

**By-Laws
California State and Section
4-H Leaders' Council**

**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.

Section 2 – Qualifications

- A. All volunteers who are serving in administrative, assistant, project or active capacities as recognized 4-H volunteers in the promotion and operation of the 4-H youth program and specified 4-H members are eligible to be active members of State and Section 4-H Leaders' Councils.
- B. 4-H senior members (age 14 and older) shall be eligible to be active members of the State and Section 4-H Leaders' Councils. All 4-H members who are elected shall participate as Council members with full voting rights, but shall not serve as adult 4-H volunteer agents of the University of California. Active membership of youth in the Council shall continue in force until the term expires, resignation by the member, or removal by the State or Section 4-H Leaders' Council.

Section 3 - Number and Term of Membership

- A. State 4-H Leaders' Council membership shall be composed of not less than twenty (20) persons from the categories set forth below. Elected and appointed representatives should reflect the ethnic and cultural diversity of California.
- B. Category 1 - Active Membership
 - 1. The State 4-H Leaders' Council shall consist of at least twenty-four (24) representatives of the four 4-H sections, plus the President of each Section Council.
 - a. The President of each Section Leaders' Council shall serve as a representative to the State 4-H Leaders' Council.
 - b. Each Section Leaders' Council shall elect six (6) representatives to the State 4-H Leaders' Council, including at least two (2) youth. Elections will occur on an annual basis.
 - c. Two (2) Section Council representatives shall be elected each odd numbered year.
 - d. Two (2) Section representatives shall be elected each even numbered year. The youth representative(s) shall be elected for a one (1) year term each year.

2. Each Section Leaders' Council shall be composed of five (5) representatives from each county in the Section. Each County Leaders' Council shall elect five (5) representatives to the Section 4-H Leaders' Council, including at least one (1) youth. Elections will occur on an annual basis.
3. Two (2) County representatives shall be elected each even numbered year. Two (2) County representatives shall be elected each odd numbered year. The youth representative(s) shall be elected for a one (1) year term each year.
4. The term of membership in the State 4-H Leaders' Council and Section 4-H Leaders' Councils shall be for two (2) years. A member may serve two (2) consecutive terms. Upon completion of a second consecutive term, no member shall be re-elected or re-appointed until after a period of one (1) year.
5. Alternates will be elected/appointed annually as follows: three (3) alternates for service on Section Leaders' Council shall be elected by the County Leaders' Council.
6. Three (3) alternates for service on the State 4-H Leaders' Council shall be elected by the Section 4-H Leaders' Council.
7. Representatives to Section and State 4-H Leaders' Council, including alternates, shall vacate their representative position upon election to statewide office.

C. Category 2 - Ex-Officio Membership

Volunteers who are members of California 4-H Foundation Board of Trustees and the past presidents of the State 4-H Leaders' Council shall be ex-officio members of the State 4-H Leaders' Council.

D. Category 3 - Honorary Membership

Any person who is not an active or ex-officio member of the Leaders' Council, and who has made an outstanding contribution to the 4-H Youth Development Program, may be an honorary member at the discretion of the Leaders' Council. Honorary membership shall be designated by the issuance of a certificate by the State 4-H Leaders' Council.

Section 4 – Voting

- A. Voting members shall be up to seven (7) representatives/alternates from each Section, three (3) regional directors, or their appointees, and the State 4-H Program Director or staff designee. The President retains the right to vote in case of a tie.
- B. The immediate past president of the State 4-H Leaders' Council shall be considered part of the Executive Board.
- C. Ex-officio and honorary members of the State 4-H Leaders' Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to vote.

Section 5 - Privileges and Responsibilities of State and Section 4-H Leaders' Council

Active members of the 4-H Leaders' 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 in force as long as the volunteer's appointment is current, and he/she conforms to and complies with the policies and core values of the University of California 4-H YDP when engaging in 4-H Leaders' Council activities.

Section 6 – Vacancies

- A. Any vacancy occurring in the membership of the California State 4-H Leaders' Council shall be filled by the appropriate Section 4-H Leaders' Council.
- B. Any vacancy occurring in the membership of a Section 4-H Leaders' Council shall be filled by the appropriate County 4-H Leaders' Council.
- C. A representative selected to fill a vacancy shall serve for the unexpired term of a predecessor in office and shall be eligible for election to two (2) consecutive terms.

Article II OFFICERS

Section 1 – Members

The officers of the State 4-H Leaders' Council and Section 4-H Leaders' Councils shall consist of a President, Vice President, Secretary, Policy Secretary, Treasurer, and such other officers, as the Leaders' Council deems necessary.

Section 2 - Eligibility and Term of Office

- A. Only active volunteer leaders shall be eligible to hold office in the respective Leaders' Councils. Officers shall not succeed themselves in the same office more than once, except those who fill an unexpired term; they shall be eligible for election to two additional consecutive terms.
- B. The officers of the State 4-H Leaders' Council and Section 4-H Leaders' Council shall be elected for a term of two (2) years by the Leaders' Council at the first meeting of each year as follows: President and Secretary in even numbered years, Vice President, Policy Secretary and Treasurer in odd numbered years. Each officer shall hold office until resignation or removal, or until a successor is duly elected, by presidential appointment or special election.

Section 3 – Vacancies

In the event an officer of the Council is unable to complete the full term of office, the President, with the approval of a simple majority vote shall appoint an active member of the Council to fill the unexpired term of office.

Section 4 – Duties

- A. **President**
The President shall preside at all meetings of the Leaders' 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 vote of the Leaders' 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 Leaders' 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 Leaders' Council. The Secretary shall keep attendance and an updated delegate roster.
- D. **Policy Secretary**
The Policy Secretary shall review minutes of 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 Leaders' Council and shall provide a report at each meeting. The Treasurer shall prepare the financial record of the Leaders' Council for audit at the end of each fiscal year. The Treasurer shall notify Section and/or County Leaders' Council for funds due.

Article III ELECTIONS

Section 1 – Nominations

Officers of the 4-H Leaders' Council shall be nominated by a Nominating Committee. Nominations shall be called for from the floor before balloting begins.

Section 2 – Balloting

- A. Elections shall take place by written ballot unless the Leaders' 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.
- B. Officers of the State 4-H Leaders' Council shall be elected at the first meeting of the State Council of the fiscal year and take office upon election.

- C. Officers of the Section 4-H Leaders' Council shall be elected at the first meeting of the Section Council of the fiscal year and take office upon election.

Article IV MEETINGS

Section 1 - Regular Meetings

There shall be at least two (2) regular meetings of the State and Section 4-H Leaders' Councils each fiscal year.

Section 2 - Special Meetings

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.

Section 3 - Meeting Notices

Notice of all meetings of the State and Section 4-H Leaders' Councils shall be sent to the membership by or in concurrence with the State 4-H YDP Director's office at least two (2) weeks prior to the meeting.

Section 4 – Agenda

- A. The agenda of each regular or special State 4-H Leaders' Council meeting shall be prepared by the President and in consultation with the State 4-H YDP Director's office.
- B. Agenda items shall be submitted to the President for consideration.

Section 5 – Attendance

- A. No meetings of the Leaders' Council or its committees shall be secret.
- B. Honorary members, parents, 4-H volunteers and members who are not active members of the Leaders' Council as defined in Article 1, Section 3, and other visitors may attend Leaders' Council meetings, and may express opinions when recognized by the Leaders' Council President.

Section 6 – Quorum

A quorum shall be considered in place at State Leaders' Council meetings provided the meeting has been properly called, and at least three of the four sections are represented by a majority of their section's delegates or alternates.

Section 7 - Robert's Rules of Order

Robert's Rules of Order Newly Revised will be followed in conducting business.

Article V FINANCES

Section 1 - Fiscal Year

The fiscal year of the State 4-H Leaders' Council and Section 4-H Leaders' Councils shall be from July 1 to June 30.

Section 2 Leaders' Council Funds

The use of State 4-H Leaders' Council and Section 4-H Leaders' Council funds must be in accordance with the objectives and functions of the Leaders' Council and comply with University of California policies and procedures.

Section 3 - Fund Raising Activities

All fund-raising activities for the Leaders' Councils and their Committees shall be in compliance with the policies of the University of California, federal, state, and local laws and regulations.

Particular care should be exercised in the use of the 4-H name and emblem. Usage of the 4-H emblem will be in compliance with state and national guidelines as explained the 4-H Policy Handbook.

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 fundraising purposes.

Section 4 – Taxes

The State 4-H Leaders' Council and Section Leaders' Councils shall comply with all federal, state and local laws relative to property and income taxes, and shall require their committees to follow similar procedures.

Section 5 - Dissolution of Council

In the case of dissolution, the Treasurer shall transfer all Leaders' Council funds to the California 4-H YDP Director to be held in trust for three (3) years. After three (3) years, State and Section 4-H Leaders' Council funds shall be distributed for the development of other 4-H YD Programs by the State 4-H YDP Director.

Article VI COMMITTEES

Section 1 - Establishing Committees

The State 4-H Leaders' Council President and Section Leaders' Council Presidents may establish Standing and Ad Hoc committees as needed for conducting the business and programs of the Leaders' Council.

Section 2 - Appointment of Committees

The State 4-H Leaders' Council and Section 4-H Leaders' Council Presidents shall appoint all committee members, one from each section/county, and the chair and vice-chair of each committee. Any 4-H volunteer leaders or youth members may be appointed to committees. The chair and vice chair of committees shall be voting members of appropriate Leaders' Councils, State/Section/County.

Article VII SECTIONS

Northern Section

Butte
Colusa
Glenn
Humboldt/Del Norte
Inyo/Mono
Lake
Lassen
Mendocino
Modoc
Nevada
Placer
Plumas/Sierra
Siskiyou
Shasta/Trinity
Sutter
Tehama
Yuba

North Central Section

Alameda
Amador
Calaveras
Contra Costa
El Dorado
Marin
Napa
Sacramento
San Joaquin
San Mateo/San Francisco
Santa Clara
Solano
Sonoma
Yolo

South Central Section

Fresno
Kern
Kings
Madera
Mariposa
Merced
Monterey
San Benito
Santa Cruz
Stanislaus
Tulare
Tuolumme

South Section

Imperial
Los Angeles
Orange
Riverside
San Bernardino
San Diego
San Luis Obispo
Santa Barbara
Ventura

Article VIII AMENDMENTS

Section 1 - By-Laws Amendments

Any proposed amendment shall be submitted in writing to the active members of the Council at least one month before final action. Upon approval, the amendment in its approved form shall be submitted to the State 4-H Youth Development Director for review and concurrence with University Policy.

Section 2 – Voting

The provisions of these By-Laws may be amended or revised by a two-thirds vote of the active members present, providing the above procedure has been followed and providing there is a quorum.

Section 3 - Section 4-H Leaders' Council By-Laws

A Section 4-H Leaders' Council may establish By-Laws provided such By-Laws do not conflict with the Constitution and By-Laws of the State 4-H Leaders' Council.

Section 4 – Changes to Policy of Nondiscrimination

Article IX shall be conformed to the current University of California Policy of Nondiscrimination without action by the Leaders' Council, as it is amended from time to time by the University of California.

Article IX POLICY OF NONDISCRIMINATION

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). University policy is intended to be consistent with the provisions of applicable state and federal laws.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture & Natural Resources, 1111 Franklin, 6th Floor, Oakland, California 94612-3560.

Article X
ADOPTION

The adoption of these By-laws shall be concurrent with the adoption of the Constitution of the Council. The effective date shall be upon approval of the 4-H Council and that date shall be stamped on each page of the By-Laws.

4-H Leaders' Council President

California 4-H YDP Director

Date

Date