

Constitution of the Lorain County 4-H Endowment Board

Article I. Name

The name of the 4-H Affiliate shall be the Lorain County 4-H Endowment Board (the “Board”), organized in the County of Lorain, Ohio. The Board shall be organized as an unincorporated association.

Article II. Purpose of the Endowment

The purpose of the Lorain County 4-H Endowment Board is to promote, expand, support and give recognition to the Lorain county 4-H program through scholarships, short courses, conference, leadership training, recognition, support of Lorain county participants in international experiences and other programs; and to raise contributions, gifts, grants and bequests, under the auspices of the Ohio State University or other approved organizations, for 4-H clientele including 4-H members, advisers, volunteers, and leaders on a nondiscriminatory bases without regard to race, color, age, gender identity or expression, disability, religion, sexual orientation, national origin or veteran status.

Article III. Ohio State University Extension Affiliation

The Board 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 Board and to ensure the Board compliance. OSU Extension is authorized to include the Board in a group tax exemption, and the Board will supply all necessary documentation to ensure the Board's inclusion in a group tax exemption.

Article IV. Policies and Responsibilities

Section A.

Any major decisions of the Board must be voted by 2/3 of the membership present unless the Executive committee was authorized to make the decision.

Major decisions include:

1. Amendment of this constitution.
2. Financial disbursement from the treasury.
3. Additions to or removal from the board.

Section B.

1. To determine policy in connection with Endowment expenditures.
2. To provide leadership for expansion of the Lorain County 4-H Endowment and support of funds.
3. To receive, evaluate and act upon applications and proposals for the use of the income from the Lorain County 4-H Endowment in accordance with the purposes of the Endowment.
4. To make annual gifts to the Endowment and to assist in securing gifts, grants and bequests to the Endowment.

Article V. Membership

Section A. Members – The Board members shall consist of a minimum of 12 and a maximum of 24 members, and ex-officio members. The ex-officio member(s) are the County Extension Educator in 4-H. Board members are appointed to the Board to serve two year terms with a maximum of 3 full consecutive terms. The Board may vote to extend a Board members term, in addition, a member may serve a partial term. All Board members are to serve actively on a committee.

Section B. Eligibility – Board members may be 4-H volunteers, 4-H alumni, representatives from business and organizations and the public. Board should represent a diverse mix of those groups.

Section C. Nominations – the Extension office and/or the nominating committee will make Nominations. These names will be presented to the Board and voted on after discussion.

Section D. Election – New Members to the Board shall be elected by 2/3 of the Board or total Board.

Section E. Term of Office – Member are permitted to serve a maximum of three consecutive two-year terms except for the Extension Educator who has a permanent Board Seat and the Treasurer. Current Board members may ask for a vote from the Board to extend their term.

Section F. The Board will meet the standards of usage to protect the 4-H name and emblem as set by 4-H National Headquarters.

Article VI. Officers, Officer Election and Duties

Section A. The officers of the Board are President, First Vice President, Second Vice President, Secretary and Treasurer. They shall be elected annually with a maximum of three consecutive terms in any one office (terms are for one year with a maximum of three consecutive years in any one office – with the exception of the Treasurer.)

Section B. Officers shall perform duties usual to those offices (as specified below). If an officer resigns or can no longer serve as an officer, the Board members will select a replacement.

Duties of the officers shall be:

President – To conduct the meetings of the Board and the Executive Committee; appoint committees as deemed appropriate; give leadership according to the purpose and the responsibilities of the 4-H Endowment Board; and represent the Board at appropriate 4-H Extension functions.

First Vice President – To conduct meetings of the Board and the Executive Committee in the absence of the President. Serve as the chairperson for the Fund-Raising Committee. Serve on the Executive Committee.

Second Vice President – To be responsible for internal and external communications regarding promotion of the Endowment and to conduct meetings in the absence of the President and the First Vice President. Serve as the chairperson for the Printed Material/Public Relations Committee. Serve on the Executive Committee.

Secretary – Responsible for accurate minutes of Board meetings and distribution of minutes, if possible, prior to the next meeting. Responsible for any official correspondence of the Board. Serve as chairperson on the Donor Thank You and Recognition Committee. Serve on the Executive Committee.

Treasurer – The Treasurer shall prepare monthly reports to the Board. Ensure accurate accounting on named scholarships and other donations as directed by the Extension office. Books are to be reviewed at the close of the fiscal year ending December 31. Serve on the Grant and Scholarship Review Committee. Serve on the Executive Committee.

Article VII. Committees

Section A. The Executive Committee will be made up of the President, First Vice President, Second Vice President, Secretary and Treasurer and the 4-H Educator. The function of the Executive Committee is to transact business between Board meetings. A record of such business shall be presented at the following 4-H Endowment Board meeting.

The Executive Committee will review the Constitution and appoint an ad-hoc committee to update them as necessary. Any changes recommended must be approved by two-thirds of the Board. Quorum for an Executive Committee shall be a minimum of four members.

Section B. Nominating and Membership Committee – This committee will present a slate of nominations for officers from the current Board, and a slate of new Board candidates to replace members with expiring terms. Nominations are to occur at the October Board meeting with elections being held at the November Board meeting. The new officers and Board members will assume duties January 1.

Section C. Grant and Scholarship Review Committee – This committee will receive, evaluate, and act on all applications and proposals for the use of interest income that is received annually on September 1.

The committee will determine deadlines for applications. Grant Review Committee will develop guidelines for selections.

The appropriate recipients and the areas for funding will be based on individual applicants.

Section D. Donor Thank You and Recognition Committee will be responsible for:

1. Working with the Printed Materials/Public Relations Committee to design and develop appropriate donor acknowledgment cards.
2. Sending acknowledgments out monthly to donors, utilizing computer printout of donor names, utilizing printout of donor names, addresses and amounts provided by the Treasurer.
3. Organize how and where recognition of donors shall be placed, displayed or conducted.
4. Organizing the Thank You Booth at fair.

Section E. Printed Materials/Public Relations Committee – This committee will be responsible for graphics, printed materials and news releases, as directed by the Board.

Section F. Fund Raising Committee – This committee shall be responsible for suggesting and organizing all fundraisers.

Article IX. Financial Reporting and Responsibilities

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

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

Section C. The Board 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 Board revenue) must be completed by May 15 for the previous tax year.

Article X. Fund Raising, Contributions, Gifts, Grants and Bequests

Solicitation of contributions, gifts, grants and bequests for the Lorain County 4-H Endowment shall benefit Lorain County 4-H and the Ohio 4-H Foundation. Checks are to be made out to Lorain County 4-H Endowment Fund. Funds may also be directed to the Lorain County 4-H Development Fund at the discretion of the Endowment Board and will be voted on annually.

The Board will vote on disbursement of funds raised.

The Development Fund:

- a. Is an agency of the Ohio State University and is the official agency for solicitation of funds other than appropriations from the state and federal governments.
- b. Will deposit Lorain County 4-H Endowment contributions, gifts, grants and bequests in the permanent Endowment Fund of the Ohio State University under the name of the Lorain County 4-H Endowment where they will be invested and reinvested under the rules and regulations of the Board of Trustees of The Ohio State University.

Article XII. Expenditures

The Board shall authorize the use of the income from available Lorain County 4-H Endowment funds and shall make recommendations for expenditure of those funds.

The fiscal year will close December 31.

Article XIII. Dissolution

Upon dissolution of the Board, 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 further federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court or Competent Jurisdiction of the county in which the principal office of the corporation then located, exclusively for

such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XIV. Inactive Members, Resignation of Member

Members may be replaced by action of the Executive Committee if three Board meetings are missed during a calendar year without appropriate reasons for absence.

Board members wishing to resign during their term must submit their resignation in writing to the Executive Committee.

Article XV. Robert's Rules

The Lorain County 4-H Endowment Board will follow Robert's Rules of Order in the conduct of meetings.

- Adopted 5/19/94
- Amended 11/16/95
- Amended 1/18/96
- Amended 7/17/97
- Editorial Changes 2/19/98
- Editorial Changes 1/28/99
- Amended 11/20/03
- Amended & Editorial Changes 6/15/2006
- Amended & Editorial Changes 12/27/2014
- Amended & Editorial Changes 3/13/2019
- Amended & Editorial Changes 2/20/2023

This constitution has been adopted by the members of the Lorain County 4-H Endowment Board

On (2/20/23)

Signature _____

Printed Name _____ Date _____
Committee President

Signature _____

Printed Name _____ Date _____
Committee Secretary