

Brazos 4-H Council Bylaws

4-H Club Name: Brazos 4-H Council

Date Adopted: 1-17-23

ARTICLE I: NAME AND OBJECTIVES

- Section 1.** The name of this organization shall be the Brazos 4-H Council.
- Section 2.** This shall be a nonprofit organization exclusively for the purpose of promoting through 4-H Council work.
- Section 3.** The objectives of this organization shall be:
- i.** To provide learning situations for the development of leadership, responsibility, and effective citizenship.
 - ii.** To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - iii.** To provide information and training in other 4-H activities as members' interests dictate.
 - iv.** To help each member experience personal growth and achievement, as well as be of service to others.
- Section 4.** This club is organized exclusively for charitable, educational and scientific 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 5.** No part of the net earnings of this club shall inure to the benefit of, or be distributable to its members, trustees, officers or other private person, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- Section 6.** No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club 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.

- Section 7.** Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation 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, of (b) by a corporation, 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 II: MEMBERSHIP

- Section 1.** Membership in this organization shall follow the age and grade requirements as stated in the Texas 4-H Youth Development Program Rules and Guidelines.
- Section 2.** New members must be enrolled annually through 4-H CONNECT and be approved as an active member. All members must re-enroll annually.
- Section 3.** All members are required to pay the minimum state – level participation fees of \$25.00 on or before October 31st or pay \$30.00 on or after November 1st.
- Section 4.** All members should conduct at least one project, and then complete and turn in a project record form or appropriate paperwork.

ARTICLE III: OFFICERS AND ELECTIONS

- Section 1.** The officers of the Council shall be a chairman, first vice-chairman, second vice-chairman, third vice-chairman, district delegate, secretary, treasurer, reporter, parliamentarian, historian, and safety officer.
- Section 2.** Officers shall be elected annually. Officers shall serve a term for one year beginning whenever installation is held and shall not be eligible for the same office. Any person appointed to fill an unexpired term may be eligible for the same office the following year.
- Section 3.** The officers of the council shall constitute an executive committee. All officers are required to participate in mandatory activities. These include:
- Executive board meetings- Potentially called throughout the year
 - County council meetings- August, October, January, April, May
 - District 9 Leadership Lab- June

- County council executive officer training- June
- Club officer training- June
- Brazos County Awards Banquet- Aug.

Furthermore, county council officers are expected to attend at least eight of the following events.

- County Council Member Orientation- May
- County fun day (day camps)- June
- Brazos County 4-H Cake Show/ Auction- Aug.
- Commissioners Court for National 4-H Week- Sept.
- Fall District Council Meeting- Sept.
- National 4-H Week- Oct.
- One Day 4-H Community Service- Oct.
- Extension Volunteer Luncheon- Nov.
- Elected Officials Luncheon- Dec.
- Christmas Party- Dec.
- Spring District Council Meeting- Jan.
- County Roundup- Jan.

If an officer fails to communicate with Council Advisors and fellow council members regarding absences in writing, they may be removed from their office. In unavoidable circumstances excused absences must be approved in advance by the Extension staff members serving as Council Advisors. It is the officer's responsibility who is being granted an excused absence to have someone cover their assigned duties.

Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

Section 5. The chairman, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. Duties of the chairman shall be

- (a) To preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.**
- (b) To appoint standing and special committees.**
- (c) To serve as an ex-officio member of each committee, except the nominating committee.**
- (d) To serve as delegate of the council to the District 9 4-H Council.**

Section 2. Duties of the first vice-chairman shall be

- (a) To assist the chairman.**
- (b) To perform the duties of the chairman in the absence of that officer.**
- (c) To serve as chairman of the program committee.**
- (d) To help plan all club educational programs for the year.**

Section 3. Duties of the second vice- chairman shall be

- (a) To assist the chairman.**
- (b) To perform the duties of the chairman in the absence of that officer and first vice-chairman**
- (c) To serve as chairman of the creation/social committee.**
- (d) To help plan recreation and refreshments for each meeting and plan special social events.**

Section 4. Duties of the third vice-chairman shall be

- (a) To assist the chairman.**
- (b) To perform the duties of the chairman in the absence of that officer, the first vice- chairman and the second vice- chairman.**
- (c) To serve as chairman of the membership and community service committee.**
- (d) To help enroll members into the club and oversee promotion and recruitment of new members.**

Section 5. Duties of council delegate(s) shall be

- (a) To serve as a delegate to the District 9 4-H Council.**
- (b) To keep the club informed of the County 4-H activities and assist in the coordination of local and county activities.**
- (c) To encourage all 4-H members to become involved in county 4-H activities.**

Section 6. Duties of the secretary shall be

- (a) To keep a full and correct record of all proceedings of the club.**
- (b) To have charge of club correspondence.**
- (c) To keep the roll and read the minutes at each meeting.**

Section 7. Duties of the treasurer shall be

- (a) To help prepare a budget for approval annually.**
- (b) To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditure(s) not included in the budget must be approved by the executive committee.**

(c) To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.

(d) To present a financial statement when requested to do so.

(e) To serve as chairman of the financial committee.

Section 8. Duties of the reporter shall be

(a) To report activities to the local news media.

(b) To report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 9. Duties of the parliamentarian shall be

(a) To provide advice to the presiding officer on parliamentary procedure.

(b) To instruct members in correct parliamentary procedure.

Section 10. Duties of the Historian shall be

(a) To keep a record of the group's accomplishments and activities for the year.

(b) To collect items such as photos and news clippings about the group and its members.

(c) To organize the historian's scrapbook or album to tell the story of my 4-H group for the year.

Section 11. Duties of the Health and Safety Officer

(a) To Provide some type of health/safety information at meetings.

(b) Help plan the 4-H club meeting programs for the year, suggesting health-related topics.

ARTICLE V: LEADERS AND DUTIES

Section 1. Duties of the council advisor or leaders shall be

(a) To provide leadership and guidance to the council.

(b) To help council members assume as much responsibility as they are capable of and to have successful experiences in carrying out responsibilities.

ARTICLE VI: COMMITTEES AND DUTIES

Section 1. Duties of the standing committee shall be

- (a) Finance – the finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year.**
- (b) Membership – The membership committee shall encourage every eligible boy or girl in 4-H to attend meetings. The committee will also be responsible for securing and recruiting new members for council, welcoming visitors, and prospective members at council meetings, and providing new members with 4-H council information.**
- (c) Program – The program committee shall be responsible for all the programs at the regular meetings. This includes planning the year's programs at the beginning of the year and being responsible for each program during the year.**
- (d) Social – The social committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.**
- (e) Community Service – The Community Service Committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefiting the community and county.**

Section 3. The nominating committee shall be appointed by the chairman.

Section 4. Other committees may be names as the need arises.

ARTICLE VII: MEETINGS

Section 1. Regular meetings of this organization shall be held on or around the 3rd Tuesday of August, October, January, April, and May as determined by the 4-H calendar. A Christmas/ Holiday celebration will be held in December, but no official business will take place. The council officers will meet in July, September, November, and March as determined by the 4-H calendar.

Section 2. Special meetings may be called by the chairman.

ARTICLE VIII: PROCEDURE

Section 1. Robert's Rules of Order, revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meeting is:

- Call to order
- Inspirational
- Roll call
- Reception for new members and recognition of guests
- Reading and approval of minutes
- Reports – officers, committees, project groups, special activities, leaders
- Unfinished business
- New business
- Program
- Adjournment
- Closing
- Recreation

This order of business may be altered for the convenience of a speaker giving the program.

ARTICLE IX: FISCAL ACCOUNTABILITY

Section 1: The 4-H club/group shall adhere to all guidelines related to financial accountability as outlined in the Texas 4-H Youth Development 4-H Club Financial Management Rules and Guidelines.

ARTICLE X: CLUB DISBANDMENT

Upon the disbandment of the club, all real property, including money, equipment and land shall become the property of the County 4-H Program for care and disposition and authorizes the Texas A&M AgriLife Extension Service and county extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owed by this organization.

The last official duty of the club's manager shall be to affect the transfer of club property and to turn over club records to the county Extension Agent or other Extension designees.

ARTICLE XI: AMENDMENTS

These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy or the Texas 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.

ARTICLE XII: Voting and Elections

Section 1. Voting Delegates. Each club in the county will be able to submit two votes, one for each of their two designees. Voting council officers cannot also be voting delegates from their club.

Section 2. County council presiding officer will be able to submit one vote only when a tie occurs.

Section 3. Any member who has attended at least TWO council meetings per 4-H year AND participated in Council activities of the year may be deemed eligible by the executive committee and Extension agent. The member must be in 9th-12th grade during the time period they wish to be in office, with one full year of high school left during the time they are running for county council office.

Section 4. In order to be a candidate for County Council youth must have held an office in their club.

Section 5. Candidates will present a 2-3-minute speech at the beginning of the County Council Meeting in which the elections will be held in front of 4-H members, Delegates and Adult Leaders. Candidates will draw for their presentation order upon arrival.

- Note: *Chairman* and *1st Vice* positions are only eligible for candidates that have previously been on County Council.
- Note: *Chairman* and *1st Vice* cannot be from the same club
- Note: the *Chairman*, *1st vice*, and *District Delegate* have to be at least 16 at the beginning of the next 4-H year to run for those positions *unless otherwise deemed by extension staff*.
- Note: Once 2 candidates from a club have been elected into a position, the remaining candidate(s) from that club will be taken out of the running until all clubs have had the opportunity to have 2 candidates on council.

Section 6.

A. The election procedure will focus on a 200-point system including an evaluation of information within the Officer Application Form (50 points), interview (50 points), and popular vote (100 points).

B. Candidates for Brazos County Council offices should complete one copy of the officer application form.

C. The form should be returned to the county extension office by the due date set.

D. The officer application forms will be reviewed by an appointed committee of volunteers prior to the popular voting. A point value up to 50 points will be assigned to each application. The point value will be based on leadership, involvement, experience, and community service activities of the applicants 4-H career.

E. Interviews with all applicants will be conducted prior to the popular voting. The interviews will be conducted by a panel of judges and interview questions will be developed from information within the officer application form.

F. A point value up to 50 points will be assigned to each interview. The point value will be based on dedication to 4-H, communication skills, confidence, attitude, poise, willingness to work as a team, and knowledge of the 4-H program.

G. All applicants (if eligible according to standing rules) will be presented at the county council election night.

K. Voting will be done by secret ballot. Each club is allowed two votes. Each council officer will also cast a vote. It is possible for some clubs to have up to 4 votes (provided they have two youth from their county serving as an current council officer) * The presidents Vote will be reserved as a tiebreaker.

L. The number of votes for each candidate for each office will be multiplied by an Equalizing factor to determine a point value up to 100 points. These points will be added to the application and interview points to determine total points. The individual with the highest points will be elected to the specified office.

M. In case of a tie, the chairman's vote will be reserved as a tie breaker. In the event the chairman's vote does not break the tie, there will be a runoff between the candidates with the highest number of points in which the chairman's vote will be reserved as a tie breaker.

N. The voting order for Brazos County 4-H Council Officers is Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, 3rd Vice Chairman, Secretary, Fundraising Treasurer, Reporter, Parliamentarian, Historian, and Health and Safety Officer.

Section 7. Each candidate will apply indicating the offices in which they want to be considered. The voting will be by secret ballot. Elections will be based on an application, interview, along with voting by delegation. Voting delegates will vote for an individual or candidate that they feel would best fill the office from the reviewed applications by members of the executive committee and council advisors. No nominations will be accepted from the floor.

Section 8. District office nomination procedures shall be

(a) All persons running for District 9 office must be of senior age, have attended at least one district meeting, and attended District 9 Leadership Lab in the previous 4-H year.

(b) If more than three people wishes to run for a District 9 4-H Council Officer position and qualify then nominations will be submitted and voted upon.

(c) The top 3 nominees will then be eligible to run for office. It will be a requirement for nominees to prepare a one-minute campaign speech and complete a district application.

Section 9. At the meeting when officer elections are held, nominees for district office are voted upon, a vote will be cast via secret ballot. Three nominees will be selected to attend Leadership Lab and represent Brazos County during the election process as a District Council Officer.

Section 10. District Officer Election Caucus. The caucus will be held at the District 9 4-H Leadership Lab.

Section 11. Concerning the district voting delegate. Brazos County contributes two votes towards the district officer election. The county council chairman and district delegate of the current 4-H year will serve as the district voting delegate.

Concerning possible alternate voting delegates-alternates will serve in the absence of a voting delegate(s) or in the case of the chairman and/or the district delegate are running for a district council office or

already on district council an alternate(s) will be chosen in the order of the power of the offices.

Vice Chairman	Treasurer
Second Vice Chairman	Reporter
Third Vice Chairman	Parliamentarian
Secretary	Historian
	Safety Officer

- (a) The voting delegates must vote by which the caucus has decided.
- (b) The district officers from Brazos County not running for re-election have the option of participating in the county caucus but will vote independently.
- (c) The officers from Brazos County running for a position on the district council will not be allowed to participate in the county caucus but will vote independently.

Council Chairman	Date
Council Member	Date