

**THE CONSTITUTION AND OPERATING BYLAWS
OF THE
GALLATIN 4-H UNLIMITED LEADERS COUNCIL**

ARTICLE I - NAME

1. The name of this organization shall be the "Gallatin 4-H Unlimited Leaders Council."

ARTICLE II - SOURCE OF AUTHORITY

1. The authority of the Gallatin 4-H Unlimited Leaders Council to administer the county 4-H program and to use the 4-H name and emblem is derived from the legal responsibilities of the United States Department of Agriculture, the Land Grant University System, and Montana State University Extension.

ARTICLE III - MISSION STATEMENT

1. The mission of the Gallatin 4-H Unlimited Leaders Council is to teach life skills by providing positive, hands-on, and educational opportunities for and with youth, through the recruitment, training, and development of caring 4-H volunteers, in the hope of creating healthy, proactive future leaders in a global world.

ARTICLE IV - OBJECTIVES

1. To develop and promote the 4-H club program on a county-wide basis.
2. To assist county 4-H staff in obtaining, training, and developing adult and teen 4-H leaders.
3. To follow and enforce the 4-H philosophy while guiding and directing the policies of the total 4-H program.
4. To assist 4-H volunteers in their endeavors to start new clubs, educate youth, and expand the 4-H program.
5. To periodically evaluate the county 4-H program and work to improve or expand the program based on the evaluation.
6. To facilitate an exchange of ideas and a closer association between volunteers, project areas, age groups, and Extension staff.
7. To serve as a liaison to other counties, the State 4-H Council, and the people of Gallatin County at large.

ARTICLE V – MEMBERSHIP OF GALLATIN COUNTY 4-H

Gallatin County Unlimited Leaders Council is the governing body of Gallatin County 4-H.

The membership of Gallatin County 4-H shall be composed of all enrolled Gallatin County 4-H members and leaders. Each member of the organization shall be entitled to one vote at the annual and/or special meetings.

ARTICLE VI – DUES OF GALLATIN COUNTY 4-H

1. The organization shall collect annual dues from re-enrolling leaders and members on or before October 31. A late fee will be charged in addition to the annual dues from re-enrolling leaders and members after October 31.
2. New members may enroll at any time.
3. The dues amounts are to be determined at or before the last meeting of the current 4-H year (October 1 - September 30).

ARTICLE VII – MEMBERSHIP OF 4-H COUNCIL

1. The Gallatin 4-H Unlimited Leaders Council (hereafter referred to as the *4-H Council*) shall consist of fourteen (14) members.
 - A. Ten (10) adult leaders shall be elected from the Gallatin County 4-H membership. There may be no more than two (2) adult members of the Council from any single club.
 - B. Four (4) teen leaders will serve on the Council, including both the Junior and Senior Ambassador and two other 4-H members. Members must be 14 years of age or older.
2. County Extension Staff shall be an ex-officio member of the Council serving as an advisor without a vote.
3. The nominating committee shall make every effort to place in nomination, candidates for the Council who evenly represent all project areas and to ensure equal representation throughout Gallatin County.
4. New Council members shall be elected at regular ULC meeting following the annual meeting.
5. The Junior and Senior Teen Ambassador applications shall be reviewed and chosen by the 4-H Council each spring.
6. In the case of a vacancy, the 4-H Council, shall, at the next regularly scheduled meeting, appoint a member from the 4-H membership to fill the vacancy, who shall serve out the remainder of the departing member's term.
7. Adult Council members are requested to attend at least eight meetings per year. If a member is unable to fulfill this request, the vacancy will be reappointed from the membership by the Council as

with any other vacancy. A Council member may be removed after three (3) consecutive unexcused absences at scheduled meetings by an affirmative vote of the Council members. Extenuating circumstances will be considered.

8. Terms of Office:

- A. Terms of the adult members of the 4-H Council shall be three (3) years with the exception of the Executive Board who may serve out the remainder of their term as described in Article VIII - Selection of the Executive Board.
- B. Adult Council members may not serve consecutive terms. A Council member may again be elected to the Council after a one (1) year period from the date of expiration of their preceding term. Adult Council members may complete a partial term and then be re-elected for one (1) full three year term.
- C. The Junior and Senior Teen Ambassador shall be appointed to the Board each year. The four (4) teen representatives shall serve one (1) year terms.

ARTICLE VIII - SELECTION OF THE OFFICERS OF THE EXECUTIVE BOARD

- 1. No officer shall for reason of holding office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer for receiving any compensation from the organization for the duties other than as an officer.
- 2. The officers shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the organization.
- 3. The Officers of the Executive Board shall consist of one President, one President-Elect, one Secretary and one Treasurer. The County Extension 4-H Youth Agent shall serve as ex-officio member.
- 5. The President shall serve a one (1) year term. In addition, they shall serve as President-Elect for one (1) year prior to becoming President. The President can then complete his/her three year term as a regular voting Council member providing there is a remaining year(s) left for their term.
- 6. The Secretary shall be appointed by the Council on even years and the Treasurer on odd years.
- 7. Any out-going officer may not succeed themselves immediately the following year.
- 8. The Officers shall be elected at the ULC meeting following annual meeting of the 4-H Council to assume duties for the upcoming year. Generally(Nov 1-Oct 31)

ARTICLE IX - DUTIES OF OFFICERS

1. The President shall preside at all meetings of the 4-H Council, appoint committees, and shall have general and active management of the business of the 4-H Council, seeing that all orders and resolutions of the Council are carried into effect.
2. The duties of the President-Elect shall be to perform the duties of the President when he/she is unable. The President-Elect will also preside over committees as needed.
3. The duties of the Secretary shall be to record the proceedings of the meetings and provide a copy of the minutes to the Extension Office. The Secretary shall also conduct correspondence and notify members of meetings as well as record attendance and officers terms of office.
4. The duties of the Treasurer shall be to keep a full and accurate account of the receipts and disbursements in the Treasurer's book and shall be a signor for all authorized expenditures. The Treasurer shall also work with the 4-H Assistant to prepare and present an accurate monthly record of all Council transactions. The Treasurer, with the 4-H Assistant and two non-signers, shall complete a review of the books at the end of each fiscal year (September 30).
 - A. All checks or demands for money and notes of the organization shall be signed by the two designated signers, with four signors designated.
 - B. Duties will be in accordance with the Gallatin County Policy and Procedure manual as stated under the section Financial Policies and Procedures.
6. An appointed member of the 4-H Council shall serve on the Gallatin 4-H Foundation Board to represent the interests of the 4-H Council.
7. It shall be the duty of all members of the 4-H Council to keep a notebook recording all minutes and business of 4-H Council.

ARTICLE X - COMMITTEES

1. The standing and special committees of the organization shall be appointed as needed at the discretion of the Council. The following may be useful:
 - a. Budget
 - b. Fund Raising
 - c. Market Livestock Sale
 - d. Nomination
 - e. Public Relations
 - f. Recognition
 - g. Training
 - h. Fair
 - i. Ad Hoc Committees (as needed)
2. Duties of the Standing Committees are as follows:
 - A. **Budget Committee** - The officers of the 4-H Council constitute the membership of the Budget Committee.
 - Purpose - To develop an Annual Budget to support the educational goals of the 4-H program.
 - Responsibilities - Determine funds needed to reach the educational goals of 4-H and develop an Annual Budget to be approved by the 4-H Council by November 1.

B. **Fund Raising Committee** - The members of this committee shall be appointed by the President of the Council. The Chairman of the Fund Raising Committee shall be a member of the 4-H Council. Other members may be appointed from the membership at large.

- Purpose - To organize private fund raising efforts which support the educational goals of the 4-H program and to manage those funds in accordance with the law.
- Responsibilities –
 1. To propose fund raising methods to meet goals.
 2. Remain abreast of any changes in State fund raising policy.
 3. Arrange for facilities, materials, manpower, and promotion needed for fund raisers.
 4. See to it that all moneys raised in the name of 4-H are used for 4-H purposes consistent with county fund raising policy.
 5. Submit a written report of each fund raiser to the 4-H Council which includes costs, income, manpower involved, and any recommended changes needed for the future.
 6. Maintain a master list of all donors to Gallatin County 4-H and ensure that all donors receive appropriate and timely recognition.
 7. Provide for Grant writing as required.
 8. Submit budget request to Budget Committee no later than November 1 of the current year.

C. **Market Livestock Sale Committee** - A representative of the Market Livestock Sale Committee shall be a member of the 4-H Council as defined by article VII 1 A. Other committee members may be appointed from the membership at large.

- Purpose - To organize, prepare for, conduct, follow up, and report on the Gallatin County 4-H Market Livestock sale.
- Responsibilities –
 1. Work with livestock superintendents to prepare a sale list of the order in which species are to be sold at the Gallatin County Fair Auction.
 2. Register buyers and prepare a buyers list. Assign a number for each individual buyer, record name of individual, billing address, and phone number.
 3. Prepare four part sale tickets.
 4. Organize and attend the 4-H Market Livestock Sale during the Gallatin County Fair.
 5. Collect money from buyer, preferably the same night as the sale, review totals, record payments, follow-up with letters of thanks, and supply buyer with receipt.
 6. Prepare sale reports for the Fair office.
 7. Disperse checks to sellers.

D. **Nomination Committee** - The members of this committee shall be appointed by the President of the Council. The Chairman of the Nomination Committee shall be a member of the 4-H Council. Other members may be appointed from the membership at large.

- Purpose - To recruit and nominate adult volunteers and teen members to leadership positions in the 4-H program and to recruit members and their families into participatory roles in 4-H.
- Responsibilities -
 1. Continuously recruit appropriate persons to fill any vacancies or anticipated vacancies on the 4-H Council, Committees, Key Leader positions, or any other positions needing attention.

2. Work with the Secretary to determine the length of terms for each Council member, make the 4-H membership aware of any openings, and supply candidates for said openings.

E. **Public Relations Committee** - The members of this committee shall be appointed by the President of the Council. The Chairman of the Public Relations Committee shall be a member of the 4-H Council. Other members may be appointed from the membership at large.

- Purpose - To create an image of 4-H that draws participation from traditional and non-traditional audiences of youth and adults as well as monetary support from public decision makers and private donors and cooperative support from other community service organizations.

- Responsibilities -

1. Plan and participate in a series of 4-H Public Relations events throughout the 4-H year. Present the plan to the 4-H Council.
2. Maintain a list of contact people in government and the media.
3. Maintain a list of 4-Hers and 4-H Alumni who will speak to the benefits 4-H and help educate the public about the 4-H program.
4. Arrange for facilities, materials, labor, and promotional materials for specific 4-H promotional events.
5. Plan, coordinate, and manage the Gallatin County Fair/4-H information booth.
6. The 4-H Teen Ambassador Key Leader shall be a member of the Public Relations Committee and shall work to involve the 4-H Teen Ambassadors in any promotional events.
7. Ensure consistent, timely coverage of 4-H events in the appropriate news media.

F. **Recognition Committee** - The members of this committee shall be appointed by the President of the Council. The Chairman of the Recognition Committee shall be a member of the 4-H Council. Other members may be appointed from the membership at large.

- Purpose - To encourage participation of youth and adults in 4-H by recognizing them for past contributions and accomplishments and providing positive incentives for future participation.

- Responsibilities -

1. Ensure the county 4-H recognition programs are consistent with State 4-H youth development policies.
2. To plan, implement, and evaluate a county recognition program that supports the educational goals of the county 4-H program.
3. Conduct the Fall Awards Banquet to recognize excellence in 4-H.
4. Recognize all award winners in the County 4-H Newsletter.
5. Plan and implement an award system for the two age divisions in 4-H. Design award applications and determine winners for each age division in each project category.

G. **Training Committee** - The members of this committee shall be appointed by the President of the Council. The Chairman of the Training Committee shall be a member of the 4-H Council. Other members may be appointed from the membership at large.

- Purpose - To plan, implement, and evaluate educational training sessions that result in qualified, competent, caring volunteer staff who are learner centered in their approach to youth

development. Also, to ensure the availability of the latest 4-H project curriculum in Gallatin County.

- Responsibilities -

1. With Extension Staff, plan, organize, and implement appropriate training and development for leaders.

H. **Fair Committee** – The members of this committee shall be appointed by the President of the Council. The Chairman of the Fair Committee shall be a member of the 4-H Council. Other members may be appointed from the membership at large.

- Purpose – To organize, prepare for, conduct, follow up, and report on the Gallatin County 4-H Fair.

- Responsibilities –

1. Recruit superintendents for 4-H project areas.
2. Secure sponsorships for premium money and other awards.
3. Recruit and secure concessions manager and assist with overall function of concession stand.
4. Manage set up prior to and take down of fair exhibits.

I. **Ad Hoc Committees** - The members of this committee shall be appointed by the President of the Council. The Chairman of the Ad Hoc Committee shall be a member of the 4-H Council. Other members may be appointed from the membership at large.

- Purpose - To carry out any specific or short term task as instructed by the 4-H Council which will result in the termination of the committee upon completion of the assigned task.

- Responsibilities -

1. To carry out the duties necessary for the completion of the specific task at hand.

ARTICLE XI - MEETINGS

1. The Annual Meeting of the membership shall be held in the Fall.
2. Regular meeting of the Gallatin 4-H Unlimited Leaders Council shall normally be held monthly. Each Council shall set a specific meeting time each month to be observed during its year in office.
3. Special meetings of the 4-H Leaders Council may be called by the officers and/or the 4-H Staff.
 - a) Under extenuating circumstances a documented email vote may be used to determine the outcome of urgent business. Such a vote will be recorded in the minutes of the next ULC meeting.
4. Executive Session may be called when any sensitive information is discussed.
5. Committees will meet when the President-Elect and/or two members deem appropriate with proper notification of all committee members.
6. A quorum is five 4-H Council members. Meetings may proceed if the quorum is met within 15 minutes of the designated meeting start time.

7. Notice of all meetings of the 4-H Council shall be sent to appropriate members with adequate advance notice previous to said meeting.
8. Gallatin 4-H Unlimited Leaders Council meetings shall be open to the public. Only the Council representatives may cast ballots on issues.

ARTICLE XII - AMENDMENTS

1. Any proposed amendment to these by-laws may be introduced by any member at any regular or special meeting of the Board of Directors.
2. These by-laws may be amended at the annual meeting of the Gallatin 4-H Unlimited Leaders Council, or at any special meeting thereof, by a majority vote of the eligible members present; provided, that two (2) weeks written notice of intent to amend shall be given to each active member in good standing.

ARTICLE XIII - DISSOLUTION OF GALLATIN 4-H UNLIMITED LEADERS COUNCIL

1. Upon dissolution of the Gallatin 4-H Unlimited Leaders Council, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Council, dispose of all of the assets of the Council to the Gallatin 4-H Foundation, Inc., or, if the Foundation has been dissolved, to the Montana 4-H Foundation for the purposes benefiting the county or state 4-H program.

ARTICLE XIV – COMPENSATION AND CONFLICTS OF INTEREST

1. All persons associated with this chartered group are volunteers.
2. 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.

ARTICLE XV – WHISTLEBLOWERS PROTECTION

1. Whistleblowers Protection: To maintain the highest standards of conduct and ethics, the Gallatin 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 XVI – DOCUMENT RETENTION AND DESTRUCTION


1. 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 permanent
- Annual Reports and Audits 7years
- Bank Records permanent
- Donor Records and Acknowledgement Letters 5 years
- Grant paperwork 7 years after completion
- Minutes permanent
- Correspondence 3 years
- Yearly Program Plans 3 years

2. Copies of all permanent records will be kept on file at the local Extension office. The Extension offices in collaboration with organizational leaders 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.

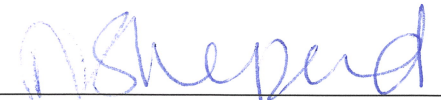
ADOPTION

The Officers of Gallatin County 4-H Council has duly adopted these revised By-Laws, The 11 day of January, 2022 which are based on the original By-Laws



President
Gallatin 4-H Unlimited Leaders Council

11 January 2022
Date



, Secretary
Gallatin 4-H Unlimited Leaders Council

22 February 2022
Date

