



## UNIVERSITY OF CALIFORNIA CALIFORNIA 4-H MANAGEMENT BOARD BYLAWS

### Article I California 4-H Management Board

#### Section 1 – Purpose and Responsibilities

- A. Working in partnership with State 4-H Office staff, UC ANR Program Teams/Workgroups and State 4-H Advisory Committees, the Board provides leadership for developing a plan of work, goals and resource development plan that supports the statewide 4-H YDP Strategic Plan.
- B. In addition, the Board is responsible for the following specific areas:
  - 1. Northern Area
  - 2. Bay/Coast Area
  - 3. Central Area
  - 4. Southern Area
  - 5. Resource Development
  - 6. Marketing and Public Relations
  - 7. Communications
  - 8. Finance

### Article II California 4-H Management Board Membership

#### Section 1 – Board Members

- A. California 4-H Management Board membership consists of 10 Director positions. At least 50% of the Director positions should be filled by 4-H youth.
- B. All Director positions must be filled through an application and selection process.
- C. Directors must be or become actively enrolled 4-H members or adult volunteers who are appointed as such by their county director.
- D. All Directors, including both youth and adults, are equal members working in partnership to fulfill the purpose and responsibilities of the California 4-H Management Board.

#### Section 2 – Ex-Officio Members

- A. The UC ANR Program Team/Workgroup representatives, the State 4-H Advisory Committee representatives and the State 4-H Office staff liaison shall be ex-officio members of the California 4-H Management Board. No designation shall be necessary.





- B. Ex-officio members shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.

### Section 3 – Recruitment and Selection

- A. Recruitment for positions on the Board will be coordinated by the Management Board in partnership with the State 4-H Office. Positions will be publicized through the 4-H newsletter, print/electronic media, outside organizations and newsletters, letters to 4-H adult volunteers and members as well as through telephone calls and personal contacts.
- B. Board members will be selected by an interview panel made up of at least five individuals: 1) the Board Chair, 2) a Management Board member designated by the Board Chair, 3) the State 4-H Office Liaison or designee, 4) a current State 4-H Ambassador and 5) one person from an outside organization. If the Board Chair is reapplying for a Management Board position, the Management Board Chair will designate a second Management Board member to serve on the interview panel in their place.
- C. The Statewide 4-H Director reviews and approves appointments to Director positions. In the cases of vacancies, the Chair and/or the Statewide 4-H Director may recruit and appoint members outside the open recruitment pool of candidates. Recommendations are made to the Statewide 4-H Director for approval.

### Section 4 – Terms

- A. Adult Directors shall serve a two-year term, with eligibility to apply for reappointment to another two-year term. Youth Directors shall serve a one-year term, with eligibility to apply for reappointment to another one-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. If a replacement cannot be found the term may be extended beyond four years, until a replacement is selected.

## Article III California 4-H Management Board

### Section 1 – Positions

- A. The Board consists of the following positions:
  1. Chair
  2. Vice Chair
  3. Secretary
  4. Treasurer
  5. Resource Development Director



6. Marketing and Public Relations Director
  7. Northern Area Director
  8. Bay/Coast Area Director
  9. Central Area Director
  10. Southern Area Director
- B. Senior members, if they are 16 years or older by June 30<sup>th</sup> of the program year before their term begins, may hold director positions except those of Treasurer or Resource Development Director.
- C. Duties of each Director are outlined in the respective job description.
- D. Job descriptions are written, revised and approved by the CA 4-H Management Board Directors.

#### Article IV California 4-H Management Board Meetings

##### Section 1 – Regular Meetings

- A. The Board will have at least four (4) regularly scheduled meetings per year. The Management Board will determine the number of meetings held throughout the year, the date/time and location.

##### Section 2 – Special Meetings

- A. Special meetings may be called at any time by the Board Chair, in concurrence with the State 4-H YDP staff.

##### Section 3 – Agenda

- A. The agenda of each regular or special meeting of the Board shall be prepared in conjunction with the State 4-H Office staff.
- B. The agenda should include an open forum item for people to address the Board on an item of interest that does not appear on the agenda. Items requiring action must be placed on a future agenda.
- C. Interested parties can request to have a specific item added to the agenda subject to approval by the Chair.

##### Section 4 – Attendance

- A. Board meetings, with the exception of the Annual Planning meeting, are open to all 4-H members, adult volunteers, ex-officio members and those invited to participate under specific agenda items.





- B. The Annual Planning meeting is only open to Management Board Directors, the 4-H Foundation Executive Director, ex-officio members and those invited to participate.
- C. 4-H members and adult volunteers may express opinions only during the open forum unless called upon by the Chair, but shall not be entitled to vote.
- D. No meetings of the Board or its committees shall be secret.

#### Section 5 – Quorum for Regular and Special Meetings

- A. A quorum for Management Board meetings will be met by 50% plus one of the Board members appointed. No meetings or business shall be transacted without a quorum.

#### Section 6 – Voting Members

- A. Board members are the only voting members of the California 4-H Management Board.

#### Section 7 – Parliamentary Procedure

- A. Democratic Rules of Order shall govern the meetings of the California 4-H Management Board.

### Article V California 4-H Management Board Committees

#### Section 1 – Standing Committees

- A. The following Board Members will coordinate and serve as chairpersons of management committees:
  - 1. The Secretary will chair the Communications Committee.
  - 2. The Treasurer will chair the Finance Committee.
  - 3. The Resource Development Director will chair the Resource Development Committee.
  - 4. The Marketing and Public Relations Director will chair the Marketing and Public Relations Committee.
  - 5. Each Area Director will chair their respective Area Program Development Committee.
- B. The standing management committees will be responsible for short- and long-range goal setting, planning and program implementation in its respective area of responsibility.
- C. Committees will meet per the requirements of their job descriptions.





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

#### Section 2 – Recruitment and Selection for Standing Committees

- A. Recruitment for standing committees outlined in Section 1 shall be coordinated by the Management Board in partnership with the State 4-H Office. Positions will be publicized through the 4-H newsletter, print/electronic media, outside organizations and newsletters, letters to 4-H adult volunteers and members as well as through telephone calls and personal contacts.
- B. Committee members will be selected by the respective Director per established state selection process.
- C. The Statewide 4-H Director reviews and approves the selections. In the cases of vacancies, the Director may recruit and appoint members outside the open recruitment pool of candidates. Recommendations are made to the Statewide 4-H Director for approval.

#### Section 3 – Terms for Standing Committees

- A. 4-H adult volunteers shall serve a two-year term, with eligibility to apply for reappointment to another two-year term. 4-H youth members shall serve a one-year term, with eligibility to apply for reappointment to another one-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. If a replacement cannot be found the term may be extended beyond four years, until a replacement is selected.

#### Section 4 – Event/Activity and Ad-Hoc Committees

- A. The Board Chair, with the approval of a majority of the other Board members, may establish event/activity or ad-hoc committees as necessary.
- B. The Board Chair will name the chairperson of each event/activity or ad-hoc committee, with the approval of the other Board members and the Statewide 4-H Director.
- C. The chairperson of each event/activity or ad-hoc committee selects and approves the committee members.
- D. Event/activity or ad-hoc committees must be given clear, definite instructions about their duties or assignments, how long they are to take, parameters of their authority to act and to whom, when and what they are to report.

#### Section 5 – Membership

- A. Committee makeup should be at least 50% senior 4-H members (aged 14-19 years).





- B. Committee members must be or become actively enrolled 4-H members or adult volunteers who are appointed as such by their county director.

#### Section 6 – Ex-Officio Members

- A. The State 4-H Office staff shall be ex-officio members of the California 4-H Management Board Committees. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.

#### Section 7 – Meetings

- A. The Chair will determine the number of meetings held throughout the year, the date/time and location.
- B. Committee meetings are only open to those members of the Committee and those invited to participate.
- C. There is no quorum requirement.

### Article VI Finances

#### Section 1 – 4-H Youth Development Funds

- A. Use of 4-H funds must be in accordance with the University of California and 4-H YDP policies and 4-H YDP mission and core values as interpreted by the 4-H YDP staff. The State 4-H Office will be the legal mailing address for the California 4-H Management Board.

#### Section 2 – Money-Raising Activities

- A. All money-raising activities for the 4-H YDP 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 Statewide 4-H 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 YDP must be approved by the Statewide 4-H Director. Lotteries, raffles and other games of chance shall not be used for fundraising purposes.

#### Section 3 – Contracts



- A. The California 4-H Management Board cannot commit the University to any contractual obligations. All funding proposals and goods and services requiring contracts must be processed in accordance with University policies and approved by the Statewide 4-H Director.

#### Section 4 – Assets

- A. Assets received or raised by the California 4-H Management Board must be utilized in the delivery of the State 4-H YDP and are under the administrative purview and responsibility of the University of California. Investments must follow University of California and 4-H YDP policies and procedures and be approved by the Statewide 4-H Director.

#### Section 5 – Dissolution of the California 4-H Management Board

- A. In the event the California 4-H Management Board is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the Statewide 4-H Director. Restricted assets would continue to be dispersed according to donor designations under the oversight of the Statewide 4-H Director.
- B. The California 4-H Management Board Chair will notify the Statewide 4-H Director should the California 4-H Management Board vote to dissolve.

### Article VII Amendments

#### Section 1 – Procedure

- A. Amendments to the Bylaws may be made by the California 4-H Management Board with approval by the Statewide 4-H Director, providing they do not depart from the intent of the Bylaws as herein stated. Upon approval, the amendment shall be read at the preceding regular meeting of the Management Board at least one month in advance of final action, or shall be sent to every 4-H member and adult volunteer in the State at least one week before final action. All revisions must be filed with the State 4-H Office.

#### Section 2 – Voting

- A. Amendments to the Bylaws may be passed at a regular meeting of the California 4-H Management Board by a two-thirds (2/3) vote of the voting members present, providing the above procedure has been followed and there is a quorum present.





Article VIII  
Adoption

Section 1 – Adoption

- A. The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the California 4-H Management Board. The effective date shall be upon the approval of the California 4-H Management Board and that date shall be stamped on each page of the Bylaws.

Curtis Ullrich  
Board Chair

3/27/2017  
(date)

[Signature] 4/13/17  
State 4-H YDP Director (date)

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