

Mountrail County 4-H

Constitution & Bylaws

Adopted by Mountrail County 4-H Council - March 2017
(All previous governing rules or policies are null and void)

4-H Pledge

I pledge...
my head to clearer thinking,
my heart to greater loyalty,
my hands to larger service,
and my health to better living,
for my club, my community,
my country and my world.



4-H Emblem

The 4-H Emblem is the four-leaf clover with an “H” on each leaf. The official 4-H name and emblem are protected under Federal Statute (Title 18, U.S.C. 707) and may only be utilized with permission.

4-H Motto - “To Make the Best Better”

4-H Mission

4-H Youth Development Education creates supportive learning environments for youth and adults to reach their fullest potential as capable, competent, and caring citizens. In support of this mission, we will:

- Provide formal and non-formal community-focused experiential learning.
- Develop skills that benefit youth throughout life.
- Foster leadership and volunteerism in youth and adults.
- Build internal and external youth/adult partnerships for programming and funding.
- Strengthen families and communities.
- Use research-based knowledge and the land-grant university system.
- 4-H provides hands-on, real-life experiences through projects, activities, and events youth are involved in.
- 4-H through clubs, school enrichment programs, independent study, after-school programs, and special interest groups.

4-H Creed

I believe in 4-H work for the opportunity it will give me to become a useful citizen.

I believe in training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my World, my Country, my State, and my Community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment

Mountrail County 4-H



Mailing Address: PO Box 40 Stanley, ND 58784

Physical Address: 8103 61st St NW Stanley, ND 58784

4-H Office Hours: Monday - Friday 8:00a - 12:00/12:30p - 4:30p

4-H & NDSU Extension Agent

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4-H & NDSU Extension Admin. Assistant

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Have questions, need assistance or would like to volunteer? Reach out to us!

2025 - 2026 Mountrail County 4-H Executive Council:

President: Melissa Vachal

Vice-President: Barb DeTienne

Secretary: Bailey Hawbaker

Treasurer: Krista Littlefield

Adult Representatives: Robbie Alford, Amanda Hynek & Lisa Uran

2025-2026 Mountrail County 4-H Committees:

Static: Laura Anderson, Karen Babbitt, Laura Fransen, Rebecca Goettle, Amanda Hynek, Krista Littlefield, Melissa Vachal, Julie Woodbury & Lisa Uran.

Livestock: Robbie Alford, Heather Braaflat, Barb DeTienne, Laura Fransen, Bailey Hawbaker, Joe Hynek, Cameron Istilart, Steven Littlefield, Grady Uran, Curt Vachal, John Woodbury

Horse: Sarah Brewer, Ilene Enerson, Anika Istilart, Monica Sem, & Katie Steele

Would you like event & deadline information, event documents, or Volunteer info for current and future County and State 4-H Events?

Keep up to date on any 4-H happenings and the documents needed for events on the following pages:

www.facebook.com/MountrailCounty4H

<https://tinyurl.com/MountrailCo4-H>



CONSTITUTION AND BY-LAWS

Mountrail County 4-H Council

Adopted March 14th, 2017

Amended August 30, 2021

ARTICLE I - Name

- 1) The name of this organization shall be the Mountrail County 4-H Council
- 2) It shall also be composed of an Executive Board

ARTICLE II - Objective and Purpose

- 1) The purpose of this organization shall be:
 - a) Identify needs of youth in the area
 - b) Plan, coordinate and manage County events and activities
 - c) Establish communication between Extension Staff and 4-H Clubs
 - d) Serve as an advisory group to the County Extension Service
 - e) Promote 4-H membership and leadership development efforts
 - f) Assume responsibility for financial support of 4-H programs
 - g) Plan for raising funds to support the county 4-H program

ARTICLE III - Membership of the 4-H Council

- 1) Active Membership shall consist of all currently enrolled and screened adult leaders, junior 4-H members (ages 13 and up)
- 2) Ex-officio Membership shall consist of any member of the County Extension Office Staff. They are entitled to the privileges of the floor, but may not vote

ARTICLE IV - Council Officers and Duties

- 1) The 4-H Council Officers are granted the authority to make timely decisions that need to be voted on prior to the next 4-H council meeting
- 2) Officer's positions within the 4-H Executive Board shall be President, Vice President, Secretary and Treasurer. Officers may only be eligible adults ages 19 and older. These officers will also serve their respective positions on the 4-H Council and Executive Board.
 - a) **TERMS** - The term of office shall be one year unless re-elected. Officers may be re-elected, there shall be no term limit. The officers shall be elected by a quorum of the Council.
- 3) The duties of the **President** are to:
 - Preside at the meetings of the County 4-H Council and Executive Board
 - Act as official spokesperson for the Council and to represent them at 4-H functions

- See that the Constitution and By-Laws of the Council are followed
 - Appoint members of committees and office when necessary and with Executive Board approval
 - Sign all documents requiring the President's signature
 - Assist with agenda development for 4-H Council and Executive Board meetings
 - Perform all other duties incidental to the office of President
- 3) The duties of the **Vice-President** are to:
- Perform the duties of the President in the absence of the President or when called to occupy the chair of the President
 - Assist the President with agenda development for 4-H Council and Executive Board meetings
 - Assist the President in any way not previously stated, as needed
- 4) The duties of the **Secretary** are to:
- Keep minutes of all meetings of the 4-H Council and Executive Board in good order, including records of the main points of discussion, motions and outcomes of votes
 - Keep record of attendance at all 4-H Council and Executive meetings
 - Submit minutes to the Extension Office within three weeks of the meeting and have minutes available at Council meetings
 - Keep a copy of the Constitution and By-Laws and record all amendments
 - In the absence of the President and Vice-President, call the meeting to order and name a chairman pro tem
- 5) The duties of the **Treasurer** are to:
- Keep an accurate record of all money received, with the date received and the name of person from whom it was received
 - Keep a record of each bill paid, to whom paid, and the date
 - Write checks and receive/file current bank statements
 - Prepare a financial statement to be presented at each county council meeting
 - Be established as the primary signer on all said accounts
 - (1) The County Extension Administrative Assistant shall be added to all accounts and may assist in any of the Treasurer's duties.
 - (2) Agent(s) may not be added to any Council accounts

ARTICLE V - Executive Board of the Council

- 1) The Executive board consists of currently elected Council officers, the retiring President, 2 or 3 elected Adult Representatives and 2 or 3 elected Youth Representatives
 - a) Youth representatives may only vote when there is not a youth conflict present (e.g. events scheduling)
- 2) Executive Board duties - The Executive Board shall confirm appointments of the President, including appointments to fill a vacancy in office; in an emergency, the Executive Board shall meet at the call of the President. All business transacted by the Executive Board shall be reported to the County 4-H Council meetings and no action of the Executive Board shall **change the policy** of the County 4-H Council unless voted upon by the Council

ARTICLE VI - Committees

- 1) The President shall appoint such committees as are deemed necessary for the proper functioning of the County 4-H Council
- 2) Standing Committees - Consist of Livestock, Horse, Static and any others as directed by the County 4-H Council
 - a. During the September council meeting, static committee members are nominated/elected for the upcoming Achievement Days
 - b. Standing Committees must report to the 4-H Council to develop any new policies. Each policy must be voted by the 4-H Council before it can be enforced
- 3) Duties of Standing Committees:
 - a. Static Committee:**
 - i. Assist 4-H Agent with decision making
 - ii. Assist with enforcing all current Static policies
 - iii. Handle any questions, concerns and conflicts during Achievement Days
 - iv. Assist with the operation of the Static portion of Achievement Days
 - v. Report to 4-H Council with any concerns
 - vi. Job duties may be added by the 4-H Council based on needs per event
 - b. Livestock Committee:**
 - i. Assist 4-H Agent with decision making
 - ii. Assist with enforcing all current Small Animal & Livestock policies
 - iii. Handle any questions, concerns and conflicts during Achievement Days
 - iv. Assist with the operation of the Small Animal & Livestock portions of Achievement Days
 - v. Job duties may be added by the 4-H Council based on needs per event
 - c. Horse Committee:**
 - i. Assist 4-H Agent with decision making
 - ii. Assist with enforcing all current Horse policies
 - iii. Handle any questions, concerns and conflicts during Achievement Days
 - iv. Assist with the operation of the Small Animal & Livestock portions of Achievement Days
 - v. Job duties may be added by the 4-H Council based on needs per event

ARTICLE VII - Meetings

- 1) There will be a minimum of three 4-H Council meetings per 4-H year
 - a) Meeting date, time and locations will be determined by the 4-H Executive Board and the 4-H agent(s)
- 2) Additional special Council meetings may take place when deemed necessary

ARTICLE VIII - Nominations and Elections

- 1) A member shall be eligible to hold office when the following criteria is met:
 - a. President, Vice-President, Secretary, Treasurer and Adult Representatives must be a registered 4-H adult member ages 19 and older
 - b. Youth Representatives must be a registered 4-H member ages 18 and younger
- 2) Elections shall take place at the Fall meeting held after the beginning of the new year
- 3) The term of office is from the Fall meeting to next election - which is one year term
- 4) Vacancies in office shall be filled by appointment of the President. A vacancy in the office of the President is filled by the Vice-President
- 5) Nomination and elections shall be by ballot and/or majority vote. The Executive Board shall collect names of interested youth and adult leaders for a slate of candidates for election at the Fall meeting
- 6) A majority of votes cast is required to elect an officer

ARTICLE IX - Quorum

- 1) At least five members shall be present to conduct business.

ARTICLE X - Financing

- 1) As a non-profit organization, the 4-H program depends on public contributions, tax monies appropriated and self-assessment to support a progressive 4-H program available to all community youth
- 2) The finance committee will be comprised of the 4-H Council Executive Board
- 3) Mountrail County 4-H Council will have a 4-H Council bank account
- 4) The Mountrail County 4-H Treasurer will be responsible for completing all financing duties and operations
 - a. The Extension Office administrative assistant may assist the Treasurer with these duties and operations
 - b. Agent(s) may not be added to the accounts
- 5) Fundraising event income collected must be counted and signed off by a minimum of two of the following personnel before it may be deposited into the appointed 4-H Council bank account: 4-H Agent, Mountrail County 4-H Council Treasurer, Mountrail County 4-H Council President or Extension Office Administrative Assistant
- 6) Donations to the Mountrail County 4-H program are deposited into the GENERAL 4-H Council bank account unless allocated to a specific 'account'

ARTICLE XI - Amendments

- 1) The constitution and by-laws may be amended by two-thirds vote of the members in attendance at any County 4-H Council meeting - provided a 30-day prior notice is given to all members of what changes are proposed.
 - a. If insufficient prior notice is given, then a second reading is required.

ARTICLE XII - Beneficiary

- 1) In the event that the Mountrail County 4-H Council should ever be dissolved, all remaining funds will be credited to the North Dakota State 4-H Foundation; or in the event that the said foundation is unable or unwilling to accept the funds, they will be transferred to the National 4-H Foundation.
- 2) In the event that any Mountrail County 4-H Club should ever be dissolved, all remaining funds will be credited to the Mountrail County 4-H Council

Voted upon and adopted/revised:

Signature of Council President: _____

Signature of Additional Council Member: _____