

# By-Laws - Sonoma County 4-H Council

## ARTICLE 1 Membership

### SECTION 1 – Introduction

Membership in the Sonoma County 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 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 – Categories, Qualifications and Designations

There shall be three classes of Council membership:

#### A. Active Membership

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 Sonoma County 4-H Council.

1. Senior 4-H members (9<sup>th</sup> grade – 12<sup>th</sup> grade) shall be eligible to be active members of the 4-H Council. All senior 4-H members who are eligible shall 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.
2. Members of county, sectional, and/or state councils, committees, or task forces must be appointed 4-H adult volunteers or youth members in good standing.

A. Ex-Officio Membership: The county director and 4-H YDP staff serving the county shall be ex-officio members of the council. No designation shall be necessary.

B. Honorary Membership: Any person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4-H Program, 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.

Non Discrimination: It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

### **SECTION 3 – Limitations, Privileges and Responsibilities of Adult Volunteers**

- A. Appointed 4-H adult volunteers shall be designated by issuance of an appointment card by the University of California Cooperative Extension county director following completion of the 4-H application, screening and orientation process. Such appointments are annually reviewed before renewal or termination by the Cooperative Extension county director.
- B. Appointed adult 4-H volunteers shall be regarded as agents of the University of California. As such, they shall be entitled to protection for actions relating to official 4-H activities and duties under the University's general personal injury and property damage liability policy. 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 4-H Council activities.
- C. Each club/unit of the Council represented at any meeting in which a quorum is present shall have one vote.
- D. 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**

### **SECTION 1 – Officer Positions**

Members (of the Council): The elected officers of the Sonoma County 4-H Council shall consist of the President, Vice-President of Programs, Vice-President of Membership, Recording Secretary, Corresponding Secretary, Council Treasurer, and Special Accounts Treasurer. These officers will make up the Executive Committee.

The appointed officers shall consist of the Parliamentarian, Chickenque (CQ) Representative, Historian, All Star Advisor(s), Youth Representatives, any other standing committee chair or committee member, and up to 4 Members-At-Large, if deemed necessary.

### **SECTION 2 – Eligibility and Term of Office**

Eligibility: Only adult 4-H Leaders of the County 4-H Council shall be eligible to hold the office of President, Vice-President(s), Secretary, Corresponding Secretary, Treasurer and Special Accounts Treasurer in the Council. The term of officers will be from July 1 to June 30 for a two year term. An office shall not be held by the same person for more than two consecutive terms. The Council may opt for a 3-year treasury term, if deemed appropriate. No two related board members, either elected or appointed, may be the authorized signors on any CCC checking and/or savings account in accordance with University of California financial policies. Elections should be held at the May CCC meeting.

**SECTION 3 – Duties of Officers**

A. President: It shall be the duty of the President to:

- Preside at 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, as needed, members of committees
- Call special meetings when necessary and in concurrence with the county 4-H YDP staff
- Prepare Executive Committee and 4-H 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
- Convene a complaint review committee in conjunction with 4-H staff
- Appoint committees.

B. Vice-President of Programs: It shall be the duty of the Vice-President of Programs 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.
- Have signature authority on the 4-H Council checking account and savings account.

C. Vice-President of Membership: It shall be the duty of the Vice-President of Membership to:

- Serve as the Chair of the Marketing and Outreach Committee
- Have signature authority on the 4-H Council checking account and savings account.

D. Recording Secretary: It shall be the duty of the Recording Secretary to:

- Record the full and complete minutes of all meetings of the Council and the Executive Board.
- Keep a set of all Council minutes for the record and also provide a set to the county 4-H YDP staff 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 4-H Council meetings (units and other individuals).
- Have signature authority on the 4-H Council checking account and savings account.

E. Corresponding Secretary: shall carry on such correspondence as the Council and the President shall direct.

F. Council 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 4-H Council.
- Secure authorization by the 4-H Council for disbursement of all funds
- Comply with all University of California financial policies and procedures as outlined in the 4-H YDP Policy Handbook.
- Furnish financial reports annually at year-end and at such times as required by the 4-H 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 4-H Council system/program.
- Act as custodian of all funds and personal property of the 4-H 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 (990), California State Franchise Tax Board, 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 15th.
- Insure that there are two (2) signatures on all checks issued by the Council, as designated by the by-laws.
- Have signature authority on the 4-H Council checking account and savings account.

G. Special Accounts Treasurer: It shall be the duty of the Special Accounts Treasurer to:

- Receive, deposit, disburse, and keep a complete and accurate accounting of all monies received by the Special Projects Accounts.
- Present an up-to-date financial report at each Council meeting.
- Comply with all University of California financial policies and procedures as outlined in the 4-H YDP Policy Handbook.
- The Special Accounts Treasurer shall have the accounts ready for audit at the close of the 4-H program year, and submit a complete financial report of the Special Accounts receipts and expenditures to the 4-H YDP staff.

H. Member at Large: The Member at large is a two-year appointed position. Members at large represent the interests of the general membership and accept duties as assigned by the President. Members at Large represent the general membership on issues of interest or concern, particularly those that arise outside of the standing committees.

I. Executive Committee: shall consist of the elected Council officers of the current 4-H YPD program year (July 1 – June 30) and the 4-H Youth Development Staff. Each member shall have one vote with the exception of the President who shall have one vote in the event of a tie. The 4-H YDP staff and County Directory shall be ex-officio members. It shall be the duty of the Executive Committee to perform such functions as delegated to it by the Council including, but not limited to:

1. 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.
  2. 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.
  3. 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.
  4. Executive Committee Quorum - A quorum is 50% plus one of the elected members of Executive Committee. No meetings or business shall be transacted without a quorum.
  5. Disbursement of unbudgeted (i.e., contingency) funds by the Executive Committee is limited to \$250.00 without County Council approval.
- J. 4-H Youth Development Staff: The 4-H Youth Staff shall give guidance and advice on ***University of California Cooperative Extension, Agriculture and Natural Resources (ANR) Policy***.

## **ARTICLE III Elections**

### **SECTION 1 - Nominations**

A Nominating Committee consisting of a minimum of three Council members shall name candidates for office. The Nominating Committee shall be appointed by the President in March and report to the Council in April. Additional nominations shall be called for from the floor at the April meeting after which nominations shall be closed. The Council will hold elections in May.

### **SECTION 2 – Balloting for Officers**

Elections shall take place by written ballot unless the Council, by majority vote of those present, specifies otherwise. Balloting shall be limited to active members. Each club/unit present will be entitled to one vote. The person receiving the majority of the votes shall be declared elected.

### **SECTION 3 - Appointments**

In the event an officer of the County Council (with the exception of the office of President) is unable to complete the full term of office the President, with the approval of a majority of the elected officers, shall appoint a current volunteer to fill the remaining term of office.

## **ARTICLE IV Meetings**

### **SECTION 1 – Regular Meetings**

There shall be at least four regular meetings of the Council each program year (July 1 – June 30). These meetings shall be held the first Tuesday of each month from September through May (with the exception of December), unless otherwise specified by a two-thirds (2/3) vote of all units represented (one vote per unit).

### **SECTION 2 – Special Meetings**

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

### **SECTION 3 – Training Meetings**

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

### **SECTION 4 – Meeting Notices**

Notices 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 staff.

### **SECTION 5 - Agenda**

The Agenda of each regular or special Council meeting shall be prepared jointly by the President and the 4-H Youth Development Staff.

### **SECTION 6 - Attendance**

No meetings of the Council or its operating committees shall be secret or executive sessions. Honorary members, parents, 4-H members who are not active members of the Council, as defined in Article 1, Section 2, and other visitors, may attend Council meetings and may express opinions, but shall not be entitled to a vote.

### **SECTION 6 – Quorum for Council Regular and Special Meetings**

A quorum at regular and special meetings shall consist of 50% plus one of those who attend the meetings, provided the meeting has been properly called and unless otherwise specified in the bylaws. No meetings or business shall be transacted without a quorum.

## **ARTICLE V Finances**

### **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, Finance Section.) The county UCCE/4-H office will be the legal mailing address for the county 4-H Council.

All withdrawals of funds shall be authorized by the Council and shall require the signatures of two (2) unrelated Council officers in accordance with University of California policy.

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

All money-raising activities for the 4-H Council, for 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. Annual fundraising must be approved by the County Director. 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 YD program must be approved by the State 4-H YDP Director. Lotteries and raffles shall not be used for fund-raising purposes.

## **SECTION 3 - Taxes**

The 4-H 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.

## **SECTION 4 - Contracts**

The 4-H Council cannot commit the University to any contractual obligations.

## **SECTION 5 - Assets**

Assets received or raised by the 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 and by approval of the County Director.

## **SECTION 6 – Disbanding of 4-H Council**

In the event the Sonoma 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 State 4-H YDP Director as appropriate. The administrator will hold the assets in escrow for up to three (3) years before distributing the assets for development of other 4-H YD programs in the county.

## **SECTION 7 – 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 (3) years before distributing the assets for development of other 4-H YD programs in the county.

## **ARTICLE VI Committees**

### **SECTION 1**

The Council may establish standing and special committees as deemed necessary.

### **SECTION 2**

The 4-H 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.

### **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 bylaws, from recorded minutes of meetings, or from suggestions of the 4-H Council President and/or 4-H YDP staff.

### **SECTION 4**

Committees should keep the 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 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 YDP program.

### **SECTION 5**

Committee chairs will be appointed by the Council President for a two year term. Appointment may be renewed for an additional two year term. In an effort to increase participation and new ideas, we want to promote new volunteers to our committees. Reappointment of Committee Chair may occur after a two year hiatus.

## **ARTICLE VII Amendments**

### **SECTION 1 – Procedure**

Amendments to the By-Laws may be made by the 4-H Council with approval by the 4-H YDP staff and the County Director providing they do not depart from the intent of the Constitution and Bylaws as herein stated, and provided they do not change any of the required language (RL) sections. All proposed changes to required (RL) sections must be submitted by the County Director to the State 4-H Director before final approval of the 4-H Council. Amendments shall be read at a regular meeting or special meeting of the 4-H 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 YDP office.

**SECTION 2 - Voting**

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

**ARTICLE VIII  
Adoption**

**SECTION 1**

The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the 4-H 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 Bylaws.

_____	_____	_____	_____
4-H Council President	Date	4-H YDP Staff	Date
_____	_____	_____	_____
County Director	Date	State 4-H YDP Director	Date