

# Kountry Kids Constitution and By-Laws

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- Article I:** Kountry Kids 4-H Club shall be the name of this organization.
- Article II:** **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.
- Article III:** **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 19<sup>th</sup> 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.
- Article IV:** **Officers:** the officers of this club shall be president, vice president, secretary, treasurer, reporter, historian, recreational leader, flag Leader, and roll call leader.
- Article V:** **Leaders:** The club will have 1 organizational leader and as many other leaders as necessary to serve as project and activity leaders.
- Article VI:** **Meetings:** There shall be a minimum of six (6) meetings of the club held each year.
- Article VII:** **Amendments:** It shall require a two-thirds vote of the members present at any regular meeting to amend this constitution.

## BY-LAWS

- Article I:** **Election of Officers:** The officers shall be elected by ballot by the October meeting each year.
- Article II:** **Duties of the Officers:**
- 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.
  - 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.
  - 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.
  - 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.
  - Reporter** shall write and report club news to the community and submit announcements for events planned to the local community as appropriate.
  - Historian** will organize a scrapbook that keeps a record of the groups accomplishments and activities for the year.
  - Recreation Leader** shall be responsible for the recreation time at each club meeting and at special events.
  - Flag Leader** shall be responsible for bring the American Flag and 4-H Flag to each meeting and lead the club in the Pledge of Allegiance and the 4-H Pledge.
  - Roll Call Leader** shall be responsible for leading the roll call.
- Article III:** **Committees:** Committees standing and special will be appointed by the president as needed
- Article IV:** **Meetings:** The regular meeting of the club shall take place on the third Sunday of each month. Special meetings can be called by the president with the consent of the leaders.
- Article V:** **Elections:** A majority vote will constitute an election.
- Article VI:** **Quorum:** A Quorum will be a majority of the membership. A quorum is needed to hold an official business meeting.
- Article VII:** **Order of Business:** The order of business for regular meetings shall be as follows: Recreation Period, 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 and program.
- Article VIII:** If a vacancy occurs during the year, members will vote on a replacement.
- Article IX:** **Amendments:** These By-laws may be amended by a majority vote of the members present at any regular meeting.
- Article X:** **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.
- Article XI:** **Whistleblowers Protection:** To maintain the highest standards of conduct and ethics, the Kountry Kids 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 XII: 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.

**Article XIII: 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 \_\_\_\_\_