

FERGUS COUNTY 4-H LEADERS COUNCIL CONSTITUTION

ARTICLE I

Name

~~The name of this organization shall be Fergus County 4-H Leaders Council.~~

\*Amendment VI – The name of this organization shall be Fergus/Petroleum County 4-H Leaders Council. *Accepted April 19, 2000.*

ARTICLE II

Object

The object of this council will be:

1. Give leaders a channel for offering suggestions and helping develop a county-wide program.
2. Enable leaders to undertake projects or activities on a county-wide basis.
3. Give Extension workers the benefit of leaders' thinking and experience.
4. Provide closer association and exchange of ideas among 4-H leaders and other youth organizations.
5. Provide opportunities for leader training and development.

ARTICLE III

Membership

~~All 4-H local leaders and junior leaders are eligible for membership in this council. County Extension personnel shall serve as advisors.~~

\*Amendment VII – All local 4-H leaders **and junior leaders**, with currently paid dues, are eligible for membership in this council. County Extension personnel shall serve as advisors. *Accepted April 19, 2000. Revised Date.*

ARTICLE IV

Officers

~~The officers of this council shall be the President, Vice-President, Secretary, and Treasurer.~~

\*Amendment V – The officers of this council shall be 1) President, 2) Vice-President, 3) Secretary, 4) Treasurer, 5) State 4-H Foundation Representative, 6) District Council Member. These officers will constitute the executive board. *Adopted November 15, 1983.*

~~Officers shall be elected annually at the November meeting. The nomination committee shall be appointed prior to the annual meeting.~~

\*Amendment VIII – Officers shall be elected annually at the **November Fall** meeting. The nomination committee shall be appointed prior to the annual meeting. Officers will serve a two year term with a two year term limit. *Accepted April 19, 2000. Revised Date.*

All council members shall be eligible to hold office and to vote.

~~Ex-officio members may not serve as officers.~~

~~\*Amendment IX - Ex-officio members may not serve as officers. Deleted April 19, 2000.~~

## ARTICLE V

### Duties of Officers

Section I: The duties of the President shall be to preside at all meetings. Appoint committees and to perform such duties as may be prescribed by the council. The President will be a signer on all Leaders Council Banking Accounts.

Section II: The duties of the Vice-President shall be to act for the President whenever the latter is unable to attend to his/her duties. He/She may act as chairman of the program committee.

Section III: ~~The duties of the Secretary shall be to keep a record of the minutes of the meetings, call the roll, keep a record of the activities of each meeting and send a copy of the minutes to the Vice-President of the District.~~

**\*Amendment XVI** - The duties of the Secretary shall be to keep a record of the minutes of the meetings, call the roll, keep a record of the activities of each meeting and **if requested** send a copy of the minutes to the Vice-President of the District. **Adopted Date.**

Section IV: ~~The duties of the Treasurer shall care for all the money that may come into the county council, and make a report of the same at each meeting. The Treasurer will be a signer on all Leaders Council Banking Accounts.~~

**\*Amendment IV** - The duties of the Treasurer shall care for **all the money that may come into all financial transactions** of the county council, and make a report of the same at each meeting. The Treasurer will be a signer on all Leaders Council Banking Accounts. Fiscal year of the council will be October 1 to September 31, with an audit **and will file all financial reports and payments** at the end of the fiscal year. Adopted November 15, 1983. Revised April 19, 2000. **Revised Date.**

**\*Amendment XVII – Section V:** The duties of the Foundation Representative is to stay informed of activities of the Foundation and report back to the county council.

Section VI: The duties of the District Council Member are to be in contact with other county representatives in our District and stay informed of the activities of State Leaders Council. Accepted date.

## ARTICLE VI

### Voting

All nominations for officers shall be made by a nominating committee appointed by the President. The report of this committee will be presented at the election meeting. Additional nominations shall be accepted from the floor.

Whenever there is but one nominee, it may be moved that the secretary cast an elective ballot for the nominee. If there is more than one nominee for an office the vote shall be by ballot. The nominee receiving a plurality of votes shall be elected.

A majority consists of one or more over 50% of the members present at the meeting.

## ARTICLE VII

### Committees

Section I: Executive: ~~The executive committee shall be composed of the President, Vice-President, Secretary, Treasurer, and the Extension Personnel.~~

\*Amendment V - The officers of this council shall be 1) President, 2) Vice-President, 3) Secretary, 4) Treasurer, 5) State 4-H Foundation Representative, 6) District Council Member. These officers will constitute the executive board. *Adopted November 15, 1983.*

This 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, and may meet to attend to council business between the regular meetings for the council.

Section II: ~~Standing committees for the County 4-H Activities shall be:~~

- ~~1. Fair~~
- ~~2. 4-H Camp~~
- ~~3. 4-H Awards—County, State, National~~
- ~~4. 4-H Congress~~
- ~~5. Judging and Help Day~~
- ~~6. Livestock~~
- ~~7. 4-H Achievement Day~~
- ~~8. Dress Revue~~
- ~~9. Food Booth~~
- ~~10. Horse~~
- ~~11. Other committees needed to carry on the program for the year~~

\*Amendment X – Standing committees for the County 4-H Activities shall be:

1. Horse
2. Livestock
3. Small Animal
4. ~~Dog~~
5. ~~Family and Consumer Science~~ Static Projects
6. ~~Miscellaneous Projects~~
7. ~~Plant and Soil~~
8. Awards and Recognition
9. Food Booth

Every club shall have a leader attending Leaders Council, Food Booth, and Awards and Recognition Committee meetings. Each club shall also have a representative at all other committee meetings, if they have members enrolled in the projects under that committee.

*Accepted April 19, 2000. Revised Date*

Food Booth

- a. A manager for the 4-H Food Booth will be hired for a wage set by the Food Booth Committee each year. Food Booth Committee members will select the manager.
- b. No equipment to be loaned or rented from Food Booth ~~without Food Booth Committee approval. The Food Booth building and contents may be leased for the amount decided by the Food Booth Committee at the beginning of the year. Food Booth Committee and Executive Committee are in charge of leasing and supervision.~~ *Adopted January 25, 1980. Revised April 19, 2000. Revised Date.*

Section III: ~~4-H members who are not council members may be appointed to committees.~~

*\*Amendment XVIII - 4-H members/leaders who are not council members may be appointed to committees. Adopted Date.*

Section IV: The president may appoint special committees from time to time to facilitate the working of the County 4-H Council.

Section V: ~~County Extension Agents and the President are ex-officio members of all committees.~~

~~\*Amendment XI - County Extension Agents and the President are ex-officio members of all committees. Deleted April 19, 2000.~~

## ARTICLE VIII

### Meetings

There shall be three (3) regular meetings of the County 4-H Council each year. Meetings shall be held in January, May, and September with the date and time being set by the executive committee.

A special election meeting will be held in November at which time officers will be elected for the coming year.

*\*Amendment XIX - There shall be ~~three (3)~~ four (4) regular meetings of the County 4-H Council each year. Meetings shall be held ~~in January, May, and September~~ quarterly with the date and time being set by the executive committee.*

~~A special~~ An election meeting will be held ~~in November at the Fall meeting~~ at which time officers will be elected for the coming year. *Adopted date.*

Special meetings may be called by the President with the consent of the County Extension Staff. Each member is to be sent a written notification of the meeting at least one week before the date of the meeting.

## ARTICLE IX

### Dues

State: ~~The council shall have annual state local leaders dues of \$3.00 per member due the first meeting of the year.~~

*\*Amendment XII – County Leaders dues will be set yearly, and approved by council, to cover the cost of insurance and state leaders dues. Leaders Council will pay State 4-H Council Dues and insurance for all leaders enrolled by January 1 each year. Adopted April 19, 2000.*

## ARTICLE X

### Amendments

This constitution may be amended at any regular meeting of the council provided the amendment has been submitted and read at the previous meeting or has been distributed to each council member in writing at least two weeks prior to the meeting.

## ARTICLE XI

The constitution shall be read at one meeting during the year.

### \*Amendment XIII ARTICLE XII

#### Fergus/Petroleum County 4-H Ambassador Program

Leaders Council accepts and endorses the **current** Ambassador Guidelines. *Adopted April 19, 2000.*  
*Revised date.*

### \*Amendment XIV ARTICLE XIII

If the Fergus/Petroleum County 4-H Leaders Council is dissolved all funds in their treasuries would be donated to the Montana 4-H Foundation. *Adopted November 4, 2007.*

### \*Amendment XV ARTICLE XIV

#### **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.

**Whistleblowers Protection:** To maintain the highest standards of conduct and ethics, the 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.

**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.

**Dissolution:** If this chartered group disbands, all assets, and club materials will be turned over to the County Extension Office. *Adopted November 2012.*

## \*Amendment XX ARTICLE XV

### Requirements for Independent Members

Members or Cloverbuds enrolling as "Independent" must meet the following requirements each year.

- Participate in County 4-H Public Speaking Day
- Participate in at least one of the following Community Service activities:
  - Food Booth Maintenance Day
  - Camp Maiden Cleanup Day
  - Pavilion Setup or Cleanup Day
  - Small Animal Setup or Cleanup Day
- Work a shift in the 4-H Food Booth during Fair
- Have current Food Safety Training
- Have TQA if in a Livestock or Market Small Animal Project
- Must pay yearly dues and family postage fee
- Will be responsible to pick up items from your box in the Extension Office monthly
- Turn your record book and workbooks into the Extension Office by September 1
- A parent or guardian must enroll as a 4-H Leader

Passed by Fergus/Petroleum 4-H Leaders Council February 10, 2015. *Adopted Date.*