

Deaf Smith County 4-H Council Bylaws

4-H Council

Name: **Deaf Smith County 4-H Council**

Date Adopted: **Sept. 26, 2017**

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the **Deaf Smith County 4-H Council**
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting learning through 4-H Council 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 Council 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 Council shall inure to the benefit of, or be distributable to its members, trustees, officers or other private person, except that this Council 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 Council's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Council 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 Council 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 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 or adjacent 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 Council 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 Council or county level.

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. All members should conduct at least one project, and then complete and turn in a project record form or appropriate paperwork.

ARTICLE III: OFFICERS AND ELECTIONS

Section 1. The officers of the Council shall be a president, vice-president, two district council delegates, secretary and reporter. A treasurer may be elected if the organization has funds. The top two leadership positions: (President, Vice President) are to be filled by qualified 4-H members who are enrolled in the 12th grade of high school for the year in which they will serve as a Council officer. If there are not enough 12th graders available to fill these positions, then the President and Vice President offices are open to 4-H members who are ages 16-18 as of August 31 of the current year. Any Council officer who misses three consecutive meetings is subject to replacement.

Section 2. Officers shall be elected annually. Officers shall serve a term for one year beginning whenever installation is held (June, July, August, or September) 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 3. The officers of the Council 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.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. Duties of the president shall be

- (a) To preside at all meetings of the Council, enforce the bylaws and exercise supervision over the affairs of the Council.
- (b) To appoint standing and special committees.
- (c) To serve as an ex-officio member of each committee, except the nominating committee.
- (d) To serve as delegate of the Council to the County 4-H Council.

Section 2. Duties of the 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 Council educational programs one year in advance.

Section 3. Duties of the council delegates shall be

- (a) To serve as a delegate to the District 1 4-H Council.
- (b) To keep the Council informed of the County 4-H activities and assist in the coordination of local and Panhandle- area activities.
- (c) To encourage all 4-H members to become involved in county 4-H activities.

Section 4. Duties of the secretary shall be

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

Section 5. Duties of the reporter shall be

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

ARTICLE V: LEADERS AND DUTIES

Section 1. Adult leaders of the Council shall be

- (a) The Council manager(s) and assistant Council manager(s) subject to the approval of the County Extension Agent (or designee).

- (b) Leaders in specific project or activity areas such as judging, clothing, swine, poultry, demonstrations, records, etc., who shall be appointed by the Council managers and executive committee.
- (c) Committee advisors or leaders who shall be appointed by the executive committee and Council managers.

Section 2. Duties of the Council manager shall be

- (a) To be responsible for the overall year's program of the Council.
- (b) To work as close advisors or leaders along with the executive committee, other committees and adult and junior leaders to see that the Council's program and activities are well-planned and executed.
- (c) To work closely with county extension agents (or designee) and other adult volunteers to coordinate local and county activities.
- (d) To keep the best interests of each member foremost in the plans of the Council.

Section 3. Duties of the project and activity leaders shall be

- (a) To be responsible for planning and directing activities and programs in their specific area.
- (b) To work closely with Council managers to coordinate their projects with other Council activities.
- (c) To use junior leaders to assist them in their areas.

Section 4. Duties of the committee advisors or leaders shall be

- (a) To provide leadership and guidance to individual committees.
- (b) To help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out these responsibilities.

Section 5. Junior Leaders of the Council 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) Assisting adult leaders in all phases of the 4-H Program.
- (b) Providing leadership, knowledge, skills and enthusiasm to Council and county 4-H activities as the opportunities and needs arise.
- (c) Helping individual Council members.

Section 6. Teen leaders of the Council shall be members who are at least 13 years of age with 1 year of project experience. Their duties shall include

- (a) Lead a Council or a project group with an adult present.
- (b) Providing leadership, knowledge, skills, and enthusiasm to Council and county 4-H activities as the opportunities and need arises.
- (c) Helping individual Council members.

ARTICLE VI: COMMITTEES AND DUTIES

- Section 1. The standing committees of the organization shall be community service, public relations and recreation. These committees shall be appointed by the executive committee, Council manager, and/or assistant Council manager at the beginning of the year for a one-year term.
- Section 2. Duties of the standing committee shall be
- (a) Recreation – The social committee shall be responsible for providing recreation at each Council 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.
 - (b) Community Service – The Community Service Committee shall be responsible for planning community service activities to involve all members of the Council. Those activities should help the members develop personally as well as benefitting the community and county.
 - (c) Public Relations – The Public Relations Committee shall be responsible for using social media and public service announcements to promote 4-H opportunities and activities, as well as coordinating with the Council reporter.
- Section 4. Other committees may be names as the need arises.

ARTICLE VI: MEETINGS

- Section 1. Regular meetings of this organization shall be held on the fourth Wednesday of each month through the fall, winter and spring.
- Section 2. Special meetings may be called by the president.

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 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 VIII: FISCAL ACCOUNTABILITY

Section 1: The 4-H Council/group shall adhere to all guidelines related to financial accountability as outlined in the Texas 4-H Youth Development 4-H Council Financial Management Rules and Guidelines.

ARTICLE IX: COUNCIL DISBANDMENT

Upon the disbandment of the Council, 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 Council's manager shall be to affect the transfer of Council property and to turn over Council records to the county Extension Agent.

ARTICLE X: AMENDMENTS

Any bylaw amendments, proposed by the Council or a bylaw review committee, must be submitted to the county 4-H Parents Association for approval at their next scheduled meeting. Amendment proposals must be approved by $\frac{2}{3}$ vote of the Council members or review committee present in a regular or called meeting.

By-laws may be reviewed each year prior to Sept. 1 by a bylaw review committee appointed by County Extension Agents. This committee will be representative of all county 4-H clubs by either managers, leaders, or 4-H members. Amendments must not conflict with the basic 4-H philosophy. These amendments are effective upon the affirmative vote of the 4-H Parents Association members present during a regular business meeting.