

BYLAWS FOR SANDERS COUNTY 4-H COUNCIL

ARTICLE I

The name of this organization shall be the Sanders County 4-H Council.

ARTICLE II

The Object of this Council will be:

1. To plan and coordinate county-wide youth education activities.
2. To give leaders a channel to offer suggestions and help develop county-wide programs.
3. To enable leaders to undertake projects or activities on a county and district wide basis, and to offer suggestions for the state 4-H program.
4. To provide a channel of communication and exchange of ideas for leaders and Extension personnel.
5. To provide opportunities for leader training and development.

ARTICLE III

All current leaders and junior leaders, regardless of race, color, creed, sex or national origin are eligible for membership in this council. County Extension personnel shall serve in an ex-officio capacity.

ARTICLE IV

The officers of this council shall be:

President, Vice-President, Secretary, and Treasurer. Officers will be elected at the December meeting and shall serve for a period of one year. An officer may succeed him/herself in office.

ARTICLE V

DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings, appoint committees, and perform such duties as prescribed by the Council.

Section 2. The vice-president shall act as the president whenever the latter is unable to fulfill his/her duties.

Section 3. The secretary shall keep a record of the minutes of all meetings, maintain the roll and submit a copy of the minutes to be distributed to county leaders and members by the Extension office.

Section 4. The treasurer shall care for all money that may come to the county council, and make a report of same at regular meetings. Council funds shall be kept at a bank in the county. Checks are to be written by the Treasurer or Extension Administrative Assistant. Members of the executive committee may serve as signatories. The Treasurer and Extension Administrative Assistant shall have the authority to pay all approved bills. Two signatures are required on all written checks. An outside audit will be performed annually. All purchases over \$300 will require approval from the treasurer and one additional executive committee member.

ARTICLE VI COMMITTEES

Section 1. Executive committee shall consist of the president, vice-president, secretary, treasurer, and chairperson of the livestock committee. An officer may succeed him/herself in office. This committee shall act as the planning committee in preparing 4-H work and may meet to attend to council business between regular meetings of the council in-person or by electronic means.

Section 2. Livestock committee (standing committee) shall consist of all interested leaders and junior leaders who wish to be involved in livestock matters.

- A. Officers shall consist of chairman, vice-chairman and secretary. The chair and vice-chair shall be elected for three year terms at the fall meeting. Any and all monies on behalf of 4-H livestock activity will be deposited and disbursed by the Council Treasurer or Extension Administrative Assistant.
 - i. Evaluate, Plan and Conduct specific livestock programming in Sanders County.
 - ii. Make and implement livestock policy.
 - iii. Make recommendations to the council.
 - iv. Barn Superintendents will serve three year, renewable terms. Livestock Committee will review two to three barns per year.
- B. Duties of Livestock Committee Officers:
 - i. Chairman: shall preside at all meetings and perform such duties as prescribed by the livestock committee or council
 - ii. Vice Chair: Shall act as the chairman whenever the latter is unable to fulfill his/her duties
 - iii. Secretary: Shall keep record of all meetings

Section 3. Sanders County 4-H Scholarship Endowment Committee shall be composed of Directors (4) and Council Officers. Formally established February 15, 1996 with the intent to provide an annual scholarship opportunity to county 4-H members wishing to pursue advanced education at either a university or specialized vocational training level.

Conditions of Scholarship Endowment.

- Scholarship awards made for the period 1996-2000 will be funded by the Sanders County 4- H Council, together with matching funds donated by county 4-H clubs and private individuals.
- Donations made towards the Sanders County 4-H Scholarship Endowment will be placed into the account and allowed to earn interest until the year 2001.
- At no time will this fund be utilized until the five year period has expired (December 31, 2000).
- Beginning in the year 2001, interest generated from the Endowment account will be used to support annual award(s).
- No funds from the Sanders County 4-H Scholarship Endowment will ever be used to finance anything other than Sanders County 4-H Scholarship awards.
- The Sanders County 4-H Council will:
 - be responsible for the release of any and all endowment funds.
 - direct and finance any administrative costs related to the program. Promotional materials, recognition awards etc. will be purchased from sources other than the endowment account.

See Article XI regarding, "4-H Scholarship Endowment shall not be subject to review or modification".

Section 4. County Extension agents and the president are considered ex-officio members of all committees.

ARTICLE VII AMENDMENTS

These bylaws may be amended at any regular meeting of the council provided the amendment has been 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 these bylaws.

ARTICLE VIII QUORUM

A quorum shall consist of those officers and club leaders present in person and via conference telephone.

ARTICLE IX MAJORITY

A majority consists of one or more over fifty percent (50%) of the officers and club leaders present at a meeting.

ARTICLE X DISSOLUTION CLAUSE

If, for any reason, any Sanders County 4-H Club shall be dissolved, any remaining assets will be given to the Sanders County 4-H Council.

If, for any reason, this council shall be dissolved, any remaining assets will be given to the Sanders County Extension Service or the Montana 4-H Leaders Council and/or the Montana 4-H Foundation.

ARTICLE XI

These bylaws shall be reviewed (read) at one meeting during the year. Section 3, Sanders County 4-H Scholarship Endowment shall not be subject to review or modification.

ARTICLE XII

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

• Charter	permanent
• By-Laws	permanent
• EIN Paperwork	permanent
• 990 tax returns	7 years
• Annual and Audits	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 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.

Revised: April, 2007
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