



MN 4-H CONSTITUTION AND BY-LAWS FOR FEDERATIONS AND COUNCILS

**Nicollet County 4-H Federation MN
Constitution and Bylaws**

To be completed and used by all Minnesota 4-H County Federations and Councils

Introduction

- *The only sections of this document that can be changed are those that are printed in italics and in red. In these sections counties can use the example language that is provided or a county can choose to use their own wording.*

**Minnesota 4-H Youth Development
Nicollet County 4-H Federation MN
Constitution and By-laws**

Constitution

Article I—Name

Section 1. The name of this organization shall be the *Nicollet County 4-H Federation*

Article II—Purpose

Section 1. The exclusive purpose of this 4-H organization shall be to cooperate with the University of Minnesota Extension 4-H program staff in unifying and strengthening the 4-H Youth Development program. Notwithstanding any other provisions of these articles, this organization 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 organization.

Article III—Membership

Section 1. Membership in this 4-H organization is offered to youth and adults volunteering with 4-H in this county in accordance with the University of Minnesota equal opportunity policies and as defined in Section 2 and 3.

Section 2. *Membership shall include: All 4-H members grade six and higher and adults serving as Minnesota 4-H organizational, activity, or project volunteers*

Section 3. Adult volunteers will meet the current requirements of the University of Minnesota Extension for adult volunteer leadership and other conditions as described in the bylaws before being a member of this group.

Section 4. *Voting rights are granted to all members present at the meeting as defined in Section 2.*

Article IV – Leadership/Officers

Section 1. *The youth officers of this 4-H organization shall include the president, president-elect, secretary and treasurer.*

Section 2. One adult volunteer will be elected as an advisor to the youth treasurer with the responsibility to guide and assist the youth treasurer in financial duties of this 4-H organization.

Section 3. Eligibility for each office and term of office is described in the bylaws.

Section 4. Officers shall complete the regular duties of the office, as described in their position descriptions.

Article V – Boards/Committees

Section 1. The Executive Board of this 4-H organization will include the officers *and five volunteer adult advisors.* The executive board shall carry out the responsibilities as outlined in their position description.

Section 2. Guidelines for standing and special committees will be designated in the bylaws.

Article VI —Meeting and Quorum

Section 1. This 4-H organization shall meet at least one time yearly with frequency of meeting clarified in the bylaws and specific dates approved by the group at each annual meeting.

Section 2. All meetings shall be conducted according to Robert's Rules of Order.

Section 3. A quorum for the purpose of official business decisions of the 4-H organization shall be *a minimum of 3 youth and 4 adult volunteers from the federation membership.*

Article VII – Umbrella Organizations

Section 1. 4-H clubs are the youth development outreach from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. 4-H councils/federations bring youth and adult volunteers of each club together for the purpose outlined in Article II.

Section 2. Minnesota 4-H organizations qualify as educational organizations under Internal Revenue Code section 501(c)(3) and are tax-exempt pursuant to the group

exemption (GEN5929) granted to Regents of the University of Minnesota. To use the 4-H name and emblem and be recognized as a 4-H organization in Minnesota, the organization must meet the requirements of the 4-H charter with the renewal application submitted annually and approval granted by the State 4-H Program Director or designee.

Section 3. This 4-H organization and their officers and members will be under the general direction of the University of Minnesota Extension, 4-H Youth Development staff providing oversight in the county, region and state.

Article VIII - Amendments

Section 1. Adoption of a proposed amendment to this constitution shall require a two-thirds vote of members present at the second meeting at which the amendment is presented.

Section 2. Provisions of the constitution and bylaws required for inclusion under GEN5929 must be used without alteration and updated when the change is directed by the University of Minnesota's State 4-H Program Director or designee.

Article IX – Dissolution Clause

Section 1. This 4-H organization will be dissolved if it fails to reapply to use the 4-H name and emblem through the annual Minnesota 4-H chartering process or if staff deems the 4-H organization is no longer fulfilling its purpose. This 4-H organization may also choose to dissolve; this requires a two-thirds vote of members present at the second meeting at which the motion is presented.

Section 2. Upon dissolution of the 4-H organization, assets shall first be used to pay any debts of the 4-H organization. Remaining assets shall be distributed to University of Minnesota Extension and used exclusively for the purpose of program development directly related to the enrichment of the 4-H youth development program. If there is no 4-H youth development program, assets shall be distributed only to one or more organizations that are tax-exempt under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Bylaws

Article A – Council/Federation Operations

(Related to Constitution Article II)

Section 1. The 4-H motto shall be, "To Make the Best Better."

Section 2. The club emblem shall be the four-leaf clover with an H on each leaf.

Section 3. The Minnesota 4-H Club pledge:

I pledge

*My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
for my family, my club, my
community, my country, and my world.*

Section 4. Responsibilities of this 4-H organization shall be to work with Extension, 4-H Youth Development staff:

- Providing education and otherwise supporting youth and adult volunteers in their leadership of the 4-H Youth Development Program.
- Planning, promoting, implementing, and evaluating 4-H learning and leadership experiences for the benefit of youth.
- Providing information to youth and adults about 4-H educational opportunities available on the county, regional, state, national, and international levels.
- Generating and managing funds in support of 4-H educational opportunities.
- Creating youth development guidelines and practices, in so far as they supplement and augment state and national policies.
- Supporting evaluation efforts so 4-H can effectively communicate the program's public value, helping to create interest and public support of 4-H.

Article B –Selection of Leadership *(Related to Constitution Article IV)*

Section 1. The officers of this organization shall be elected by ballot at the designated annual meeting.

Section 2. Youth officers shall hold office for one year or until their successors shall have been elected and qualified. Individuals may serve no more than two terms in office. Additional conditions for service in this role shall include: *all youth officers must have completed seventh grade and two years of 4-H membership*

Section 3. Adult volunteers selected as advisors shall hold office for *2 years* or until their successors shall have been elected and qualified. Adult advisors may serve no more than two terms in office and no more than *four years* consecutively. Only one adult advisor shall be selected from the same family/household and no more than two shall be selected from the same club. Additional conditions for service in this role shall include:

Section 4. Vacancies of offices shall be *elected* by *relative majority*.

Section 5. Elections will be decided by a relative majority. (The candidate who receives the most votes on a single ballot will be declared the winner.) Absentee voting will not be allowed.

Article C - Standing Committees *(Related to Constitution Article V)*

Section 1. Standing committees of this 4-H organization shall include: *no standing committees in Nicollet County*. Committees shall be responsible for the duties as described in their position descriptions.

Section 2. Special committees will be created as needed to conduct business. The president, with the guidance of 4-H Youth Development staff, has the authority to ask for volunteers and/or to appoint committee chairs and members.

Article D – Meeting Schedule
(Related to Constitution Article VI)

Section 1. The annual meeting will be held in *September*. *A calendar of meetings for the 4-H organization and executive board will be developed by the executive board and University of Minnesota Extension staff and distributed for approval of the members at each annual meeting. When major conflicts are known in advance of a scheduled meetings, alternate dates may be recommended and approved by the group at a previous meeting or by an electronic vote.*

Section 2. Special meetings of this 4-H organization or the Executive Board of this organization may be called by the organization's Executive Board or by an 4-H Youth Development staff member with one week's notice.

Section 3. The yearly 4-H organization program plan will include a combination of education, recreation and business. At meetings where business is transacted, the following order of business will guide:

1. Meeting called to order.
2. Pledge of allegiance and the 4-H pledge.
3. Roll call.
4. Minutes of last meeting.
5. Treasurer's report.
6. Reports from other officers and/or committees
7. Unfinished business (if any).
8. New business (if any).
9. Announcements (if any).
10. Adjournment.

Article E – Member, Parent and Volunteer Expectations
(Related to Constitution Article VII)

Section 1. Each member is encouraged to participate regularly in the 4-H organizations meetings and activities. Participants and their parents/guardians as well as individuals serving in adult volunteer roles are expected to show respect and cooperation to each other. Each member, parent and volunteer is expected to conduct themselves in

accordance with the code of conduct and policies established by University of Minnesota Extension, 4-H Youth Development program.

Article F – Fiscal Operations
(Related to Constitution Article VII)

Section 1. This 4-H organization’s fiscal year will coincide with the Minnesota 4-H Youth Development program year of October 1 through September 30. This 4-H organization will follow all University of Minnesota fiscal policies as well as state and federal regulations. This 4-H organization must maintain a copy of their Employer Identification Number (EIN). This 4-H organization is exempt from federal income tax pursuant to the group exemption number (GEN5929) granted to Regents of the University of Minnesota. This 4-H organization is exempt from Minnesota sales and use tax as a nonprofit organization (tax ID number 3289179) for purposes of purchasing items in support of 4-H activities.

Section 2. Program expenses will be projected in the annual budget, approved at the annual meeting. Approval from federation/leader’s council will not be required for normal program supplies and expenses, so long as it is part of a line item in the budget and proper documentation has been submitted.

Section 3. Members and volunteers may be reimbursed for expenses incurred in participating in 4-H learning and leadership opportunities in accordance with the guidelines provided by Minnesota 4-H. The names of the events, amounts that may be fully or partially reimbursed, and conditions for reimbursement are described *and approved before purchase by the University of Minnesota Extension Staff and provide a sales receipt of purchase.*

Date accepted and/or amended by the 4-H organization:

Date received by the University of Minnesota Extension:
