

## LASSEN 4-H COUNCIL BYLAWS

### ARTICLE I Membership

#### Section 1 (Amended 1994)

Categories. Membership shall consist of active, ex officio, honorary, and active voting members. It is open to all persons without regard to race, color, sex, national origin, religion or economic status.

#### Section 2 (Amended 1998)

Limitations. Membership in all categories shall be adult residents of the United States of America and 4-H members who are 9-19 years of age. (Interpretations of "adult" is 18 years of age.)

#### Section 3 (Amended 1998) Qualifications and Designation:

Active Membership. All volunteer men and women who are actively serving in administrative, assistant, project or activity capacities as leaders in the promotion and operation of the 4-H program shall be active members of the County 4-H Council. 4-H members who are nine to nineteen (9 to 19) years of age shall be eligible to be active members of the Council. Active membership in the Council shall be designated by the issuance of each leader of an appointment card by Cooperative Extension. Active membership in the Council shall continue in force until terminated by the leader, 4-H member or by Cooperative Extension.

Voting Member. (Amended 1994) The 4-H Council shall have two (2) voting representatives per club, one adult and **one youth member of any age.** ~~12 years of age or older~~ Selection of voting representatives shall be by the individual clubs.

Ex Officio Membership. (Amended 1994) The Regional Director, County Director, ~~4-H Youth Advisor~~ **4-H Youth Program Representative** serving the county shall be ex officio members of the Council. No designation shall be necessary.

Honorary Membership. Any person who is not an active or ex officio member, and who has made an outstanding contribution to the 4-H program, may be an honorary member at issuance of a certificate by the County 4-H Council.

#### Section 4 Privileges and Responsibilities:

Ex officio and honorary members of the Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to vote.

Active members of the Council, except 4-H members, shall be regarded as agents of the University of California and, as such, shall be entitled to protection under the University's general injury and property Damage liability policy, so long as their appointment as leaders remains in force and so long as they conform to and comply with the policies of Cooperative Extension.

## ARTICLE II Officers

### Section I (Amended 1998)

Members. The officers of the County 4-H Council shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary (if needed, separate from Recording Secretary), Treasurer, Reporter and such others as the Council deems necessary.

### Section 2 (Amended 1998)

Eligibility and Term of Office. Only active adult members of the County 4-H Council shall be eligible to hold office in the Council. Officers are not required to be a voting representative of their club (a club can have (2) voting members, and have a leader also serve as an officer but not have the voting privileges.) ~~Under normal circumstances, the Vice President shall assume the office of President the following term. All other terms of office shall be two (2) years. In the event the Vice President assumes the duties of President in mid term, he/she and the newly appointed Vice President shall serve the remainder of the present term and one (1) succeeding term thereafter.~~ **All officer terms are one (1) year.**

### Section 3 Duties:

President. (Amended 1994) It shall be the duty of the President to preside at all regular and special meetings of the County 4-H Council, serve as ex officio member of all committees of the County 4-H Council, and appoint a chairperson and other members, as necessary, to all committees of the 4-H Council. Should the office of Vice President, Secretary, or Treasurer become vacant for any reason, the President shall appoint a Council member to fulfill the unexpired term. The President's signature shall appear on all checks issued by the Council together with that of the Treasurer. If the President is not available to sign the checks issued by the Council then the Treasurer shall ask the Secretary or Vice President (whichever has signed the bank's signature card) to sign the checks.

Vice President. (Amended 1994) It shall be the duty of the Vice President to preside at all meetings in the absence of the President and to succeed to the office of President, if that office should become vacant. The Vice President shall serve as Parliamentarian and may serve as Chairman of the Program Committee.

Recording Secretary. (Amended 1994) It shall be the duty of the Recording Secretary to record the full and complete minutes of all meetings of the Council and to carry on such correspondence as the Council and the President shall direct. The Secretary shall provide a set of properly prepared Council minutes to the County Cooperative Extension Office and all Club Advisors.

Corresponding Secretary. (Amended 1998) It shall be the duty of the Corresponding Secretary to carry on such correspondence as the Council and President shall direct.

Treasurer. (Amended 1994) It shall be the duty of the Treasurer to receive, deposit, disburse, and keep a complete and accurate accounting of all monies received by the Council. He/she shall be prepared to present an up-to-date financial report at each Council meeting. His/her signature, with that of the President's shall appear on all checks issued by the Council. In the case of an emergency, the Vice President or Secretary (whichever has their signature recorded at the bank, along with the Treasurer and President) may sign for either the President or Treasurer. (All ~~three (3)~~ **four (4)** officers must be recorded at the bank.) The President shall secure authorization by the Council at a regular or special meeting for all disbursements of funds. The Treasurer shall be responsible for compliance with all regulations of the California Cooperative Extension, the Internal Revenue Service, the State Franchise Tax Board, and the State Compensation Fund. He/she shall have his/her accounts and records ready for audit at the close of the 4-H Program year, prior to the annual election, and submit a complete financial report of the Council receipts and expenditures to the County Cooperative Extension Office.

Reporter. (Amended 1998) The Reporter shall be responsible for communicating 4-H activities achievements to the public.

Executive Committee. (Amended 1998) The Executive Committee shall be made up of Council officers of the current 4-H program year, ~~4-H Youth Advisor~~ **4-H Youth Program Representative**, and as many additional active members as the President deems necessary. These additional members shall be appointed by the President. It shall be the duties of the Executive Committee to schedule an annual plan of work, plan the monthly Council agenda, resolve emergency situations, and perform any other functions as delegated to it by the Council.

#### Section 4

Installation. (Amended 1994) If an installation ceremony is used, the past Executive Committee shall be in charge.

### **ARTICLE III Elections**

#### Section 1

Nominations. (Amended 1994) Officers of the Council shall be nominated by the nomination committee, appointed two meetings preceding the regular meeting set aside for elections. This

committee shall make its report to the Council one meeting prior to the regular meeting set aside for elections. Additional nominations shall be called for from the floor at this time.

## Section 2

Time of Election. Officers shall be elected at the last regular Council meeting of the 4-H Club year.

Balloting. (Amended 1994) Elections shall take place by written ballot unless the Council, by majority vote of those present, specifies otherwise. Balloting shall be limited to voting members. The person receiving the majority of the votes cast for each office shall be declared elected, and shall take office at the first regular Council meeting of the ensuring year.

## ARTICLE IV Meetings

### Section 1

Regular Meetings. (Amended 1994) There shall be at least eight (8) regular meetings of the Council each calendar year.

### Section 2

Special Meeting. (Amended 1994) Special meetings may be called at any time by the President or by the Executive Committee, where one exists. The ~~4-H Youth Advisor~~ **4-H Youth Program Representative** shall be notified of any special meetings.

### Section 3

Training Meetings. No Council business shall be transacted at these meetings unless the Council so directs.

### Section 4

Meeting Notices. Notices of all meetings of the Council shall be sent to all leaders by or in concurrence with Cooperative Extension.

### Section 5

Agents. (Amended 1994) The agenda of each regular or special Council meeting shall be prepared jointly by the Council officers and the ~~4-H Youth Advisor~~ **4-H Program Representative**. A notice of the Council meeting shall be put in the 4-H newsletter prior to the meeting date.

## Section 6

Attendance. (Amended 1975) No meetings of the Council or its operating committee shall be secret or executive sessions. All meetings of the Council shall be open sessions. Honorary members, parents, 4-H members who are not active members of the Council as defined in Article 1, Section 3, and other visitors may attend Council meetings, may express opinions, but shall not be entitled to a vote.

## Section 7

Quorum. (Amended 1986) A quorum at regular and special meetings shall consist of those present at the meeting, provided the meeting has been properly called. ***Two-thirds of the Executive Board excluding the President (unless a tie) is reached.***

## ARTICLE V Finances

### Section 1

Council Funds. (Amended 1994) The Council shall deposit its funds with an established financial institution. The general fund shall be maintained in a commercial checking account. All withdrawals of funds shall be authorized by the Council and shall require the signatures of the Council President and Council Treasurer, or in the case of an emergency, the Vice President or Secretary (whichever one has signed the bank signature card) may sign for either the President or the Treasurer. ***Any two of the four officers may sign checks.***

### Section 2

Money Raising Activities. All money-raising activities for the Council, for Advisory Committees, and for Individual 4-H clubs and groups shall be in compliance with the policy of the California Cooperative Extension; Federal, and State, and local laws and regulations. Particular care shall be exercised in the use of the 4-H name and emblem. Use 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 Cooperative Extension Office. Lotteries and raffles shall not be used in fundraising

Local Club Funds. If a local 4-H club or group disbands, monies and equipment of such club or group shall be held in escrow for three (3) years and disbursed at the discretion of the Council.

### Section 3

Taxes. The Council shall comply with all federal, state and local laws relative to property and income taxes, and shall require Advisory Committees and individual 4-H clubs and groups to follow similar procedures.

Section 4

Employment. The Council and its subsidiary agencies, such as summer camp board of directors, shall comply with federal and state laws and regulations regarding employment.

ARTICLE VI  
Committees

Section 1

The Council may establish standing committees such as Executive, Budget, Fairs and Shows, Awards And Recognition, and such other committees as it considers necessary.

Section 2 (Amended 1994)

The Council President shall appoint each committee chairman and may name the members of each committee, if necessary.

ARTICLE VII  
Amendments

Section 1

Procedure. Amendments to the Bylaws may be made by the Council without approval of the State office, provided they do not depart from the intent of the Bylaws as herein stated. Amendments shall be sent in a letter to every member at least one week before final action.

Section 2

Voting. (Amended 1994) 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

Section 1

The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the Council.

*Adopted March 19, 1998*