*Adopted by State 4-H 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. |
|  |  |
|  | **Article I**  **Membership** |
|  |  |
| RL | *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 Membership  1. All adult volunteers who are in administrative, assistant, project or activity capacities as recognized adult volunteers in the promotion and operation of the 4-H YDP and specified 4-H members are eligible to be active members of State 4-H Council. |
|  | 2. 4‑H senior members (age 14-19) shall be eligible to be active members of the State 4-H Council. All senior 4-H members who are eligible shall participate as State 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 Membership  The State 4‑H YDP Director, 4-H adult volunteers who are members of the California 4-H Foundation Board of Trustees and the immediate past president of the State 4-H Council shall be ex-officio members of the State 4-H Council. |
|  |  |
|  | 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 YDP, may be an honorary member at the discretion of the State 4-H Council. Honorary membership shall be the issuance of a certificate by the State 4-H Council. |
| RL | *Section 3 – Voting Membership*   1. The State 4-H Council voting membership shall be composed of at least twenty-four (24) representatives of the four Sectional 4-H Councils. Each Sectional 4-H Council shall elect six (6) representatives to the State 4-H Leaders’ Council, including the President of each Sectional 4-H Council and at least one (1) youth, age 14-19. Adult representatives shall be elected for two (2) year terms and youth representatives to a one (1) year term.      1. Five (5) alternate representatives of youth and adults for service on the State 4-H Council shall be elected by the Sectional Councils. Representatives to Sectional and State 4-H Council, including alternates, shall vacate their representative position upon election to statewide office. 2. Elections will occur on an annual basis. No adult volunteer voting delegate may be elected to more than two consecutive terms. No youth voting delegate may be elected to more than one consecutive term. 3. Ex-officio and honorary members of the State 4-H Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to vote. |
|  |  |
| RL | *Section 4 – Term of Voting Membership*  The term of voting membership in the State 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 State 4-H Council*  Active members of the State 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 property damage 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 YDP when engaging in State 4-H Council activities. |
|  |  |
| RL | **Article II**  **Officers**  *Section 1 – Members*  The officers of the State 4-H Council shall consist of a President, Vice President, Secretary, Policy Secretary, Treasurer or Secretary/Treasurer, and such others as the Council deems necessary. |
| RL | *Section 2 – Eligibility and Term of Office*  A. Only appointed adult volunteers 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 as other offices of the 4-H Council. The term of elected office will be from [Insert Date] to [Insert Date] of the following year. An office shall not be held by the same person for more than two consecutive years. |
| RL | B. The officers of the State 4-H Council shall be elected for a term of two years at the first meeting of each year as follows: President and Secretary 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. |
|  |  |
| 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 see if a replacement is needed. If a replacement is needed and the president may ask for volunteers and appoint a new officer to serve until the next election. |
|  |  |
| RL | *Section 4 – Duties*  A. President  The President shall preside at all meetings of the 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 State 4-H Council. |
|  | 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. |
|  |  |
|  | C. Secretary  The Secretary shall keep the minutes of all regular and special meetings, including executive committee meetings, shall conduct such correspondence as may be necessary for the 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 YDP director’s office in a timely fashion as directed by the State 4-H Council. The Secretary shall keep attendance and an updated delegate roster. |
|  |  |
|  | D. 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. |
|  |  |
|  | E. Treasurer  The Treasurer shall keep accurate up-to-date records of all financial receipts and disbursements of the State 4-H Council and shall provide a report at each meeting. The Treasurer shall prepare the financial record of the State 4-h Council for audit at the end of each fiscal year. In case of dissolution, the Treasurer shall deposit all council funds with the state 4-H YDP director or designee as appropriate. The 4‑H YDP director will hold the assets in escrow for up to three years before distributing the assets for the development of other 4‑H YD programs in the state. |
|  |  |
|  | F. Secretary/Treasurer  If the State 4-H Council elects to have an office of Secretary/Treasurer, such officer shall perform the duties described for both Secretary and Treasurer above. |
| RL | **Article III**  **Elections** |
| RL | *Section 1 – Nominations*  Officers of the State 4-H Council shall be nominated by a nominating committee. Nominations shall be called for from the floor before balloting begins. |
|  |  |
| RL | *Section 2 –* *Balloting*  Elections shall take place by written ballot unless the State 4-H Council, by majority vote of those present, specify otherwise. Balloting shall be limited to active members. The person receiving a plurality of the votes cast for each office shall be declared elected. |
|  |  |
| RL | **Article IV**  **Meetings** |
|  |  |
| RL | *Section 1 – Regular Meetings*  There shall be at least two regular meetings of the State 4-H Council each fiscal year. |
|  |  |
| O | *Section 2 – Special Meeting*  Special meetings may be called at any time by the president or by the executive committee, where one exists, acting in concurrence with the state 4‑H YDP director. |
|  |  |
| RL | *Section 3 – Meeting Notices*  Notice of all meetings of the State 4-H Council shall be sent to the membership by or in concurrence with the State 4-H YDP Director’s office at least two weeks prior to the meeting. |
|  |  |
| RL | *Section 4 – Agenda*  The agenda of each regular or special State 4-H Council meeting shall be prepared jointly by the president and any designated 4-H YDP staff representative. |
|  |  |
| RL | *Section 5 – Attendance*  No meetings of the State 4-H Council or its committees shall be secret. Honorary members, parents, adult volunteers and members who are not active members of the council as defined in Article I, Section 3, and other visitors may attend council meetings, and may express opinions when recognized by the Council. |
|  |  |
| O | *Section 6 – Quorum*  A quorum at regular and special meetings shall consist of those voting delegates who attend the meeting, provided the meeting has been properly called. |
|  |  |
| RL | *Section 7 – Robert’s Rules of Order*  Robert’s Rules of Order will be followed in conducting business. |
|  |  |
| RL | **Article V**  **Finances** |
|  |  |
| RL | *Section 1 – Fiscal Year*  The fiscal year of the State 4-H Council shall be from July 1 to June 30. |
|  |  |
| RL | *Section 2 – Council Funds*  The use of State 4-H Council funds must be in accordance with the objectives and functions of the State 4-H Council and comply with University of California policies and procedures. |
|  |  |
| RL | *Section 3 – Money-Raising Activities*  All money-raising activities for the State 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 YDP must be approved by the state 4-H YDP director. Lotteries and raffles shall not be used for fundraising purposes. |
|  |  |
| RL | *Section 4 – Taxes*  The State 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. |
|  |  |
| RL | **Article VI**  **Committees** |
|  |  |
| RL | *Section 1*  The State 4-H Council may establish committees such as nominating, finance, public relations, California 4-H Leader Forum Steering, 4-H communication network, affirmative action, executive, and other committees it considers necessary. |
|  |  |
| RL | *Section 2 – Appointment of Standing Committees*  The State 4-H Council president shall appoint all committee members and the chair and vice-chair of each committee. Any adult volunteer or youth member may be appointed to committees. |
|  |  |
| O | *Section 3 – Duties of Standing Committees* |
|  | A. Nominating Committee: The nominating committee shall recommend at least two nominees for each expiring office of the State 4-H Council. The report of the nominating committee shall be mailed to each member at least ten (10) days in advance of the first 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. |
|  |  |
|  | B. The nominating committee of the State 4-H Council shall consist of not less than three and no more than five members of the State 4-H Council appointed by the president. No Sectional 4-H Council shall have more than one representative serving on the state nominating committee. The nominating committee shall recommend at least two nominees for each expiring office of the State 4-H Council and shall seek nominations from each section. The report shall be mailed to each member at least ten (10) days in advance of the first meeting of the fiscal year; and shall be presented at the first meeting of the fiscal year. The report of the nominating committee shall not preclude nominations from the floor. |
|  |  |
|  | C. Finance Committee: The finance committee shall develop a  State Council budget and present it at the April meeting, and be responsible for conducting an annual audit of the State 4-H Council books. |
|  | D. Public Relations Committee: The public relations committee shall develop information on the 4-H YD program and make it available to the public through individual and group contacts and media presentations. |
|  |  |
|  | E. State 4-H Leader Forum Steering Committee: The state 4-H leader forum steering committee shall maintain continuity in the planning of state adult volunteers forum, and work with the section in charge. |
|  |  |
|  | F. 4-H YDP Communication Network Committee: The 4-H YDP communication network committee shall develop and maintain an information system, covering the 4-H YD program throughout the organization. The information will be available to adult volunteers, 4-H YDP staff, members, parents, governmental officials, private donors, alumni, and the general public. |
|  |  |
|  | G. Affirmative Action Committee: The affirmative action committee shall advise the Council and Cooperative Extension on Affirmative Action matters pertaining to broad, statewide 4-H YD programmatic and operational policies, issues, concerns, and opportunities. The committee shall assist the 4-H YDP staff in reaching the Affirmative Action goals of the 4-H YDP. Members, including youth, shall represent each region, 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 (age 14-19). |
|  |  |
|  | H. Executive Committee: The executive committee shall advise the president, transact routine business between meetings of the State 4-H Council, and act in emergencies. The executive committee shall be composed of president, vice president, secretary, policy secretary, treasurer, sectional presidents or their designees, and designated ex-officio members of the state council and the immediate past State Council president. |
|  |  |
|  | The State 4-H Council president may establish other standing and ad hoc committees as necessary. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RL  RL | **Article VII**  **Sections**  *Section 1*  There shall be four Sectional 4-H Councils as follows: | | | |
|  | **North** | **North Central** | **South Central** | **South** |
|  | Butte | Alameda | Fresno | Imperial |
|  | Colusa | Alpine | Kern | Los Angeles |
|  | Del Norte | Amador | Kings | Orange |
|  | Glenn | Calaveras | Madera | Riverside |
|  | Humboldt | Contra Costa | Mariposa | San Bernardino |
|  | Inyo | El Dorado | Merced | San Diego |
|  | Lake | Marin | Monterey | San Luis Obispo |
|  | Lassen | Napa | Stanislaus | Santa Barbara |
|  | Mendocino | Sacramento | Tulare | Ventura |
|  | Modoc | San Francisco | Tuolumne |  |
|  | Mono | San Joaquin | San Benito |  |
|  | Nevada | San Mateo | Santa Cruz |  |
|  | Placer | Santa Clara |  |  |
|  | Plumas | Solano |  |  |
|  | Shasta | Sonoma |  |  |
|  | Sierra | Yolo |  |  |
|  | Siskiyou |  |  |  |
|  | Sutter |  |  |  |
|  | Tehama |  |  |  |
|  | Trinity |  |  |  |
|  | Yuba |  |  |  |

|  |  |
| --- | --- |
| RL | **Article VIII**  **Amendments** |
| RL | *Section 1 – Bylaw Amendments* |
|  | The provisions of these bylaws may be amended or revised at any meeting of the State 4-H Council by a two-thirds vote of those present. Such amendments and revisions shall be subject to ratification by a two-thirds vote of the Sectional 4-H Councils, with prior written notification. Amendments shall be read at a regular meeting or special meeting of the State 4-H Council at least one month in advance of final action, or shall be sent to every member at least one week before final action. Amendments must be reviewed by the State 4-H YDP Director. |
|  |  |
| RL | *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. |
| RL | **Article IX**  **Policy Of Nondiscrimination**  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.  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. |
| RL | **Article X**  **Adoption**  The adoption of these by-laws shall be concurrent with the adoption of the Constitution of the State 4-H Council. The effective date shall be \_\_\_\_\_\_\_\_\_\_\_. |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| State 4-H Council President |  | State 4-H Director |
|  |  |  |

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.