

Texas 4-H Club Bylaws

4-H Club Name: Dallas County 4-H Leadership Group

Date Adopted: 11/7/2022

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the *Dallas County 4-H Youth Leadership Group*
- 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:**
- 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 in compliance with the age and grade requirements as stated in the Texas 4-H Youth Development Program Rules and Guidelines.
- Section 2. New members must be enrolled annually through 4-H Online and be approved as an active member. All members must re-enroll annually.
- Section 3. All members are required to pay the minimum state – level participation fees.

ARTICLE III: OFFICERS AND ELECTIONS

- Section 1. The officers of the group shall be a president, first vice-president, second vice-president, third vice-president, secretary, treasurer, reporter, and parliamentarian. If not enough applicants, office positions will remain vacant.
- Section 2. To be eligible to apply for an officer position; applicants must have 1 previous year of 4-H membership and complete a record book.
- Section 3. Election of officers shall be held each year. The application process will begin in May. Candidates for office must meet the requirements as stated in Section 2.
- Section 4. Application and Election process will be three-fold. Applicants must submit a written application, participate in interview, and deliver a speech before a popular vote is cast. Election scoring process will be: 20% of the score will be determined from the written application reviewed and

scored by impartial judges, 20% of the score will be determined from the interview conducted by impartial judges, and 60% of the score will be determined from the popular vote.

Section 5. Officers shall be installed annually. Officers shall serve a term for one year beginning whenever installation is held (June, July, August, or September), and will 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. The officers of the group shall constitute an executive committee.

Section 7. Any officer position that becomes vacant (during the 4-H year) shall be filled by someone appointed by the executive committee.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. Duties of the president shall be

- (a) To preside at all meetings of the group, enforce the bylaws and exercise supervision over the affairs of the group.
- (b) To appoint standing and special committees.
- (c) To serve as an ex-officio member of each committee, except the nominating committee.
- (d) Serve as council delegate to District IV Council.
- (e) Needs to be a senior 4-H member to serve this position

Section 2. Duties of the first vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer.
- (c) To serve as chairman of the program committee.
- (d) To help plan all group educational programs one year in advance.
- (e) Needs to be a senior 4-H member to serve this position

Section 3. Duties of the second vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer and first vice-president
- (c) To serve as chairman of the creation/social committee.
- (d) To help plan recreation and refreshments for each group meeting and plan special social events of the club.
- (e) Needs to be a senior 4-H member to serve this position

Section 4. Duties of the third vice-president shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
- (c) To serve as chairman of the membership committee.
- (d) To help enroll members into the group and be in charge of promotion and recruitment of new members.
- (e) Needs to be a senior 4-H member to serve this position

Section 6. Duties of the secretary shall be

- (a) To keep a full and correct record of all proceedings of the group.
- (b) To have charge of group correspondence.
- (c) To keep the roll and read the minutes at each meeting.

Section 7. Duties of the treasurer shall be

- (a) To help prepare a budget for approval by the group annually.
- (b) To receive, hold and pay out all monies of the group as designated by the adopted budget.
Any expenditure(s) not included in the budget must be approved by the executive committee.
- (c) To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.
- (d) To present a financial statement when requested to do so.
- (e) To serve as a member of the Dallas County Adult Leadership Association as the liaison and official representative of the Dallas County 4-H Youth Leadership group.

Section 8. Duties of the reporter shall be

- (a) To report activities of the club to the local news media.
- (b) To report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 9. Duties of the parliamentarian shall be

- (a) To provide advice to the presiding officer on parliamentary procedure.
- (b) To instruct members in correct parliamentary procedure.

ARTICLE V: VOTING

Section 1. The voting body shall consist of the executive committee and 2 voting delegates from each 4-H club. In the event of a tie, the current President shall cast the deciding vote. Vote by proxy is allowed if voting delegates are not able to attend meeting.

Section 2. Certain items brought before the membership may allow for all present attendees to vote, this will be determined by the executive committee and advising county agent (s).

ARTICLE VI: LEADERS AND DUTIES

Section 1. One Youth Leadership Group Adult Advisor will be appointed as adult leader and will be subject to the approval of the Executive Committee. Youth Leadership Group Adult Advisor duties are:

- (a) To keep the best interests of each member foremost in the plans of Youth Leadership group
- (b) To provide assistance to advising agent and Youth Leadership group
- (c) To serve as a liaison between Youth Leadership group and Adult Leaders Association

Section 2. Youth Leaders of the group shall be members who are 10 years of age or older who have been members for at least one year. Their duties shall include

- (a) Providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.

- (b) Helping individual club members.

ARTICLE VII: COMMITTEES AND DUTIES

Section 1. The standing committees of the organization shall be media/marketing, fundraising, social events and community service. These committees shall be appointed by the executive committee.

Section 2. Duties of the standing committee shall be

- (a) Media/Marketing- The media/marketing committee will be involved in selecting a new Dallas County 4-H Youth Leadership group logo, assisting with the 4-H website, and developing marketing for Youth Leadership group events.
- (b) Fundraising – The fundraising committee shall assist with planning, promoting, and implementing events that will raise funds for Dallas County 4-H.
- (c) Social Events – The social events committee shall be responsible for providing recreation at each meeting, and for planning special social activities during the year.
- (d) Community Service – The Community Service Committee shall be responsible for planning community service activities to involve all Dallas County 4-H clubs. Those activities should help the members develop personally as well as benefitting the community and county.

Section 3. Other committees may be named as the need arises.

ARTICLE VIII: MEETINGS

Section 1. Regular official meetings of this organization shall be held on the 1st Monday of every other month (September, November, January, March, and May). And every other month (October, December, February, and April) for committees' meetings and other activities as decided by the group. The group will not meet in June, July, or August due to summer vacation.

Section 2. Special meetings may be called by the president and advising agent.

ARTICLE IX: 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 group's bylaws.

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

- Call to order
- Inspirational/Icebreaker
- Roll call
- Reception for new members and recognition of quests
- Reading and approval of minutes
- Reports – officers, committees, project groups, special activities, leaders
- Unfinished business
- New business
- Program
- Adjournment

- Closing
- Recreation

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 owned 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.

Amendments

- ✓ The name of the 4-H group was amended from Dallas County 4-H Council to Dallas County 4-H Youth Leadership group and all sections of this by laws on 2/13/23 meeting.
- ✓ Frequency of the meetings/working days was amended from every other month to every month except June, July, and August on the 2/13/23 meeting.