

**FALLON COUNTY 4-H COUNCIL CONSTITUTION  
(REVISED January 2006)**

**ARTICLE I**

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

**ARTICLE II - OBJECT**

The object of this organization shall be to promote 4-H club work in the county through:

1. Meetings of the county council for the purpose of discussing the affairs and problems of the 4-H clubs in the county and outlining a program of work that will assist in stimulating greater interest in and raising the standards of 4-H club work.
2. Cooperation with the county extension agent and other agencies interested in assisting in the development of the 4-H club program.
3. Informing 4-H leaders and members in order that the 4-H club program may more effectively serve the county.

**ARTICLE III - MEMBERSHIP**

All Fallon County members and leaders are welcome at council meetings. Voting membership of the council shall consist of two members and two leaders from each club. Voting membership will designate themselves on the roll call sheet at the beginning of the meeting.

Leaders at large have two votes on the council.

**ARTICLE IV - OFFICERS**

Section I: The officers of this organization shall be the president, vice-president, secretary, treasurer and historian. (Senior Ambassador)

Section II: Eligibility - all registered 4-H leaders shall be eligible to hold office. All council officers are required to attend three of the four scheduled council meetings. If an officer is unable to fulfill their duties they will be replaced.

Section III: Term of office

The term of office shall be two years and elections will be staggered. President and secretary will be elected on even numbered years. Vice-president and treasurer will be elected on odd numbered years.

All offices in the 4-H Council shall be of one term, which consists of two years served. All offices shall have a limit of three consecutive terms. If an interim is needed, it does not count towards the three consecutive terms. The offices that this pertains to are President, Vice-President, Secretary, Treasurer, Historian, Key Ambassador Leader, and the 4-H Foundation Rep.

#### Section IV: Election

A nominating committee composed of two members shall be appointed by the executive committee. One member of this committee will be from the executive committee. The nominating committee's list of candidates must be turned in to the Extension Office on or before September 1 to be sent in a newsletter two weeks prior to the election. Elections shall be held at the annual October meeting. Voting shall be by ballot if more than one nominee per office.

#### Section V: Foundation Rep

A Mt Foundation Rep. will have a two year term, be a member of the County 4-H Council, be elected at the annual October meeting, promote Mt Foundation activities on the county level, and report to the council on the Annual Foundation meeting held each year in July.

### **ARTICLE V - DUTIES OF OFFICERS**

#### Section I: President

The president shall preside at all meetings, appoint committees and perform such other duties as deemed necessary.

#### Section II: Vice-President

The vice-president shall act for the president whenever the latter is unable to attend to his duties. He will also assist the president and the county extension agent in making and carrying out detailed plans for the meetings of the association. He may act as chairman of the program committee.

#### Section III: Secretary

The secretary shall record minutes of the meeting, attend to correspondence, call roll by club.

#### Section IV: Treasurer

The treasurer shall record all income and expenditures.

#### Section V: Historian

The historian shall be responsible for keeping a scrapbook. He does not have to be a member of the council. The historian may be assisted by a junior leader.

## **ARTICLE VI - COMMITTEES**

The standing committees of Fallon County 4-H Council shall be:

### **Section I:**

#### **Executive Committee**

The executive committee shall be composed of five council members which shall include the president, vice-president, secretary, treasurer and historian.

This committee shall have supervision over matters of general interest to the organization, shall act as a planning committee in the preparation of the yearly program of work and may appoint all standing committees. They may meet to attend the council business between regular meetings of the council.

### **Section II: Club Hosting County Events**

4-H Foods Festival, Fashion Revue/Quilt Show, Communications Day, Small Projects Judging, Livestock Judging, Horse Judging, and Horse Play Day. These committees shall make arrangements for the judging event and assist in obtaining judges if necessary.

**Section III:** The county 4-H Clubs will take turns in rotation to host Achievement Night. The host club will set the date for Achievement night to be held during the month of October.

### **Section IV: Special Committee**

The president may appoint special committees from time to time to facilitate the working of the county 4-H council.

**Section V:** All registered 4-H members and leaders may be appointed to committees.

**Section VI:** The county agent and council president are ex-officio members of all committees.

**Section VII:** Each committee is responsible for public relations.

## **ARTICLE VII - MEETINGS**

### **Section I:**

There shall be four regular meetings of the county 4-H council each year. They will be held in October, January, April and July. Day and time will be decided at annual meeting.

### **Section II:**

A quorum will consist of one representative from sixty percent of the clubs in the council.

## **ARTICLE VIII - AMENDMENTS**

This constitution may be amended at any regular meeting of the council provided the amendment has been submitted and read at a previous council meeting and passed by a majority vote of council members present.

## **ARTICLE IX - MEMBER REIMBURSEMENT**

Members will receive reimbursements after applying and being accepted.

## **ARTICLE X**

This constitution will be printed in the newsletter prior to the annual October meeting each year.

## **ARTICLE XI**

### **RESPONSIBILITIES OF COUNTY 4-H COUNCILS TO DISTRICT OFFICERS**

(to be given to county council president, secretary and county agent)

1. Notify district chairman and vice-chairman of each county 4-H council meeting.
2. Send copy of minutes of county 4-H council meetings to district chairman and vice-chairman.
3. Collect state dues and send them with the names and addresses of those who have paid to the Montana 4-H Council Treasurer. Fees are due by January 1.
4. When new county 4-H council officers are elected, send names, addresses, telephone numbers to the district chairperson and to the district vice-chairperson. Also, send name of district council representative if you have one, and council meeting dates.
5. If you have a district council, try to have a representative from your county and your county agent attend district council meetings.
6. When your county agent receives copies of minutes of Montana 4-H Council executive committee meetings, review them at your county council meetings.
7. Keep district chairperson and/or vice-chairperson informed of any problems, questions, suggestions, complaints, etc., concerning the 4-H program so that these can be brought up at the next executive committee meeting.