

## **Membership Advisory Board Bell County 4-H MAB Bylaws**

### **Article 1. Name:**

The name of this organization shall be the *Membership Advisory Board-Bell County 4-H MAB* and herein called the "board" or the "MAB."

### **Article 2. Purpose:**

The MAB develops a long-term vision for the Bell County 4-H Program, advocates for and interprets the program throughout the county, and helps develop resources for the county program. It is responsible for the broad, overall perspective of county programming. The specific objectives for the MAB are below:

- Review the county 4-H program's mission, purpose, and the local program's goals, objectives and primary audiences served
- Develop resources to ensure that high-quality programs can be implemented
- Ensure that accountability, legal, and ethical integrity are maintained
- Monitor and strengthen the educational program by identifying training needs
- Enhance the county 4-H program's public standing

Bell County's Membership Advisory Board abides and supports established Texas 4-H Rules and Guidelines and policies outlined by the Texas A&M AgriLife Extension Service.

### **Article 3. Membership and Attendance:**

Membership shall be open to all 4-H Club Managers, Assistant Club Managers, 4-H Adult Leaders, 4-H Parents, and those who have a genuine interest in the Bell County 4-H Program.

Major responsibilities of MAB members are listed below:

- Attend all board meetings - The MAB meets a minimum of four (4) times per year (August, October, January, May). The Secretary and County Extension Agent(s) will provide meeting dates a minimum of two (2) weeks in advance.
- Keep informed about the organization's mission, services, policies and programs
- Serve on subcommittees and assist with special assignments as needed
- Inform others about 4-H
- Work with the County Extension Agents to recruit new MAB members
- Keep current on developments concerning the Bell County 4-H program
- Help the board carry out its responsibilities such as: developing a long-term 4-H vision, reviewing financial statements and being advocates for the Bell County 4-H program.

### **Article 4. Officers:**

The MAB's officers are elected at the annual May meeting and serve two (2) year terms, with the Chairman and Treasurer being elected on odd years and the Vice Chairman and Secretary on even years. Elections must be coordinated by the Nominating Committee following *Robert's Rules of Order*. The MAB selects a nominating committee of three to five (3-5) MAB members at the January meeting. The nominating committee shall nominate at least one qualified candidate for each of the officer's positions to be elected at the upcoming MAB meeting. The nominating committee shall ascertain that those placed in nomination will serve if elected. A quorum is needed for elections to take place. The Bell County MAB shall have a Chairman, Vice Chairman, Secretary, and Treasurer.

### *Chairman*

- Oversees all board and executive committee meetings
- Acts as a spokesperson for the organization
- Works with the County Extension Agents to recruit new MAB members
- Calls special MAB meetings when needed
- Appoints members to special committees as needed
- Serves as Chair on the executive committee

### *Vice Chairman*

- Attends all board meetings
- Understands and performs the duties of the board Chairman when he/she is absent
- If the Chairman position becomes vacant the Vice Chairman assumes the position leaving the membership to appoint a member to fill the remaining term of Vice Chairman.
- Authenticates all expenditures by receipt, certification, etc. Signs all checks for the payment of money from the account. Prepare and execute authorized check signature forms when appropriate with Treasurer and Secretary.
- Ensure the accuracy of the Bell 4-H cash records by receiving monthly bank statement and balancing account
- Certifies the Treasurers report to its correctness; puts the question to the board on adoption and approval of the treasurer's report.
- Vice-Chair the Bell 4-H Finance Committee
- Performs other duties as assigned by the chairman
- Serves on the executive committee

### *Treasurer*

- Attends all board meetings
- Receive and disburses all monies for Bell 4-H
- Deposit all monies in a bank approved by the board
- As required, prepare and presents quarterly and annual financial reports and projections to the board.
- Keeps and preserves all financial records of the Bell 4-H Program
- Authenticates all expenditures by receipt, certification, etc. Signs all checks for the payment of money from the account. Prepares and executes authorized check signature forms when appropriate with Vice Chairman and Secretary.
- Chair the Bell 4-H Finance Committee
- Assumes the responsibilities of the Chairman and Vice Chairman in their absence
- Performs other duties as assigned by the chairman
- Serves on the executive committee
- Outgoing Treasurer will stay on through the end of November in order to assist and train new Treasurer.
- Gives Agent copy of monthly reconciliation sheet for records.

### *Secretary*

- Attends all board meetings
- Maintains all board records and ensures their accuracy
- Reviews board minutes
- Notifies members of board and committee meetings when such notice is required
- Performs other duties as assigned by the chairman
- Serves on the executive committee
- Prepare and execute authorized check signature forms when appropriate with Treasurer and Vice Chairman.
- Signs all checks in the absence of Vice Chairman for the payment of money from the account.

No person shall be elected to the same office for more than one (1) consecutive term.

No office shall be held the consecutive term by immediate family.

If holding an office with financial responsibilities, you may not also hold financial offices in Bell Livestock Coalition.

No two (2) officers should serve as officers that are from the same family.

Duties of the officers shall be those that usually and customarily pertain to their offices and those duties stated in these bylaws as well as other duties assigned to them by the MAB.

When a vacancy in the Chairman occurs, the Vice-Chairman will succeed to the position of Chairman for the remainder of the term in office. The MAB shall promptly fill the remaining term of other vacancies in office by appointment from the membership.

#### **Article 5. MAB Meetings:**

The MAB shall meet a minimum of four (4) times a year (August, October, January, May). General agenda items for the four meetings are listed below:

- Discuss long-term county 4-H plans to ensure that the programs are relevant to the county
- Review county 4-H budgets from the previous year and potential spending for the current year – to be approved prior to the start of a new 4-H fiscal year.
- Plan for the recruitment of new 4-H members
- Hear updates on how programs are being implemented
- Discuss how to diversify and expand the 4-H program
- Hear an in-depth report from Extension faculty about the county 4-H programs conducted that program year, including the results of in-depth and outreach programs
- Elect and install officers for the coming year in May
- Determine strategies for developing resources to support major programming efforts.

The Chairman shall designate the place, date, and time of the MAB meeting. The County Extension Agents and the Secretary shall notify the MAB general membership of each meeting with the agenda being posted at least 3 days in advance.

#### **Article 6. Quorum:**

A quorum of the MAB consists of the members present, limit three (3) voting members per 4-H club.

#### **Article 7. Executive Committee**

- The Executive Committee shall consist of: Chairman, Vice Chairman, Secretary, and Treasurer.
- The Chairman will act as Chairman of the Executive Committee.
- The Executive Committee works under the advisement of the County Extension Agents.
- The Executive Committee will meet in person or via email at least two (2) weeks prior to each MAB meeting to plan the upcoming meeting(s).
- The County Extension Agents shall notify the MAB Executive Committee two (2) weeks prior to the meeting date.

#### **Article 8. Finance Committee**

- The Finance Committee shall consist of: Treasurer, Vice Chairman, Chairman, and a minimum of three (3) MAB members.
- The Treasurer shall serve as the Chair of the Finance Committee.
- The Vice Chairman shall serve as the Vice-Chair of the Finance Committee.
- The Finance Committee works under the advisement of the County Extension Agents.
- The Finance Committee will meet **in person, by email, or other means** a minimum of **once** ~~twice~~ a year.

- Duties of the committee shall be to ~~create and review~~ **maintain** a balanced annual budget for the Bell 4-H Program.

#### **Article 9. Task Forces and Committees:**

The MAB shall decide if there is a need for task forces or committees need to be formed to address an issue. The MAB may dissolve task forces or committees as well as create new ones to fulfill the plans and objectives of the MAB.

Task forces and committees shall be empowered by the MAB to consider, take action, or investigate matters consistent with the plans and purposes of the MAB.

Task forces and Committees will have a chair and the person serving as chair will serve in this capacity until the task force or committee has completed its task and is dissolved.

Reports of task force or committee activities shall be made to the MAB at its meetings. A committee representative shall make the report and submit a copy to the MAB.

#### **Article 10. Amendments:**

These by-laws may be amended by a two-thirds majority vote of members present at a properly called meeting of the MAB. A copy of proposed amendments or changes shall be included with the meeting agenda.

#### **Article 11. Rules of Order:**

*Robert's Rules of Order* shall be the authority on all questions of parliamentary law in which they are applicable and consistent with these bylaws.

#### **Article 12.**

Upon disbandment of MAB, all real property, including money, equipment, and land, shall become the property of the Bell 4-H Program for care and disposition. The last official duty of the Chairman shall be to affect the transfer of club property and to turn over MAB records to the County Extension Agent.