

CHOUTEAU COUNTY 4-H COUNCIL

BY-LAWS

Approved on this day _____, 2011

Article 1 – Name

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

Article 2 – Source of Authority

1. The 4-H name and emblem are the property of the USDA and identify youth programs administered by the USDA, through the Land Grant System and the Cooperative Extension System. The Chouteau County 4-H Council has authority to use the 4-H name and emblem in accordance with the state and federal guidelines based on its affiliation and cooperation with Montana State University Extension and Chouteau County Extension.

Article 3 – Mission Statement

1. The mission of the Chouteau County 4-H Council is to assist the Extension staff and 4-H volunteers to coordinate positive, hands-on, and educational opportunities for and with youth, including the recruitment, training and development of caring 4-H volunteers.

Article 4 – Purpose & Objectives

1. Purpose:
 - A. The County 4-H Council is an important partner of the County Extension Office in carrying out 4-H programs. County 4-H councils assess the needs, interest, concerns of the county's children and youth, and assist the agent in responding with educational programs relevant to those needs.

The primary purpose of the County 4-H Council is to provide guidance and Assistance to the County Extension staff in planning and conducting Educational programs.

2. Objective:

The objective of this Council shall be to help the 4-H Clubs in Chouteau County through:

 - A. Development, maintenance, and promotion of a balanced 4-H program.

- B. Enabling leaders to help develop, evaluate, and channel suggestions in carrying out the county 4-H program.
 - C. Cultivating channels of communication for the exchange of information between the 4-H Center for Youth Development, County extension Office, Leaders, and Youth.
 - D. Providing and supporting opportunities for the youth of Chouteau County, stimulating greater interest in and raising the standards of 4-H club work, while learning life skills through participation in 4-H club activities, project work, educational workshops, competitions, and leadership opportunities.
 - E. Encourage opportunities for 4-H Leaders, 4-H Members and their Chaperones, to attend and participate in District, State and National activities.
 - F. To promote and adhere to conduct that is moral, ethical and legal, and to follow the 4-H Policies and Guidelines set forth by the MSU Extension; Montana 4-H Program and the Montana 4-H Leaders' Council.
3. To promote 4-H members and clubs, recruit new members and leaders and also help mentor the new members and clubs.

Article 5 – Membership

1. **Council Membership** shall be open to all 4-H leaders, 4-H members including members at large over the age of 14 and in good standing, and Members-at-large, regardless of race, color, sex or national origin, religion, disability, political beliefs, sexual orientation, and marital or family status. The County Extension personnel shall serve in an ex-officio capacity. Any member or Leader enrolled in 4-H through the Chouteau County Extension Office is considered in good standing upon payment of dues and adherence to council By-Laws. All such members are eligible to participate in all council-sponsored activities.
2. **Voting Rights** Each Chouteau County 4-H club is entitled to cast up to four votes at Regular or Special Council meetings, but no member or leader shall have more than one vote.
- A. Members and leaders “at large” shall have a right to two (2) votes, but no individual member “at large” or individual leader “at large” shall have more than one vote.
 - B. Senior and Junior Ambassadors are eligible to vote.
 - C. There will be no Proxy votes.

Article 6 – Officers

1. The Officers of the Chouteau County 4-H council will consist of:

- A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
2. Election of Officers:
- A. Annual elections to be held at the second meeting in the fall of each year.
 - B. Terms of office shall be for two years.
 - C. An officer may succeed him/herself in office, but not to exceed two terms, or a total of four years in any one office successively. Vice president may be a candidate to succeed the president at the end of the term(s).
 - D. Retiring officers will be available to newly elected officers in an advisory capacity to aid in the transition of duties and responsibilities.

Article 7- Duties of Officers

1. **President** – The duties of the President shall be to preside at all meetings, appoint committees, and perform such duties as prescribed by the council. The president in cooperation with the County Agent sets the agenda for the council meetings. The President will not have voting rights at Council or Executive meetings unless to break a tie vote. The President serves as the chairman of the Executive Committee. The president will have signature authority on all Council accounts.
2. **Vice President** – The duties of the Vice President shall be to assume the duties of the President in his/her absence or in the event the President office is vacated. The Vice President serves as the chairman of the Awards committee and serves as an ex-officio member of all committees. The Vice President shall learn the duties of the President and be prepared to follow the latter into office at the end of the President’s term if elected. The Vice President will have signature authority on all Council accounts
3. **Secretary** – The duties of the Secretary shall be to keep and maintain a record of the minutes of the meetings, call the roll, and submit the roll and minutes to the Extension Office be e-mailed to the leaders. Keep current records of all the current bylaws, policies and guidelines.
4. **Treasurer** – It shall be the duty of the Treasurer to:

- A. Keep accurate financial records, copies of invoices, bills, etc., relating to the funds and property of the 4-H Council, accounting fully for all receipts and expenditures and will present at all meetings.
 - B. Receive, record and deposit all funds in a regulated bank or similar financial institution in Chouteau County, to any appropriate accounts established by the 4-H Council.
 - C. Pay bills and make other authorized expenditures provided for in the budget or otherwise approved by the Council. Obtaining two signatures on all council fund transactions including checks.
 - D. Furnish financial reports annually at year-end and at such times as required by the Council. Financial reports should include a Statement of Financial Position (balance sheet), a Statement of Revenues and Expenses (income statement) and a list of tax identification numbers used in the Chouteau County 4-H Council.
 - E. Act as custodian of all funds and personal property of the Council, and keep a current list of all such property.
 - F. Prepare all financial records for an annual audit to be conducted in November by a committee appointed by the president.
 - G. Prepare and file in a timely manner, all reports required by federal, state and local governmental agencies.
 - H. Have signature authority on all Chouteau County 4-H Council accounts.
 - I. Serve as the Chairman of the Financial Review Committee.
5. **MSU Extension** - The Extension Agent serves as an ex-officio member of the council and its committees. The Agent shall have all privileges of a regular member, including participation, submissions of motions and voice, excepting that the Agent does not have a vote

Leadership for the 4-H program is provided at the national, state, and county levels by MSU County Extension Agents, working cooperatively with parents and volunteer leaders. 4-H advisory committees, 4-H councils, leader associations, and other organizations serve in an advisory capacity and give advice to the direction of 4-H program efforts. The authority to establish and administer such groups is held by Montana State University Extension personnel at the county and state level. The County

Extension Agent has the final authority and responsibility for the conduct and leadership of the 4-H program in each county.

Article 8- Committees

1. Standing Committees of the Chouteau County 4-H Council shall be:

A. **Executive Committee:** The Executive Committee shall consist of four (4) council members who shall include the President, Vice President, Secretary, Treasurer, and the 4-H Extension Agent. This committee shall have the supervision over matters of general interest of the organization, shall act as a planning committee in the preparation of the County 4-H yearly program of work, and may meet to attend to council business between the regular meetings of the council.

B. **Livestock Committee:** The Livestock committee shall consist of: The Beef, Swine, Sheep, and Horse, Superintendents, at least two (2) council members, as well as one volunteer from the community, if available. This committee shall monitor weigh-ins and see to it that animals were tagged and appropriate for the 4-H member as well as coordinate all other aspects of the Livestock venue at the County Fair.

The livestock committee will provide advisory input, an official review, and appoint one member as a signatory, along with the County Agent on the Chouteau County 4-H market accounts. A report will be presented at each Council meeting.

C. **Financial Review Committee:** At least two (2) council members, aside from the Treasurer, shall review the account books annually sometime during September and present a summary of findings, and/or recommendations, at the November meeting.

D. **Awards Committee:** To review, evaluate awards and solicit sponsors. There will be three Council members, one of whom shall be the Vice President and the Senior Ambassador.

E. **Chuckwagon Committee:** The Chuckwagon committee will consist of one representative from each club. Anyone wishing to be Chairman of the Chuckwagon, must apply for the position, and will be decided on by the committee based on the application.

2. The President may appoint special committees from time to time to facilitate the working of the Chouteau County 4-H Council.

Article 9 -Resignations

1. In the event of a resignation of any elected member, the vacancy will be announced before the next council meeting, at which time the vacancy will be filled by majority vote.

Article 10 -Removal

1. Any Officer or Representative may be removed from office by the affirmative vote of two-thirds of the eligible voters at a council meeting or special meeting called for that purpose, for conduct detrimental to the interest of the council and 4-H program, for lack of support for its objectives, or refusal to render reasonable assistance in carrying out its purpose.

Article 11- Meetings

1. The Chouteau County 4-H Council will meet the second Tuesday of September, the second Tuesday in November, the second Tuesday in January, the second Tuesday in March, and additional meetings as needed.
2. The Executive Board may call special meetings.
3. Committee meetings shall be as needed.

Article 12 - Amendments

1. These By-laws may be amended or revised in part or total at any regular meeting of the council, provided the amendments or revisions have been submitted and read at the previous regular meeting.
2. It shall require a two-thirds vote of those present to amend and adopt these by-laws.
3. By-Law amendments become effective immediately upon adoption. .

Article 13 - Review of By-Laws

1. The By-Laws shall be read at the November council meeting. They must be approved by a simple majority vote to remain in effect.
2. A copy of the By-Laws shall be distributed to each club and each new family, and be available upon request at the Chouteau County Extension office.

Article 14 - Governance

1. The Chouteau County 4-H Council will refer to the most current Robert's Rules of Order for Parliamentary authority.

