*Adopted by sectional council on\_\_\_\_\_\_\_\_\_\_\_\_\_*

The sections indicated with an RL must be included as written in this template. The sections indicated with an RS indicate the subject must be included but modifications to the template language are allowed. Sections with an O are optional. All by-law revisions must be approved by the State 4-H Director or designee.

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| RL | **Article I****Membership***Section 1 – Categories*Membership shall be active, ex-officio and honorary, and open to all persons without regard to race, color, national origin, religion, sex, disability, economic status or age. |
| RL | *Section 2 – Qualifications and Designation*A. Active Membership1. All adult volunteers who are in administrative, assistant, project or activity capacities as appointed adult volunteers in the promotion and operation of the 4-H YDP and specified 4-H members are eligible to be active members of \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council.2. 4‑H senior members (age 14-19) shall be eligible to be active members of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional Council. All senior 4-H members who are eligible shall participate as \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council members with full voting rights but shall not serve as adult volunteers or agents of the University of California. 3. Members of County, Sectional and/or State 4-H Councils, committees or task forces must be appointed 4-H adult volunteers or youth members in good standing. |
| B. Ex-Officio MembershipThe State 4-H Youth Development Program Director or any staff designated by the director and the California State 4-H Council Officers shall be ex-officio members of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council.  |
| C. Honorary MembershipAny person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4‑H Youth Development Program, may be an honorary member at the discretion of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council. Honorary membership shall be the issuance of a certificate by the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council. |
| RS | *Section 3 – Voting Membership*1. The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council voting membership shall be composed of five (5) voting delegates from each of the County 4-H Councils in the Section. Each County 4-H Council shall elect five (5) representatives with at least one youth delegate, age 14 -19. Adult delegates shall be elected for two (2) year terms and youth delegates to a one (1) year term.
2. County Councils may select replacements to the team of delegates as necessary.
3. Five (5) alternate representatives of youth and adults, for service on the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council, may be elected by each County 4-H Council annually.
4. The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council officers, with the exception of the president, may be alternate voting delegates for the county councils to complete county voting delegations, but shall vacate their regular delegate position upon election to Sectional or State 4-H Council.
5. The immediate past president shall serve as a voting member of the \_\_\_\_\_\_\_ Sectional 4-H Council.
6. Ex-officio and honorary members of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to vote.
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| RL | *Section 4 – Term of Voting Membership*The term of voting membership in the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall be two years for adult delegates and one year for youth delegates. Upon completion of two consecutive voting terms, no voting delegate shall be re-elected or re-appointed until after a period of one year. |
| RL | *Section 5 – Privileges and Responsibilities of \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council*Active members of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 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 related to official 4‑H activities and duties under the University’s general personal injury and general liability policy. This protection is available as long as the adult volunteer’s appointment is current, and they conform to and comply with the policies and core values of the University of California 4‑H Youth Development Program when engaging in \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council activities. |
| RS | **Article IIOfficers***Section 1 – Officer Positions*The officers of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall consist of a president, vice president, secretary, policy secretary, treasurer, and such others as deemed necessary.  |
| RL | *Section 2 -- Eligibility and Term of Office*1. Only adult volunteers appointed by the University of California shall be eligible to hold offices of president and treasurer. All active members as defined in Article 1, Section 2 of the bylaws shall be eligible to serve in other offices of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council.
2. The term of elected office will be from the time of election at the first meeting to the end of the term. An office shall not be held by the same person for more than two consecutive terms.
3. The officers of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall be elected for a term of two years at the first meeting of the fiscal year as follows: president, secretary and in even years, vice-president, policy secretary, and treasurer in odd years. Each officer shall hold office until resignation, removal or until a successor is duly elected.
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| RL | *Section 3 – Officer Vacancies*A representative selected to fill a vacancy shall serve for the unexpired term of the predecessor in office, and shall be eligible for election to two consecutive terms.If an officer is absent or not excused for two consecutive meetings, the president shall contact the officer to determine if a replacement is needed. If a replacement is needed the president may ask for volunteers and appoint a new officer to serve until the next election. |
| RS | *Section 4 – Duties*A. **President**The president shall preside at all meetings of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council, the executive committee and other occasions as may be appropriate. The president shall appoint standing and special committees as needed to conduct business, and shall fill vacancies in office with the approval of a simple majority of the voting members present.  |
| B. **Vice-President**The vice-president shall preside in the absence of the president and fulfill any other responsibilities assigned by the president. The vice-president shall succeed to the office of president if that office becomes vacant. |
| 1. **Secretary**

The secretary shall record and keep the minutes of all regular and special meetings, including Executive Committee meetings of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council, shall conduct such correspondence as may be necessary for the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council, and shall turn over all records to the newly elected secretary upon completion of term of office. A copy of all minutes shall be provided to the State 4-H Youth Development Program Director’s office in a timely fashion. The secretary shall keep attendance and an updated delegate roster. The secretary shall have a hard copy available of the minutes, attendance and an updated delegate roster at each \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council meeting. |
| 1. **Policy Secretary**

The policy secretary shall attend all meetings and record policy as it is adopted, maintain an up-to-date policy book, and serve as parliamentarian. |
| 1. **Secretary/Policy Secretary**

If the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council elects to have an office of secretary/policy secretary, such officer shall perform the duties described for both secretary and policy secretary above. |
| 1. **Treasurer**

The treasurer shall keep accurate up-to-date records of all financial receipts and disbursements of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council and shall provide a written report at each meeting. The treasurer shall prepare the financial record of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council for a peer review audit at the end of each fiscal year. Treasurer’s Report given at each meeting will be available upon request.In case of dissolution, the treasurer shall deposit all \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council funds with the California State 4-H Council. The California State 4-H Council will hold the assets in escrow for up to three years before distributing the assets for the development of other 4-H Youth Development Programs in the state of California.At the end of an elected treasurer’s term, and election of a new treasurer, the \_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council must have an outside audit completed within 60 days of the election.  |
| RL | **Article III****Elections***Section 1 – Nominations*Officers of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall be nominated by a nominating committee. Nominations shall be called for from the floor before balloting begins. |
| RS | *Section 2 – Selection of Representatives to the State 4-H Council*1. The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council voting membership to California State 4-H Council shall consist of 6 representatives: the current president plus five (5) additional elected representatives, including at least one (1) youth will be selected at the meeting prior to the California State 4-H Council meeting.
2. At least one (1) youth representative(s), age 14-19, shall be elected for a one (1) year term, by the Sectional 4-H Youth Council or \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council as appropriate.
3. Two (2) adult representatives on even years and two (2) adult representatives on odd years, assuming only one (1) youth representative was elected.
4. Five (5) alternate representatives, combination of youth and adults, for service on the California State 4-H Council shall be elected by the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council.
5. The Sectional 4-H Council shall send two representatives to the California State 4-H Executive Committee, the current Sectional 4-H Council president and one (1) youth representative, age 14-19. The youth representative can be the same as to California State 4-H Council or it can be a different youth representative.
6. \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall select replacements to the team of delegates as necessary.
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| RL | *Section 3 – Balloting* Elections shall take place by written ballot unless the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council by majority vote of those present, specify otherwise. Balloting shall be limited to voting members. The person receiving a plurality of the votes cast for each office shall be declared elected. |
| RS | **Article IV****Meetings***Section 1 -- Regular Meetings*There shall be at least three regular meetings of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council each fiscal year.  |
| O | *Section 2 – Special Meetings*Special meetings may be called at any time by the \_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council president or by the \_\_\_\_\_\_\_\_\_ Sectional 4-H Council Executive Committee acting in concurrence with the State 4‑H Youth Development Program Director. |
| RS | *Section 3 – Meeting Notices*Notice of all meetings of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall be posted on the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council Website and sent to the member e-mail list or mailed to those requesting non-electronic communications by or in concurrence with the State 4-H Youth Development Program Director’s Office at least two weeks prior to the meeting.  |
| RL | *Section 4 – Agenda*The agenda of each regular or special \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council meeting shall be prepared jointly by the president and any designated 4-H Youth Development Program staff representative. |
| RL | *Section 5 – Attendance*1. No meetings of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council or its committees shall be secret.
2. Honorary members, parents, adult volunteers and members who are not active members of the \_\_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council as defined in Article I, Sectional 3, and other visitors may attend \_\_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council meetings, and may express opinions when recognized by the \_\_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council.
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| RS | *Section 6 – Quorum*A quorum at regular and special meetings shall consist of those voting members who attend the meeting, provided the meeting has been properly called and at least 1/3 of the counties in the Section are represented by at least one voting member. |
| RL | *Section 7 – Robert’s Rules of Order*Robert’s Rules of Order will be followed in conducting business. |
| RL | **Article V****Finances***Section 1 – Fiscal Year*The fiscal year of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall be from July 1 to June 30. |
| RL | *Section 2 – Council Funds*The use of \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council funds must be in accordance with the objectives and functions of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council and comply with University of California policies and procedures. |
| RL | *Section 3 – Money-Raising Activities*All money-raising activities for the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council and its committees shall be in compliance with the policies of the University of California, and federal, state, and local laws and regulations. Particular care should 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 Youth Development Program must be approved by the State 4-H Youth Development Program Director. Lotteries and raffles shall not be used for fundraising purposes. |
| RL | *Section 4 – Taxes*The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall comply with all federal, state and local laws relative to property and income taxes, and shall require their committees to follow similar procedures. |
| RS | **Article VI****Committees***Section 1 – Establishing Committees*The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council may establish committees such as Nominating, Finance, Public Relations, California 4-H Volunteer Forum Steering, 4-H Communication Network, Affirmative Action, Executive Committee, and other committees it considers necessary. |
| RL | *Section 2 -- Appointment of Standing Committees*The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council president shall appoint all committee members and the chair and vice-chair of each committee. Any adult volunteer or youth member in good standing may be appointed to committees.  |
| RL | *Section 3 – Standing Committees*1. **Nominating Committee:** The Nominating Committee of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall consist of not less than three and no more than five (5) members of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council appointed by the Sectional 4-H Council president. No county shall have more than one representative serving on the \_\_\_\_\_\_\_\_\_\_\_\_ Nominating Committee. The Nominating Committee shall recommend nominees for each expiring office of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council and shall seek nominations from each county in the Section. The report of the Nominating Committee shall be posted on the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Website or mailed to those requesting notification other than electronically at least ten (10) days in advance of the meeting of the fiscal year, and shall also be presented at the first meeting of the fiscal year. The report of the Nominating Committee shall not preclude nominations from the floor.
2. **State 4-H Leader Forum Steering Committee:** The State 4-H Leader Forum Steering Committee shall maintain continuity in the planning of State 4-H Leader Forum, and work with the California State 4-H Council.
3. **Executive Committee:** The Executive Committee shall advise the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council president, transact routine business between meetings, and act in emergencies. The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council Executive Committee shall be composed of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council president, vice president, secretary, treasurer, youth representatives, designated ex-officio members, and the immediate past \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council president.
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| O | 1. **Finance Committee:** The Finance Committee, whose chairperson will be the current treasurer, shall develop a \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council budget and present it at the first fiscal meeting of the year, and be responsible for arranging an annual audit of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council Treasurer Books.
2. **Public Relations Committee:** The Public Relations Committee shall develop information on the 4-H Youth Development Program and make it available to the public through individual and group contacts and media presentations.
3. **Affirmative Action Committee:** The Affirmative Action Committee shall advise the \_\_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council and Cooperative Extension on Affirmative Action matters pertaining to broad, statewide 4-H Youth Development programmatic and operational policies, issues, concerns, and opportunities. The committee shall assist the 4-H Youth Development Program staff in reaching the Affirmative Action goals of the 4-H Youth Development Program. Members, including youth, shall represent each of the California State 4-H Sectional Councils, reflect the ethnic/racial demographics of California, and be made up of persons who know the state and its communities well. Approximately one third of the committee members should be youth who are senior 4-H members (ages 14-19).
4. **Sub Sectional Presentation Day Committees:** The Sub Sectional Presentation Day Committees shall maintain continuity in the planning of the Sub Sectional Presentation days using the California State 4-H Presentation Day Guidelines and work with the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council.
5. **Sectional Fashion Revue Committees:** The Sectional Fashion Revue Committee shall maintain continuity in the planning of the Sectional Fashion Revue using the California State 4-H Fashion Revue Guidelines and work with the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council.
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| RL | *Section 4 – Establishing Additional Committees*The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council president may establish other standing and special committees as necessary. |
| RL | **Article VII****Counties of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council**There shall be four Sectional 4-H Councils as follows: |
| **North** | **North Central** | **South Central** | **South** |
| ButteColusaDel NorteGlennHumboldtInyo\*LakeLassenMendocinoModocMono\* | NevadaPlacerPlumasShastaSierraSiskiyouSutterTehamaTrinityYuba | AlamedaAlpineAmadorCalaverasContra CostaEl DoradoMarinNapaSacramento | San FranciscoSan JoaquinSan MateoSanta ClaraSolanoSonomaYolo | FresnoKernKingsMaderaMariposaMercedMonterey | StanislausTulareTuolumneSan BenitoSanta Cruz | ImperialLos AngelesOrangeRiversideSan BernardinoSan DiegoSan Luis ObispoSanta BarbaraVentura |
| \* Inyo and Mono Counties may move to another Sectional |
| RL | **Article VIII****Amendments***Section 1 – Bylaw Amendments*Amendments shall be read at a regular meeting or special meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council at least one meeting in advance of final action, and sent to every voting member using the email listserve or mailed to those requesting notification other than electronically at least one week before final action. Amendments must be reviewed by the State 4-H Youth Development Program Director prior to adoption.  |
| RL | *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. |
| RL | *Section 3 – Notification of County 4-H Councils*The \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council shall notify County 4-H Councils in the Section of all amendments and revisions within a month of adoption. |
|  | **Article IX****Policy of Nondiscrimination** |
| RL | 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.University policy also prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or to any of its programs or activities.In addition, it is the policy of the University and ANR to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, including the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated. |
| RL | Inquiries regarding the University’s nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318. |
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|  | **Article X****Adoption** |
| RL | The adoption of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council By-laws shall be concurrent with the adoption of the \_\_\_\_\_\_\_\_\_\_\_\_ Sectional 4-H Council Constitution. The effective date shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

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| Sectional 4-H Council President | Date |
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| State 4-H Council President | Date |
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| State 4-H Director | Date |
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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 (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/176836.doc>). Inquiries regarding ANR’s nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.