Constitution & Bylaws for the
Lewis & Clark County 4-H Leaders' Council

Constitution

Article 1 - Name:

The organization shall be known as the Lewis & Clark County 4-H Leaders' Council.

Article 2 - Purpose:

The purpose of this organization shall be to develop life skills, promote positive youth and leadership development through Leaders' Council and committee meetings, activities, project work, family involvement and community service.

Article 3 - Membership:

1. 4-H membership is open to youth between the ages of 8 and 18 as of October 1 of the program year.
2. The 4-H Cloverbud project is open to youth between the ages of 5 and 8 as of October 1 of the program year.
3. Youth 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.
4. The club enrollment deadline is May 1 of the program year. Club Enrollments are due to the Extension Office no later than May 1 of each year.
5. A complete enrollment shall consist of a completed enrollment form (both members and project leaders) and member payment of dues (club and county).

Article 4 - Officers:

1. The elected officer of the Leaders' Council shall consist of: President, Vice-President, Secretary, Treasurer, Foundation Representative, District 6 Representative, and two 4-H Youth Members.
2. Executive Board shall consist of: President, Vice-President, Secretary, Treasurer, Foundation Representative, Overall Indoor Superintendent, and Overall Outdoor Superintendent.

Article 5 - Meetings:

1. The Leaders' Council will be held at the Bill Hamilton Building on the second Wednesday of the month unless otherwise announced.
2. Committee meetings will be held at the determination of the Committee Chair.
3. Project meetings will be scheduled by the Superintendents with member input and announced through the newsletter and/or email to project members.

Article 6 - Amendments:

1. This Constitution may be amended at any meeting of the Lewis & Clark 4-H Leaders' Council by a two-thirds vote of members present, providing the proposed amendment has been discussed at a previous meeting or notice of such an amendment has been sent to clubs and 4-H members thirty (30) days prior to the meeting.

Bylaws

Article 1 – Duties:

1. President, Vice Present, Secretary and Treasurer Officer positions will serve two year terms in which the President and Treasurer officer positions will be elected during even years and Vice-President and Secretary officer positions will be elected during odd years.
2. Foundation Representative, District 6 Representative, Overall Indoor Superintendent, Overall Outdoor Superintendent and two 4-H Youth Members will serve one year terms and be elected annually.
3. For Officer positions of President, Vice-President, Secretary, Treasurer, Foundation Representative and District 6 Representative, individual must be at least 21 years of age.
4. Officer positions nominations will be announced in September and elected at the October Council meeting. The new slate of officers will begin their service upon the adjournment of the October meeting.
5. If a vacancy occurs during the year, the Executive Board may appoint a member to the position for the remainder of the term.

Article 2 – Voting:

1. Each club will be represented by one (1) eligible voting member present at said meeting.
2. A two-thirds vote of the members present at any regular meeting.
3. An eligible voting member is defined as a 4-H Leader or Youth Member in good standing or a club representative as noted in club minutes on file at the Extension Office.

Article 3 - Committees:

1. Committees standing and special will be appointed by the President as needed.

Article 4 – Meetings:

1. Robert's Rules of Order will govern all special and regular 4-H Executive Board, Council, and Committee meetings and a copy will be referenced in the Lewis and Clark County 4-H Council Operational Guidelines.
2. Special meetings can be called by the President.

Article 5 – Order of Business:

1. The order of business as defined by the Lewis and Clark County 4-H Council Operational Guidelines.

Article 6 - Compensation and Conflicts of Interest:

1. All persons associated with this chartered group are volunteers.
2. 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 7 - Whistleblowers Protection:

To maintain the highest standards of conduct and ethics, the Lewis & Clark 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 8 - 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 is the designated persons to identify the records that have met their required retention time and will oversee the destruction.

Article 9 - Organization:

This organization 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 10 - Use of Earnings:

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that this organization 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 11 - Limited Activities:

No substantial part of this organization's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this organization 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 12 - Other Activities:

Notwithstanding any other provisions of this constitution, this organization 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 13 - Dissolution:

Upon dissolution, this organization's assets shall be distributed to Lewis and Clark 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 organization'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 organization 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.

Adoption

The foregoing revised Constitution & Bylaws were adopted at a meeting on the 9th day of November, 2016.

David [signature] 11/9/2016
President Date

[signature] 11-9-16
Secretary Date