**CONSTITUTION**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Club shall be the name of this organization.
2. **Object:** The object of this 4-H club is to aid in the development of its members through practical research-based practices, club meetings, demonstrations, judging, tours, fairs and other activities.
3. **Membership:** Members: Youth that turn 6 years of age during the Montana 4-H year (October 1 and September 30) and have not passed their 19th birthday during the 4-H year are eligible for membership irrespective of race, color, creed, age, religion, national origin, sex, marital status, disability, public assistance status, veteran status, sexual orientation, marital status or parental status.
4. **Officers:** the officers of this club shall be president, vice president, secretary, treasurer, reporter, historian and recreational Leader. (these are the recommended officers, a club may add or change these to fit the clubs needs)
5. **Leaders:** The club will have \_\_\_ organizational leader(s) and as many other leaders as necessary to serve as project and activity leaders.
6. **Meetings:** There shall be a minimum of six (6) meetings of the club held each year.
7. **Amendments:** It shall require a two-thirds vote of the members present at any regular meeting to amend this constitution.

**BY-LAWS**

1. **Election of Officers:** The officers shall be elected by ballot at the October meeting each year.
2. **Duties of the Officers:**
3. ***President*** will preside at all meetings of the club and have in mind at all time the best interests of the club. The president may call special meetings with the consent of the leader.
4. ***Vice President*** will perform the duties of the president when the president is absent. The Vice President will also chair the planning committee for the Yearly Program Plan.
5. ***Secretary*** will keep a record (minutes) of all proceedings of the club, shall act as club correspondent in matters pertaining to the business of the club and shall keep a correct enrollment of all members.
6. ***Treasurer*** will receive and take care of all money belonging to the club, and shall pay out at the order of the president, after club action. And keep an accurate report of all receipts and expenditures.
7. ***Reporter*** shall write and report club news to the community and submit announcements for events planned to the local community as appropriate.
8. ***Historian*** will organize a scrapbook that keeps a record of the groups accomplishments and activities for the year.
9. ***Recreation Leader*** shall be responsible for the recreation time at each club meeting and at special events.
10. **Committees:** Committees standing and special will be appointed by the president as needed
11. **Meetings:** The regular meeting of the club shall take place on the \_\_\_\_\_\_\_ of each month. Special meetings can be called by the president with the consent of the leaders.
12. **Elections:** A majority vote will constitute an election.
13. **Quorum:** A Quorum will be a majority of the membership. A quorum is needed to hold an official business meeting.
14. **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.
15. If a vacancy occurs during the year, members will vote on a replacement.
16. **Amendments:** These By-laws may be amended by a majority vote of the members present at any regular meeting.
17. **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 person financial benefit.
1. **Whistleblowers Protection:** To maintain the highest standards of conduct and ethics, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_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.
2. **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 7years**
	* **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.

1. **Dissolution:** If this chartered group disbands, **all assets,** and club materials will be turned over to the County Extension Office.

Adopted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizational Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_