

**CONSTITUTION OF THE East Adams County 4-H Leaders Council
Document #2a**

CONSTITUTION

Date Adopted: 11/06/1967

Date Revised: 01/25/2012

**ARTICLE I
Name**

Section 1:

The name of this organization shall be the East Adams County 4-H Leader's Council, hereafter referred to as Council.

Section 2:

There shall be only one such organization in the county, superior to and inclusive of 4-H clubs, sub councils, and advisory or sponsoring committees.

ARTICLE II

Section 1: Purpose

The purpose of the Council shall be to advance the best interest of 4-H work in Adams County and to cooperate with the county and state extension offices. This Council shall organize and administer 4-H work in this county in compliance with the policies established by the Cooperative Extension of Washington State University which is authorized under Federal and State statutes for organizing and administering 4-H work in the State of Washington.

The Council is a non-profit affiliate of the 4-H Youth Development Education Program of Washington State University Extension. 4-H is the largest youth development organization in the United States and has existed for over 100 years. The purpose of the 4-H Club will be to provide experiential education for Washington state youth by providing, in cooperation with Extension professionals, informal educational opportunities in Adams County Washington without regard to race, color, sex, religion, age, national origin, sexual orientation, or disability.

Section 2: Mission

The mission of the 4-H Youth Development program is to assist youth and volunteer staff, through informal education, to acquire knowledge, and develop life skills and values that enable them to become increasingly self-directing, productive, contributing citizens.

Section 3: Responsibility

The responsibility of the Council is to operate as a qualified non-profit entity which does the following:

- A. Teaches and mentors youth in Agriculture, Natural Resource Science, Family and Consumer Science, and Leadership.
- B. Provides a means for securing the combined action of volunteer 4-H leaders in their efforts to supplement the work of the Cooperative Extension in the promotion, organization and administration of the 4-H program.
- C. Establishes such sub councils and advisory or sponsoring committees as are necessary to effectuate the work of the Council.
- D. Develops and carries out a yearly program of events, and activities for 4-H members and leaders.
- E. Develops unity within the county by coordinating and standardizing the methods and procedure of the individual 4-H clubs.
- F. Provides for the training of 4-H leaders in organization and subject matter.
- F. Promotes volunteer leadership development and empowers adult and teen volunteers in the 4-H program.
- G. Secures and manages sufficient resources to accomplish the purpose and mission of the 4-H Program.
- H. Serves as a link between the 4-H Youth Development Program and the county 4-H professional, Fair Board, youth serving groups, schools, community agencies, and the public.
- I. Publicizes the objectives and philosophy of the 4-H Youth Development Program and serves as an advocate for youth.
- J. Implements 4-H policy, subject to review and approval by Washington State University Extension 4-H professional.
- K. Complies with the Internal Revenue Service and Washington State regulations and policies to maintain its exempt status as a non-profit charitable educational organization.

ARTICLE III

Funding and Assets

Section 1: Council Funds

The Council is responsible to raise sufficient funds to support the educational mission of the Council. There shall be no membership fees or dues.

The Council is also responsible to manage its available funds by:

- Preparing an annual budget.
- Giving direction to acquiring private funds.
- Approving all expenditures from the Council budget.
- Depositing all funds in a commercial checking or savings account.
- Authorizing all withdrawals of funds with a signature of the Council Treasurer.

Section 2: Money Raising Activities

All money raising activities for the Council, for Advisory Committees and the individual 4-H Clubs and Groups shall be in compliance with the policy of Washington State Extension, federal, state, and local laws and regulations. Particular care shall be exercised in the use of the 4-H name and emblem. Use of the 4-H name and emblem in

conjunction with articles sold for profit or in solicitation for commercial enterprises in the name of the 4-H program must be approved by the County Extension Office.

Section 3: Local Club Funds

If a local 4-H club disbands, monies and equipment of such club or group shall be held in escrow for reestablishment of a like club up to three years and then shall be disbursed at the discretion of the Council.

Section 4: Taxes

- 1.) The Council shall comply with all federal, state and local laws relative to property and income taxes, and shall require Advisory Committees and individual 4-H Clubs and groups to follow similar procedures.
- 2.) Every club must have a tax ID#. Forms are available at the extension office.

Section 5: Employment

The Council and its subsidiary agencies such as summer camp directors shall comply with federal and state laws and regulations regarding employment.

Section 6: Funds and Assets

Council property and funds will be used only for the activities and programs of the Council. None of the funds or property the Council obtains will accrue to the benefit of, or be distributable to its Members, Leaders, Officers, or other private persons, except those of the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes provided in this Agreement. No substantial part of the activities of the Council shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Council shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Council shall not carry on any other activities not permitted to be carried on (a) by a Council exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, and (b) Notwithstanding any other provision of these articles, this Council shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Council.

Disposition of Assets in Event of Dissolution: Upon the dissolution of the Council, assets shall be distributed to an exempt 501(c)(3) 4-H Affiliate organization with a charitable educational purpose. Unless Washington State University has notified the Council otherwise, the Washington State 4-H Foundation, so long as it has active status as an exempt charitable educational organization pursuant to 501(c)(3) will receive the funds. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Council is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV Use of 4-H Name and Emblem

Section 1

All uses of the 4-H name or emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H organization and the United States Department of Agriculture.

Section 2

The 4-H name and emblem shall not be used if it exploits or might be construed to exploit the 4-H movement. This will hold true in the case of locally originated contests and awards; money-raising activities; printed materials; supplies to be sold or provided without charge; and advertisements.

Section 3

By act of Congress, the Secretary of Agriculture, United States Department of Agriculture, is the final authority of authorization for the use of the name and emblem of 4-H work. State and local 4-H organizations shall operate within that authorization. Leaders are responsible to carry out 4-H work in concordance with U.S.D.A. Publication #1282, Tax Exempt Status of 4-H Organizations Authorized to Use 4-H Name and Emblem.

Section 4

Local plans for the use of the 4-H name and emblem shall be cleared with Washington State University Extension.

ARTICLE V Membership

Section 1: Composition

Membership shall be open to all persons without regard to race, color, national origin, religion or economic status.

Membership shall include all club, project, activity, and resource leaders of East Adams County organized 4-H groups. Teen and Ambassador Leaders are eligible as members.

Voting membership for council shall be all 4-H club leaders.

Ex-Officio membership –Members of Washington State University Extension, Adams County Extension and representatives of sponsoring organizations may hold ex-officio membership, be entitled to the privileges of the floor, but shall have no vote.

ARTICLE VI Officers

Section 1: Officers

Section I - The officers of the organization shall consist of a president, a vice-president, secretary, treasurer, or a combination of offices as needed. Additional officers or

combination of office positions shall be determined by a consensus of the leadership of the council. These officers shall be the Executive Committee. The officers shall be elected and installed on or before December 1.

Section 2 - Duties of the Council Officers –All officers shall perform their duties in accordance with Roberts Rules of Order with the following exception: the president shall, in appointing standing committees, or filling vacancies in elective offices secure the approval of the executive committee. The secretary shall submit to the Extension office a copy in writing of the minutes of each meeting in a timely manner and the treasurer shall have the Treasurer Fund audited by an auditing committee before turning Fund over to new officers.

ARTICLE VII Meetings

Section 1: Regular Meetings.

The council shall establish regular meetings and special meetings whenever the president deems necessary.

ARTICLE VIII Committees

Section 1:

The Council may establish committees that it considers necessary.

The standing committee's role and functions shall be determined, written down, and passed on to appropriate chairpersons. Examples of standing committees include: 4-H Youth Camp, Record Books, Awards, 4-H Exchange Program, etc.

It is recommended that specific job descriptions be made available for each committee chairperson.

ARTICLE IX Amendments

Section 1: Procedure

The constitution may be amended at any regular meeting provided that the amendments are submitted in writing to members of the council one week before the meeting of the council.

Section 2: Voting

Amendments to the Constitution or By-Laws may be passed by a two-thirds vote of the active members present, providing the above procedure has been followed.

ARTICLE X Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the Council, not otherwise specified in the Constitution.

ARTICLE XI Adoption

The original adoption date was November 06, 1967.

The Constitution of the East Adams County 4-H Leaders Council was revised on
January 25, 2012 at Ritzville, WA.

Approved:

President of the Council

Date

Treasurer of the Council

Date

Reviewed by:

Extension 4-H Professional