

# BYLAWS

## EL DORADO COUNTY 4-H COUNCIL

### Article I:

#### Membership

##### \*Section 1 - Introduction

Membership shall be active, ex officio, and honorary, and is open to all persons without regard to race, color, sex, disability, national origin, religion, or economic status.

##### \*Section 2 Categories, Qualifications and Designations

###### Active Membership

County 4-H Council membership shall be open to all fingerprinted, oriented volunteer adults who are actively serving in administrative, assistant, project or activity capacities as recognized fingerprinted, oriented volunteer leaders in the promotion and operation of the 4-H youth program and all 4-H members who are 9 years of age or older or in the fourth grade.

###### Ex Officio Membership

The County 4-H Youth Development Program (hereafter referred to as "YDP") staff and Regional Director shall be ex officio members of the County 4-H Council. No designation shall be necessary.

###### Honorary Membership

Any person who is not an active or ex officio member and who has made an outstanding contribution to the 4-H YDP may be an honorary member at the recommendation of the County 4-H Council and appointment by the County Director. Honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and the County Director.

##### \*Section 3- Limitations, Privileges, and Responsibilities of Volunteers

###### Limitations

Membership in all three categories shall be limited to adult residents of the United States of America and 4-H members who are 9 years of age or older. (Interpretation of "adult" is 18 years of age.)

###### Privileges and Responsibilities

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. All fingerprinted, oriented adult volunteers shall be regarded as agents of the University of California. As such, active fingerprinted, oriented adult volunteer 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 County 4-H Council activities.

###### Voting Privileges

All Active members, Ex Officio members and Honorary members of the County 4-H Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote. Voting membership shall be limited to one vote per Club (voting member to be determined by the Club) and one vote per Executive council member except the Presidents who shall only vote in the event of a tie (the Co-Presidents adult and youth combined have one vote). The current Executive Committee will determine at the August County 4-H Council meeting the method of voting, e.g. paddle system, for that 4-H year.

## **Article II**

### **Officers**

#### **\*Section 1- Members**

The officers of the County 4-H Council shall consist of a Co-President Adult, Co-President Youth, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Mediator Coordinator and such others as the County 4-H Council deems necessary. These officers and the two immediate past presidents, if they so choose, will make up the Executive Committee.

#### **\*Section 2 - Eligibility and Term of Office**

**A.** Only active members of the County 4-H Council shall be eligible to hold office in the County 4-H Council. The office of Co-President Adult shall not be held by the same person for more than two consecutive years. Term of office shall be consistent with the current fiscal year.

**B.** Any vacancy occurring in County 4-H Council shall be filled by appointment by the Presidents. The appointee shall serve for the unexpired term of the predecessor in office and shall be eligible for election in the upcoming term.

**C.** If the office of Co-President - Adult becomes vacant between elections the Vice-President will succeed to office. If the Vice-President is a youth 4-H Member, the youth will serve as Co-President only until a special election is called and another adult Co-President is elected. The new Co-President – Adult may serve 2 terms in addition to the partial term of their predecessor.

#### **\*Section 3 - Duties**

##### **Co-President Adult**

See policy manual – Job description Co-President Adult.

##### **Co-President Youth**

See policy manual – Job description Co-President Adult

##### **Vice—President**

See policy manual – Job description Vice-President

##### **Recording Secretary**

See policy manual – Job description Recording Secretary

##### **Corresponding Secretary**

See policy manual – Job description Corresponding Secretary

##### **Treasurer**

See policy manual – Job description Treasurer

##### **Mediator Coordinator**

See policy manual – Job description Mediator Coordinator

#### **\*Section 4 - Executive Committee**

There shall be an Executive Committee, consisting of all County 4-H Council officers, and the two immediate past presidents if they so choose. It shall be the duty of the Executive Committee to perform such functions as delegated to it by the County 4-H Council.

### **Duties of Executive Committee**

The Executive Committee shall consider and recommend to the County 4-H Council policies related to state policies and other policies governing the county and local 4-H programs. After policies are approved by the County 4-H Council, they shall be entered in the policy book. The Executive Committee may be authorized to act for the County 4-H Council in making decisions when immediate action relating to the local 4-H program is necessary. Any major action of the Executive Committee is subject to the approval of the County 4-H Council at its next regular meeting.

The Executive Committee may assist the Presidents in arranging the agenda for the County 4-H Council meetings, the appointment of committees, and other matters as may facilitate the orderly and efficient operation of the County 4-H Council and the County 4-H program.

The Executive Committee shall consider and make recommendations to the County Director on appeals to the enrollment deadline as it pertains to Fair participation. This shall be done in accordance with the current policy 'Appeals to Enrollment Deadline'

## **Article III**

### **Elections**

#### **\*Section 1 - Nominations**

Officers of the County 4-H Council shall be nominated by a nominating committee, appointed at the April meeting. This Committee shall make its report to the County 4-H Council at the May meeting. Nominations shall also be called for from the floor before balloting begins. The Vice-President shall be the chairperson of the nominating committee.

#### **\*Section 2 - Balloting**

Elections shall take place by written ballot at the May meeting unless the County 4-H Council by majority vote of those present, specifies otherwise. Balloting shall be limited to voting members. The person receiving a plurality of votes cast for each office shall be declared elected.

#### **\*Section 3 - Terms of Office**

The terms of each of the County 4-H Council officers shall coincide with the current fiscal year.

## **Article IV**

### **Meetings**

#### **\*Section 1 - Regular Meetings**

There shall be monthly meetings of the County 4-H Council except for the months of June, July and December. These meetings shall be held on the third Tuesday of the month, unless otherwise specified by a two-thirds (2/3) vote of the County 4-H Council.

#### **\*Section 2 - Special Meetings**

Special meetings may be called at any time by the Presidents or by the Executive Committee acting in concurrence with the County 4-H YDP staff. Special meetings may be conducted by phone, email or letter depending on the circumstances and need for a quick response.

#### **\*Section 3 - Training Meetings**

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

#### **\*Section 4 - Meeting Notices**

Notices of all special meetings of the County 4-H Council shall be sent to members in concurrence with University of California 4-H YDP policy. Notice may be given by phone, email, letter or posting in the monthly newsletter. No notice will need to be sent for regularly scheduled monthly council meetings.

#### **\*Section 5 - Agenda**

The Agenda of each regular or special County 4-H Council meeting shall be prepared jointly by the Presidents, Executive Committee and the County 4-H YDP staff.

#### **\*Section 6 - Attendance**

All meetings of the County 4-H Council shall be open sessions. The Executive Committee may, at the discretion of any Executive Committee member or County 4-H YDP staff, meet in executive session. Any major action of the Executive Committee will be subject to the approval of the council at its next regular meeting. Honorary members, parents, active fingerprinted, oriented adult volunteers or 4-H members who are not active voting members of the County 4-H Council as defined in Article I, Section 3, and other visitors may attend County 4-H Council meetings, and express opinions, but shall not be entitled to a vote.

#### **Section 7 - Quorum**

A quorum at any regular or special meetings shall consist of those who attend the meeting, provided the meeting has been properly called, and provided that a majority of the individual clubs are represented. Once a quorum is established it holds for the entire meeting. No business may be conducted unless a quorum is present.

#### **Section 8 - Robert's Rules of Order**

Robert's Rules of Order will be followed in conducting business.

## **Article V**

### **Finances**

#### **\*Section 1 - County 4-H Council Funds**

The County 4-H Council shall deposit its funds in any state or federally chartered bank or Council approved mutual fund. All withdrawals of funds shall be authorized by the County 4-H Council and shall require the signatures of two authorized County 4-H Council Officers. Use of County 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 and/or County 4-H Council. (See 4-H Handbook, Section 700.) The University of California 4-H YDP office will be the legal mailing address for the County 4-H Council.

#### **Section 2 - Budget**

In February, the Presidents will appoint a committee to prepare a budget for the next 4-H year for presentation at the April County 4-H Council meeting. Said presented budget will be voted on at the May County 4-H Council meeting.

#### **Section 3 - Audit**

The Presidents will appoint a committee to audit the County 4-H Council books at the August meeting. The completed audit will be presented to the County 4-H Council within a sixty (60) day period.

#### **\*Section 4 - Money-Raising Activities**

All money raising activities for the County 4-H Council, Advisory Committees and individual 4-H Clubs and groups shall be in compliance with the policy of the University of California 4-H YDP, federal, state and local laws and regulations. Particular care shall be exercised in the use of the 4-H name and emblem. Use of the 4-H name and emblem on articles sold for profit and in solicitations for commercial enterprises in the name of 4-H program must be approved by the County Director/State 4-H YDP Director. Lotteries and raffles shall not be used for fund raising purposes. All funds derived from countywide special interest group fund raising shall be held by the Council treasury in specific designated accounts.

#### **Section 5 - Disbanding of Local 4-H Clubs or Groups**

If a local 4-H club or group disbands, monies and equipment of such club or group shall be held in escrow for three (3) years and disbursed at the discretion of the County 4-H Council.

#### **\*Section 6 - Taxes**

The County 4-H Council shall comply with all University of California 4-H YDP policies and procedures, federal, state and local laws relative to property and income taxes, and shall require Committees and individual 4-H Clubs and groups to follow similar procedures.

#### **\*Section 7 - Employment**

The County 4-H Council and its subsidiary agencies shall comply with federal and state laws and regulations regarding employment.

#### **\*Section 8 - Contracts**

The County 4-H Council may not commit the University to any contractual obligations.

#### **\*Section 9 – Assets**

Assets received or raised by the County 4-H Council must be utilized in the delivery of the county 4-H YDP and are under the administrative purview of the University of California. Investments must follow University of California policies and procedures.

#### **\*Section 10 - Disbanding of County 4-H Council**

In the event the El Dorado 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.

## **Article VI**

### **Committees**

#### **\*Section 1 – Standing Committees**

The County 4-H Council shall establish standing committees such as Record Book, Round-Up BBQ, Silent Auction, Presentation Day, Home Arts Day, Livestock and Kick-off Carnival as it considers necessary.

#### **\*Section 2 - Appointments**

The County 4-H Council Presidents 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 youth members should be appointed. All County Clubs shall provide at least 2 members who shall select a committee to participate on from the committees mentioned in Article VI Section 1 above

### **\*Section 3 – Responsibilities of Council**

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 County 4-H Council Presidents and/or 4-H staff.

### **\*Section 4– Responsibilities of Committees**

Committees should keep the County 4-H Council informed by giving reports as to their plans, what they are doing, and how they are functioning. Committees should coordinate all activities through the County 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**

#### **\*Section 1 - Procedure**

Amendments to the bylaws may be made by the County 4-H Council without approval by the State Office, except required paragraphs, and provided they do not depart from the intent of the bylaws as herein stated . Amendments shall be read at a regular meeting or special meeting of the County 4-H Council one month in advance of final action, or shall be sent in a letter or email to every active member at least two weeks before final action or shall be placed in the county newsletter the month prior to the final action.

All changes to required sections must be submitted by the County Director and/or 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 County 4-H Council. All revisions must be filed with the county and state 4-H Office. Required sections are marked with an \* and are required by the State.

#### **\*Section 2 - Voting**

Amendments to the bylaws must be passed by a two-thirds vote of the voting members present, providing the above procedure has been followed.

## **Article VIII**

### **Policy Changes**

#### **Section 1 - Procedure**

Changes to policies may be made at the discretion of the County 4-H Council provided they do not depart from the intent of the bylaws as herein stated. Policy changes shall be read at a regular meeting or special meeting of the County 4-H Council one month in advance of final action, or shall be sent in a letter or email to every active member at least two weeks before final action or shall be placed in the county newsletter the month prior to the final action.

#### **Section 2 - Voting**

Policy changes must be passed by a two-thirds vote of the voting members present, providing the above procedure has been followed.

## **Article IX**

### **Adoption**

The adoption of these bylaws shall be concurrent with the adoption of the Constitution of the Council. The effective date shall be January 1, 1955.

Bylaws amended November 28, 1972.

Bylaws amended January 1, 1974.

Bylaws amended November 16, 1976.

Bylaws amended February 21, 1985.

Bylaws amended October 16, 1990.

Bylaws amended January 15, 1991.

Bylaws amended \_\_\_\_\_