

**BY-LAWS**  
**MONTANA 4-H COUNCIL**

**Article 1- Name**

The name of the organization shall be: MONTANA 4-H COUNCIL

**Article 2- Purposes**

To serve and support Montana 4-H volunteers across the state through training, networking and recognition, while serving as the voice for Montana 4-H volunteers.

**Article 3- Membership**

Membership shall consist of all adult volunteer 4-H leaders who are certified and current Montana 4-H volunteers.

**Article 4- Executive Committee**

The Executive Committee shall be composed of two volunteers and one MSU Extension Agent from the West, Central and East Extension regions (regions are defined below). Three youth will be selected with one of them being the state ambassador. Preference will be given to youth from different regions. The Montana 4-H Center representative will serve in an ex-officio capacity.

**Terms**

Volunteers and MSU Extension agents serving on the Executive Committee will serve a three-year term. No consecutive terms are allowed.

Youth will serve a one-year term and can serve up to three consecutive terms.

Terms begin October 1<sup>st</sup>.

**Officers**

The state officers will consist of a president, a vice-president, a secretary and a treasurer.

The president, vice-president, and secretary shall be elected by the Executive Committee from the members of the Executive Committee at the organizational meeting and serve a one-year term.

The treasurer shall be elected by the Executive Committee from members of the Montana 4-H Council/Executive Committee. The treasurer shall serve a three-year term with the option to be re-elected for a second term and may serve a max of two terms. The treasurer can only vote during their three years as a member of the Executive Committee. The treasurer may continue to serve in an ex-officio capacity with no voting rights.

### **Duties**

The duties of the president shall be to preside at the annual meeting and at all meetings of the Executive Committee, appoint committees as needed, help make meeting agenda, and appoint a committee of two to conduct a financial review on the treasurer's book annually.

The Vice-President shall perform the above-mentioned duties in the absence of the president.

The Secretary shall keep records of the meetings and handle all correspondence and send minutes out before each meeting.

The Treasurer shall care for all monies of the organization.

### **Regions**

West: Lincoln, Flathead, Sanders, Lake, Mineral, Missoula, Lewis & Clark, Granite, Powell, Ravalli, Deer Lodge, Beaverhead, Silver Bow, Madison, Jefferson, Broadwater, Gallatin, Park.

Central: Glacier, Toole, Liberty, Hill, Blaine, Pondera, Teton, Chouteau, Cascade, Judith Basin, Fergus, Petroleum, Meagher, Wheatland, Golden Valley, Musselshell, Sweet Grass, Stillwater, Carbon

East: Phillips, Valley, Daniels, Sheridan, Roosevelt, Garfield, McCone, Richland, Dawson, Wibaux, Prairie, Rosebud, Custer, Fallon, Yellowstone, Treasure, Big Horn, Powder River, Carter

### **Article 5- Dues/Budget**

The dues shall be determined annually by the Executive committee and submitted to the Montana 4-H Council for approval at the annual meeting. The committee will propose the amount to be collected and the method of collection. A change of dues will require 2/3 affirmative vote of the members present at the annual meeting.

The Executive Committee shall prepare an annual budget.

Funds may be used for expenses incurred in fulfilling the purposes of the Montana 4-H Council.

The Executive Committee shall receive no compensation for their duties as members of the committee but may be reimbursed for authorized expenditures.

### **Article 6- Meetings**

The Executive Committee shall call an annual meeting of the Montana 4-H Council at the Montana 4-H Congress.

The Executive Committee will meet four times a year (January, April, July, October,). The Council President can call meetings as needed.

Meetings and votes may be conducted through online means, phone or in-person.

**Article 7- Nomination & Selection Process**

Volunteer nominations will be accepted beginning at the Montana 4-H Congress and end September 15<sup>th</sup>.

Volunteers can self-nominate or be nominated by other volunteers or MSU Extension agents.

Volunteers will complete an application and be interviewed by the selection committee. The application must be signed by the volunteers MSU County Extension Agent.

Youth can be self-nominated or be nominated by a volunteer or MSU Extension Agent. The application must be signed by the members MSU County Extension Agent.

Selection committee will consist of one member of the Executive Committee from each region.

MSU Extension Agents nominations will be done through self-nomination and or selected by the MSU Extension Regional Department Heads and the Montana 4-H Center.

**Article 8- Dissolution Clause**

If, for any reason, the Montana 4-H Council shall be dissolved, any remaining assets will be given to the Montana 4-H Center for Youth Development.

**Article 9 - 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 personal financial benefit.

**Article 10 - Whistleblowers Protection**

To maintain the highest standards of conduct and ethics, the Montana 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. Montana 4-H will use its best efforts to protect whistleblowers against retaliation.

**Article 11 - 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 Financial Reviews                  | 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 4-H Center. The 4-H Center in collaboration with the officers will identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

#### **Article 12- Amendments**

These By-Laws can be amended by a two-thirds majority vote of the written ballots cast by the members of the Montana 4-H Council.

#### **Article 13- IRS Amendment**

**Organization:** The 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.

**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.

**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.

**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.

**Dissolution:** Upon dissolution, this Council's assets shall be distributed to the Montana 4-H Center for Youth Development 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, to 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.

Adopted:

Revised: June 21, 2022