



LAKE COUNTY
300 Third Avenue NW
Ronan, MT 59864
406-676-4271
lake1@montana.edu



Nov. 1, 2012

The programs of the MSU Extension Service are available to all people regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Dr. Douglas Steele, Vice provost and Director, Extension Service, Montana State University, Bozeman, MT 59717.

**BY-LAWS
LAKE COUNTY 4-H COUNCIL**

Article 1—Name

The name of the organization shall be: Lake County 4-H Council.

Article 2—Purpose

The purpose of the Lake County 4-H Council is to maintain and strengthen the 4-H program by assisting the Montana State University Extension Service in the following ways:

1. To help make 4-H available to all youth and adults in the county without regard to race, color, national origin, religion, sex, handicapping condition or geographic area.
2. To help identify 4-H program opportunities needing emphasis.
3. To help establish priorities for the county 4-H program.
4. To help organize and conduct 4-H events and activities in the county.
5. To help plan effective leader education programs.
6. To help develop a better understanding of the educational efforts of the 4-H program among 4-H members and their families.
7. To help promote good public relations for all 4-H programs.
8. To strengthen local 4-H club programs.
9. To help evaluate the educational effectiveness of the 4-H program.
10. To generate and manage the funds of the 4-H Council. An annual audit shall be conducted.
11. To advise the county extension staff in the establishment of county 4-H policies that are not in conflict with Montana 4-H Policy statement.

Article 3—Membership

Membership shall consist of all volunteer 4-H leaders (adults, teens, teen leaders) and 4-H members.

MSU Extension agents of Lake County shall serve as ex-officio members.

Voting: Each club shall have up to three (3) voting delegates at a council meeting regardless of number of members present. Officers and district representatives are included as members from their club. Each club will decide who their voting delegates are at each meeting to vote on all business matters.

- Minutes 3 years
- Correspondence 3 years
- Yearly program Plans 3 years

Copies of all permanent records will be kept on file at the location 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.

Article 15—Amendments

These by-laws can be amended by a majority vote of the voting delegates at a regular Lake County 4-H Council meeting.

Article 16—Dissolution

If this chartered group disbands, all assets and club materials will be turned over to the Lake County MSU Extension Office.

Adopted 8/1/2011

President: _____
Tracey Wheeler

MSU Extension Representative _____
Nori Pearce

the committee to which they are elected, relaying information from both parties which pertains to 4-H's involvement. These 4-H Council representatives will not have voting privileges of the committee to which they are elected, unless the committee to which they are elected chooses to allow voting privileges for the Council representative.

The term of office shall be for two (2) years. Any representative may be elected again to the same office after a two year period. Vacancies may be filled at any Council meeting following the announcement of the vacancy.

Article 11—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 communications, reports of officers, reports of committees, unfinished business, new business, announcements, adjournment of business meeting.

Article 12—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 13—Whistleblowers Protection

To maintain the highest standards of conduct and ethics, the Lake 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 14—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 & Acknowledgment Letters 3 years
- Grant Paperwork 3 years after completion

Article 4—Budget

1. The Executive Committee shall prepare an annual budget. This is to be approved by the 4-H Council.
 - 1a. Any amends of the budget must be done by a majority vote of the Executive Committee
2. Funds may be used for expenses incurred in fulfilling the purpose of the Lake County 4-H Council.
3. The treasurer's books will have an annual audit before the November Council meeting. Audit Committee appointed by the president.

Article 5—Executive Committee

The Executive Committee shall be composed of: president, vice president, treasurer, secretary-reporter, one youth and one adult club representative.

The Council officers shall consist of a president, vice president, secretary-reporter and treasurer.

Terms of officers: 2 years.

- A. President and treasurer elected in the odd number 4-H year, to serve in the even number 4-H year.
- B. Vice president and secretary-reporter elected in the even numbered 4-H year, to serve in the odd numbered 4-H year.

Duties of officers:

President:

- 1) Preside at Council meetings and Executive Committee meetings.
- 2) Appoint committees as needed each year.
- 3) Appoint a committee of two (2) to audit the treasurer's book annually in September.
- 4) Appoint a committee of three (3) for the nominating committee at July meeting.

Vice President:

- 1) Perform the above mentioned duties in absence of president.

Secretary-Reporter:

- 1) Shall keep the records of the meetings.
- 2) Handle all correspondence.
- 3) Publicize all Council events and activities.

Treasurer:

- 1) Shall care for all monies of the organization.
- 2) Shall make a detailed report of all income and expenses at each meeting.

Executive Committee:

- 1) Is to select 4-Hers for trips and awards that the Council contributes all or part of the funds toward.
- 2) Prepare or amend the budget as listed in Article 4.

MSU Extension Agents of Lake County shall serve as ex-officio members.

Club Representatives:

- 1) Each club should have an elected youth and adult representative to the 4-H Council Executive Board by the November Council meeting. They will serve for one-year terms.
- 2) Serve as a liaison between 4-H Council, the Extension Office and their 4-H club.
- 3) If the elected club representatives cannot attend a Council meeting, or Executive Board meeting, they may appoint a person to take their place and vote for the club.

Article 6—Meetings

There shall be ten (10) Council meetings a year. Meetings will be held on the first Tuesday of each month except August and December.. Additional meetings may be called by the president or two (2) members of the Executive Committee or a majority vote at a regularly scheduled meeting.

Executive Committee meetings shall be bi-monthly or as needed.

Article 7—Districts

The County shall be divided into three geographic divisions:

District 1—Polson-Dayton-Elmo

District 2—Ronan-Pablo

District 3—Charlo-Moiese-Dixon-St. Ignatius area

Clubs will be grouped as geographic areas for representation for county 4-H planning events, activities, or committees. If clubs within an area are not represented and do not actively participate in planning, organization, or operation of the specified event, activity or committee, then all youth and adults from that area have chosen not to receive the benefits of participating or receiving funding to support such an event.

At the January 4-H Council meeting, all clubs within each of the three

geographic districts should elect their District Representative. This representative will serve for a one-year term. Responsibilities will be to serve as the main communication contact between clubs in their district and the Extension Office, organize the 4-H Foundation animal or miscellaneous silent auction item to support the 4-H Foundation, and assist with other 4-H Council sponsored activities or events.

Article 8—Committees

The 4-H Council committees shall consist of volunteers, leaders and 4-H members to plan, carry out and evaluate the activities or events. Each committee has specific functions as outlined in job descriptions. Chairpersons will be recruited and selected by the committee planning the event.

Chairperson(s) will report back to the 4-H Council following the event or activity.

Article 9—Elections

All nominations for officers shall be made by a committee of three (3) or more which are appointed in July by the presiding officer. Additional nominations shall be accepted from the floor. Elections will be held at the September Council meeting. Voting shall be by ballot. A candidate must receive a majority of the votes of those voting delegates present at the session. (A majority being over 50%). New officers will take over at the January meeting.

Qualifications: Candidate must be an adult certified leader of the Council.

Terms of office: The term of office is for two (2) years. Council officers may serve only two (2) elected consecutive terms to the same office. Any officer may be elected again to an office after a two (2) year period. Vacancies may be filled at any council meeting following the announcement of a vacancy. This position may be filled by a majority vote of the voting delegates present.

Article 10—Representatives to Other Boards

4-H Council representatives to other boards, including but not limited to Lake County Fair Board and Fair Market Livestock Committee will be nominated at regular Council elections in September when needed. Candidates must be an adult certified 4-H leader (voting will be the same criteria as for Council officers (Article 9). Primary duties will be to attend 4-H council meetings and meetings of the committee to which they are elected to be a representative, or to find a suitable replacement to attend the meeting in their place; and to act as a liaison between 4-H Council and