

Constitution and By-Laws of the Stillwater Homemakers

Article 1 – Name: The name of this organization shall be “Stillwater Homemakers Council”

Article 2 – The organization is organized exclusively for charitable and educational purposes under section 501 (c) (3) of the internal Revenue Code, or corresponding section of any future federal tax code.

Article 3 – Object: The object of this Council shall be:

1. To promote Extension work in Stillwater County.
2. To further a spirit of cooperation and friendship among all families of the community.
3. To gain greater understanding of and appreciation for people of other lands.
4. To cooperate with other organizations and agencies toward making Montana and the world a better place in which to live.
5. To give all people increased opportunities for development of leadership.
6. To provide scholarships to local area students.

Article 4 – Membership:

1. All dues paying members shall be members of the Stillwater Homemakers Council with the President, Vice-President, and Secretary of each club being voting delegates.
2. If a voting delegate is unable to attend, delegate should designate a substitute.
3. Membership in Homemakers will be open to all regardless of race, creed, color, sex, or national origin.

Article 5 – Officers and Executive Board:

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

2. The officers shall constitute the Executive Board. The County Extension Agent in Home Economics and immediate Past President shall be ex-officer members.
3. (a) All officers shall be elected for a two (2) year term. (b) Newly elected officers shall take office immediately following installation ceremony.
(c) Any officer may directly succeed self in the same office if nominated for office and elected by a majority vote of the attending members.
4. Vacancies in office shall be filled by appointment by the remaining members of the Executive Board.
5. Each candidate for office shall be a member of the Stillwater Homemakers Council.

Article 6 – Meetings:

1. This organization shall meet semi-annually, preferably during April or May and September or October.
2. Special meetings may be called by the Executive Board.
3. Special meetings of the Executive Board may be called by the President and the County Extension Agent when deemed necessary.

Article 7 – State Council:

1. The council shall pay for the council voting delegate fee to annual state council meeting.
2. The voting delegate to the state council shall be the president.
3. In the event the above mentioned delegate cannot attend the state meeting, a voting delegate shall be selected by the county council.
4. Unless circumstances make it necessary, the voting delegate shall not be the same individual for over two years.

By Laws

Article 1 – Nominations and Elections:

1. Nominations shall be made by a club rotation as scheduled by the president. The county Extension Agent in Home Economics shall be an ex-officer member of the nominating committee.
2. Election shall be by ballot at the business session of the Fall meeting. A majority vote of those president entitle to vote shall constitute an election.
3. The President and Treasurer shall be elected in odd years; the Vice-President and Secretary shall be elected in even years.

Article 2 – Duties of Officers:

1. President

- a. Preside at regular meeting of the Council and Executive Board.
- b. Shall serve as the representative of the Council at all meetings requiring such representation.
- c. Appoint all standing and special committees. By virtue of the office, the President shall be an ex-officer member of all committees.
- d. May call special meeting as necessary.

2. Vice-President

- a. Act in absence of President.
- b. Act as county-wide program planning chairman.
- c. Preside at county luncheons and programs.

3. Secretary

- a. Preside in absence of President and Vice-President until temporary chairman is elected.
- b. Keep all records and minutes of council meetings.
- c. File copy of council minutes with County Extension Office.

- d. Prepare and read council correspondence and papers.
- e. Send minutes of council meetings to club presidents.
- f. Purchase gifts for the out-going President and Treasurer.

4. Treasurer

- a. Have charge of all funds of the council.
- b. Pay all bills approved by the council.
- c. File all paid bills.
- d. Keep an account of receipts and expenditures.
- e. Make financial report to the council.
- f. Treasurer's books will be audited by an Extension Homemaker club as determined by rotation scheduled by May 15th on odd-numbered years.
- g. Responsible for buying gifts for membership awards (Spring) and gifts for out-going officers (Fall) – Except when President and Treasurer are out-going gifts will be purchased by Secretary.

Article 3 – Dues:

1. The Annual dues are to be set by the council at the Fall county meeting for the coming year and will be paid to the Stillwater County Homemaker's Treasurer by December 1st of the current year.

Article 4 – Executive Board:

1. The Executive Board shall have authority to transact any business of the organization arising between meetings and shall fill any vacancies which may occur in the office.
2. Meetings of the Executive Board may be called by the President and at request of the County Extension Agent in home Economics prior to the meetings and plan the agenda.

Article 5 – Committees:

Such standing committees may be necessary to carry on the work of the organization shall be appointed by the President.

Article 6 – Amendments:

These by-laws may be amended at either meeting of the organization by a majority vote of the delegates in attendance, providing notice of the proposed amendment was given at previous meeting or sent to each club 60 days previous to the meeting.

Article 7 – Parliamentary Authority:

Roberts Rules of Order Revised, shall be authority in all matters not covered by the Constitution and these By-Laws.

Article 8 – Upon dissolving all remaining monies should be given to the 4-H Council to be used for scholarships and continuing education. This will comply with section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code or shall be distributed to the federal government, or to a state government, for a public purpose.

CONSTITUTION AND BY-LAWS-STILLWATER HOMEMAKERS COUNCIL

Revised 1975

Revised 1978

Revised 1984

Revised April 22nd, 1995

Revised May, 1996

Revised November 2014