

Teton County 4-H Council Constitution

Mission:

The mission of the Teton County 4-H Council is to support the educational and leadership opportunities for Teton County 4-H members and leaders.

Purpose:

The purposes of this council are:

1. To maintain and strengthen the 4-H program by assisting Montana State University Extension.
2. To promote educational 4-H club, county, state and national activities.
3. To give leaders and members a forum for offering suggestions, exchanging ideas, completing county/district/state activities or projects, and to develop a comprehensive county 4-H program.
4. To plan and conduct fundraising and/or to oversee the fiscal management of accounts and property held in the name of the Teton County 4-H Council.

Authority

The authority of the Teton County 4-H Council is to administer the county 4-H program, to follow guidelines for the appropriate use of the 4-H name and emblem as authorized by the United State Department of Agriculture, the land-grant university system and Montana State University Extension.

4-H is a youth education program of the Montana State University Extension, cooperating with the USDA and local county governments. The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.

The MSU County Extension Agents have the responsibility for the leadership of the 4-H program. The county extension agents have authority in matters of conduct, discipline, health and safety in connection with the 4-H members and leaders enrolled in the county.

Articles

I. Article I - Name

- A. The name of the organization will be Teton County 4-H Council.

II. Article II - Object

- A. The objective of this organization will be to promote 4-H work in the county through:
 1. Meetings of the county council for the purpose of developing and implementing programs and identifying needs within the Teton County 4-H program that will promote positive youth development.

2. Cooperation with the county Extension Staff and other agencies interested in assisting in the development of the 4-H program.
3. Informing 4-H club leaders and members of 4-H opportunities to strengthen the 4-H program in the county.

III. Article III - Membership

- A. The membership of this organization will be as follows: All certified volunteer leaders and junior leaders are eligible for membership. Meetings are open to all 4-H members/volunteers/leaders/parents. Voting privileges will be given to Executive Officers (excluding President, with the exception of his/her casting a tie breaking vote), one adult certified leader and one junior leader from each club, as well as one committee member from each standing committee.
- B. The County Extension staff shall act in an advisory capacity.

IV. Article IV - Dues

- A. Teton County 4-H Council will collect the suggested donation (dues) from the registered leaders and send it to the State 4-H Council.
- B. State 4-H Foundation Dues for members are voluntary; however, Teton County 4-H Council encourages the payment of dues per 4-H member to the State 4-H Foundation.
- C. Member/leader dues will be invoiced to 4-H clubs in January with receipt of dues by April 1. If dues are not received by April 1, the dues will double. Clubs requesting exception must present their case before the Teton County 4-H Council.

V. Article V - Officers

- A. The officers of this organization shall be elected at the regular late summer quarterly meeting to be held in August or September
- B. The officers of this organization shall be: President, Vice-President, Secretary, Treasurer. An office can be shared by two people, for instance, a leader and 4-H member can share an office.
- C. Officers will hold office for 2 years and cannot succeed themselves. The President and Treasurer will take office on even years and the Vice-President, and Secretary will take office on odd years.
- D. All council members shall be eligible to hold office.

- E. All votes for officers shall be by ballot.
- F. All officers will take office to coincide with the October 1 beginning of the 4-H year, usually following the late summer meeting.

VI. Article VI - Duties of Officers

- A. The duties of the President shall be to preside at all meetings, to call special meetings, appoint committees and to perform such duties as may be prescribed by the constitution.
- B. The duties of the Vice-President shall be to act for the President whenever the latter is unable to attend to his/her duties. He/she will also assist the President and the County Extension Staff in making and carrying out detailed plans for the meeting of the 4-H Council.
- C. The duties of the Secretary shall be to keep a record of the minutes of the meetings, call the roll, file all important communications, carry on council correspondence, keep a record of the activities of each meeting, and report all meetings and assist with publicity.
- D. The Treasurer shall care for all money that may come into the County Council, and make a report of the same at each meeting. The treasurer is asked to complete financial obligations on a monthly basis according to policies and procedures outlined by the state 4-H program.

VII. Article VII - Committees

- A. Certified leaders and 4-H members can register for committees during the enrollment process. Only those who have properly registered for a committee will have the right to vote at committee meetings.
- B. The standing committees of the County 4-H Council shall be:
 - 1. Executive: The Executive Committee shall be composed of six council members including the President, Vice-President, Secretary, Treasurer, the past president and the senior ambassador. This committee shall have the supervision over matters of general interest to the organization, shall act as a planning committee in the preparation of the county 4-H yearly program of work (calendar), and may meet to attend to council business between the regular meetings of the council.
 - 2. Teton 4-H Fair: The Teton 4-H Fair committee shall coordinate the 4-H fair activities, publicity and assist with displaying exhibits at the Teton 4-H Fair

3. Livestock Committee: Shall meet regularly to attend to livestock areas of 4-H, including the fair, animal husbandry education, safety and rules regarding the care and keeping of 4-H animals and the sale of 4-H market animals.
 4. Budget and Audit Committee: The committee will arrange for the audit of the 4-H council treasurer books between treasurer terms and establish a budget for the 4-H year.
 5. Awards: The awards committee will secure donors for trophies and awards for various 4-H activities.
 6. Textile Committee: The committee will oversee textile educational events, offerings and competitions.
 7. Exchange Committee: Forms rules and guidelines for an Exchange group consisting of leaders and members from Teton County to host and travel to other states.
 8. Horse Committee: The committee will oversee equine education events, rules, regulations and safety of 4-H horse related events and contests.
 9. Record Book Committee: The committee will establish guidelines for record book completion and will review record books as submitted.
- C. County Extension Agents and the 4-H Council President are ex-officio members of all the committees.
- D. It is suggested that committees provide a written copy of minutes to the Teton County 4-H Council and/or the Extension Office for all committee meetings held between quarterly scheduled council meetings. Any committee policy changes should be brought to council in written form.
- E. Standing committees should make a good faith effort to provide a representative to attend 4-H Council meetings.
- F. The President may appoint special committees from time to time to facilitate the working of the Teton County 4-H Council.

VIII. Article VIII - Meetings

- A. There shall be meetings of the Teton County 4-H Council as deemed necessary by the President and the Extension Staff. Meetings are to be held quarterly or as deemed necessary.

IX. Article IX - Place of Meetings

- A. The meetings will take place in the following communities on a rotating basis:
Choteau, Power, Pendroy, Fairfield

X. Article X - Amendments

- A. This constitution may be amended at any regular meeting of the Council providing the amendment has been submitted and read at the previous regular business meeting. Adoption of the amendment requires a two-thirds quorum of the eligible voting council members who are in attendance at the meeting.

XI. Article XI - Constitution

- A. The constitution will be made available through the Teton County Extension website and is available by request through the Teton County Extension Office.

XII. Article XII - Installation

- A. The installation of officers shall coincide with the beginning of the 4-H year following the late summer meeting, at which time the incoming officers shall receive a copy of this Constitution.

XIII. Article XIII - 4-H Bill Payment Procedure

- A. The Teton County 4-H Council budget will be adopted on a second reading following its introduction at the first business meeting of the 4-H year. Adoption of the budget requires a two-thirds quorum of the eligible voting council members who are in attendance at the council meeting.
- B. All bills approved in the current year budget for the 4-H Council, which do not exceed the amount budgeted will be paid upon receipt, by 4-H Council Treasurer. All deposits and bills will be handled on a monthly basis.
- C. The following procedure shall be used in submitting a bill to the 4-H Council Treasurer:
 - 1. Supply the treasurer with the name of the event
 - 2. Name of the person to be reimbursed
 - 3. Receipt for proof of the amount to be reimbursed.
- D. This procedure shall be used for all bills, whether budgeted items or not.
- E. All bills related to any 4-H activity will be paid by check that has been issued by the 4-H Council Treasurer.