

**BELL COUNTY 4-H COUNCIL  
BYLAWS  
2009-2010**

- I. **NAME**: The name of this organization shall be the BELL COUNTY 4-H COUNCIL.
- II. **PURPOSE**: The purpose of the Bell County 4-H Council is to provide 4-H members the opportunity and experience of helping plan and conduct the county 4-H program. The Bell County 4-H Council provides for and protects the right of every 4-H club group to be represented in the decisions that shape and mold the county 4-H program.
- III. **MEMBERSHIP**: The Bell County 4-H Council membership is open to all youth regardless of socioeconomic level, race, color, sex, religion, national origin, or disabilities. Council members consist of the president and council delegate from each club. In the case of election of one or any of the voting delegates to the Bell County 4-H Council, each club may appoint another delegate from their own respective club to serve as official voting delegates.
- IV. **OFFICERS**: The officers of the Bell County 4-H Council shall be chairman, first vice-chairman, second vice-chairman, secretary, treasurer, public relations, parliamentarian, reporter and two recreation leaders. The offices of chairman, first vice-chairman, and second vice-chairman shall be held by 4-H members who have passed their 14<sup>th</sup> birthday, but not their 18<sup>th</sup> birthday on or before August 31 of the 4-H calendar year.
- V. **TERM OF OFFICE**: Officers shall be elected at the April meeting and shall not be eligible for the same office for more than one year in succession. Term of office shall be from June 1 through May 31. Officers will officially be installed at the County 4-H Banquet each year.
- VI. **DUTIES OF OFFICERS**: The following shall be the duties of the officers:  
  
**Chairman**: Chairman shall be a previous County 4-H Council officer. The chairman shall conduct the affairs of the council, council's standing rules, overall objectives of 4-H, schedules and rules for events, functions and requests of other organizations, and obligations of the council; preside at council meetings, appoint committees and committee chairman, serve on bylaws committee, lead the executive committee in planning for each council meeting, follow up on the work of committees, represent the interest of the council whenever needed, and serve as a delegate to the District 8 4-H Council.

**First Vice-Chairman:** Serve as delegate to the District 8 4-H Council; presides at Council meetings in the absence of the chairman, represent the council when asked by the chairman, help plan council meetings, responsible for arranging programs for council meetings, and assist the chairman when asked.

**Second Vice-Chairman:** Preside at council meetings in the absence of the chairman and first vice-chairman, represent council when asked by the chairman, help plan council meetings, and assist the chairman when asked.

**Secretary:** Record the minutes of council meetings, write brief reports of council sponsored activities, inform the chairman of unfinished business, help plan the council meetings, and maintain the roll and other record for the council as directed by the chairman or the standing rule and assist the chairman when asked.

**Treasurer:** Serve on the Finance Task Force in developing a council budget based on planned expenses and expected income; also help plans council meetings and assist chairman when asked.

**Reporter:** Collect information about clubs, groups and activities sponsored by the council for use in the news stories, help promote mass media coverage of 4-H events, and help plan council meetings and assist chairman when asked. Any published work must be approved by the 4-H extension agent.

**Public Relations Officer:** Helps tell the 4-H story to various audiences by using methods as a County Scrapbook, promotional flyers, and other media. Communicates with club council representatives to obtain this information and assist chairman when asked. Any published work must be approved by the 4-H extension agent.

**Recreation Leaders (2):** Plans interesting and fun activities for council meetings and council activities; help plan council meetings and assist chairman when asked.

**Parliamentarian:** Keep order at all meetings, follow 4-H Parliamentary Procedure Guidelines, assist in training the other officers in their duties and in parliamentary procedure, make parliamentary rulings during the business portion of the meetings and assist chairman when asked.

- VII. **STANDING COMMITTEE:** Bylaws committee – to be formed at the first meeting of every year; must review bylaws by the regular October County 4-H Council Meeting.
- VIII. **MEETINGS:** The Bell County 4-H Council shall meet at 6:30 p.m. on the fourth Tuesday of the following months: August, September, October, November/December (November/December meeting will be a combined meeting, date and time to be determined each year), January (no meeting will be held in

February because of the Bell County Youth Fair), March, April and May (the May meeting will be held one week earlier – 3<sup>rd</sup> Tuesday). All council meetings will be held in the conference room at the Bell County Extension Office. Date and location are subject to change due to seasonal activities.

IX. **VOTING BODY**: The voting body shall consist of the membership as defined in Rule 3. In the event of a tie, the current chairman shall cast the deciding vote.

X. **QUORUM**: A quorum shall consist of 15 voting members. In this number, 50% of clubs shall be represented.

XI. **AMENDMENTS**: These rules may be amended by a two-thirds vote at any regular meeting.

XII. **RESPONSIBILITIES OF CLUB PRESIDENTS AND COUNCIL**

**DELEGATES**: Participation of club presidents and council delegates is essential for the success of the Bell County 4-H Council. Any club president or council delegate who misses three meetings shall be replaced by the club in which they represent. The president and council delegate may send a club representative in their place which will count the same as them being present. Bell County 4-H Council officers and standing committee chairman who miss three meetings without a reasonable excuse will be replaced by the council.

**XIII.** If a Bell County 4-H Council member consumes, or is suspected of consuming, alcoholic beverages and/or illegal drugs before or during any activity or representation of the Bell County 4-H Council, he/she will be sent home and subject to dismissal from council. Any member, who displays unsportsmanlike conduct as determined by the executive committee, may be subject to dismissal from the council. Bell County 4-H Council members shall abide by the code of conduct and dress code. **A county council officer can only miss 3 meetings. The Bell County Council Officer Team will decide if the reasons for missing the meetings are legitimate. The County Council Officer Team can appoint someone to fill an open officer position if one becomes available.**

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Chairman, Bell County 4-H Council

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Date Adopted

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Bell County Extension Agent  
4-H & Youth Development (Council Advisor)