

Constitution and Bylaws – Missoula County 4-H

Article I: Name

The name of this Organization will be Missoula County 4-H Council.

Article II: Object

The object of this Organization will be:

1. To plan for and coordinate countywide 4-H activities.
2. To give leaders a channel for offering suggestions and helping develop a countywide program.
3. To enable leaders to undertake projects or activities on a countywide basis, and to offer suggestions for the State 4-H program.
4. To provide a channel of communication and exchange of ideas for leaders and Extension personnel.
5. To provide closer association and exchange of ideas for leaders and other youth organizations.
6. To provide opportunities for leader training and development.
7. To be responsible for fund-raising in conjunction with the 4-H Agent.
8. To work with and through the County 4-H Foundation.

Article III: Membership

1. All currently enrolled Missoula County 4-H adult leaders and junior leaders, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status are members of the Organization. These leaders will be collectively known as the Missoula County 4-H Council.
2. All 4-H adult volunteer leaders are eligible to be elected to the 4-H Board of Directors.
3. Junior leaders are experienced 4-H members, usually over the age of 12, who assist adult volunteer leaders with projects, activities, or organizational matters.

Article IV: Board of Directors

1. The Board of Directors will be made up of eleven (11) adult members elected by the members of the Council, by ballot, no later than the first Wednesday of **October**, and three (3) youth members. One youth member will be selected by the 4-H Ambassadors as their representative and two youth members will be appointed by the 4-H Agent and approved by the Board of Directors in September. In the event that there is no competition for Board of Director positions (i.e. three or fewer candidates for three positions), a ballot vote of the entire Council will not be held. Instead, each candidate will be voted on individually at the September meeting of the 4-H Council Board of Directors. All directors will begin their terms in October. The term of office will be three (3) years for each adult member, and one (1) year for the youth members. The term of office of the Board members will be staggered so that at least three members will be elected each year. Any adult member of the 4-H Council as defined in Article III, may nominate themselves. There will be notification of the call for nominations in the newsletter and posted in the Extension office. No later than **September 1st**, nominees are required to declare their intent to run by providing a brief written summary of their qualifications and explaining why they want to be on the Board of Directors. All members of the 4-H Board of Directors is authorized to vote, except as noted in Article IV, paragraph 3.

Constitution and Bylaws – Missoula County 4-H

2. The Board will be responsible for attending meetings, as agreed too in Attachment A: “County 4-H Council Pledge”. Board members are to be active on committees and countywide events, promote the purpose of the Organization, and vote on all matters that come before the Board of Directors. If a Board member feels they cannot carry out the duties prescribed, they acknowledge in Attachment A to resign their position as a Council member/officer.
3. The officers of this Organization are: President, Vice President, Secretary, and Treasurer and will be of legal age. The nominees are to be selected from the Board of Directors and will be elected in October and take office immediately. The 4-H Agent will be an ex officio member of the Board of Directors. The President, or his/her designee from the Board of Directors, will be an ex-officio member of all sub-committees.

Article V: Duties of Officers

1. The **President** will preside at all meetings, and is permitted to vote to break a tie. The President may appoint and serve on special committees with the advice and assistance of the Board of Directors, and perform such duties that may be prescribed by the Organization. The President will also prepare a meeting agenda in conjunction with the secretary/agent.
2. The duties of the **Vice President** will be to act for the President whenever the latter is unable to attend to his/her duties. The Vice President will also oversee committees.
3. The duties of the **Secretary** will be to keep a record of the minutes, call roll, and provide copies of the minutes to the Extension Service, prepare an agenda in conjunction with the President, and post the agendas and meeting times, places, etc. (at least 48 hours in advance). Agenda and minutes of each meeting will be available through the Extension office by postings and requests.
4. The duties of the **Treasurer** will be to care for all money that may come into the Organization, and make the report of the same at each meeting. Money will be deposited in a financial institution approved by 2/3 majority vote of the Board of Directors. Checks are to be written by the Treasurer or by the President in the absence of the Treasurer. The Treasurer has the authority to pay all approved bills. He or she will make an annual report at the close of the 4-H year. The Treasurer will submit all financial records to the Financial Review Committee at the close of the 4-H year.

Article VI: Meetings

1. The Board of Directors will meet monthly to conduct the business of the Organization, except for the months of January and February. Meetings will be held at 7:00 pm the first Wednesday of the month. Notice of the meetings and agendas of the Board of Directors/Council will be posted in the Extension Office at least 48 hours prior to the scheduled meeting, and meetings will be open to the public.
2. Special meetings may be called by the President, with the consent of the officers.

Article VII: Special Situations

1. In the event a term of the member of the Board of Directors becomes vacant before the term of that office expires, a special election will be held at the next regular meeting of the 4-H Council. Notice advertising the vacancy will be announced in the newsletter or by postcard and posted in the Extension Office. The members of the 4-H Council present at the meeting, providing there is a quorum, will vote to fill the vacant term. The term of office will be until the next regular election in September. In the event an officer steps down, but still remains on the Board of Directors, the Board may solicit nominations and vote to fill the office at the next meeting.

Constitution and Bylaws – Missoula County 4-H

2. Any member of the Board of Directors, who misses three (3) consecutive 4-H Council meetings, or five (5) or more in a 12-month period, without sufficient cause or unexcused absences, will be notified in writing by the Secretary and will be replaced by holding a special election at the next 4-H Board of Directors meeting. The special election will not take place until the Council has solicited for interested parties.

Article VIII: Committees

1. Committees may be formed at any time as needed.
2. **Scholarship Committee**

This committee will consist of two (2) members of the Board of Directors plus up to two (2) Council members; all members of this committee must be from different clubs.

3. **Financial Review Committee**

The duties of the Financial Review Committee will be to review the records of the Treasurer at the end of each 4-H year and submit a written report to the Organization. Members of this committee are to be active throughout the year.

Article IX: Parliamentary Authority

The works of reference for the Missoula County 4-H will be Roberts Rules of Order, Newly Revised, or Parliamentary Practice for 4-H.

Article X: Amendments

The bylaws may be amended at any regular meeting of the 4-H Council provided the amendment has been submitted and read at the previous meeting or has been distributed to each member in writing at least two weeks prior to the meeting. It shall require a 2/3 majority of the Board of Directors to amend the bylaws. After approval, the amendment(s) shall be included in the book of current bylaws and amendments. The book is to be present at each meeting and kept by the secretary.

Article XI: Quorum

A quorum shall consist of more than half of the current members of the 4-H Board of Directors, who must be present.

Article XII: Bylaws

These bylaws are to be read annually, at the October meeting, by the Secretary.

Article XIII: Compensation and Conflicts of Interest

- All persons associated with this chartered group are volunteers.
- No adult or youth will use their position with 4-H or the knowledge gained from their position in 4-H for person financial benefit.

Constitution and Bylaws – Missoula County 4-H

Article XIV: Whistleblowers Protection

To maintain the highest standards of conduct and ethics, the **Missoula County** 4-H program will investigate any suspected fraudulent or dishonest use or misuse of resources. Any allegations of dishonesty will be handled with sensitivity, discretion and confidentiality to the extent allowed for by law. The 4-H organization will use its best efforts to protect whistleblowers against retaliation.

Article XV: Document retention and destruction

The following procedures for the retention and destruction of Records will be followed.

- | | |
|---------------------------------------------|--------------------------|
| • Charter | permanent |
| • By-Laws | permanent |
| • EIN Paperwork | permanent |
| • 990 tax returns | 7 years |
| • Annual and Audits | 7years |
| • Bank Records | 3 years |
| • Donor Records and Acknowledgement Letters | 3 years |
| • Grant paperwork | 3 years after completion |
| • Minutes | 3 years |
| • Correspondence | 3 years |
| • Yearly Program Plans | 3 years |

Copies of all permanent records will be kept on file at the local Extension office. The Extension offices in collaboration with the organizational leader are the designated persons to identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

Article XVI: Organization

This council is organized exclusively for educational and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XVII: Use of Earnings

No part of the net earnings of this council shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that this council shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this constitution.

Article XVIII: Limited Activities

No substantial part of this council's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this council shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Constitution and Bylaws – Missoula County 4-H

Article XIX: Other Activities

Notwithstanding any other provisions of this constitution, this council shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XX: Dissolution

Upon dissolution, this council's assets shall be distributed to Missoula County Extension or Montana 4-H Foundation or its successor, provided that this entity is recognized under § 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. If this entity is not so recognized, this council's assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state Montana 4-H Foundation, Inc. or local government, for a public purpose. Any such asset not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the council is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted: _____

Revised: _____

President: _____ Date: _____

Vice President: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____