

TOOLE COUNTY 4-H COUNCIL CONSTITUTION & BY-LAWS

Article I – Name and Year

The name of this organization shall be Toole County 4-H Council.

The fiscal year of the Toole County 4-H Council shall begin on the first day of October and end at the close of the last day of the following September.

Article II – Object

The object of this organization shall be to promote 4-H Club work in the County through:

- a. Meetings of the County Council for the purpose of discussing the affairs and problems of the 4-H Clubs in the county and outlining a program of work that will assist in stimulating greater interest in and raising the standards of 4-H Club work.
- b. Cooperation with the County Extension Agents and other agencies interested in assisting in the development of the 4-H Club program.
- c. Informing 4-H Club leaders and members in order that the 4-H Club program may more effectively serve the county.

Article III – Membership

The membership of this organization shall be composed of:

- a. All older 4-H members (12 years of age or older) and adult leaders, irrespective of race, creed, sex, color, handicap, economic status or national origin.

Article IV – Officers

- a. The officers of this organization shall be the President, Vice President, Secretary, and Treasurer.
- b. Officers shall be elected bi-annually at the April meeting and take office at the beginning of the fiscal year. The nominating committee shall be appointed prior to the annual meeting.
- c. All council members shall be eligible to hold office and to vote.
- d. All votes for officers shall be by ballot.

Whenever there is but one nominee or but one that it is possible to elect, it shall be the duty of the secretary to cast an elective ballot for the nominee.

Article V – Duties of Officers

- a. The duties of the President shall be to preside at all meeting, appoint committees, call Council or Board of Directors meeting when deemed necessary, and to perform such duties as may be prescribed by the By-Laws.

- b. The duties of the Vice-President shall be to act for the President whenever the latter is unable to attend to his duties. The Vice President may act as chairperson of the program committee.
- c. The duties of the Secretary shall be to keep a record of the minutes of the meetings, call the roll, and keep a record of the activities of each meeting.
- d. The duties of the Treasurer shall be to care for all money that may come into the County Council, and make a report of the same at each meeting.

Article VI – Committees

The standing committees of the County 4-H Council shall be:

- a. Executive: The executive committee shall be composed of five council members which shall include the president, vice president, secretary, treasurer, and two council members, appointed by the president.

The committee shall have supervision over matters of general interest to the organization, shall act as a planning committee in the preparation of the County 4-H yearly program of work, the yearly budget, and may meet to attend to council business between the regular meetings for the council.

- b. Fair: The Fair Committees shall be appointed by the President. 1) Horses, 2) Small Animal , 3) Exhibit Building , 4) Food Booth, 5) Livestock.

The duties of these committees shall be to help plan and coordinate the 4-H Activities and aid in the educational exhibits at the Fair.

- c. The President may appoint any special committees from time to time to facilitate the working of the County 4-H Council
- d. 4-H members and leaders who are not council members may be appointed to committees. Chairman of standing committees must be Council members.
- e. County Extension Agents and the President are exofficio members of all committees.

Article VII – Meetings

- a. There shall be six (6) regular meetings of the Council. They shall be held in October, December, February, April, June and August or as called by the Council. The April meeting shall be the Annual Meeting for the purpose of electing officers.
- b. Special meetings may be called by the President. Each member is to be sent a written notification of the meeting at least one (1) week before the date of the meeting.
- c. A quorum shall be one member from each of the four clubs.

Article VIII – Amendments

- a. The Constitution (By-Laws) may be amended at any regular meeting of the Council, provided the amendment has been submitted and read at the previous regular bi-monthly business meeting.

Article IX

- a. This Constitution shall be read the Annual Meeting.

Article X – Compensation and Conflicts of Interest

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

Article XI – Whistleblowers Protection

- a. To maintain the highest standards of conduct and ethics, the Toole 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 XIII – Document retention and destruction

- a. 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 7 years
 - 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
- b. 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 XIV: 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 XV: 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 club 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 XVI: 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 club 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.

Article XVII: 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 XVIII: Dissolution: Upon dissolution, this council's assets shall be distributed to [insert name of 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 club'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,

President _____ Date _____

Vice President _____ Date _____

Secretary _____ Date _____

Treasurer _____ Date _____

Organizational Leader _____ Date _____