



dba Prickly Pear 4-H Club

Official By-Laws of the Club | Revised December 2022

Article 1 Election of Officers: The officers will be elected at the October club meeting each year. The offices include President; Vice-President; Secretary; Treasurer; Historian; Senior Member Advisor; and Healthy Living Officer. A club officer must be a member in good standing and enrolled in 4-H for at least two years.

Article 2 Duties of Officers:

- The **President** shall preside at all meetings of the club and may call special meetings with the consent of a Club Leader.
- The **Vice-President** shall perform the duties of the president when the president is absent and shall plan a game or social activity for each meeting. The Vice-President also organizes club committee meetings.
- The **Secretary** shall keep a record of all proceedings of the club and shall keep enrollment of the club.
- The **Treasurer** shall keep an accurate record of club funds received and spent, with receipts.
- The **Historian** shall document club events, activities and business by taking photographs and maintaining an archive of images.
- The **Senior Member Advisor** is a club member in good standing who is 15 years or older. The Advisor shall provide guidance and advice to club officers, and assist the club officers with Parliamentary Procedure and county event coordination.
- The **Healthy Living Officer** shall incorporate physical activity and healthy eating into each club meeting. The Healthy Living Officer will also give at least one health and well-being workshop or presentation to the club during a 4-H year.

Article 3 Committees: Committees will be appointed by the President. The Vice-President will coordinate committee meetings and functions.

Article 4 Meetings: Will be held on the first Tuesday of each month at 6:00 p.m. unless otherwise scheduled. Club business meetings are held in the lower level of St. John's Lutheran Church, 1000 Helena Avenue, Helena, Montana. The club will hold at least nine meetings per year.

Article 5 Elections: A majority vote shall constitute an election.

Article 6 Quorum: A quorum shall consist of a minimum of seven members present, in good standing. A quorum is required to hold an official business meeting.

Article 7 Order of Business: The order of business for regular club meetings shall be scheduled as follows: Call to order; Pledges; Roll call; Reading and approval of minutes; Treasurer's report; Old business; New business; Announcements; Adjournment of business meeting; Demonstrations; Record book journaling; Activity and Treats. The club officers may hold an officers' meeting afterwards.

Article 8 Amendments: These by-laws may be amended by a majority vote of the members present at any regular business meeting.

Article 9 Enrollment: Club member enrollment will be limited to 35 members per year.

Article 10 Membership: All boys and girls who are eight years of age during the 4-H year (*October 1 – September 30*) and who have not passed their 18th birthday are eligible for membership. Members will be accepted into the club without regard to race, color, national origin, gender identity and expression, religion, disability, political beliefs, sexual orientation, political affiliation, or marital and family status. Cloverbud 4-H'ers (age 5 to 7) may attend meetings as non-voting members.

Article 11 Obligations of membership: Members in “good standing” must commit to the following obligations:

- All club members must be present and participate to the best of their ability in club-sanctioned activities including monthly club meetings, community service projects, fundraising activities, and social events like parties and field trips.
- All club members will complete their Record Book including the My 4-H Year and records for each project they are enrolled in. Members will turn in their Record Books to Club Leaders by the end of the 4-H year.
- All club members will give at least one demonstration or presentation at a club meeting. All club families will provide treats for at least one monthly meeting.
- All club members will participate in the Lewis & Clark County 4-H fair with at least one fair entry. Entries may include livestock, showmanship, indoor and outdoor project exhibits.
- In addition to participation in the County 4-H fair, all club members will participate in a minimum of two county 4-H events. These include, but are not limited to: 4-H summer camp; Jackpot; Sewing Revue, Communication Day; Photo Show; Grand Foods; Horse Show; shooting sports tournaments; Teen Leadership retreats; Stir-Ups; and 4-H Open House.
- Senior club members ages 14 and older are strongly encouraged to participate at least one statewide or national 4-H event. These include, but are not limited to: Teen Winter 4-H Camp; 4-H State Congress; Rec Lab; Fall Leadership training; National Congress; Citizenship Seminar and Legislative Breakfast.
- Club members who demonstrate a pattern of missed attendance, non-participation in club or county events, or failure to fulfill the obligations of membership may be subject to dismissal by Club Leaders.

Article 12 Compensation and Conflicts of Interest: All persons associated with this chartered group, the Prickly Pear 4-H Club, are volunteers. No adult or youth will use their position with 4-H, or knowledge gained from their position in 4-H for personal financial benefit.

Article 13 Whistleblowers Protection: To maintain the highest standards of conduct and ethics, the Lewis & Clark County 4-H program will investigate any suspected fraudulent or dishonest use of resources. Any allegations of dishonesty will be handled with sensitivity, discretion and confidentiality to the extent allowed by law. The 4-H organization will use its best efforts to protect whistleblowers against retaliation.

Article 14 Document Retention and Destruction: Copies of all permanent records will be kept on file at the local Extension Office. The Extension Office in collaboration with the Club Leader are the designated persons to identify the records that have met their required retention time and will oversee destruction. All destruction will be by shredding. The following procedures for retention and destruction of records will be adhered to as follows:

CharterPermanent	Audits7 years	Grant applications3 years
By-LawsPermanent	Bank records3 years	Meeting minutes3 years
EIN registrationPermanent	Donor records3 years	Correspondence3 years
990 tax return7 years	Acknowledgements3 years	Yearly club plans3 years

Article 15 Dissolution: If this chartered group disbands, all assets and club materials will be turned over to the County Extension Office.