

4-H CLUB CONSTITUTION AND BY-LAWS

4-H Year 20_____ to 20_____

CONSTITUTION

Article I: _____ 4-H Club shall be the name of this organization.

Article II: **Object:** The object of this 4-H club is to aid in the development of its members through practical research-based practices, club meetings, demonstrations, judging, tours, fairs and other activities.

Article III: **Membership:** Members: Youth that turn 6 years of age during the Montana 4-H year (October 1 and September 30) and have not passed their 19th birthday during the 4-H year are eligible for membership irrespective of race, color, creed, age, religion, national origin, sex, marital status, disability, public assistance status, veteran status, sexual orientation, marital status or parental status.

Article IV: **Officers:** the officers of this club shall be president, vice president, secretary, treasurer, reporter, historian and recreational Leader. (these are the recommended officers; a club may add or change these to fit the club's needs.)

Article V: **Leaders:** The club will have _____ organizational leader(s) and as many other leaders as necessary to serve as project and activity leaders.

Article VI: **Meetings:** There shall be a minimum of six (6) meetings of the club held each year.

Article VII: **Amendments:** It shall require a two-thirds vote of the members present at any regular meeting to amend this constitution.

BY-LAWS

Article I: **Election of Officers:** The officers shall be elected by ballot at the October meeting each year.

Article II: **Duties of the Officers:**

1. President will preside at all meetings of the club and have in mind at all time the best interests of the club. The president may call special meetings with the consent of the leader.
2. Vice President will perform the duties of the president when the president is absent. The Vice President will also chair the planning committee for the Yearly Program Plan.
3. Secretary will keep a record (minutes) of all proceedings of the club, shall act as club correspondent in matters pertaining to the business of the club and shall keep a correct enrollment of all members.
4. Treasurer will receive and take care of all money belonging to the club and shall pay out at the order of the president, after club action. And keep an accurate report of all receipts and expenditures.
5. Reporter shall write and report club news to the community and submit announcements for events planned to the local community as appropriate.
6. Historian will organize a scrapbook that keeps a record of the group's accomplishments and activities for the year.
7. Recreation Leader shall be responsible for the recreation time at each club meeting and at special events.

Article III: **Committees:** Committees standing and special will be appointed by the president as needed.

- Article IV: **Meetings:** The regular meeting of the club shall take place on the _____ of each month. Special meetings can be called by the president with the consent of the leaders.
- Article V: **Elections:** A majority vote will constitute an election.
- Article VI: **Quorum:** A Quorum will be a majority of the membership. A quorum is needed to hold an official business meeting.
- Article VII: **Order of Business:** The order of business for regular meetings shall be as follows: Call to order, roll call, reading and approval of minutes, reading of communications, reports of officers, reports of committees, unfinished business, new business, announcements, adjournment of business meeting.
- Article VIII: If a vacancy occurs during the year, members will vote on a replacement.
- Article IX: **Amendments:** These By-laws may be amended by a majority vote of the members present at any regular meeting.
- Article X: **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.
- Article XI: **Whistleblowers Protection:** To maintain the highest standards of conduct and ethics, the Yellowstone 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 XII: **Document retention and destruction:** The following procedures for the retention and destruction of Records will be followed.
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| • 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 |
- 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 XIII: **Organization:** This club 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 XIV: **Use of Earnings:** No part of the net earnings of this club 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 XV: **Limited Activities:** No substantial part of this club'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 XVI: **Other Activities:** Notwithstanding any other provisions of this constitution, this club 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 XVII: **Dissolution:** Upon dissolution, this clubs' 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, or shall be distributed to the federal government, or to a state Montana 4-H Foundation, incorporated 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 club 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 on _____

Revised on _____

President _____ Date _____

Vice President _____ Date _____

Secretary _____ Date _____

Treasurer _____ Date _____

Organizational Leader _____ Date _____