



**MICHIGAN 4-H YOUTH DEVELOPMENT  
AFFILIATE CONSTITUTION**  
(Councils, Boards, and Committees)



**Article I. Name**

The name of the 4-H Affiliate shall be \_\_\_\_\_  
(the "Affiliate"). The Affiliate shall be organized in the County of \_\_\_\_\_, Michigan. The  
Affiliate shall be organized as an unincorporated association.

**Article II. Functions and Purpose**

**Section A.**

The Affiliate 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.

**Section B. Councils**

The county 4-H council is the overall governing body of the county 4-H program. It is typically made up of representatives (adult and youth) from across the county and/or other 4-H boards and committees that exist in the county. Under the direction and oversight of MSU Extension staff, it provides leadership for the overall 4-H program and provides oversight to project boards and committees. Responsibilities include:

1. Developing a total county 4-H program based on the needs of young people and families in the county,
2. Carrying out the planned programs and activities,
3. Assist paid staff in evaluating the total county 4-H on a continuing basis,
4. Recommending policies for the county 4-H program that conform to district, state, and national regulations,
5. Assisting in the identification, recruitment, and training of volunteers,
6. Conferring and cooperating with the county MSU Extension staff,
7. Developing and maintaining an active membership that believes it's their responsibility is to enhance and support the county 4-H program through MSU Extension,
8. Informing other leaders about decisions made at council meetings,
9. Supporting the county's participation in events and activities outside of the county,
10. Raising and managing funds to underwrite the planned program and ensuring financial guidelines for clubs and committees are followed,
11. Sponsoring and supporting county recognition for 4-H members and leaders,
12. Publicizing the objectives and philosophy of 4-H work and serving in an advocacy role when necessary, and
13. Reviewing and approving the plans and guidelines of county programming committees whose responsibilities lie in a specific aspect of the county 4-H program.

**Section C. Boards and Committees**

County 4-H boards and committees have many of the same responsibilities as a county council; however, their responsibilities typically relate to a specific program or project area. Responsibilities of these groups include:

1. Developing a total county 4-H program based on the needs of young people and families in the county enrolled in the targeted project,
2. Carrying out the planned programs and activities related to the project objectives,
3. Assisting paid staff in evaluating the targeted county 4-H project on a continuing basis,
4. Recommending project-specific policies for the county 4-H program that conforms to district, state, and national regulations,
5. Assisting in the identification, recruitment, and training of project volunteers,
6. Conferring and cooperating with the county MSU Extension staff,

7. Developing and maintaining an active membership that believes its responsibility is to enhance and support the county 4-H program through MSU Extension,
8. Informing other leaders about decisions made at county board and committee meetings,
9. Supporting the county's participation in project-related events and activities outside of the county,
10. Raising and managing funds to underwrite the planned project-related activities according to guidelines established by MSU Extension and the county 4-H council,
11. Sponsoring and supporting county project-specific recognition for 4-H members and leaders and
12. Publicizing the objectives and philosophy of 4-H work and serving in an advocacy role when necessary.

### **Article III. Michigan State University Extension Affiliation**

The Affiliate agrees to comply with all applicable MSU Extension policies and procedures governing Michigan 4-H and agrees that the county 4-H Youth Development staff has all necessary and proper authority to oversee the Affiliate to ensure the Affiliate's compliance. Failure to comply with any MSU Extension policy, procedure, deadline, or directive; federal, state, or local law; or any other reason the county 4-H Youth Development staff deems appropriate, may result in the dismissal of 4-H youth; the dismissal of 4-H volunteers; and/or the disbanding of the Affiliate. MSU Extension is authorized to include the Affiliate in a group tax exemption, and the Affiliate will supply all necessary documentation to ensure the Affiliate's inclusion in a group tax exemption. The Affiliate will meet the standards of usage and protect the 4-H Name and Emblem as set by 4-H National Headquarters. This constitution may not be amended without the written consent of the State Leader for Michigan 4-H Youth Development.

### **Article IV. Membership**

Section A. The Affiliate will follow the current Michigan 4-H policy requirements that define eligibility for membership.

### **Article V. Bylaws, Officers, Elections, Duties and Committees**

The Affiliate may adopt bylaws to provide for the regulation and management of the Affiliate and its members, including the establishment of officers and committees, the procedures to elect and appoint such officers and committees, and the times and places of regular meetings. The bylaws may contain any provision that does not conflict with this constitution, the policies and procedures applicable to 4-H affiliates established by MSU Extension, or any law or regulation applicable to the Affiliate.

### **Article VI. Financial Reporting and Responsibilities**

Section A.

The Affiliate's fiscal year commences September 1 and ends August 31.

Section B.

The Affiliate will obtain and maintain its own Employer Identification Number (EIN), also known as Taxpayer Identification Number (TIN).

Section C.

The Affiliate will comply with all financial policies, procedures, and reporting requirements set forth in the Michigan 4-H financial manuals and as set forth in any other policy or procedures established by MSU Extension.

### **Article VII. Use of Affiliate Revenue**

Section 501(c) (3) of the Internal Revenue Code prohibits the Affiliate from paying any net earnings beyond reimbursements for the Affiliate's expenses to any of its members, leaders, directors, or officers. Additionally, Section 501(c) (3) prohibits the Affiliate from participating in or taking sides either in political campaigns or in any effort to pass a specific law. The Affiliate will primarily operate for educational purposes. The above limitations are explained in more detail in the following paragraph.

No part of the net earnings of the Affiliate shall inure to the benefit of, or be distributable to, its members, trustees, officers, leaders, or other private persons, except that the Affiliate shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and

distributions in furtherance of the purposes outlined in Article II above. No substantial part of the activities of the Affiliate shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Affiliate 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 Affiliate 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 VIII. Dissolution**

Upon dissolution of the Affiliate, any assets shall be conveyed to MSU 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 Affiliate 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 \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_\_\_\_.

Volunteer Signature \_\_\_\_\_

Print Volunteer Name \_\_\_\_\_

*Revised May 2024*