



Brazoria County 4-H
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Revised September 2020



Brazoria County 4-H Council Standing Rules

Article I

The name of this organization shall be the Brazoria County 4-H Council. The Brazoria County 4-H council is an advisory committee which assists in making and executing plans on a county basis. Such a council is responsible to the clubs it represents and to the County Extension Agents. A County Extension Agent serves as an adviser to the County 4-H council. The purpose shall be to promote and encourage 4-H work and to coordinate 4-H club activities in the county. The objectives of this organization shall be

1. to provide learning situations for the development of leadership, responsibility and effective citizenship.
2. to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
3. to provide information and training in other 4-H activities as members' interests dictate.
4. to help each member experience personal growth and achievement, as well as be of service to others.

Article II

The membership of the Brazoria County 4-H Council shall consist of the President, Council delegate and Vice President from each 4-H club in the county and the officers for the Council. Alternates selected by clubs can serve as delegates in their absence. All members must re-enroll and have a current active membership status on 4-H CONNECT each 4-H year. All members will be required to pay a Texas 4-H participation fee annually.

Article III

The officers of the Council shall be Chairman, 1st Vice Chairman, 2nd vice chairman, District Council Delegate, Secretary, Reporter, Parliamentarian, and Treasurer. These officers shall constitute the Executive Committee.

Duties of the president shall be

1. to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
2. to appoint standing and special committees.
3. To serve as an ex-officio member of each committee, except the nominating committee.

Duties of the first vice-president shall be

1. to assist the president.
2. to perform the duties of the president in the absence of that officer.
3. to serve as chairman of the program committee.
4. to help plan all club educational programs one year in advance.

Duties of the second vice-president shall be

1. to assist the president.
2. to perform the duties of the president in the absence of the president and first vice-president.
3. to serve as chairman of the creation/social committee.
4. to help plan recreation and refreshments for each club meeting and plan special social events of the club.

Duties of council delegate(s) shall be

1. to serve as delegate to the District 4-H Council.
2. to keep the club informed of district 4-H activities and assist in the coordination of local and county activities.
3. to encourage all 4-H members to become involved in district 4-H activities.

Duties of the secretary shall be

1. to keep a full and correct record of all proceedings of the club.
2. to have charge of club correspondence.
3. to keep the roll and read the minutes at each meeting.

Duties of the treasurer shall be

1. to help prepare a budget for approval by the club.
2. to receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
3. to keep an accurate record of the receipt and expenditures of all funds.
4. to present a financial statement when requested to do so.
5. to serve as chairman of the finance committee.

Duties of the reporter shall be

1. to report activities of the club to local news media.
2. to report activities to the county Extension agent and/or in the county 4-H newsletter.

Duties of the parliamentarian shall be

1. to provide advice to the presiding officer on parliamentary procedure.
2. to instruct members in correct parliamentary procedure.

Article IV

Officers shall be elected annually and shall not be eligible for the same office more than one term. To be eligible for office members must have one year of experience on Council **as a club officer**. Officers take office after installation during the annual Awards Program.

To be eligible to serve as Council 1st Vice-Chairman, 2nd Vice Chairman, District Council Delegate, Secretary, or Parliamentarian members must be at least 14 years of age prior to September 1st of the year in which they serve. Chairman must be 15 years old prior to September of the year in which h/she serves and be currently serving or previously served a term as a county council officer. Treasurer and Reporter may be an Intermediate or Senior 4-H member. In order to run for Reporter as an Intermediate you must have first served as Treasurer. District Council Delegate must be 16 years or younger for the term year.

Article V

Club representatives shall give oral reports on their club activities at each meeting. Officers shall be elected at **the last scheduled meeting of the 4-H year** from the current council membership, who meet the requirements as set forth in article IV. Officers shall be elected by the current membership. Election shall be by secret ballot. A majority constitutes an election. Only three delegates from each club and council officers are eligible to vote.

The Brazoria County 4-H Council will meet **a minimum of four times a year** and the officer team will meet twice a year. Dates shall be set at the annual calendar planning meeting.

Article VI

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.

The order of business for regular meetings is:

- Call to order
- Inspirational
- Roll call
- Reception of 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
- Recreation

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

ARTICLE VIII: FISCAL ACCOUNTABILITY

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 IX: 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 X: 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.