

# **CONSTITUTION FOR PRAIRIE COUNTY 4-H CLUB COUNCIL**

## **ARTICLE I**

The name of this organization shall be Prairie County 4-H Club Council.

## **ARTICLE II: PURPOSE**

The purpose of this organization shall be to promote 4-H Club work in the County and membership is open to all youth, regardless of race, creed, color, sex, handicap or national origin.

The mission of the Prairie County 4-H program is to foster youth development in education, self-esteem, and team work through participation in 4-H at the club, county and state level. Participation in 4-H is for the betterment of the individual, group, and community.

1. Meetings of the County Council are 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 Agents and other agencies interested in assisting the development of the 4-H Club program.
3. Informing 4-H Club Leaders and members in order that the 4-H Club program may more effectively serve the county.

## **ARTICLE III: MEMBERSHIP**

The membership of this organization shall be composed of:

1. All adult leaders and 4-H members from each club who have completed one year of 4-H club work.

## **ARTICLE IV: OFFICERS**

The officers of this organization shall be President, Vice-President, Secretary, and Treasurer.

1. Election of Officers:
  - Annual elections to be held in September of each year.
  - All Council members shall be eligible to hold office and vote.
  - Secretary to cast an elective ballot whenever there is but one nominee or but one that it is possible to elect.

## **ARTICLE V: DUTIES OF OFFICERS**

Duties of the President:

- Preside at all meetings
- Appoint committees and act as ex-officio member of all committees.
- Perform such duties as may be prescribed by the By-Laws.

Duties of the Vice-President:

- Assume duties of the President in his/her absence or in the event of an office vacancy.

Duties of the Secretary:

- Keep a record of all Council meetings, call the roll of members and keep a record of the activities of each meeting.

Duties of the Treasurer:

- Keep a record of all money that may come into the Council and report same at each meeting.

## **ARTICLE VI: COMMITTEES**

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

**Executive Committee:** The Executive Committee shall include council President, Vice-President, Secretary, Treasurer, and the senior and junior 4-H Ambassadors. If there are not county Ambassadors at least two (2) 4-H members, if possible, will be appointed by the council officers.



▪ <b>Bank Records</b>	<b>3 years</b>
▪ <b>Donor Records and Acknowledgement Letters</b>	<b>3 years</b>
• <b>Grant paperwork</b>	<b>3 years after completion</b>
• <b>Minutes</b>	<b>3 years</b>
• <b>Correspondence</b>	<b>3 years</b>
• <b>Yearly Program Plans</b>	<b>3 years</b>

Copies of all permanent records will be kept on file at the local Extension office. The Extension offices in collaboration with the organizational leader are the designated persons to identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

### **ARTICLE XIII: ORGANIZATION**

This club is organized exclusively for educational and charitable 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 XIV: USE OF EARNINGS**

No part of the net earnings of this club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this constitution.

### **ARTICLE XV: LIMITED ACTIVITIES**

No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club 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.

### **ARTICLE XVI: OTHER ACTIVITIES**

Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation 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, 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 XVII: DISSOLUTION**

Upon dissolution, this clubs' assets shall be distributed to Prairie County extension or Montana 4-H Foundation or its successor, provided that this entity is recognized under § 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. If this entity is not so recognized, this club's assets shall be distributed for one or more exempt purposes within the meaning of 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 Montana 4-H Foundation, Inc. or local government, for a public purpose. Any such asset not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the club 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 XVIII**

This Constitution shall be read at the January meeting.

## ***BY-LAWS***

### **4-H MEMBERSHIP**

Youth who turn 6 years of age during the 4-H program year, October 1 to September 30, may join Cloverbuds. This is the only project in which youth 6-8 years are to be enrolled in. When youth turn 9 during the 4-H year, they may join

regular 4-H. Any youth turning 19 years of age prior to the beginning of the program, October 1, are ineligible to re-enroll in 4-H unless they are still in high school.

"4-H age" is the member's age on October 1 of each 4-H year. Members 13 years and under on October 1 are considered junior division. Members 14 years and older on October 1 are considered senior division.

### **GRIEVANCES**

Any grievances or concerns pertaining to 4-H should be brought to the attention of the 4-H Council and should not be handled on an individual basis. If immediate attention is required, the Council Executive Committee will be contacted.

### **GENERAL 4-H PROJECTS - POLICY**

Four-H members will not be allowed to drop or add any 4-H project after **June 1** of each year.

If special circumstances arise and a 4-H member is unable to exhibit at the fair, they must discuss with their 4-H leader and the County Extension Agent what the problem is prior to special arrangements being made. (Not all projects need to be exhibited at the Fair in order to complete the project.)

**Interview Judging** date will be set by the 4-H Council. Those members not able to attend an interview on the set date will forfeit the opportunity to be considered for fair awards unless it is an emergency.

This policy does apply to all designated Prairie County 4-H Projects.

### **PROJECT WORK**

Four-H projects are the member's work done at home or in club meetings under the supervision of club leaders and parents.

Work done in school or church can be used to fulfill 4-H project requirements. This includes Shop and FCCLA. **These projects may be used as 4-H fair exhibits.**

### **RECORD BOOKS**

There will be one (1) record book deadline. All completed record books shall be submitted to the **Extension Office** by 5:00 p.m. September 15 in order for the office to update permanent records on the 4-H members. If the 15th should fall on a weekend, members have until 5:00 p.m. the following Monday to submit the books to the Extension Office. **Members not submitting their completed books on this day will not be eligible for special considerations, i.e., trips, awards, etc. Year pins will not be given to members that do not submit a completed record book.**

### **AWARDS - POLICY**

Four-H members wanting to be considered for county awards will complete the county awards form and submit it to the Extension Office by **5:00 p.m. September 15**, or as stated above, the following Monday should the 15th fall on a weekend.

## **LIVESTOCK PROJECTS POLICY**

**Animal Activity Books** for the Market projects (beef, swine & sheep) must have the minimum number of activities completed and be assessed at Interview Judging Day for the member to sell market animals. Non-market animal activity books must have the minimum number of activities completed and be submitted at the end of the year to their club leader for assessment and signature.

**Weigh-In:** A mandatory weigh-in date will be set by the 4-H Council. All 4-H members enrolled in the market beef, market hog and/or market lamb projects must bring their animals to be weighed at the designated scale only. If more than one market beef, hog or lamb per 4-H member is weighed, 4-H members must designate which animal will be used for the project before leaving the scale. All animals will be tagged.

If a 4-H member finds at the initial weigh-in that he/she does not have an animal which meets the initial market weight

requirements, that member has 24 hours in which to locate a new project animal and have it weighed at the designated scale. This applies to market beef, sheep, and hog projects.

**In case of death or severe illness/injury to market animal:** If a member's *Market Beef, Lamb* or *Hog* dies or has an illness/injury severe enough to prevent the member from being able to show the animal at the Fair, the member may make a written request to the 4-H Council as soon as possible to request a substitution if a suitable replacement animal can be located in an approved time frame. *Market Beef* substitution requests may be made from **January 1 through June 15**. *Market Hog* substitution requests may be made from **May 1 through July 1**. *Market Lamb* substitution requests may be made from **June 1 through July 1**. Substitution requests after those dates will be considered on a case by case basis. Suitability of the replacement animal will be evaluated on the likelihood the substitution animal will make minimum weight requirements, ability of the member to handle and train the animal in the time left until the Fair, and the consumer's expectation of a quality product.

### **RABBITS, POULTRY & POCKET PETS**

- Members must be enrolled in these projects by **June 1** and must have the animals in their possession by **June 1**.

### **HORSE**

- Members must be enrolled in the *Horse* projects (this includes *Horsemanship*) by **April 1** of each year and must have their horse in their possession at that time.
- All *Horse* project members will be assessed by a team appointed by the 4-H Council as they complete each unit of *Horsemanship* or other *Horse* projects before they can go on. Assessment forms are included with each project manual.
- *Horsemanship - Introduction through Unit 3* must be completed and assessed by the assessment team prior to taking any other horse project.
- Members must be 12 years or older and complete the required *Horsemanship* units before they can enroll in *Colt to Maturity* or *Green Horse* projects. *Colt to Maturity* members must begin the project with a yearling colt.

### **MARKET BEEF, BEEF BREEDING, DAIRY**

- All animals must be in member's possession **January 1** with the exception of *Beef Breeding* and *Dairy calves* born after January 1. If two or more animals are being fed, records will be kept on all and be in the record book.
- Market Steers must not weigh less than 500 pounds at January weigh-in and must weigh 1,000 pounds or more at fair weigh-in.
- **"Pen of Two" market beef** may be entered in the fair but both must be weighed in at official weigh-ins. Single market beef will have to be designated at the January weigh-in **and will be the only beef sold at the 4-H sale**.

### **STOCKER-FEEDER**

- Members must be enrolled in the *Stocker-Feeder* project and must have their steer or heifer calf(s) identified as the project animal by **May 15** by calling the Extension Office.
- Calves must have been born between February 1 and May 15 of the current 4-H year.
- Calves must be shown at the fair and records completed for the project to be complete.
- Calves may not be part of a 4-H beef breeding project.

### **MARKET LAMBS, SHEEP BREEDING**

- Members must be enrolled in the *Sheep* project and have animals in their possession by **June 1**.
- *Market Lambs* must not weigh more than 90 pounds at June weigh-in. There will be 10% leniency at June weigh-in.
- All lambs will be shorn.
- *Market Lambs* must weigh 100 pounds or more at fair weigh-in. Those that do not will automatically drop to

the feeder class.

- **"Pen of Two" market lambs** may be entered in the fair but both must be weighed in at official weigh-ins. Single market lambs will have to be designated at the June weigh-in **and will be the only lamb sold at the 4-H sale.**

### **MARKET HOGS, SWINE BREEDING**

- Members must be enrolled in the project and have **Hogs** in their possession by **May 1**.
- Target weight for **Market hogs** at May weigh-in is 90 pounds or less. **Market Hogs** must not weigh more than 100 pounds at May weigh-in. There will be a 10% leniency at May weigh-in.
- **Market Hogs** must weigh 200 pounds or more at fair weigh-in, those weighing less will automatically drop to the feeder class.
- **Feeder Hogs** must weigh 75-199 pounds at fair weigh-in.
- **"Pen of Two" market hogs** may be entered in the fair but both must be weighed in at official weigh-ins. Single market hogs have to be designated at May weigh-in **and will be the only Hog sold at the 4-H sale.**

## **LIVESTOCK SHOWMANSHIP AND FAIR POLICY**

Livestock Showmanship shall include two categories for each species of livestock. The categories shall be: 1) Senior Showmanship, which includes all 4-H members age 14 and older by October 1 (beginning of the 4-H year); 2) Junior Showmanship, members who are 13 years and younger by October 1. Individuals must show their own animal in competition with the exception of the round robin contest.

Only 4-H members will be permitted to care for 4-H club animals on exhibit, this includes fitting for show, unless the 4-H member presents good reason to the Livestock Committee for the necessity of other arrangements. **Four-H members must clean their own stalls and maintain the aisles throughout the fair.** Exhibitor failure to comply with rules will be cause to forfeit their premium check.

**Safety of the showman and other exhibitors should be considered a priority when making the decision to show an unruly animal. Market projects that are not exhibited in the show ring will not be eligible to be sold in the 4-H sale.**

Only 4-H members are eligible to handle animals in the show ring.

All 4-H livestock exhibitors must participate in the showmanship contest for at least one of the species of animals they are exhibiting. All contestants will be expected to follow the rules of the **4-H Showmanship Guidelines (5269)** for each class but must wear a long-sleeved white or light-colored shirt and dark pants-no t-shirts allowed. Clothing must not include any type of advertising.

The Junior and Senior Showmanship Round Robin contests shall include only the Grand Champion Showman of each species class.

In the event that one 4-H member is a Grand Champion Showman for two or more species classes, that individual must choose the animal in which he/she is most comfortable with in the ring. The other species classes will be shown by the Reserve Champion of that class.

All species of livestock will be represented in the Round Robin Showmanship contest if they are available excluding small animals.

## LIVESTOCK SALE

Sellers must dress appropriately in clean clothes--no shorts or sandals.

The Livestock Sale Order shall be organized as follows: The Grand Champion and Reserve Champion of each class shall sell first. Lots will be drawn to determine sale order for all blue ribbon animals. The red ribbon animals will be treated the same. White ribbon animals will be sold only if deemed saleable by the Livestock Committee and the judge.

Only MARKET livestock will be sold and will be weighed preceding the sale. Market Lambs must weigh at least 100 pounds at fair weigh-in. Market Hogs must weigh at least 200 pounds at fair weigh-in. Market Beef must weigh at least 1,000 pounds at fair weigh-in.

A 4-H member is allowed to sell only one animal from each species at the county fair.

Market projects not exhibited in the show ring at the fair are not eligible to be sold in the 4-H sale.

4-H members are responsible for insurance on their market animal until that animal is delivered to the new owner.

Grand and Reserve Champion market beef will be eligible to participate in the CHAMPION OF CHAMPIONS at the Eastern Montana Fair if that event is held.

## ***CARCASS CONTEST - POLICY***

All animals slaughtered at an established slaughter house will be judged in the carcass contest and be graded by a qualified grader. (Only the single market lamb and single market hog are eligible for the contest and will be designated at May weigh-in for the hogs and June for the sheep. Carcass data will be collected for the second animal but will not be considered in the contest.) The carcass data will be entered into the computer program. The winning carcass will be the one with the highest ranking, with steers based on Steer of Merit, hog on Symbol of Excellence, lambs on Certified Lamb requirements. All carcass data will be forwarded to the Montana State University. Carcass show awards will be given at Achievement Day.

Adopted \_\_\_\_\_

Revised May 12, 2014

President \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Organizational Leader \_\_\_\_\_ Date \_\_\_\_\_