

Chouteau County 4-H Archery Council

CONSTITUTION

Article I **Chouteau County 4-H Archery Council** shall be the name of the organization.

Article II **Objectives:**

- To develop life skills in youth, including: Self-esteem, decision-making, communications, record keeping, concern for community and goal setting.
- To teach safe and responsible use of firearms and archery equipment.
- To promote the highest standards of safety, sportsmanship, and ethical behavior.
- To strengthen families through life-long recreational activities.
- To expose participants to the broad array of vocational and lifelong avocational activities related to archery.
- To complement and enhance the impact of existing safety and hunter education programs.
- Fundraising for the archery program.
- Develop an annual budget.

Article III **Membership:** All 4-H archery leaders, and 4-H archery participants.

Article IV Voting: All currently active members with one complete year in the 4-H archery project or members with Montana 4-H Archery Certification are eligible to vote. Proxy votes by another person on behalf of an eligible voting member will not be accepted.

Article V **Officers:** The officers of the council shall be president, vice-president, secretary, and treasurer. They shall serve for a term of two years.

Article VI **Meetings:** There shall be at least three meetings per year, with other meetings called as necessary. Notice of meetings will be sent to all 4-H archery leaders and families and the Chouteau County Extension Office.

Article VII **Amendments:** It shall require a two-thirds vote of the members present at any regular meeting to amend this constitution. The 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.

BY-LAWS

Article I **Election of Officers:** Officers shall be elected by ballot during the fall meeting. Positions will begin November of each year.

Article II **Duties of Officers:**

President shall prepare the agenda, preside at all meetings of the council and have in mind at all times the best interests of the 4-H members. The president may call special

meetings at his/her discretion. The president will have signature authority on all Council accounts.

Vice President shall perform the duties of the president when the president is absent as well as oversee the work of any committees created. The vice president will have signature authority on all Council accounts.

Secretary shall keep a record of all proceedings of the council, shall act as council correspondent in matters pertaining to business of the council, and shall keep a correct enrollment of all members. The secretary shall send a copy of all minutes to the Chouteau County Extension Office as soon as possible after each meeting.

Treasurer shall receive and take care of all Chouteau County 4-H Archery Council money and expenditures. The treasurer shall pay out at the order of the president, after each council action, and shall keep an accurate report of all receipts and expenditures. The treasurer will provide these records at the request of the president or Extension Office, and will provide financial records annually for an audit to be performed by at least two Chouteau County 4-H individuals who are not on the Chouteau County 4-H Archery Council. The treasurer will have signature authority on all Council accounts. Two signatures are required on all checks.

Chouteau County Extension Agents will serve as ex-officio members of the council. The Extension office will distribute meeting minutes, agendas, and other items to the Chouteau County 4-H Archery membership and the Chouteau County 4-H Council, as requested by archery council officers.

Article III Sub-Committees: may be developed by the members of the council.

Article IV Meetings: The regular meetings of the council shall take place in November, December, January and February on the second Monday of the month at 6:30 p.m. Special meetings may be called by the president with the consent of the executive committee.

Article V Elections: A majority vote shall constitute an election.

Article VI Quorum: A quorum shall consist of three eligible voting members including at least two officers.

Article VII Order of Business: The order of business for regular meetings shall be as follows: Call to order, roll call, reading and approval of minutes, reading of communication, reports of officers including the Treasurer's Report, unfinished business, new business, announcements, adjournment of business meeting.

Article VIII Amendments: By-laws may be amended by a 2/3 vote of the eligible voting membership. 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.

Article IX 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 X Whistleblowers Protection: To maintain the highest standards of conduct and ethics, the Chouteau 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 XI: 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 office 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 XII: Organization: This club 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 XIV: Other Activities: Notwithstanding any other provisions of this constitution, this club 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 XV: Dissolution: Upon dissolution, this council's assets shall be distributed to the Chouteau County 4-H Council 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.

Adopted: October 10, 2016

Revised: January 11, 2021

***President:** _____ **Date:** _____

***Vice President:** _____ **Date:** _____

***Secretary:** _____ **Date:** _____

***Treasurer:** _____ **Date:** _____

***Members:**

*Signatures on file at Chouteau County Extension Office