

CONSTITUTION and BY-LAWS

ARTICLE I

The name of this organization shall be **Powell County 4-H Council**

ARTICLE II – PURPOSE

The purpose of the Powell County 4-H Council is to help 4-H members (1) foster a positive self-concept, (2) learn decision-making and responsibility for choices, (3) develop an inquiring mind, (4) relate to self and others and (5) acquire a concern for communities – local and global.

ARTICLE III – MEMBERSHIP

Sec. 1 The membership of this organization shall be composed of all Powell County 4-H Club enrolled adult leaders and one senior (fourteen or over) club member per club, regardless of race, creed, or national origin. Each member has one vote on council issues.

Sec. 2 The Extension Agent shall act as an ex-officio member of the council.

ARTICLE IV – OFFICERS AND THEIR DUTIES

Sec. 1 The Powell County 4-H Council officers shall be President and Secretary and shall rotate each meeting being chosen from those in attendance at that meeting.

Sec. 2 Duties of the President

- (a) Call to order and preside at all meetings – regular or special
- (b) Lead Council in setting annual goals and methods of meeting those goals
- (c) Make committee appointments at November meeting

Sec. 3 Duties of the Secretary/Treasurer

- (a) Keep the minutes of all Council meetings and a record of activities
- (b) Send a copy of the minutes to the County Extension Agent within 10 days.
- (c) Read the minutes of the previous meeting.
- (d) The checkbook will be held in the Extension Office. There will be two signers and checks will be written under the direction of the Council.
- (e) The books will be audited by two Council members each year.

ARTICLE V – COMMITTEES

Standing committees of the Powell County 4-H Council shall be:

Sec. 1 Executive Committee shall be composed of three members who shall include the President, Vice President, and Secretary/Treasurer. It shall be responsible for any special business as it occurs.

Sec. 2 Fair Committee: This committee is open to any interested individuals involved with the Tri-County Fair. It is a Tri-County committee convened annually to submit changes or additions concerning the Fair and Fair Book which will then be submitted to the Tri-County Fair Board.

Sec. 3 Communications Rodeo Committee: This committee will promote communication skills and building of self-confidence. Event will be held yearly.

Sec. 4 Fair Trophy and Awards Committee: This committee is responsible for approaching donors and collecting the money for the fair trophies.

Sec. 5 Special Committees: A majority of council members may appoint various committees from time to time to facilitate the working of the Powell County 4-H Council.

Sec. 6 The County Agent is advisor to all committees.

Sec. 7 Committee Chairmen shall keep a record book on the plans for their committees and give them to the vice-president for the next committee.

ARTICLE VI – MEETINGS

Powell County 4-H Council meetings shall be held on the first Wednesday of February, April, June, September, and November. Special meetings can be called at the discretion of the Extension Office.

ARTICLE VII – AMENDMENTS

This constitution may be amended at any regular scheduled meeting of the council provided the amendment has been submitted and read at the previous regular business meeting. Amendments shall need the vote of at least two-thirds of the majority of voting council members present at that meeting.

ARTICLE VIII – READING OF CONSTITUTION

This constitution shall be read at the council meeting in November.

ARTICLE IX - COMPENSATION AND CONFLICTS OF INTEREST

Sec. 1 All persons associated with this chartered group are volunteers.

Sec. 2 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 X - WHISTLEBLOWERS PROTECTION:

To maintain the highest standards of conduct and ethics, the Powell 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 XI - 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 Report and Audits** **7 years**
- **Bank Records** **7 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, 990 tax returns, minutes, and annual reports and audits will be kept on file at the local Extension office. The Extension office will identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

ARTICLE XII - PROGRAM GUIDANCE, DIRECTION AND OVERSIGHT

Program guidance, direction and oversight remain the responsibility of the county MSU Extension program. MSU Extension has the final authority and responsibility for the conduct and leadership of the 4-H Program.

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 Powell 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, 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 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.

President: _____

Date: _____

Secretary: _____

Date: _____

Adopted July 6, 2011
Revised November 6, 2013
Revised May 7, 2014
Revised February 3, 2016
Revised February 1, 2017
Revised February 7, 2018