**Contra Costa County 4-H Resource Center** [**http://4hcontracosta.ucanr.edu**](http://4hcontracosta.ucanr.edu)

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**October 2, 2017**

**PROGRAM SUPPORT**

**BYLAWS** All 4-H Leaders’ Councils and 4-H Clubs are required to use the State 4-H templates for Bylaws. Please submit these new Club bylaws by November 1, 2017.

**Remember** There are online course requirements for returning adults. New and returning Volunteer information is at: <http://4hcontracosta.ucanr.edu/Join-4-H/County_Volunteer/>

**2017/2018 Beginning 4-H for Volunteers**

* Required for new adult volunteers.
* Beginning 4-H for Volunteers (Orientation); 10:00 AM – 2:00 PM (bring bag lunch)
* Livescan Available
	+ October. 14 (Hayward)
	+ October 15 (Pleasant Hill)
	+ November 4 (Pleasant Hill)
	+ December 9 (Contra Costa)
	+ December 10 (Hayward)
* Register at <http://ucanr.edu/beginning4hforvolunteers>

**FACILITY USE**

Requests are processed Monday & Wednesdays. Questions may be directed to Lisa via email.

ALL events/gatherings/meetings (organized by 4-H youth/adults) are to be logged using the link below.

* [**http://ucanr.edu/4-HFacilityUseSurvey**](http://ucanr.edu/4-HFacilityUseSurvey)

**FISCAL**

**YEAR END REPORTS -** Past due

Financial Forms 6.2, 6.3, 8.5, 8.6

Outreach Report

Proposed Budget with Fundraising Form Attached (due September 15)

Completed 2016/2017 Program Planning Guide

Proposed 2017/2018 Program Planning Guide

**OUTREACH**

Record your Outreach activities as they happen at <http://ucanr.edu/outreach>

**National 4-H Week: October 1 – 7th, 2017**

Take advantage of this important week to highlight the remarkable 4-H youth in your communities and showcase the incredible experiences that 4-H offers young people.

This year's theme is #TrueLeaders.

**ENROLLMENT**

**Do not confirm any youth members that have not paid fees or turned in a waiver of fees.**

**Do not confirm any adults until you have been notified by the county office that they have completed the required process.**

I am still receiving project list updates. Project leader must be included when asking to add a project.

**2017-2018 Contra Costa County 4-H Fees:**

Youth - $75.00 ($46 State, $25 County, $4 Council)

Adult - $16.00 ($16 State, $0 County)

**ENROLLMENT DEADLINE: December 1, 2017**

This applies to all returning 4-H members and adult volunteers that were enrolled in the 2016-2017 program year. Must be confirmed by club VEC within 4HOnline by deadline.

**UPCOMING TRAININGS**

10/5/17 – Cultivating an Environment for Growing True Leaders – County Office 3:30PM-5:30PM

11/2/17 – “STEM”ming into Animal Science, Growing True Leaders - County Office 3:30PM-5:30PM

12/7/17 – Helping 4-H’ers Grow in Life & Work - County Office 3:30PM-5:30PM

**Bylaws Revision Procedure**

The complete new bylaws can be voted on to replace the old bylaws. They should be presented to the membership, a youth should make a motion to replace the current bylaws with the new bylaws.

**From "The Complete idiot’s Guide to Robert’s Rules, 2nd Edition" by Nancy Sylvester**

**Revising the Bylaws**

Sometimes the proposed changes to the bylaws are so significant that amendments would have to be made throughout the document. If this is the case, it is appropriate to throw out the old bylaws and completely rewrite a new set of bylaws. That is called a revision of the bylaws.

A bylaw revision is similar to a bylaw amendment in that, to pass, it needs the same vote requirements as an amendment, which is usually previous notice and a two-thirds vote. If the revised bylaws are adopted, the revision replaces the current bylaws. The revision is considered seriatim, which means it is considered section by section and voted on at the end of consideration of the entire document.

Because notice is given that the entire document is to be substituted for the current bylaws, the concept of scope of notice does not apply to revision. You are starting with a clean slate and it is as if you were adopting the bylaws for the first time, so any changes are acceptable.

Seriatim means considering a motion section by section or paragraph by paragraph, amending as you go, and voting on the entire document at the end.