

**BELL COUNTY 4-H
COUNCIL BYLAWS**
updated 9/27/16

ARTICLE I: Name and Objectives

Section 1. The name of this organization shall be the BELL COUNTY 4-H COUNCIL.

Section 2. This shall be a nonprofit organization for the purpose of providing 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.

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.

ARTICLE II: Membership

Section 1. Membership in this organization shall be open to all youth who have reached 8 years of age and have entered the third grade and have not reached their 19th

birthday before September 1st of the current 4-H year and who are enrolled in Bell County 4-H regardless of socioeconomic level, race, color, sex, national origin, disability, genetic information or veteran status.

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.

ARTICLES III: Meetings

Section 1. Meetings of this organization shall be determined at the August Council Officer Training-Planning Meeting to determine the meetings of the following months: September, November, January, March and May. All council meetings will be held in the meeting room at the Bell County Extension Office (CEO).

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

Section 3. Voting council members consist of the president and the council delegate from each club. In the case of election of one or any of the voting delegates to the Council Executive Committee, each club may appoint another delegate from their own respective club to serve as official voting delegate.

Section 4. A quorum shall consist of the members present, limited two (2) voting delegates per club. In this number, 25% of clubs shall be represented. Members present, shall only represent one club.

Section 5. In the event of a tie, the current president shall cast the deciding vote.

Section 6. Everyone in attendance is expected to abide by the Texas 4-H Youth and Development Consequences of Misbehavior and Code of Conduct. Anyone who is not abiding by this standard as determined by the Council Executive

Committee, may be subject to dismissal from the meeting.

ARTICLE IV: Officers and Elections

- Section 1. The officers of the council shall be a president, first vice-president, second vice-president, secretary, treasurer, parliamentarian, public relations, reporter and 2 recreation leaders. If the positions other than President and Secretary can not be filled at elections, duties of these positions shall be distributed among the other elected officers.
- Section 2. The offices of president, first vice-president, and second vice-president shall be held by 4-H members who have passed their 14th birthday, but not their 18th birthday on or before August 31st of the 4-H calendar year.
- Section 3. The officers of the council shall constitute an executive committee.
- Section 4. A council officer who misses any meetings without a reasonable excuse, submitted to the County Extension Agent, can be replaced by the Council Executive Committee.
- Section 5. Officers shall be elected annually. Officers shall serve for a term of one year beginning in August and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year.
- Section 6. Any officer position that becomes vacant shall be filled by someone appointed by the council executive committee.
- Section 7. The president, with the approval of the council executive committee, may appoint up to four members to official leadership roles as the need arises. Those

appointed become members of the council executive committee.

Section 8. Election of Council Officers

- i. Officers shall be elected at the last council meeting of the 4-H year.
- ii. All 4-H members wishing to run for an office on the Bell County 4-H Council must submit a Intent To Run Form. All forms must be turned into the Bell County Extension Office by the appointed due date. No changes to the forms will be accepted after the deadline. If there are any office vacancies on the submitted Intent to Run Forms, the Extension Agent will contact the nominees to fill the vacant offices before the scheduled election meeting.
- iii. The election of the officers will follow the County Council Officer Election Process identified in the Bell County 4-H Council Officer Election Handbook.
- iv. To be eligible to run for President, 1st Vice, or 2nd Vice, one must attend 2 County Council Meetings of the Current 4-H year between September and March in order to run for the top 3 positions.

ARTICLE V: Duties of Officers and Advisors

Section 1. Duties of all officers and advisors

- (a) Arrive 30 minutes prior to start of meeting to go over duties for meeting and greet members as they come in.
- (b) Perform all duties prior to meeting and after meeting.
- (c) Be actively involved in all county functions sponsored and planned by

County Council.

Section 2. Duties of the President shall be

- (a) Assist in preparing an agenda for the meeting with agent and advisor.
- (b) Assign pledges before meeting.
- (c) Conduct County Council meetings.
- (d) Communicate to officers their responsibilities for each meeting and for other activities.
- (e) Make sure all officers are fulfilling their responsibilities.
- (f) Serve on the Membership Advisory Board (MAB) with club managers.
- (g) Keep track of officers attendance.

Section 3. Duties of the First Vice-President shall be

- (a) Assume the responsibilities of the president if the president is absent.
- (b) Provides reminders to project leaders of their community service project obligations.
- (c) Help lead and plan community service projects sponsored by County Council.
- (d) Serves on the Membership Advisory Board (MAB) with club managers.

Section 4. Duties of the Second Vice-President shall be

- (a) Assume the responsibilities of the president if the president and 1st vice-president are absent.
- (b) Collect all county council delegate forms at meetings.

- (c) Assist the Recreational Leader(s) as needed.

Section 5. Duties of the Secretary shall be

- (a) Conduct Roll Call.
- (b) Take minutes at each meeting.
- (c) Help the Reporter with notes and minutes for report to County Extension Office (CEO).
- (d) Give report of minutes at each meeting.
- (e) Write thank you notes to speakers or any other correspondence needed.

Section 6. Duties of the Treasurer shall be

- (a) Give Financial Report at each meeting
- (b) Serve on the Membership Advisory Board (MAB) Finance committee with club managers and leaders.

Section 7. Duties of the Parliamentarian shall be

- (a) Help President keep the meeting running smoothly.
- (b) Be familiar with Robert's Rules of Order.
- (c) Read a parliamentary procedure fact at each county council meeting.
 - i. The parliamentary procedure fact is for teaching parliamentary procedure and members should be encouraged to adhere to these rules during the meeting.

Section 8. Duties of the Reporter shall be

- (a) Take notes at each meeting and submit to County Extension Agent after each Council meeting.
- (b) Write and complete at least 1 report to go in newspaper about county

council at the request of the County Extension Agent.

- (c) Conduct and lead Club Reports at each meeting by calling out the name of each club for club reports.

Section 9. Duties of the Public Relations shall be

- (a) Help make fliers and other information about activities for newsletter.
- (b) Write and complete at least 1 report to go in newspaper to publicize an event sponsored by the Council at the request of the County Extension Agent.
- (c) Take pictures at council meetings and events, at the request of the County Extension Agent.

Section 10. Duties of the Recreation Leader(s) shall be

- (a) Provide recreation for each county council meeting and at sponsored county council events.
- (b) Keep the members excited about county council.

Section 11. Duties of the Advisors shall be

- (a) Help officers with creating agenda, getting reports, electing new officers and coordinating meetings.
- (b) Orientate officers with duties before each meeting.

ARTICLE VI: Committees

Section 1. The standing committee of this organization shall be the Executive committee – who must review bylaws and the County Council Officer Election Process annually at the Council Officer Training.

Section 2. Other committees may be named as the need arises.

ARTICLE VII: 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 council's bylaws.

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

- Icebreaker / Recreation
- Call to Order
- Pledges
- Roll Call
- Reception of new members and recognition of guest
- Reading and approval of minutes
- Reports – officers, committees, project groups, special activities, leaders
- Unfinished business
- New business
- Program
- Adjournment

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

ARTICLE VIII: Disbandment

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

ARTICLE IX: Amendments

Section 1. These bylaws may be amended at any regular meeting of the council by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the council in writing and filed with the secretary at the previous meeting of the council. Amendments must not conflict with the basic 4-H philosophy.