

Ashtabula County 4-H Small Animal Committee Constitution

Revised October 2005; Reviewed March 2006; Approved April 2006; Reviewed 2011; Approved 2012: Approved Jan 2013; Revised & Approved January 2014; Revised & Approved January 2016; Revised & Approved January 2017.

Article I. Name

The name of the 4-H Affiliate shall be The Ashtabula County 4-H Small Animal Committee organized in the County of Ashtabula, OH. The Committee shall be organized as an unincorporated association.

Article II. Purpose

The purpose of the Committee shall be:

1. To insure that 4-H, as a youth organization, is available to all youth in this County who are age 8 and in the third grade through age 18 as of January 1st of the current year regardless of race, creed, color, religion, or national origin.
2. To insure that the 4-H Cloverbud Program as part of this organization is available to all youth in this County who reach the age of 5 and are enrolled in kindergarten as of January 1 of the current year, regardless of race, creed, color, religion, or national origin.
3. To help analyze the needs and interests of all county youth enrolled in the county 4-H program.
4. To assist with planning, evaluating, and recommending 4-H educational experiences and programs that will meet the needs and interests of these youth. This includes at minimum the Small Animal Clinics during the month of June preceding fair.
5. To assist in the recruitment and development of leadership to work with the 4-H program.
6. To seek local financial resources, as needed, to conduct, promote and expand the 4-H program.
7. The Committee 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.

8. Contribute to the running of the Junior Fair in a positive manner in areas in which members taking small animal projects participate.

Article III. Ohio State University Extension Affiliation

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

Article IV. Policies & Procedures

Section A. Any major decisions of the Committee must be voted on by 2/3 of the membership unless the Executive committee was authorized to make the decision. Major decisions include: 1. Amendment of this constitution and 2. Financial disbursement from the treasury

Section B. Meetings –

1. This committee shall meet on the third Thursday of January, April, May, July and September.
2. The President of the committee may call for additional meetings as needed.
3. Five members may call for a special meeting and the President is obligated to comply.

Section C. Fundraising- The primary fund raising responsibility shall reside with the Small Animal Committee. All Small Animal Committee members are expected to participate in fundraising efforts.

Section D. Procedures –

1. A majority of those present at a regularly scheduled meeting will constitute a quorum.
2. The rules contained in Roberts Rules of Order Revised shall govern this committee in all cases to which they are applicable. The Constitution or specific rules of this committee take precedence.

3. The Executive Committee (officers) will make "emergency" decisions as deemed necessary by the President, Small Animal Committee Advisors and/or the 4-H Educator. Affected species chairpersons should be notified when possible. Emergency decisions will be brought to the next scheduled Small Animal Committee meeting.
4. The constitution shall be reviewed following the September meeting by the Executive Committee, Small Animal Committee Advisors, 4-H Educator and Species Chairs annually. Where there is a change or addition to this constitution, the proposal will be discussed, amended and voted upon at the January meeting.

Article V. Membership

Section A. Members - The Committee members shall consist of advisors, parents, and club members of Small Animal projects, and ex-officio members. The ex-officio members are the County 4-H Extension Educator, , Senior Fair Board and 4-H Committee members. Ex officio members shall not be permitted to vote.

Section B. Eligibility – All 4-H members present shall be granted voting rights. In addition, each club is permitted one vote to be cast by an advisor. In the absence of the advisor, a parent of the club may vote in their place provided they have attended one meeting within the past three. Each species chair is entitled to one vote.

Section F. The Committee will meet the standards of usage to protect the 4-H Name & Emblem as set by 4-H National Headquarters.

Article VI. Officers and Officer Elections, and Duties

Section A. The officers of the Committee are: President, Vice-President, Secretary and Treasurer. They shall be elected for a term of two (2) year.

Section B. Officer Nomination and Election –

1. Nominations shall take place from the floor at the September meeting followed by the election of officers by ballot at the same meeting.
2. Elected officers should be 4-H members taking Small Animal projects.
3. Officers will hold office for two years. If an officer is no longer eligible to be in 4-H, an emergency election will occur. An individual shall not hold office for more than 3 consecutive terms.

Section C. Officers shall perform duties usual to these offices. If an officer resigns or can no longer serve as an officer, the members will select a replacement.

1. The president shall preside at sessions of the committee and see that rules of the organization are enforced. The president shall prepare an agenda to be sent to all members prior to each regularly scheduled meeting. The president will follow and enforce parliamentary procedure. The president shall have the deciding vote in case of a tie. The President or their appointee shall be in attendance at all 4-H Committee meetings.
2. The vice-president shall assume the duties of the president in his/her absence. Vice-president shall assist committees as needed and directed by the president.
3. The secretary will be responsible for maintaining funds when deemed necessary by the committee. Secretary shall keep a record of all proceedings and businesses of the organization. This includes recording of minutes from all regularly scheduled meetings and handling all correspondence. The secretary shall prepare minutes to be sent out with an agenda prior to each regularly scheduled meeting.
4. The treasurer will keep an accurate account of all committee's money received and spent by the committee, give a financial report at each meeting, give an annual financial report at the final committee meeting for the year, prepare a budget with the Executive Committee, Finance/Fund Raising Committee and/or 4-H Educator and present to the committee membership for approval, balance the bank statement each month and pay bills when approved by the committee.
5. Removal of Officers - An officer may be removed from office for dereliction of duty or failure to represent the interests of the Small Animal Committee. A petition containing the majority of the Small Animal Committee specie chairs is necessary to start removal of an officer.

Article VII. Committees

Section A. The Executive committee will be made up of the President, Vice President, Secretary, and Treasurer. This committee shall make any business decisions that must be made prior to the next regular business meeting. Committee members may also delegate decisions to this group.

Section B. Standing committees may be appointed by the president and serve as long as needed. Each committee will consist of a chair, and enough

members to complete the task.

Section C. Species Sub-Committees

1. Only approved 4-H volunteers will be among the list of nominees for Species chairs to be accepted and elected upon annually at the September meeting.
2. Species chairs are responsible for reviewing guidelines annually to be presented at the January meeting for Small Animal Committee review. All guidelines are to be made available by February 1st.
3. Species chairs are responsible for adequately maintaining the learning centers and providing educational displays during fair.
4. The species represented on this committee are sovereign and are free to form their own committees in order to conduct affairs, exclusive to their species.
5. Persons designated as species representatives must attend all Small Animal Committee Meetings or designate a substitute.
6. Species committees may raise funds for their own use, with designated funds placed in the one Small Animal Committee account.
7. A Species Board shall be in charge of overseeing & meeting the needs of each species and presenting recommendations to the Small Animal Committee.
8. The Species Board shall be made of up to eight (one representing each species) 4-H members who are preferably at least 14 years of age but must be in their 3rd year or more in the species they are representing as a species mentor. The board shall also include an adult member.
9. Species mentor and board members shall be elected by their species group annually.
10. Species mentor's responsibilities include working with their project species chair organizing programming, clinics, shows, and educational activities.

Article VIII. Financial Reporting and Responsibilities

Section A. The Ohio 4-H fiscal year is defined as January 1 through December 31.

Section B. The Committee will obtain and maintain its own Tax Payer Identification Number (TIN), also known as Employee Identification Number (EIN).

Section C. The Committee Annual Financial Report in the format requested by OSU Extension must be submitted to the County Extension office every year by the date established by OSU Extension.

Section D. An annual IRS 990 filing (Form 990, 990EZ, or 990N, depending on Committee revenue) must be completed by May 15 for the previous tax year.

Article IX. Use of Committee Revenue

No part of the net earnings of the Committee shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Committee 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 Committee shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Committee 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 Committee 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 the dissolution of the Committee 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 or local government, for a public purpose. It is the preference, of this group that upon dissolution all funds go to Ashtabula County Ohio State University Extension. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation 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.

This constitution has been adopted by the members of the Ashtabula County 4-H Small Animal Committee On January 17, 2013.

Signature _____

Print name _____
Committee President

Date _____

Signature _____

Print name _____
Committee Secretary

Date _____