

Texas 4-H Club Bylaws

4-H Club Name: 4-H Council of Wharton

Date Adopted: October 2019

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the 4-H Council of Wharton.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting through 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.
- Section 4. This club is organized exclusively for charitable, educational and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 5. No part of the net earnings of this club shall inure to the benefit of, or be distributable to its members, trustees, officers or other private person, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- Section 6. No substantial part of this club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 7. Notwithstanding any other provisions of this constitution, this club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, of (b) by a corporation, contributions, to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

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 third grade and have not reached a maximum at of 18 and are still in the 12th grade as of September 1 of the current 4-H year. Members must also reside in county without regard to

race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.

Special education youth who are older than 19 and have not graduated from high school may participate in 4-H Youth Development programs as members, with approval by the county Extension agent. Participation is limited to the club or county level. County Extension staff have the option, on a case-by-case basis, to allow Special Education youth older than 19 to participate in competitive events at the club or county level.

Youth between the ages of five (5) and in kindergarten to eight (8) and in second grade can participate as non-competitive members through Clover Kids (if offered in club).

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.

Section 3. All members are required to pay the minimum state – level participation fees of \$20.00 on or before October 31st, or pay \$25.00 on or after November 1st.

Section 4. The membership of the 4-H Council of Wharton shall consist of the President and two Council delegates 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. Only the 4-H club of which the 4-H Council of Wharton President is a member has the right to elect an additional delegate to County Council.

ARTICLE III: OFFICERS AND ELECTIONS

Section 1. The officers of the 4-H Council of Wharton shall be the following: President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary, Reporter, Parliamentarian and Health and Safety Officer.

Section 2. Officers shall be elected annually. Officers shall serve a term for one year beginning in July. Officers may serve as an officer for successive years by being elected to any office other than that of which they currently held. Any person appointed to fill an unexpired term may be eligible for the same office the following year.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

Section 5. The president with the approval of the executive committee may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

Section 6. 4-H members wishing to be nominated for a county-elected officer on the 4-H Council of Wharton must have served as a 4-H Council of Wharton member for at least one year, attended a majority of the meetings, and be an intermediate or senior 4-H member. Candidates must also complete an officer application form and interview. If a candidate will not be present at the time of the election, they must notify the Extension Office, or they will not be considered for office.

Section 7. All officers of this Council shall be elected by tabulation and shall hold office until the Annual Awards Banquet (August), however, new officers will begin shadowing current officers at the July meeting.

Section 8. Elections shall be by comprised of secret ballot, interview, and attendance. A majority constitutes an election. The president will break ties.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. Duties of the president 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, except the nominating committee.

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 club educational programs one year in advance.
- (e) To keep the club informed of district 4-H activities and assist in the coordination of local and county activities.

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 Community Service committee.
- (d) To help plan recreation and refreshments for each club meeting and plan special social events of the club.

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 club and be in charge of promotion and recruitment of new members.

Section 5. 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 6. Duties of the treasurer shall be

- (a) To help prepare a budget for approval by the club annually.
- (b) To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.
- (c) To present a financial statement when requested to do so.
- (d) To serve as chairman of the Fundraising Committee.

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.

Section 10. Duties of the Health and Safety Officer shall be

- (a) To help the president and other officers plan the Council's annual activities calendar.
- (b) To serve as Chairman of the Health/Safety Committee.
- (c) To help plan the county programs for the year, suggesting health related topics.
- (d) To provide some type of health and safety information at club meetings. (i.e. icebreakers, roll call activities)
- (e) To arrive 30 minutes early to help set up the meeting.

ARTICLE V: LEADERS AND DUTIES

Section 1. The Wharton County 4-H Extension Agent shall serve as advisor to the 4-H Council of Wharton.

ARTICLE VI: COMMITTEES AND DUTIES

Section 1. The standing committees of the organization shall be finance, membership, program social and community service. These committees shall be appointed by the executive committee, club manager, and/or assistant club manager at the beginning of the year for a one-year term.

Section 2. Duties of the standing committee shall be

- (a) Membership – The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.
- (b) Program – The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the year and being responsible for each program during the year.
- (c) Social – The social committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.
- (d) Community Service – The Community Service Committee shall be responsible for planning community service activities to involve all members of the club. 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 VII: MEETINGS

Section 1. Regular meetings of this organization shall be held on the monthly and set by the Executive Committee at the beginning of the 4-H Year.

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

ARTICLE VIII: DISTRICT COUNCIL

Section 1. The 4-H Council of Wharton may send two officer candidates for District 11 4-H Council; pending one of the two is a minority, and these two will be elected from the newly elected county council officer team. Unless there is a minority on county council that would like to run for a District 11 4-H Council.

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 club's bylaws.

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

- Call to order
- Inspirational
- 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

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

ARTICLE X: FISCAL ACCOUNTABILITY

Section 1. 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.

Section 2. The treasurer shall receive, hold, and disburse all funds belonging to the 4-H Council of Wharton. The treasurer shall make a full report at each annual meeting and at any other time upon request of the *president*.

Section 3. All disbursements must be made by check signed by one of the two adult account signers.

Section 4. The outgoing treasurer shall, after the annual meeting and before the beginning of the next council year, turn over to the treasurer-elect all the money, books, and papers of the 4-H Council of Wharton in his/her custody.

Section 5. The annual budget will be made and approved at the Executive Committee meeting at the beginning of each 4-H year. Line item amendments, budget changes, and money allocations, changed throughout the year must be voted on by the executive committee.

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.

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. These amendments are effective upon the affirmative vote of the members present.

Approval of Bylaws:

Taylor Watz

7/15/19

Club President

Date

Laura Reyna

7/15/19

County Extension Agent

Date