



<b>Article 1 Membership</b>
<b>Section 1 – Introduction</b>
Membership in the Orange County 4-H County 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.
<b>Section 2 -- Categories, Qualifications and Designations</b>
A. <u>Active Membership</u>
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 Orange County 4-H County Council.
1. Senior 4-H members (9 <sup>th</sup> grade – 12 <sup>th</sup> grade or age 14 and above by December 31 <sup>st</sup> of the current 4-H year. shall be active members of the 4-H County Council. All senior 4-H members who are eligible shall participate as 4-H County 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.
B. <u>Ex-Officio Membership</u>
The County Director and 4-H YDP staff serving the County shall be ex-officio members of the council. No designation shall be necessary.

**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 County Council activities.
- C. Ex-officio members of the 4-H County 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**

The officers of the County 4-H County Council shall consist of a president, vice-president(s), secretary(ies), treasurer(s), two Youth Representatives and such others, as the 4-H County Council deems necessary. These officers will make up the Executive Board.

Other officers either elected or appointed such as immediate past president, reporter, historian and organizational unit leader.

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

An office shall not be held by the same person for more than one consecutive term. A term will be two (2) years in length, with offices alternating election years. (2011-12 year election shall be President and Secretary for two (2) years, Vice President, Treasurer and Corresponding Secretary for one (1) year. 2012-13 year election shall be Vice President, Treasurer and Corresponding Secretary for two (2) years.) This may be extended by the Executive Board as deemed necessary with approval of 4-H YDP Staff and the County Director. 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 -- Vacancies**

Any vacancy occurring on the Council County Council Executive Board shall be filled by appointment by the Council County Council President, subject to ratification by a majority of County Council members present at the next scheduled COUNTY COUNCIL meeting.

**Section 4 -- 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 County Council.
- Preside over all regular Executive Board meetings.
- Serve as ex-officio member of all committees of the County 4-H County 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 4-H County Council meeting agendas in consultation with the county 4-H YDP staff.
- Have signature authority on the 4-H County 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

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 4-H County Council Program Committee. This could be facilitating 15 minute constructive discussion, lining up guest speakers, training, volunteer development or recognition, or anything else deemed appropriate by the Executive Board.
- Have signature authority on the 4-H County Council checking account and savings account.
- Attend regular Executive Board meetings.

C. Recording Secretary

It shall be the duty of the Recording secretary to:

- Record the full and complete minutes of all meetings of the 4-H County Council and those of the Executive Board. Motions made during the meeting and the result thereof should be accurately documented and recorded.
- Provide a set of all 4-H County Council minutes to the county 4-H YDP staff within 14 days 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 County Council meeting (units and

<p>other individuals).</p> <ul style="list-style-type: none"><li>• Have signature authority on the 4-H County Council checking account and savings account</li><li>• Attend regular Executive Board meetings.</li></ul>
<p>The offices of secretary and treasurer may be combined into one office.</p>
<p>D. <u>Treasurer</u> It shall be the duty of the treasurer to:</p> <ul style="list-style-type: none"><li>• Keep accurate financial records, copies of invoices bills, etc., relating to the funds and property of the 4-H County Council, accounting fully for all receipts and expenditures.</li><li>• Receive, record and deposit all funds in a regulated bank or similar financial institution to the account established for the 4-H County Council.</li><li>• Pay bills and make other authorized expenditures provided for in the budget or otherwise approved by the 4-H County Council.</li><li>• Secure authorization by the 4-H County Council for disbursement of all funds.</li><li>• Comply with all University of California financial policies and procedures as outlined in the 4-H YDP Policy Handbook.</li><li>• Furnish financial reports annually at year-end and at such times as required by the 4-H County 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 County Council system/program.</li><li>• Act as custodian of all funds and personal property of the 4-H County Council, and keep a current list of all such property.</li><li>• Prepare all financial records for an annual audit or peer review in accordance with University of California procedures.</li><li>• 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.</li><li>• 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.</li><li>• Have signature authority on the 4-H County Council checking account and savings account.</li><li>• Attend Regular Executive Board meetings.</li></ul>

E. Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- Provide external communications with media, i.e., radio, newspapers, etc.
- Write and send thank you's, condolences, etc on behalf of the County Council when deemed necessary by the County Council or Executive Board.
- Attend regular Executive Board meetings.
- Other duties as directed by the Executive Board and County Council President.

F. Youth Representatives

It shall be the duty of the Youth Representatives to:

- Take notes and bring information back to their respective clubs.
- Provide leadership as necessary for various County Activities as requested by the County Executive Board and County Council President.
- Identify and lead (as a group or individually) at least one Community Service Activity that can involve all youth (who wish to participate) in Orange County 4-H.
- Identify and lead (as a group or individually) at least one Fundraiser that benefits Orange County 4-H.
- Participate in County Junior / Teen Leadership Workshops as time permits.
- Attend regular Executive Board meetings.

**Section 4 – Conducting By Executive Committee**

A. By majority vote of those present at a regular meeting, the 4-H County Council will determine whether it will conduct business by Executive Board for the current year. If it is so determined, the Executive Board will consist of the 4-H County Council officers of the current 4-H YDP program year (August 1 – July 31), 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.

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 4-H YDP policies and other policies governing the county and local 4-H YDP programs. After policies are approved by the 4-H County Council, they should be entered in a policy book.

- The Executive Board may be authorized to act for the 4-H County Council in making decisions when immediate action relating to the local 4-H YDP program is necessary. Any major action of the Executive Board should be subject to the approval of the 4-H County Council at its next regular meeting.
- The Executive Committee may assist the president in arranging the agenda for the 4-H County Council meetings, the appointment of committees, and such other matters as may facilitate the orderly and efficient operation of the county 4-H County Council and the county 4-H YDP program.

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

**Article III  
Elections**

**Section 1 – Nominations**

A nominating committee shall nominate officers and sectional representatives of the 4-H County Council. Additional nominations shall be called for from the floor before balloting begins. The 4-H Teen Council will nominate members for the Youth Representative positions to be voted in the first County Council meeting of the year and they will hold the duties of the Youth Representatives as defined in Article II Section 4 F.

**Section 2 – Balloting for Officers**

Elections shall take place by written or electronic ballot unless the 4-H County Council by majority vote of those present specifies otherwise declared elected. Balloting shall be limited to active leaders and senior 4-H members age 14 and above.

<p style="text-align: center;"><b>Article IV Meetings</b></p>
<p><b>Section 1 -- Regular Meetings</b></p> <p>There shall be at least one (6) regular meetings of the 4-H County Council each program year (August 1 – July 31). These meetings shall be held the 4<sup>th</sup> Tuesday of the month, unless otherwise specified by a two-thirds (2/3) vote of all units represented (one vote per unit).</p>
<p><b>Section 2 -- Special Meetings</b></p> <p>The president, acting in concurrence with the 4-H YDP staff, may call special meetings at any time.</p>
<p><b>Section 3 -- Training Meetings</b></p> <p>No 4-H County Council business shall be transacted at training meetings unless the 4-H County Council so directs.</p>
<p><b>Section 4 -- Meeting Notices</b></p> <p>Notices of all meetings of the 4-H County Council shall be provided to adult volunteers and senior members by or in conjunction with 4-H YDP staff.</p>
<p><b>Section 5 – Agenda</b></p> <p>The agenda of each regular or special 4-H meeting shall be prepared jointly by the president and the 4-H YDP staff.</p>
<p><b>Section 6 – Attendance</b></p> <p>No meetings of the 4-H County Council or its committees shall be secret. , Parents, 4-H members who are not active members of the 4-H County Council as defined in Article I, Section 3, and other visitors may attend 4-H County Council meetings, may express opinions, but shall not be entitled to vote.</p>
<p><b>Section 7 – Quorum for Council Regular &amp; Special Meetings</b></p> <p>A quorum at regular and special meetings of the 4-H County 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. No meetings or business shall be transacted without a quorum.</p>
<p><b>Section 8 - Voting</b></p> <p>Voting privileges shall be extended to all active members of the council.</p>

**Article V  
Finances**

**Section 1-- Council Funds**

Use of 4-H County 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 County Council.

Our official accounting system is Intuit's Quick Book Accounting. The Council Treasurer must use this product to keep the Council's books.

**Section 2 -- Money-Raising Activities**

All money-raising activities for the 4-H County 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 County 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 County Council cannot commit the University to any contractual obligations.

**Section 5 – Assets**

Assets received or raised by the 4-H County 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 – Special Scholarship Funds**

Some donors may choose to donate money to a particular 4-H program, event or scholarship fund. Examples of Special Scholarships are the Mike Mann



Campership Fund, Suzanne Guthrie Memorial Scholarship and Bobbi Rach Memorial Scholarship. Although the Council may entertain suggestions from the families and friends that established these funds, Council has the ultimate say in how these monies are distributed to 4-H members.

**Section 7 – Disbanding of 4-H County Council**

In the event the Orange County 4-H County 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 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 County 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 4-H County Council may establish committees such as program, finance, fairs and shows, awards, leadership development, and other such committees as it considers necessary.

**Section 2**

The 4-H County Council president and/or Executive Board 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 County Council president and/or 4-H YDP staff.

**Section 4**

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

Committee chairs will be responsible for the financial reporting regarding their event and produce a budget for their committee. If no budget is submitted to the County Council Executive Board, no funds will be allocated in the annual Budget, and no payments or reimbursements can be made until such budget line items are approved. Each Committee Chair must approve member requests for funds and submit them to the Executive Board for payment.

Each committee will be responsible for keeping and maintaining a binder of record for the year. Binders will help ensure the sustainability of the 4-H YDP during leadership transitions. Examples for contents: timeline, materials needed, contact lists, sample documents, budgets, copies of receipts/invoices.

Committees should coordinate all activities through the 4-H County 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.

<b>Article VII Amendments</b>
<p><b>Section 1 – Procedure</b>          Amendments to the By-Laws may be made by the 4-H County 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 County Council. Amendments shall be read at a regular meeting or special meeting of the 4-H County 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.</p>
<p><b>Section 2 – Voting</b>          Amendments to the Bylaws may be passed by a two-thirds vote of the voting members present, providing the above procedure has been followed.</p>
<b>Article VIII Adoption</b>
<p><b>Section 1</b>          The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the 4-H County Council. The effective date shall be upon the approval of the 4-H County Council and that date shall be stamped on each page of the Bylaws.</p>

\_\_\_\_\_  
4-H County Council President (date)

\_\_\_\_\_  
4-H YDP Staff (date)

\_\_\_\_\_  
County Director (date)

\_\_\_\_\_  
State 4-H YDP Director (date)