub committees shall be secret.

Section 13 – Voting Members (RL)

- A. Committee members each have one vote on committee business.
- B. Committees may determine their decision-making process. They may choose to use consensus to make decisions or Democratic Rules of Order.

Article VIII Finances (RS)

Section 1 – 4-H Youth Development Funds (RL)

- A. Use of 4-H funds must be in accordance with the University of California and 4-H YDP policies and 4-H YDP mission and core values as interpreted by the 4-H YDP personnel. The county UCCE/4-H office will be the legal mailing address for the county 4-H YDMB.

Section 2 – Money-Raising Activities (RL)

- A. All money-raising and in-kind donation activities for the 4-H YDP, for sub-committees and for individual 4-H units shall be in compliance with the policies of the University of California, 4-H YDP and federal, state and local laws and regulations. All fundraising activities must be approved by the county director or their designee. 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 YDP must be approved by the county director or Statewide 4-H Director, as appropriate. Lotteries, raffles and other games of chance shall not be used for fundraising purposes.

Section 3 – Contracts (RL)

- A. The 4-H YDMB 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 county director.

Section 4 – Assets (RL)

- A. Assets received or raised by the 4-H YDMB must be utilized in the delivery of the county 4-H YDP 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 YDP policies and procedures and be approved by the county director.

Section 5 – Dissolution of the 4-H YDMB (RL)

- A. In the event the 4-H YDMB is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the county director. The county director will hold any unrestricted assets in escrow for up to three (3) years pending re-establishment of the YDMB and may distribute the assets for support of the county 4-H YDP. Restricted assets would continue to be dispersed according to donor designations under the oversight of the county director. The county 4-H YDMB Executive Team will notify the 4-H YDP personnel who will submit a Request for Unit Change Form to the State 4-H Office at the time the 4-H YDMB votes to dissolve.

Section 6 – Disbanding of 4-H Units (RL)

- A. 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 YDMB to be held in escrow for three (3) years pending re-establishment of the unit before distributing the assets for support of the county 4-H YDP.

Article X
Adoption (RS)

Section 1 – Adoption (RL)

- A. The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the 4-H YDMB. The effective date shall be upon the approval of the YDMB and that date shall be stamped on each page of the Bylaws.

PRINT NAME	SIGNATURE	DATE
Executive Team Member *4-H Adult Volunteer		
Executive Team Member *4-H Adult Volunteer		
Executive Team Member *Youth		
Executive Team Member *Youth		
Community Education Specialist		
4-H/YFC Advisor		
County Director		
Statewide 4-H Director		

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/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.



All language in the template is required and must be included as written, except where Optional is noted

(COUNTY NAME) COUNTY 4-H COUNCIL 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 4-H adult volunteers 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 4-H adult volunteers;
- 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 Name) 4-H Council 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 personnel 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. At the local level, the University of California 4-H YDP personnel and the County Director have final authority to ensure the 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 (County Name) County 4-H Council.

Section 2 – Scope

- A. The (County Name) County 4-H Council helps strengthen and grow the countywide 4-H YDP and is responsible to the UC 4-H YDP personnel and County Director for:
 - 1. Oversight of the (County Name) County 4-H Council committees; and
 - 2. Handling of 4-H funds in support of the (County Name) County 4-H Council.

Article II Purpose

Section 1 – Purpose

- A. The (County Name) County 4-H Council is organized to:
 - 1. Enable 4-H adult volunteer and youth volunteers to strengthen and grow the program with support from the (County Name) County 4-H Office.
- B. The (County Name) County 4-H Council 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 personnel, the (County Name) County 4-H Advisor, and 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 yoyo County 4-H Council shall operate as a tax-exempt, nonpolitical, educational activity of the University of California in furtherance of 4-H YDP work in (County Name) County.

Article III Membership

Section 1 – Introduction

- A. Membership on the County 4-H Council 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. 4-H adult volunteers shall be appointed 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 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 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
4-H Name and Emblem (RL)

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 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 (County Name) County Director or appointed designee.

Article V
Nondiscrimination Statement (RL)

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, audiotape, American Sign Language) should contact the UC ANR ADA Coordinator, phone: 530-750-1317, email: 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 .

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 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 VI District Councils (Optional Article)

Section 1 – Purpose

- A. District or area 4-H Councils may be organized by the parent 4-H council in order to increase the effectiveness and to strengthen the unity of the 4-H YDP in the county.

Section 2 – Authority

- A. District councils shall operate under the same Constitution and Bylaws as those that govern the parent 4-H council. Each district council, to govern its action in situations that are not covered by the Constitution and Bylaws, may adopt rules and procedures that are also approved by the parent 4-H Council and county 4-H YDP personnel.

PRINT NAME	SIGNATURE	DATE
Click or tap here to enter text. _____	Click or tap here to enter text.Click or tap to enter a date. _____	_____
Council President		
Click or tap here to enter text. _____	Click or tap here to enter text.Click or tap to enter a date. _____	_____
Council Secretary		
Click or tap here to enter text. _____	Click or tap here to enter text.Click or tap to enter a date. _____	_____
4-H Community Education Specialist (CES)		
Click or tap here to enter text. _____	Click or tap here to enter text.Click or tap to enter a date. _____	_____
CES Supervisor		
Click or tap here to enter text. _____	Click or tap here to enter text.Click or tap to enter a date. _____	_____
Statewide 4-H Director		

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/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.



The sections indicated with an RL (Required Language) must be included as written in this template. The sections indicated with an RS (Required Section) indicate that the subject must be included but modifications to the template language are allowed. Within a RS section there may be RL.

(COUNTY NAME) COUNTY 4-H COUNCIL BYLAWS

Article I County 4-H Council (RL)

Section 1 – Purpose and Responsibilities (RL)

- A. The overall purpose of the (County Name) 4-H Council is to provide space for youth and adult volunteers to work in partnership with the University of California Cooperative Extension (UCCE) 4-H Youth Development Program (YDP) to grow the county 4-H YDP and improve 4-H programming.
- B. Working in partnership with 4-H YDP personnel, the (County Name) 4-H Council provides leadership for the development of a strategic plan that guides program and fund development efforts in the county 4-H YDP.

Article II Membership (RL)

Section 1 – Committee Members (RL, substitute titles where appropriate)

- A. Membership in the (County Name) 4-H Council shall be active, ex-officio and honorary, and open to all persons without regard to race, color, national origin, religion, sex, gender, gender expression, 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.

Section 2 – Active Membership (RL)

- A. All 4-H adult volunteers who are appointed by the County Director and actively serving in administrative, assistant, project or activity capacities in the promotion and operation of chartered 4-H Units of the 4-H YDP shall be active members of the (County Name) 4-H Council.

- B. Senior 4-H members shall be active members of the 4-H Council. All senior 4-H members participate as 4-H Council members with full council membership rights but shall not serve as 4-H adult volunteers or agents of the University of California.
- C. Members of county councils and council committees must be appointed 4-H adult volunteers or members in good standing.

Section 3 – Ex-Officio Members (RL)

- A. The county director and 4-H YDP academics and staff serving the county shall be ex-officio members of the (County Name) 4-H Council. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote. Exception: Should a tie vote on any matter occur in the 4-H YDMB, Standing Committees or ad hoc Committees, the Ex-officio members are entitled to one collective vote to break the tie.

Section 4 – Honorary Members

- A. Any person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4-H YDP. Honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and county director. Honorary members are not entitled to a vote.

Section 5 – Terms (RS with RL maximum term limit language. Adjustments can be made for reduced term limits, but not more lengthy term limits.)

- A. Adult volunteers shall serve a two-year term.
- B. Youth shall serve a one-year term, with eligibility to be reappointed for one additional one-year term in the same office, without annual election.
- C. An office shall not be held by the same person for more than two consecutive years.
- D. Neither adult volunteer nor youth may serve for more than four years as an officer in any position.
- E. There must be at least a two-year period after the final term before additional service in any officer position.
- F. If a replacement officer position cannot be filled, the term may be extended for up to six months maximum, until a replacement is elected or appointed.
- G. After the six-month period, if no person is elected to the vacancy, the 4-H YDP personnel may appoint a person to the position until the next regular election is held.

Article III 4-H Council Structure (RL)

Section 1 – Officer Positions (RL with options for committee positions)

- A. The officers of the (County Name) 4-H Council shall consist of a President, Vice President(s), Secretary, Treasurer(s), Reporter/Historian and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee.
- B. Senior members who are at least 14 years old at the time of appointment may serve as officers, except that of Treasurer. Youth may hold the position of Youth Treasurer and will work in partnership with an adult volunteer Treasurer.
- C. Other officers either elected or appointed such as immediate past president, reporter, historian and organizational unit leader.
- D. The offices of secretary and treasurer may be combined into one office.
- E. At least 50% of officer positions must be filled by senior youth members. Youth officer roles must have unique responsibilities and may not be classified as a "member at-large". Options for youth officer positions may include co-officer positions, such as Co-President (one youth, one adult volunteer), etc.
- F. Officers must be from at least four different 4-H Units. They are not "representatives" of their unit in these roles, rather this provides opportunity for diversity of thought.

Section 2 – Duties of 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.
- B. 4-H YDP personnel keep the original signed copy of the role description. The Secretary or Recording Secretary maintains signed copies of the role descriptions.
- C. Role descriptions are reviewed every two years and must align with state role description templates.

Section 3 – Conducting by Executive Committee

- A. By majority vote of those present at a regular meeting, the 4-H Council will determine whether it will conduct business by Executive Committee for the current year. If it is so determined, the Executive Committee will consist of the 4-H Council officers of the current 4-H YDP program year (July 1st-June 30th), and as many additional active members as it deems necessary. Each member shall have one vote. The 4-H YDP personnel and county director shall be ex-officio members.
- B. Duties of Executive Committee

It shall be the duties of the Executive Committee to:

- Establish and maintain operating procedures for 4-H Council business.

- Consider and recommend to the county council practices or procedures needed for effective and efficient operations of the 4-H Council. After approved by the 4-H Council and 4-H YDP personnel, operating procedures should be recorded, revised, and accessible to the membership.
- The Executive Committee may be authorized to act for the 4-H Council in making decisions when immediate action relating to the local 4-H YDP program is necessary. Any major action of the Executive Committee should be subject to the approval of the 4-H Council at its next regular meeting, unless it was previously determined that the Executive Committee may conduct business and act on behalf of the Council. In this case, the Executive Committee must provide a report on the decision at the next regular Council meeting.
- The Executive Committee may convene their own meetings. They may assist the president in arranging the agenda for the 4-H Council meetings, the appointment of committees, and such other matters as may facilitate the orderly and efficient operation of the county 4-H Council.

C. Executive Committee Quorum

A quorum is 50% plus one of the members of Executive Committee. No meetings or business shall be transacted without a quorum.

Article IV Elections (RL)

Section 1 – Nominations

- A. An ad hoc nominating committee shall be formed at least 6 months prior to annual elections.
- B. The nominating committee nominates officers of the 4-H Council and prepares the annual ballot.

Section 2 – Balloting for Officers

- A. Elections should be held at the end of the 4-H year or soon after the beginning of the new 4-H year. Balloting shall be limited to active members. The person receiving a plurality of the votes cast for each office shall be declared elected.
- B. The slate of officers is publicized at least 30 days prior to a publicized election date.
- C. Balloting must be in writing and may be conducted in person or digitally. Digital includes internet balloting tools, e.g. surveys, or other forms of digital voting. If conducted digitally, a system must be in place to eliminate double voting, the system must ensure only those eligible to vote are provided a ballot.
- D. Regardless of balloting type, write-in nominations are a required component of the ballot.

Section 3 – Counting votes

- A. At least three nominating committee members count votes, including one 4-H YDP personnel, one adult volunteer, and one youth member.
- B. The nominating committee verifies elections results and announces the new officers.

Article V Meetings (RS)

Section 1 – Regular Meetings (RL RS)

- A. There will be at least one (1) regular meeting of the 4-H Council per program year (July 1st – June 30th). These meetings shall be held the (state day) of the month (specify month names as applicable), unless otherwise specified by two-thirds (2/3) vote of all units represented (one vote per unit).
- B. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel. (RL)

Section 2 – Special Meetings (RL)

- A. The President, acting in concurrence with the 4-H YDP personnel, may call special meetings at any time.
- B. Special meetings must be publicized at least 10 days in advance.
- C. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

Section 3 – Training Meetings (RL)

- A. No 4-H Council business shall be transacted at training meetings unless 4-H Council so directs with the approval of the 4-H YDP personnel.

Section 4 – Meeting Notices (RL)

- A. Notices and the agenda of all meetings of the 4-H Council shall be provided to adult volunteers and senior members by or in conjunction with 4-H YDP personnel at least seven days prior to the meeting.

Section 5 – Agenda (RL)

- A. The agenda of each regular or special meeting of the 4-H Council shall be prepared by the President in conjunction with the 4-H YDP personnel and may include participation from other Executive Committee members.

- B. The agenda should include an open forum item for people to address the 4-H Council on 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 Executive Committee and 4-H YDP personnel.

Section 6 – Attendance (RL)

- A. 4-H Council meetings are open to all 4-H members, adult volunteer volunteers, ex-officio members and those invited to participate under specific agenda items.
- B. Honorary members, parents and 4-H members who are not active members of the 4-H Council, and other invited and/or approved visitors may attend 4-H Council meetings and express opinions but shall not be entitled to vote.

Section 7 – Quorum for Council Regular and Special Meetings (RL)

- A. A quorum for regular and special meetings of the (County Name) 4-H Council shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise noted in the bylaws. No meetings or business shall be transacted without a quorum.

Section 8 – Voting Members (RL)

- A. Voting privileges shall be extended to all active members of the (County Name) 4-H Council.

Section 9 – Parliamentary Procedure

- A. Democratic Rules of Order shall govern the meetings of the (County Name) 4-H Council.

Article VI
Relationships (RL)

Section 1 – Relationships (RL)

- A. The members of the (County Name) 4-H Council and any Standing or ad hoc Committees will work in partnership and in a collaborative spirit with one another and with the 4-H YDP personnel. The University of California Agriculture and Natural Resources (UCANR) 4-H Adult Volunteer Code of Conduct and the UCANR Principles of Community will guide the behavior and interactions of all members.
- B. The Standing and ad hoc Committees are responsible to the (County Name) 4-H Council, unless the committee is established by 4-H YDP personnel.

- C. The (County Name) 4-H Council members will communicate and coordinate with members of Standing and ad hoc Committees.
- D. (County Name) 4-H Council Executive Committee members may not serve concurrent positions on Standing or ad hoc Committees.
- E. County 4-H YDP personnel have final authority for the administration and operation of the county 4-H YDP.

Article VII

(County Name) 4-H Council Committees (RS)

Section 1 – Standing Committees (RL- changes to position roles as appropriate)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the 4-H Council may establish standing committees. The following committees are required. Officers will coordinate and serve as chairpersons of these standing committees:
 1. The Treasurer will chair the Finance & Fund Development Committee (RL)
 2. The Vice President will chair the Expansion & Review Committee. At the time of the E&R meetings, if the VP position is vacant, the 4-H YDP personnel will convene meetings of the E&R Committee. (RL)
 3. <List other, administrative standing committees as needed>
 4. <List other, administrative standing committees as needed>
 5. <List other, administrative standing committees as needed>

Section 2 – Program Development Committees (RS, if PDCs are part of the (County Name) 4-H Council structure.)

- A. Program Development Committees (PDCs) should be Standing Committees that work in a specific 4-H programmatic content area.
- B. The PDCs of (County) 4-H Council are:
 - a. <bulleted list of established PDCs>
 - b. <bulleted list of established PDCs>
 - c. <bulleted list of established PDCs>
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each PDC, with the approval of 4-H YDP 4-H personnel.
- D. 4-H Council Executive Committee members may not serve as chairs of PDCs during concurrent terms.
- E. Committee makeup will be at least 50% senior 4-H members. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.
- F. Members of committees must be 4-H members or adult volunteer volunteers appointed by the county director.
- G. The standing committees will be responsible for short- and long-range goal setting, planning and program implementation in its respective area of responsibility.

- H. Committees should keep the (County Name) 4-H Council informed by giving reports as to their plans, what they are doing and how they are functioning.

Section 3 – Expansion & Review Committees (RL)

- A. A Standing Committee must be created to serve as the 4-H Expansion and Review (E&R Committee). This is a required committee of the (County Name) 4-H Council.
- B. The E&R Committee functions 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.
- C. 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 personnel and the county director.
- 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 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 or operating procedures of 4-H units.
 5. Provide diversity training annually in partnership with 4-H YDP personnel.

Section 4 – Ad hoc Committees (RL)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the (County Name) 4-H Council can create and establish ad hoc Committees. Ad hoc Committees are responsible for the development and coordination of educational programs, events, activities, and training in the county 4-H YDP.
- B. Ad hoc Committees can be formed to address emerging issues and state-directed key issues.
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each ad hoc committee, with the approval of 4-H YDP 4-H personnel.
- D. At least every five (5) years an ad hoc committee should be formed to work in partnership with the UCCE 4-H personnel to review and revise the overall

strategic plan that guides program and fund development efforts of the 4-H Council programs and activities.

- E. Ad hoc 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 5 – Nominating Committee (RL)

- A. An ad hoc Nominating Committee must be appointed annually.
- B. Members of the Nominating Committee minimally must include one 4-H YDP personnel, one adult volunteer and one senior youth and ideally include up to two adult volunteer volunteers and two senior youth members.
- C. Nominating Committee members serve a short-term, six-month appointment. Members may not serve more than two consecutive appointments. There must be at least a three-year period after the second term before reappointment can be made to the same position.
- D. Specific role responsibilities are included in the Nominating Committee role description.
- E. A slate of officers must be presented in writing, to the (County Name) 4-H Council at least 30 days prior to an election.

Section 6 – Advisory and Sponsoring Committees (RL)

A. Purpose

Advisory and sponsoring committees, made up of friends and supporters of 4-H YDP work, may be organized to assist in developing new programs, and in financing and promotion of the county 4-H YDP.

B. Organization

Such committees may be organized by the (County Name) 4-H Council in accordance with the advice of 4-H YDP personnel or may be organized by 4-H YDP personnel for certain program purposes. When the 4-H YDP personnel organizes such committees, the 4-H Council shall be informed of the purpose, organization and composition. Such committees must conform to and follow all UC and 4-H YDP fundraising and other policies.

Section 7 – Committee Members (RL)

- A. Committee membership consists of either youth or adult volunteers serving on Committees of the 4-H YDMB, all committee members will work alongside 4-H staff personnel.
- B. 4-H adult volunteers must be or become adult volunteer volunteers who are appointed by the county director prior to service in any 4-H role.
- C. Youth must be enrolled in 4-H at the time of service.
- D. Committee makeup will be at least 50% senior 4-H members.

Section 8 – Ex-Officio Members (RL)

- A. The county director and 4-H YDP personnel serving the county shall be ex-officio members of all committees. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

Section 9 – Terms (RL)

- A. Standing 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. Ad hoc Committee chairs and members, by nature of an ad hoc Committees, shall function as short-term commitments. Appointments of the chair and committee members are made annually and renewable for up to two years.
- C. Ad hoc work that does not have a clear beginning and end, should be established as a Standing Committee.

Section 10 – Regular Meetings (RS)

- A. Committee meetings will be scheduled as necessary.
- B. Training may occur during or outside of regular meetings of the committee.
- C. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.

Section 11 – Special Meetings (RL)

- A. Special meetings may be called at any time by the Committee Chair, in concurrence with the 4-H YDP staff.
- B. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

Section 12 – Agendas (RL)

- A. The agenda of each regular or special meeting of the committee shall be prepared by the Committee Chair in collaboration with the 4-H YDP personnel.

Section 13 – Attendance (RL)

- A. 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.

- B. No meetings of the committee or its sub committees shall be secret.

Section 14 – Voting Members (RL)

- A. Committee members each have one vote on committee business.
- B. Committees may determine their decision-making process. They may choose to use consensus to make decisions or Democratic Rules of Order.

Article VIII Finances (RS)

Section 1 – 4-H Youth Development Funds (RL)

- A. Use of 4-H funds must be in accordance with the University of California and 4-H YDP policies and 4-H YDP mission and core values as interpreted by the 4-H YDP personnel. The county UCCE/4-H office will be the legal mailing address for the county (County Name) 4-H Council.

Section 2 – Money-Raising Activities (RL)

- A. All money-raising and in-kind donation activities for the 4-H YDP, for sub-committees and for individual 4-H units shall be in compliance with the policies of the University of California, 4-H YDP and federal, state and local laws and regulations. All fundraising activities must be approved by the county director or their designee. 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 YDP must be approved by the county director or State 4-H YDP Director, as appropriate. Lotteries, raffles and other games of chance shall not be used for fundraising purposes.

Section 3 – Contracts (RL)

- A. The (County Name) 4-H Council 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 county director.

Section 4 – Assets (RL)

- A. Assets received or raised by the (County Name) 4-H Council must be utilized in the delivery of the county 4-H YDP 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 YDP policies and procedures and be approved by the county director.

Section 5 – Dissolution of the (County Name) 4-H Council (RL)

- A. In the event the (County Name) 4-H Council is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the county director. The county director will hold any unrestricted assets in escrow for up to three (3) years pending re-establishment of the (County Name) 4-H Council and may distribute the assets for support of the county 4-H YDP. Restricted assets would continue to be dispersed according to donor designations under the oversight of the county director. The (County Name) 4-H Council Executive Team will notify the county 4-H YDP personnel who will submit a Request for Unit Change Form to the State 4-H Office at the time the (County Name) 4-H Council votes to dissolve.

Section 6 – Disbanding of 4-H Units (RL)

- A. In the event a chartered 4-H unit is disbanded, all assets (including equipment, property, bank accounts, etc.) shall be transferred to the (County Name) 4-H Council to be held in escrow for three (3) years pending re-establishment of the unit before distributing the assets for support of the county 4-H YDP.

Article IX
Adoption (RS)

Section 1 – Adoption (RL)

- A. The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the (County Name) 4-H Council. The effective date shall be upon the approval of the (County Name) 4-H Council and that date shall be stamped on each page of the Bylaws.

PRINT NAME

SIGNATURE

DATE

Click or tap here to enter text.

Click or tap here to enter text.

President

Click or tap here to enter text.

Click or tap here to enter text. Click or tap to enter a date.

Secretary

Click or tap here to enter text.

Click or tap here to enter text. Click or tap to enter a date.

4-H Community Education Specialist (CES)

Click or tap here to enter text. Click or tap to enter a date.

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4-H CES Supervisor

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text.

Statewide 4-H Director

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/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.

Join! Kings County 4-H March 16, 2024

The contests are open to all active Kings County 4-H members.
Entries due by March 13th at 5:00 p.m. online or to the Kings UCCE Office.

FOOD OLYMPICS

Show off your cooking, place setting, cup cake decorating, or photography skills!



&



PRESENTATION DAY

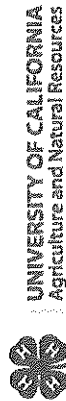
Demonstrate your public speaking abilities by giving a presentation in one of 10 different categories!


- 9:00 a.m. - Check - In and Entry Set Up
- 9:30 a.m. - Judging Begins
- 10:00 a.m. - Cup Cake Decorating Begins
- Awards presented following completion of tabulations
- 12:00 p.m. - Check - In
- 12:15 p.m. - Informational Assembly
- 12:30 p.m. - Presentations Begin
- Awards presented following completion of tabulations

Online entry forms, more information, and resources can be found on our Kings County 4-H Website



EVENT LOCATION:
Studio 3:15
Corcoran High School
1100 Letts Ave
Corcoran, CA 93212





Community Service Opportunity
BIRTHDAY CAKE KITS
bringing birthday joy to families in need

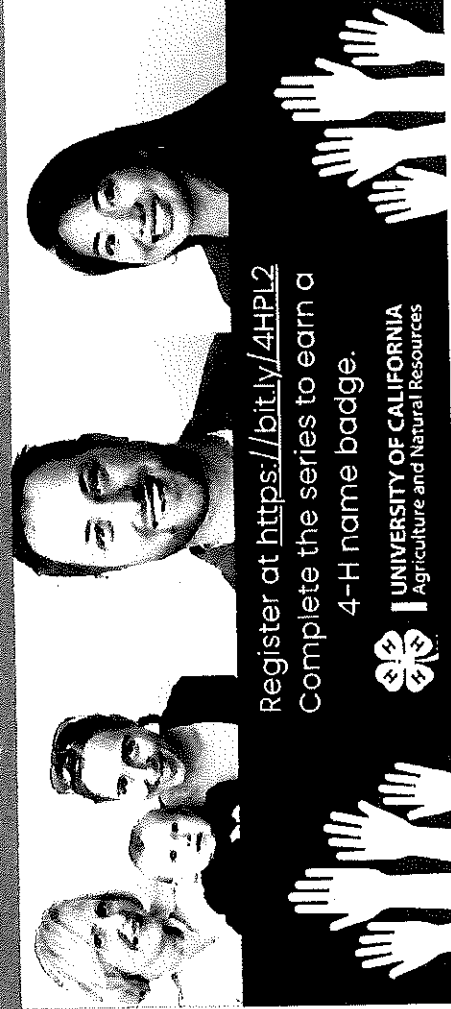
Needed Supplies:
Cake Mix Frosting
Candles Sprinkles



Spring 2024 Online Workshop Series for 4-H Project Leaders

Learn about your role, responsibilities, lesson planning, making learning engaging, working with youth of all ages and effective hands-on learning.

The complete series is 4, 2-hour sessions offered Tuesdays, March 5, 12, 19, & 26 | 6:30-8:30pm



Register at <https://bit.ly/4HPL2>
Complete the series to earn a 4-H name badge.



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Agriculture and Natural Resources

