

**Parents Association of Brazoria County 4-H
BY-LAWS**

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this association shall be the Parents Association of Brazoria County 4-H.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting 4-H club work.
- Section 3. The objectives of this organization shall be:
- a) To provide learning situations for the development of leadership, responsibility, and effective citizenship.
 - b) To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - c) To provide information and training in other 4-H activities as members' interests dictate.
 - d) To help each member experience personal growth and achievement, as well as be of service to others.

ARTICLE II: MEMBERSHIP

All 4-H volunteer leaders who serve in Brazoria County, guardians, and adult family members whose children participate, are members of the Parents Association of Brazoria County 4-H, regardless of the leadership role they perform.

Membership is opened to all 4-H adults regardless of age, socioeconomic level, race, color, sex, religion, handicap, or national origin. Any adult that serves on a committee, in any leadership position, or interacts directly with youth members must enroll annually on 4-H Online.

ARTICLE III: OFFICERS

The elected officers of the Parents Association of Brazoria County 4-H shall be the Chairman, First Vice-Chairman, Second Vice-Chairman, Secretary, and Treasurer. The Parents Association of Brazoria County 4-H elections will coincide with the Brazoria County 4-H County Council annual officer elections.

- a) All officers shall be nominated from the floor with a variety of representation from the different clubs.
- b) To be an elected officer, a person must be a member for one year and attend at least four of the meetings the previous year before being elected.
- c) A vacancy occurring in any office shall be filled by a majority vote of the Parents Association of Brazoria County 4-H members.
- d) All officers shall be elected for one (1) year terms beginning after officer installation during the first business meeting of the 4-H year with a limit of two (2) terms per office.
- e) To be elected as Chairman, the member must have held an officer position within the previous five years of the Parents Association of Brazoria County 4-H.

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.

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- 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 Awards committee.
 - (d) To help plan all club educational programs one year in advance.
- 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.
- Section 4. 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 5. Duties of the Treasurer shall be:
- (a) To help prepare a budget for approval by the club 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 Parents Association of Brazoria County 4-H.
 - (c) To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.
 - (d) To present a financial statement at each regular meeting.
 - (e) To serve as chairman of the financial committee.

ARTICLE V: VOTING BODY

The body shall consist of 4-H Leaders and 4-H Parents who are present at the meeting. The Chairman shall have a vote in the event of a tie. QUORUM: A quorum shall consist of four (4) members of the voting membership present, which must include two (2) executive officers.

ARTICLE VI: COMMITTEES / SPECIAL COMMITTEES

- A)The Parents Association of Brazoria County 4-H shall have standing committees and special committees as needed. If a committee fails to complete its duties and responsibilities and submit a report at the appropriate time, the Chairman has the authority to reappoint other members and/or chairman if necessary.
- B)Committees shall meet, if needed, quarterly to plan and prepare for the 4-H year.
- C)Special committees may be formed as the need arises to work on projects.

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ARTICLE VII: MEETINGS

Meetings will be held tentatively on the fourth (4th) Monday of each month at the Brazoria County Extension office and will be ran in accordance to Roberts Rules of Order. Meeting dates will be set annually in the 4-H Calendar.

If needed, for any circumstances, the monthly Parents Association of Brazoria County 4-H Meetings or any special called meeting may be held by virtual means and the voting for motions also be made virtually.

ARTICLE VIII FUNDS

Funds will be run through the Parents Association of Brazoria County 4-H for the 4-H account and certificates of deposit. At least two signatures will be on file with the bank.

ARTICLE IX: SCHOLARSHIPS

Scholarships will be awarded each year if money is available.

ARTICLE X: 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 XI: 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 XII: 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 XIII: ASSOCIATION ADVISORS

County Extension Agents shall serve as advisors to The Parents Association of Brazoria County 4-H. Other resource people and agencies may be called on as consultants.

ARTICLE XIV: BYLAW REVIEW

The bylaws shall be reviewed every year before the scheduled April meeting of The Parents Association of Brazoria County 4-H.