

Constitution
Contra Costa County 4-H Council
(C.C. 4-H County Council)
Volunteer Management Organization

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 C. C. 4-H County Council Volunteer Management Organization (VMO) and all subsidiary 4-H clubs. 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 C. C. County 4-H Council.

Approval Date: _____

Section 2 – Scope

The C. C. 4-H County 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, district or area VMO'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 C. C. 4-H County 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

C. C. 4-H County 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 C. C. 4-H County 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;

Approval Date: _____

- C. Develop a management body whose membership is representative of the diversity of the community;
- D. Include involvement of youth in C. C. 4-H County 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 ANR 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 C. C. 4-H County Council. The Expansion and Review function can be accomplished by a committee or delegated to other committees of C. C. 4-H County 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

Approval Date: _____

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 C. C. 4-H County 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 councils shall operate under the same constitution and bylaws as those that govern the parent C. C. 4-H County 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.

Approval Date: _____

Section 2 – Organization

Such committees may be organized by C. C. 4-H County 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 C. C. 4-H County 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.

Approval Date: _____

Section 2 – Voting

Amendments may be passed at a regular meeting of C. C. 4-H County 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.

C. C. 4-H County Council President

4-H YDP Staff

County Director

State 4-H YDP Director

Approval Date: _____