

BROADWATER 4-H LEADERS COUNCIL BYLAWS

ARTICLE I - NAME

The name of this organization shall be Broadwater 4-H Leaders Council.

ARTICLE II - PURPOSE

The purpose of this council will be:

- A. To plan for and coordinate countywide 4-H activities.
- B. To give leaders and members a channel for offering suggestions and helping develop a countywide program.
- C. To enable leaders to undertake projects or activities on a countywide or districtwide basis and to offer suggestions for the state 4-H program.
- D. To provide a channel of communication and exchange of ideas for leaders and Extension personnel.
- E. To provide closer association and exchange of ideas for leaders and other youth organizations.
- F. To provide opportunities for leader training and development.
- G. To work in partnership with the county Extension office.

ARTICLE III - MEMBERSHIP

All current 4-H adult and youth leaders, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status are eligible for membership in this council. County Extension personnel shall serve in an ex-officio capacity.

ARTICLE IV - VOTING

Voting privileges belong to the following:

- A. Each club shall receive one vote, including Teen Club.
- B. Officers can vote and are not considered to be the voting club representative.
- C. County Ambassadors have one vote.

ARTICLE V - OFFICERS

- A. The Officers shall be President, Vice-President, Secretary and Treasurer. President and vice president shall be elected in even years and secretary and treasurer in odd years. It is recommended that no club can have more than one representative in the officers of the council to ensure a diversity of representation.
- B. The Officers of this organization shall be elected at the regular October meeting.

- D. The term of office shall be for two (2) years. An officer may succeed him/herself in office, but is recommended not to exceed two, 2-year terms or a total of 4 years in any one office.

ARTICLE VI - DUTIES OF OFFICERS

- A. The duties of the President shall be to preside at all meetings, to call special meetings, appoint committees and to perform such duties as may be prescribed by the Council.
- B. The duties of the Vice-President shall be to act for the President whenever the latter is unable to attend to his/her duties.
- C. The duties of the Secretary shall be to keep a record of the minutes of the meetings including voting outcomes and submit a copy of the minutes to the Extension Office for distribution to leaders.
- D. As Treasurer, the duties shall include caring for all money that may come into the county council, and make report of the same at each meeting. Money shall be deposited in a bank in the county. Checks are to be written by the treasurer or by the president in the absence of the treasurer. Two signatures are required on every check. The treasurer shall have authority to pay all approved bills.

ARTICLE VII - COMMITTEES

- A. The Executive Committee shall be composed of five members which shall include the President, Vice-President, Secretary, Treasurer and immediate past president (if available).

The Executive Committee shall have general supervision over matters of general interest to the Council between the business meetings, set the hour and place of meetings, make recommendations to the Council, and shall perform other duties as are specified in these bylaws. The Committee shall be subject to the orders of the Council, and none of its acts shall conflict with actions of the Council. This committee shall also plan the annual budget.

- B. The President may appoint special committees to facilitate the workings of the Broadwater County 4-H Council.
- C. The County Agent shall be an ex-officio member of all committees.

ARTICLE VIII - MEETINGS

- A. There shall be one regular meeting per month. However, a monthly meeting may be canceled by the Executive Committee or by majority vote.

- B. Special meetings may be called by the President, with the consent of the Executive Committee and/or Extension Agent.
- C. A Quorum shall consist of members present.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Council in all cases to which they are applicable.

ARTICLE X - AMENDMENTS

These Bylaws shall be reviewed yearly. These bylaws 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. It shall require a two-thirds vote of those present to amend the bylaws.

ARTICLE XI - 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 XII - WHISTLEBLOWERS PROTECTION

To maintain the highest standards of conduct and ethics, the Broadwater 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

The following procedures for the retention and destruction of Records will be followed.

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| • Charter | permanent |
| • Bylaws | permanent |
| • EIN Paperwork | permanent |
| • 990 tax returns | 7 years |
| • Annual Audit Reports | 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 President 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 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.

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 Council shall not participate 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, the Council's assets shall be distributed to the Broadwater County Extension Office 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, the 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, 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.

Adopted: _____

President: _____ Date: _____

Vice President: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____