

# **BY-LAWS**

## **Alameda County 4H Leaders' Council**

### **ARTICLE I - MEMBERSHIP**

#### **Categories**

**Section 1.** Membership shall be active, ex-officio, and honorary.

#### **Limitations**

**Section 2.** Membership in all three categories shall be limited to residents 18 years of age or older. 4H Youth Development program (YDP) members shall be eligible for membership. No member shall be barred because of race, color, national origin, religion, sex, disability or economic status.

#### **Qualifications and Designation**

##### **Section 3.**

**Active Membership.** All volunteer men and women who are actively serving in administrative, assistant, project, or activity capacities as certified leaders in the promotion and operation of the 4H YDP shall be active members of the Alameda County 4H Leaders' Council. Active membership shall be designated by the acceptance of registration as a certified leader by Cooperative Extension, whereupon an appointment card will be issued by Cooperative Extension. Active membership shall continue in force until terminated by the leader or by the Cooperative Extension.

**Ex-officio Membership.** The County Director and the 4H YDP 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 4H 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 Council.

#### **Privileges and Responsibilities**

**Section 4.** Active members of the Council shall be regarded as agents of the University of California, and as such, shall be entitled to protection for actions related to the official 4H activities and duties under the University's general personal 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 and procedures of Cooperative Extension.

## **ARTICLE II - VOTING PRIVILEGE**

### **County Council Eligibility**

**Section 1.** All active members of the Council shall be eligible to vote at Council meetings. 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 a vote.

## **ARTICLE III - OFFICERS**

### **Members**

**Section 1.** The officers of the Council shall consist of a President, Vice-president, Secretary Treasurer, Camp Directors, and such others as the Council deems necessary. These members shall constitute the Executive Board of the Council.

### **Eligibility and Term of Office**

**Section 2.** Only active members of the Council shall be eligible to hold office in the Council. The offices of President, Vice-president, Secretary, Treasurer and such others as the Council deems necessary. President and Secretary shall be elected in even-numbered years. The Vice-President and Treasurer shall be elected in odd-numbered years. Regional Representatives to the North Central Regional 4H Leaders Council and Youth Representative shall be elected in accordance with the by-laws of the North Central Regional Leader Council..

**Section 3.** The term of office for President, Vice-President, Secretary, and Treasurer shall be for two years August to August. The term of office for Camp Directors shall be for three years in accordance with the Las Posadas 4H Camp, Inc., By-Laws. Regional Representatives shall be elected in accordance with the by-laws of the North Central Regional Leader Council. A vacant unexpired office will be filled by election of Council.

### **Section 4. Duties.**

- A. **President:** It shall be the duty of the President to preside at all meetings of the Council, serve as ex-officio member of all committees of the Council, and appoint the members of such committees. The signature of the President or Secretary and the Treasurer shall appear on checks issued by the Council. The President may appoint a Parliamentarian of the President's choice.
- B. **Vice-President:** 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 becomes vacant between elections. The Vice-president shall serve as coordinator of all committees.
- C. **Secretary:** It shall be the duty of the Secretary to maintain a current roster for roll-call, record the full and complete minutes of all meetings of the Council, prepare the minutes of Council meetings, place the minutes in the Secretary's Book, and submit a copy of the minutes to the 4H YDP staff representative for publication in the Family Affair, and to carry on such correspondence as the Council and the President shall direct. The Treasurer or President and the Secretary are authorized to sign checks issued by the Council.

- D. **Treasurer:** It shall be the duty of the Treasurer to receive, deposit, disburse, and keep

a complete and accurate accounting of all financial receipts and disbursements of the Council. The Treasurer shall present an up-to-date financial report at each Council meeting. The Treasurer's signature, with that of the President or Secretary, shall appear on checks issued by the Council. The Treasurer shall secure authorization by the Council and/or the Executive Board for all disbursements of unbudgeted funds.

The Treasurer shall be responsible for compliance with all regulations of the Internal Revenue Service the State Franchise Board, and the State Compensation Insurance Fund. The Treasurer shall have the Council accounts and records ready for audit at the close of the 4H year prior to the installation of officers in August. The Treasurer shall be a member of the Audit and Budget Committee.

- E. **Parliamentarian:** It shall be the duty of the Parliamentarian to rule on parliamentary procedure in accordance with "Robert's Rules of Order" when requested by the President. The Parliamentarian shall record policy adopted by Council and maintain an up-to-date Policy Book.
- F. **Camp Directors:** It shall be the duty of the Camp Directors to represent Council at the meetings of the Las Posadas 4H Camp, Inc., Board, and to submit a report to Council on these meetings.
- G. **Regional Representatives.** It shall be the duty of the Regional Representatives to represent Council at the meetings of the North Central Regional 4H Leaders Council and then to report the actions of those meetings to the Alameda County 4H Leader Council at the regular meeting.
- H. **Youth Representatives.** It shall be the duty of any 4H Youth Representatives to attend Council meetings to serve in an advisory capacity.

## **ARTICLE IV - ELECTIONS**

### **Nominations**

**Section 1.** The President shall appoint a Nominating Committee previous to the March Council meeting. The Nominating Committee shall make a sincere effort to list two nominations for each office. At the April Council meeting, the candidates for officers of the Council shall be named by the Nominating Committee. Nominations shall be called for from the floor before balloting begins at the May Council meeting

**Section 2.** Elections shall take place by a secret ballot unless Council, by a 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 V - MEETINGS**

### **Regular Meetings**

**Section 1.** There shall be at least one regular meeting each year for the purpose of election of officers.

### **Special Meetings**

**Section 2.** Special meetings may be called at any time by the President or by the Executive Board acting in concurrence with the YDP designated staff representative.

### **Meeting Notices**

**Section 3.** Notices of all meetings of the Council and Executive Board shall be sent to YDP group Leaders and Council Officers by or in concurrence with the YDP designated staff representative.

### **Agenda**

**Section 4.** The agenda of each meeting shall be prepared jointly by the President, Council Officers and the 4H YDP designated staff representative.

### **Attendance**

**Section 5.** No meetings of the Council or its committees shall be secret. 4H members, parents and other visitors may attend Council meetings, and may express opinions when recognized by the Council.

### **Quorum**

**Section 6.** A quorum at regular and special meetings shall consist of those active members who attend the meeting, provided the meeting has been properly called, and provided one-third of the 4H YDP groups are represented.

### **Executive Committee Quorum**

**Section 7.** A quorum at regular and special meetings of the Executive Committee shall consist of those Executive Committee members who attend, provided the meeting has been properly called.

## **ARTICLE VI - FINANCES**

### **Council Funds**

**Section 1.** The Council shall deposit its funds in a commercial and/or savings account. All withdrawals of funds shall be authorized by the Council, or by the Executive Board within the limits stipulated by Council, and shall require two signatures of authorized officers. These signatures will include the Council President or Secretary and the Treasurer. The use of Council funds must be in accordance with the objectives and functions of the Council and comply with the Cooperative Extension policies and procedures.

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### **Money-raising Activities**

**Section 2.** All money-raising activities for the Council, its committees, and for the 4H YDP groups, shall be in compliance with the policy of the California Cooperative Extension and

federal, state and local laws and regulations. Particular care shall be exercised in the use of the 4H name and emblem on articles sold for profit and in solicitations for commercial enterprises in the name of 4H YDP. Lotteries and raffles shall not be used for fund-raising purposes.

#### **Local YDP Group Funds**

**Section 3.** If a local YDP group disbands, monies and equipment of such club shall be held in escrow by the Council and disbursed at the discretion of the Executive Board.

#### **Taxes**

**Section 4.** The Council shall comply with all federal, state, and local laws relative to property and income taxes, and shall require its committees and 4H YDP groups to follow similar procedures.

#### **Employment**

**Section 5.** The Council and its subsidiary agencies such as Las Posadas 4H Camp Board of Directors shall comply with federal and state laws and regulations regarding employment.

#### **Emergency Funds**

**Section 6.** "Emergency funds" deemed necessary for the good of the organization prior to the regular Council meeting shall be authorized under the following conditions: Three (3) members of the Executive Board consisting of President, Vice-President, Secretary and Treasurer must approve such expenditures by placing their signatures on an Emergency Funds Request form which states the purpose and amount of such request signed by the party requesting such funds. All receipts, purchase orders, invoices, or other documentation shall be submitted with said request. It shall be the responsibility of the party applying for such funds to process and deliver the emergency form to the Treasurer.

### **ARTICLE VII - COMMITTEES**

#### **Council Executive Committee**

**Section 1.** There may be a Council Executive Committee. Limitations of Powers: It shall be the right of any Alameda County 4H Leader in good standing to submit in writing through the club representative to require that an action of the Executive Committee be approved by the total Council membership, either in general session or by a poll of the roll-call roster groups. A simple majority of the votes cast is required for approval if challenged.

#### **Purpose.**

The Executive Committee shall transact all business pertaining to the County as a whole with the exceptions of the election of officers and amendments to the Constitution and By-Laws.

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#### **Membership.**

The Executive Committee/Leader Council shall be composed of the following: President, Vice-president, Secretary, Treasurer, immediate Past Council President, Camp Directors, such other officers as Council deems necessary, one official representative of each YDP group and any

Standing Committee Chairs. The 4H YDP staff representatives and the County Director shall be ex-officio members.

### **Executive Board**

The Council Executive Board shall be the officers of the Executive Committee, the immediate past President of Council, the Volunteer Coordinator, the Camp Board representatives, the 4H YDP Representative and the Regional Representatives.

### **Meetings.**

If an Executive Committee is established, there shall be at least seven regular meetings of the Executive Committee each calendar year. Special meetings may be called at any time by the President acting in concurrence with the 4H YDP staff representatives.

### **Standing Committees**

**Section 2.** Council may establish committees designated as Standing Committees such as Nominating, Awards and Incentives, Record Book, Audit and Budget, Constitution and By-laws, Fair Livestock Committee, and such other committees as it deems necessary. The Standing Committees review pertinent material and prepare recommendations for action by the Council.

### **Ad hoc Committees**

**Section 3.** Council may establish ad hoc committees as it deems necessary.

### **Resource Leaders**

**Section 4.** Council may designate as Resource Leaders those certified 4H leaders acting in county-wide YDP leadership capacities.

### **Appointment**

**Section 5.** The President may appoint a member of the Council to solicit membership for a designated committee, set up a meeting, outline committee responsibilities, and serve as coordinator until a chair is named.

## **ARTICLE VIII - AMENDMENTS**

### **Procedure**

**Section 1.** Amendments to the By-Laws may be made by the Council without approval by the State Office, provided they do not depart from the intent of the By-Laws as herein stated. Amendments shall be read at a regular or special meeting of the 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.

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### **Voting**

**Section 2.** 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, and a quorum is present as outlined in Article VI, Section 7.

**ARTICLE IX - POLICY OF NON-DISCRIMINATION**  
**Council Activities**

**Section 1.** The Council shall conduct all activities so as not to discriminate on the basis of sex, race, religion, national origin or disability.

**Certificate of Adoption of By-Laws**

This is to certify that the within By-Laws were adopted , as amended, as the By-Laws of the Alameda County 4H Leaders' Council by the members at their meeting held on **June 3, 1991.**

Original copy signed by PATRICK COLGLAZIER, SECRETARY  
Original copy signed by MARIE W. ROSS, PARLIAMENTARIAN

Revised By-Laws submitted to meeting  
Alameda County 4H Leader Council of  
March 3, 1991

By-laws approved and adopted  
as revised at meeting of 4H Leader  
Council held June 3, 1991

Amendments adopted by Council  
May 5, 1992  
May 31, 1994  
March 31, 1998

This document researched and compiled  
for general distribution at meeting of  
Alameda County 4H Leader Council  
9/26/00. Adopted 9/26/00

Carol Crossett, 4H Resource Coordinator