

BY-LAWS OF THE MARION COUNTY 4-H ENDOWMENT FUND

The PURPOSE of the Marion County 4-H Endowment Fund, a 501(c)(3) not for profit corporation, is to establish an endowment fund whose yearly interest and fund-raising income will be used to support and assist Marion County 4-H members, youth leaders and adult leaders in the areas of education, citizenship and leadership development, as detailed in the articles of incorporation. The board shall not spend the principal and shall be charged to increase the ending endowment balance each year.

MEMBERSHIP will consist of 1 adult and 1 youth representative from each 4-H club, and up to three ad hoc members appointed by the extension board. The county extension agents will serve as ex-officio members.

TERMS will follow the 4-H year; from October 1 through Sept. 30. Club representatives will serve a 2-year term, with an alternating term start: GGG, HH and LWA representative terms begin on Oct. 1 of even 4-H years and PA, SC and TTT representative terms beginning on Oct. 1 of odd 4-H years. For the 2012 4-H year GGG, HH and LWA representatives will serve a 2-year term, and PA, SC and TTT will serve a 1-year term. Ad hoc members will serve a 3-year term with alternating start dates so there is one new member and two returning members each year.

VACANCIES for club representatives will be filled by the appropriate club before the next development fund meeting, and for ad hoc members at the next Extension Board meeting.

OFFICERS will be elected from the adult members as follows: Chair, Vice-chair, Secretary, Treasurer.

OFFICER RESPONSIBILITIES AND DUTIES ARE AS FOLLOWS:

Chairperson

- arrange for date, time and location of meetings
- compile an agenda and send it with meeting notification to members 10 days beforehand
- conduct the business meeting
- guide the members and work of committees

Vice-chair

- fill in during absences of the chairperson

Treasurer

- responsible for all the finances of the Development Fund
- provide an updated financial report at each meeting
- maintain a treasurer's notebook with all bank records and financial reports
- provide a receipt and a certificate of thanks for all donors giving over \$50

Secretary

- keep official minutes and send to all members within ten days following the meeting
- keep the Development Fund notebook updated
- send letters to college scholarship recipient and other applicants

FINANCES will be handled by the treasurer. All checks require signatures from both the treasurer and chairperson. All income, either by fund raising events or donation, should be deposited within 1 week of receipt. The minimum amount to be maintained in an interest bearing savings account will be decided by the board on a yearly basis; ensuring enough to cover expenses for the year. The remainder of the monies will be invested appropriately. All financial records will kept in a treasurer's notebook which will be audited by two extension board members at the end of each 4-H year.

MEETING RECORDS will be kept and organized by the secretary in the Development Fund notebook. It will contain the following:

- Meeting agendas
- Meeting minutes; which include attendance records
- Treasurer's written reports
- Articles of incorporation and by-laws
- Correspondence
- Any news articles and photos from the papers/newsletter
- Fund raising information

MEETINGS will be a minimum of 3 times per year. A club is expected to have at least one representative at each meeting. One extension agent will attend each meeting. The 3 required meetings are as follows:

- Fall meeting for the purpose of reviewing year-end (4-H year) finances, reviewing fund raising results, setting 1-year and 3-year goals, and to plan/implement the donation campaign.
- Winter meeting for the purpose of planning fund-raising activities for the coming year, and to set dollar amounts for college and camp scholarships.
- Spring meeting for the purpose of selecting the college scholarship winner, and continuing the planning for upcoming fund raising activities.

VOTING - Each ad hoc representative, and each CLUB is allowed one vote regardless of officer position held. The decision of a motion shall be by the majority present. In case of a tie the ex-officio will have a vote.

STANDING COMMITTEES:

Scholarship Committee - Review applications and select a recipient.

Fund Raising Committee - Works on both the hog raffle and the KSU Football raffle, and other fund raising events.

Donation Campaign - Send out annual financial requests to those who have supported the Development Fund in the past; find new donors.

GOALS for amount of funds raised will be set each year, both a yearly plan and a three year plan.

The EXTENSION OFFICE will provide the following assistance to the Development Fund:

Scholarships

- promote scholarship in March newsletter
- maintain application form on the website
- receive scholarship applications
- make 3 copies of each application, black out personal information, and take these to the scholarship committee at the spring meeting
- make arrangements with the newspapers for photo with recipient, extension agent and Dev. Fund chair or vice-chair
- include recipient information in May newsletter

Fund-raising

- promote fund raising events in the extension newsletter
- reserve Dev. Fund booth in the commercial building for the county fair
- provide supplies for, set up and take down the booth
- print tickets for pig raffle and KSU football ticket raffles; or other fund-raising activities
- organize ticket sales by 4-H clubs
- assist with auctioning off one set of KSU football tickets during the livestock sale

Finances

- an annual report, along with a check for the filing fee, will be sent to the Kansas Secretary of State by June 30 of each year.
- will work with the extension board members to audit the financial records on a yearly basis; at the end of the 4-H year

Revised in December 2011 by extension agent Nancy Pihl and chairman Lyman Adams

Approved by Development Fund board on March 5, 2012

Signature of Chairperson _____