

CONSTITUTION OF SIOUX COUNTY 4-H COUNCIL

Article I: Name

The name of this group shall be the Sioux County 4-H Council.

Article II: Objectives

It shall be the objectives of this council to establish and promote a mutual, helpful exchange of information between 4-H volunteers; to help enlarge the field of 4-H; to render any assistance possible to new or inexperienced leaders; and to encourage a uniformly high standard of achievement in the 4-H program.

The Council is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III: Membership

Section I – Active Membership. The members of the Sioux County 4-H Council shall apply to and be approved by the Sioux County Extension Board for a three year term. Members shall not serve more than two consecutive terms. The 4-H Council will consist of no less than four members and no more than six members.

Section II – Membership Ex-Officio. Extension Educators, interested parents, volunteers and junior club leaders are members ex-officio and act in an advisory capacity only.

Section III – The Sioux County 4-H Council is nondiscriminatory in its membership or participation because of race, creed, color, sex, national origin or income.

Article IV: Officers

Section I - The officers of this council shall consist of a president, a vice president, a secretary and a treasurer.

Section II – The officers shall be elected from the active members each year with the right to succession.

Article V: Meetings

During the calendar year, there shall be a minimum of one meeting quarterly, starting in January, of all interested members. Special meetings may be called as required by the active members.

Article VI: Amendments

This constitution may be amended by two-thirds vote of those voting members present at any regular or special meeting.

Article VII: Affiliation with UNL Extension and Nebraska 4-H Foundation

The Council agrees to comply with all applicable UNL Extension policies and procedures governing Nebraska 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Council to ensure the Council's compliance. Nebraska 4-H Foundation is authorized to include the Council in a group tax exemption. The Council will supply all necessary documentation to ensure the Council's inclusion in a group tax exemption.

Article VIII: Fiscal Operations

Section I - Fiscal Policies: The Council will follow all University of Nebraska–Lincoln Extension fiscal policies, as well as state and federal regulations.

Section II - Fiscal Year: The Nebraska 4-H fiscal year is January 1 through December 31.

Section III - Employer Identification Number (EIN): If the Council handles money, it will obtain and maintain an EIN.

Section IV - Required Financial Reporting: The Year End 4-H Council Treasurer's Report must be submitted to the county extension office every year by the date established by UNL Extension. In addition, an annual IRS 990 filing (Form 990, 990EZ, or 990N) must be filed by May 15 for the previous tax year. The extension office will file 990-N. If the Council is not eligible to file a 990-N, the Council is responsible for filing any other Form 990.

Article IX: Use of Club Revenue

No part of the net earnings of the Council shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that 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 set forth in Article II above. 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 this constitution the Council shall not carry on any other activities not permitted to be carried on (a) by a corporation or unincorporated association 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, or (b) by a corporation, or unincorporated association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article X: Dissolution

Upon dissolution of the Council, the members agree that all real property, including money, equipment and land, shall become the property of a recognized 4-H club or group with the approval of the county Extension Educator responsible for 4-H. The last official duty of the council's organizational leader shall be to transfer council property and council records to the Extension office. Disbandment of assets of the council will be handled following the procedures outlined in the Nebraska 4-H Policy and Procedure Handbook.

BYLAWS OF SIOUX COUNTY 4-H COUNCIL

Article 1: Duties of Officers

Section I – President. The president shall preside at all meetings and, with the advice and counsel of the other officers and Extension Educators, shall guide the activities of the council keeping with its overall objectives.

Section II – Vice-President. The vice president shall act for and in the absence of the president and perform all duties pertaining to that office.

Section III – Secretary. The secretary shall keep a record of proceedings of all meetings and shall be custodian of important papers, such as committee reports, treasurers reports, and constitution and bylaws.

Section IV – Treasurer. The treasurer shall handle all money and keep a record of all receipts and disbursements and coordinate bookkeeping with the Extension office manager.

Article II: Audit of Records

The financial books may be audited at any time at the request of the Sioux County Extension Board.

Article III: Quorum

A quorum for a regular meeting of the 4-H Council shall consist of a majority of those voting members in attendance at the meeting, provided notice of the meeting has been sent to the members in advance.

Article IV: Financial Responsibilities

Section I – It shall be the duty of the 4-H Council to oversee and maintain sound financial practices relating to all council funds.

Section II – All non-typical expenditures, such as those falling outside normal budget line items, must be pre-approved by the 4-H Council.