

# BY-LAWS

## CONTRA COSTA COUNTY COUNCIL

### 4-H VOLUNTEER MANAGEMENT ORGANIZATION

#### Article I Membership

##### Section 1 Introduction

Membership in this 4-H Volunteer Management Organization (hereafter referred to as 4-H County Council) shall be active, ex-officio and honorary, without regard to race, color, national origin, religion, sex or economic status.

##### 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 4-H County Council.
2. Senior 4-H members (9<sup>th</sup> grade - 12<sup>th</sup> grade) who will reach at least 14 years of age by December 31<sup>st</sup> of their year of election or acceptance shall be eligible to be active members of the Council. Each club or unit shall elect at least one member to the Council. The Council shall have the authority to accept as many eligible youth as members as it deems appropriate. All 4-H members who are eligible or accepted shall participate as Council members with full voting rights, but shall not serve as adult 4-H volunteers or agents of the University of California. Active membership of youth in the Council shall continue in force until terminated by prior agreement, by the 4-H member, or by the Cooperative Extension.

###### 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.

###### 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.

### 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 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 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 – Members

The officers of the County 4-H Council shall consist of a President(s), Vice-President(s), Secretary(s) Treasurer(s), and others such as the Council deems necessary. These officers shall serve on the Executive Committee (*See Article II, Section 4, A.*).

### Section 2 – Eligibility and Term of Office

Only active adult members of the County 4-H Council shall be eligible to hold office. The term of elected office will be from September to August of the following year. An office shall not be held by the same person for more than two consecutive years. If someone new does not come forward and the office holder is willing to perform their duties again, then that person may serve another term. Elections should be held at the end of the 4-H year, or soon after the beginning of the new 4-H year.

## 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.

### B. Ex-Officio President

It shall be the duty of the Ex-Officio President to:

- Meet with the new County All Star(s)
- Discuss a list of potential Advisors from the All Star(s)
- Contact the potential advisors on behalf of the All Star(s)
- Announce All Stars and Advisors at the following County Council
- Give support to the incoming President of County Council

### C. Vice-President

It shall be the duty of the 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.
- Serve as the recruiter and supervisor of County Resource Leaders.
- May also chair other important committees if so named by the President.
- Have signature authority on the 4-H Council checking account and savings account.

### D. Secretary

It shall be the duty of the Secretary to:

- Record the full and complete minutes of all meetings of the County 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.

#### E. 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 a custodian of all funds and personal property of the Council, keep a current list of all such property, and keep all funds for special county project groups.
- 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 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 30<sup>th</sup>.
- Have signature authority on the 4-H Council checking account and savings account.

#### Section 4 – Executive Committee

- A. The Executive Committee will be comprised of the Contra Costa 4-H Council members, the Ex-officio (the immediate past president), Sectional

Representatives elected by the Council, two 4-H youth members, and the 4-H YDP Staff (no vote). The 4-H youth members shall be members of Council, shall have served as President, Vice-President, Secretary or Treasurer of a 4-H club (unit), shall be recommended by their community leader, shall have applied to and been approved by a Panel of Hi 4-H members and Advisors, and shall be elected by Hi 4-H or in the absence of Hi 4-H will be elected by the County Council. A quorum for business shall consist of a majority of the Executive Committee.

#### B. Duties of the 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.
- 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. However, the Executive Committee may not authorize an expenditure of unbudgeted Council funds exceeding fifty (50) dollars at any one meeting.
- To act as a mediating body for the resolution of volunteer leader disputes and member or leader discrimination complaints. The executive Committee will hear the complaint and recommend a course of action appropriate for reaching resolution. The Executive Committee will give their recommendation to the 4-H staff and/or the County Director who will ascertain that the recommendation does not violate University of California policy and procedure. 4-H staff will then act on the recommendation or authorize Executive Council to act.
- 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.

#### C. Executive Committee Quorum

A quorum is five (5) elected members of Executive Committee. Organizational Club Volunteers of each chartered club shall be allowed one vote on Executive Committee issues, but shall not be included when determining whether a quorum is present.

***Clarification for Section C. from the 4-H YDP Staff:*** *In the event of an emergency meeting, Executive Committee members and club representatives will meet and have one vote each on the issue.*

## **Article III Elections**

### Section 1 – Nominations

A nominating committee shall nominate officers of the Council. The committee shall make its report at the May meeting. Additional nominations shall be called for from the floor before balloting begins at the June meeting.

### 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**

### Section 1 – Regular Meetings

There shall be at least six (6) regular meetings of the Council each program year. These meetings shall be held the first Monday of the month, unless otherwise specified by a two-thirds (2/3) vote of all units represented (one vote per unit).

### Section 2 – Special Meetings

The President or the Executive Committee, 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 Council so directs.

### 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. No meetings or Council business shall be transacted without a majority of the Council or a majority of the executive Committee being present.

### Section 5 – Agenda

The agenda of each regular meeting or special Council meeting shall be prepared jointly by the President and the 4-H YDP staff.

## Section 6 – Attendance

No meetings of the 4-H Council or its committee 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.

## 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**

## Section 1 – Council Funds

Use of 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. The Council shall deposit its funds in an institution approved by the Council. All withdrawal of funds shall be authorized by the Council and shall require two signatures from a list of active members authorized to sign by the Council.

## 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 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.

## 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.

## Section 4 – Employment

The Council and its subsidiary agencies (such as summer camp board of directors) shall comply with federal and state laws and regulations regarding employment.

## Section 5 – Contracts

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

## 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.

## Section 7 – Disbanding of Council

In the event Contra Costa 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 (3) years before distributing the assets for development of other 4-H programs in the county.

## 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.

# **Article VI Committee**

## 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.

## 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.

### 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.

### Section 4

The Council may elect three adult 4-H members to serve as Contra Costa County representatives to the Sectional Leaders Council. The term of this position will be two (2) years. Two Sectional Representatives shall be elected each odd numbered year and one Sectional Representative shall be elected each even numbered year. Representatives may be elected to 3 subsequent two-year terms. Hi 4-H may elect two teen representatives, annually.

### Section 5

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

### Section 6

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**

### 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 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.

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 IX  
Adoption**

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.

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4-H Council President

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4-H YDP Staff

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County Director

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State 4-H YDP Director

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