

BY-LAWS
Butte 4-H County Council

ARTICLE I
Membership

Section 1 - Introduction

Membership in the Butte 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.

Section 2 - Categories, Qualifications and Designations

A. Active Membership

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 Butte 4-H County Council.

1. Senior 4-H members (9th grade – 12th grade) shall be eligible to be active members of the 4-H Council. All senior 4-H members who are eligible shall participate as 4-H 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. Ex-Officio Membership

The County Director and 4-H Youth Development Advisor or 4-H Program Representative serving the county shall be ex-officio members of the Council. No designation shall be necessary.

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 Youth Development Program (hereafter referred to as “YDP”) may be an honorary member at the discretion of the Council. Honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and County Director.

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 Council activities.

- C. Ex-officio and honorary members of the Butte 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 - Members

The officers of the Butte 4-H County Council shall consist of a President, Vice-President(s), Secretary(ies), Treasurer(s), Reporter/Historian and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee.

Section 2 - Eligibility and Term of Office

Only active adult volunteers of the Butte 4-H County Council shall be eligible to hold office. The term of elected office will be from July 1 to June 31 of the following year. An office shall not be held by the same person for more than two consecutive years, except the Treasurer for three consecutive years. 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 - Duties of Officers

A. President: It shall be the duty of the President to:

1. Preside over all regular and special meetings of the Butte 4-H County Council;
2. May serve as ex officio member of all committees of the Butte 4-H County Council;
3. Call special meetings when necessary and in concurrence with the county 4-H YDP staff;
4. Prepare Executive Committee and Butte 4-H County Council meeting agendas in consultation with the county 4-H YDP staff;
5. Have signature authority on the Butte 4-H County Council checking account and savings account;
6. Shall vote when a motion is on the floor and results in a tie vote; and
7. Review and explain bylaws to council during their term of office.
8. 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:

1. Preside at all meetings in the absence of the President;
2. To succeed to the office of President if that office should become vacant between elections;
3. Make sure all event books are current, up to date and returned to the 4-H office; and

4. Have signature authority on the Butte 4-H County Council checking account and savings account.

C. Secretary: It shall be the duty of the Secretary to:

1. Record the full and complete minutes of all meetings of the Butte 4-H County Council, and assist with any and all correspondence as directed by the President. Motions made during the meeting and the result thereof should be accurately documented and recorded;
2. Provide a set of all Butte 4-H County Council minutes to the County - University of California Cooperative Extension Office the week following each 4-H County Council meeting. These minutes will be made available to the membership at large with no exceptions;
3. Keep a record of those present at the Butte 4-H County Council meeting (units and other individuals);
4. Have signature authority on the Butte 4-H County Council checking account and savings account; and
5. The offices of Secretary and Treasurer may be combined into one office.

D. Treasure: It shall be the duty of the Treasurer to:

1. Keep accurate financial records, copies of invoices bills, etc., relating to the funds and property of the Butte 4-H County Council, accounting fully for all receipts and expenditures;
2. Record the receipt and deposit of all funds in a regulated bank or similar financial institution to the account established for the Butte 4-H County Council;
3. Pay bills and make other authorized expenditures provided for in the budget or otherwise approved by the Butte 4-H County Council;
4. Secure authorization by the Butte 4-H County Council for disbursement of all funds;
5. Comply with all University of California financial policies and procedures as outlined in the 4-H Handbook;
6. Furnish financial reports annually at year-end and at such times as required by the Butte 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 Butte 4-H County Council system/program;
7. Act as custodian of all funds and personal property of the Butte 4-H County Council, and keep a current list of all such property;
8. Prepare all financial records for an annual audit or peer review in accordance with University of California procedures;
9. Prepare and file all reports required by federal, state and local governmental agencies, including the Internal Revenue Service, California State Franchise Tax Board, State Attorney General, and the State Board of Equalization, where and when applicable;
10. Forward annual financial reports to the County Director or designee at the close of the 4-H program year and no later than September 30th; and

11. Have signature authority on the Butte 4-H County Council checking account and savings account.

- E. Reporter/Historian: It shall be the duty of the Reporter/Historian to:
- a. Provide external communications with media, i.e. radio, newspapers, etc.;
 - b. Provide internal communications via a county 4-H newsletter with members, participants, volunteers and staff, regarding Butte 4-H County Council activities; and
 - c. Provide training, support and assistance to 4-H unit reporters and historians in the visibility and public relations area.

Section 4 - Conducting By Executive Committee

- A. Executive Committee will consist of the Butte 4-H County Council officers of the current 4-H YDP program year (September 1st-August 31st.) Each member shall have one vote. The 4-H YDP staff and County Director shall be ex-officio members. It shall be the duty of the Executive Board to extend guidance and expertise to the Butte 4-H County Council. It is made up of the council officers and 4-H Youth Development Staff.
- B. Duties of Executive Committee: It shall be the duties of the Executive Committee to:
1. Consider and recommend to the county Butte 4-H County Council policies related to state 4-H YDP policies and other policies governing the County and local 4-H programs. After the Butte 4-H County Council approves policies, they should be entered in a policy book;
 2. The Executive Committee may be authorized to act for the Butte 4-H County Council in making decisions when immediate action relating to the local 4-H program is necessary. Any major action of the Executive Committee should be subject to the approval of the Butte 4-H County Council at its next regular meeting; and
 3. The Executive Committee may assist the president in arranging the agenda for the Butte 4-H County Council meetings, the appointment of committees, and such other matters as may facilitate the orderly and efficient operation of the Butte 4-H County Council and the Butte 4-H County Council program.
- C. Executive Board Quorum: A quorum is 50% plus one of the members of Executive Committee. No meetings or business shall be transacted without a quorum.

ARTICLE III Elections

Section 1 - Nominations

A nominating committee shall nominate officers of the Butte 4-H County Council. Additional nominations shall be called for from the floor before balloting begins.

Section 2 - Balloting

Elections shall take place by written ballot unless the Butte 4-H County 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.

ARTICLE IV Meetings

Section 1 - Regular Meetings

There shall be at least seven (7) regular meeting of the Butte 4-H County Council each program year. These meetings shall be held the fourth Thursday of the month, unless otherwise specified by a two-thirds (2/3) vote of all members represented.

Section 2 – Special Meetings

The President, acting in concurrence with the 4-H YDP staff, may call special meetings at any time.

Section 3 - Training Meetings

No 4-H Council business shall be transacted at training meetings unless the Butte 4-H County Council so directs.

Section 4 - Meeting Notices

Notices of all meetings of the Butte 4-H County Council shall be provided to adult volunteers and senior members by or in conjunction with 4-H YDP staff.

Section 5 - Agenda

The agenda of each regular or special council meeting shall be prepared jointly by the Executive Board and the 4-H YDP staff.

Section 6 - Attendance

No meetings of the Butte 4-H County Council or its committees shall be secret. Honorary members, parents, 4-H members who are not active members of the Butte 4-H County Council as defined in Article I, Section 3, and other visitors may attend Council meetings, may express opinions, but shall not be entitled to vote.

Section 7 - Quorum for Council Regular & Special Meetings

A quorum at regular and special meetings of the Butte 4-H County Council shall consist of a minimum of 25% of Butte 4-H County clubs registered, provided the meeting has been properly called and unless otherwise specified in the bylaws.

Section 8 - Conducting Business/ Voting

Voting privileges shall be extended to all active members of the Butte 4-H County Council. Robert's Rules of Order shall govern the business meetings of this Butte 4-H County Council.

ARTICLE V

Finances

Section 1 - Council Funds

Use of Butte 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 Council.

Section 2 - Money -- Raising Activities

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

Section 5 - Assets

Assets received or raised by the Butte 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 8 - Disbanding of Council

In the event the Butte 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, 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 9 - 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 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
Butte 4-H County Council Committees

Section 1

Section 1

The Butte 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. The Council may establish committees such as Program, Finance, Fairs and Shows, Awards, Leadership Development, and such other committees as it considers necessary.

Section 2

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

Section 4

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

Below are brief explanations of the committees' duties and responsibilities:

Standing Committees

1. Awards: Administers and evaluates the various 4-H awards programs. Recommends qualification, selection criteria and procedures;
2. Citizenship: Serves as a resource regarding state and national programs for members and leaders. Determines citizenship project training needs, develops guidelines of selection process of chaperones and scholarship recipients;
3. Emerald Star: Reviews and makes recommendations on projects submitted by Emerald Star candidates. Evaluates guidelines and procedures. Meets as needed;

4. Expansion & Review: Reviews 4-H program and analyzes content and teaching methods for relevance to all groups; assists in development procedures to secure additional members and volunteers. Meets three times per year;
5. Scholarship: Administers the Butte County 4-H Memorial Scholarship program. Determines qualifications, selection criteria and procedures. Helps determine selection committee. Meets at least once a year;
6. Finance Committee: Develop a Council Budget and present it at the September Council meeting. Responsible for conducting an annual audit of the Council books by July 31.
7. All Star: Determines All Star applicant and Advisor selection criteria and procedures. Assists in determining All Star Selection Committee. Meets at least once a year.
8. Awards Barbecue: Plans and conducts the county 4-H Awards Barbecue. Makes physical arrangements, secures food and supplies and decorations;
9. Camp: Plans and evaluates the 4-H summer camp. Recommends rules and programs. Plans and helps execute camp counselor training held for teens in January. Meets with 4-H staff and camp director(s) to finalize training;
10. Fair Evaluation: Reviews previous fairs and makes recommendations to the Silver Dollar and Butte County Fairs. Meets one or two times per year;
11. Fashion Review: Plans and conducts the county 4-H Fashion Review. The committee is composed of several subcommittees, which are responsible for physical arrangements, decorations, publicity, programs, script, scheduling, and judging. Meets at least four times prior to the event held in April;
12. Foods Fiesta: Plans and conducts Food's Fiesta Day. Other duties of the committee may include judging or obtaining judges, helping in the kitchen or giving a presentation during judging. Meets at least once prior to event held in January;
13. Fun Night: Plans and conducts countywide fund-raising carnival to finance county activities. The committee coordinates the purchase of supplies and prizes, arranges for tickets, and organizes work crews. Meets at least once prior to the event held in February;
14. Horse: Reviews program in horse project and makes recommendations on project changes. Meets as needed, usually once a year;
15. Livestock: Reviews program in the Animal Science area and makes recommendations on project additions and changes. Meets as needed, usually once per year;

16. Presentation Day: Plans and conducts countywide Presentation Day featuring presentations presented by 4-H members. Determines categories and rules, secures judges and room coordinators. Meets as needed;
17. Rabbit/Cavy Show: Plans and conducts the Butte County 4-H Rabbit Show held in the Fall;
18. Rainbow Craft Field Day: Plans and conducts Rainbow Craft Field Day for woodworking, photography, rocketry and arts & crafts projects. Duties of the committee may include: judging or obtaining fudges, helping with tabulating, etc. Meets at least once prior to the event held in February or March;
19. National 4-H Week Display: Plans, organizes and executes the displays for National 4-h Week. Duties include judging or securing judges for displays and poster contests. Meets at least once prior to event held in October. Requires working with teens assisting in the planning;
20. Farm City Week: Coordinates and makes sure that clubs have signed up with organizers of the event held in November;

ARTICLE VII Amendments

Section 1 - Procedure

Amendments to the By-Laws may be made by the Butte 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 Butte 4-H County Council. Amendments shall be read at a regular meeting or special meeting of the Butte 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.

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.

Article VIII Adoption

Section 1

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

4-H Council President (date)

4-H YDP Staff (date)

County Director (date)

State 4-H YDP Director (date)