

# Deaf Smith 4-H Parents Association Bylaws

## 4-H Association

Name: **Deaf Smith 4-H Parents Association**

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

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### ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the **Deaf Smith 4-H Parents Association**
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H Association 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.
  - v. Promote and market overall 4-H program in order to recruit new members and leaders throughout the year.
- Section 4. This association 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 association shall inure to the benefit of, or be distributable to its members, trustees, officers or other private person, except that this association 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 association's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this association 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 association 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 any 4-H Parents who reside in Deaf Smith County or adjacent counties and are members of only Deaf Smith County 4-H, without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.
- 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. Adult Volunteers will be expected to complete state-required training and be screened through the Youth Protection Standards Program.
- Section 3. All enrolled members are required to pay the minimum state – level participation fees.
- Section 4. Members will be expected to participate in fund-raising activities of the association.

## **ARTICLE III: OFFICERS AND ELECTIONS**

- Section 1. The elective officers of the association shall be a president, vice-president, two council delegates, secretary, and treasurer.
- Section 2. Officers shall be elected every 2 years. Officers should serve a two-year term (beginning in October).
- Section 3. The officers of the association shall constitute an executive committee.
- Section 4. The president, with the approval of the executive committee, may appoint up to four members to official roles of leadership as the need arises. Those so 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 association, enforce the bylaws and exercise supervision over the affairs of the association.
  - (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 association 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 scholarship program committee. In the event that the vice president has a family relative who is an eligible recipient of a local 4-H scholarship, the VP must recuse himself or herself from the scholarship chair. The president may appoint a scholarship chairman as the need arises.

Section 3. Duties of the secretary shall be

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

Section 4. Duties of the treasurer shall be

- (a) To help prepare a budget for approval by the Association annually.
- (b) To receive, hold and pay out all monies of the Association 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 chairman of the financial committee.

#### **ARTICLE VI: COMMITTEES AND DUTIES**

Section 1. The standing committees of the organization shall be finance and membership. These committees shall be appointed by the executive committee, association manager, and/or assistant association manager at the beginning of the year for a one-year term. A nominating committee may be appointed by the executive committee, as needed. It shall consist of three to seven members and a local County Agent. This committee shall secure consent of each nominee before placing his or her name on the proposed slate of officers.

Section 2. Duties of the standing committee shall be

- (a) Finance – the finance committee shall have the responsibility of presenting a proposed budget to the association and arranging for an audit of the books when necessary. The committee shall also review the financial status of the association and make recommendations for fund-raising projects during the year.
- (b) Membership – The membership committee shall encourage every eligible adult in the community to become a 4-H Parents Association member. The committee will also be responsible for securing and enrolling new members for the

association, welcoming visitors and prospective members at association meetings, and providing new members with 4-H association information.

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

#### **ARTICLE VII: MEETINGS**

Section 1. Two meetings of this organization shall be held each year, including one in September and one in April.

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

#### **ARTICLE VIII: 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 association's bylaws.

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

- Call to order
- 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 IX: FISCAL ACCOUNTABILITY**

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

#### **ARTICLE X: ASSOCIATION DISBANDMENT**

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

#### **ARTICLE X: AMENDMENTS**

Any bylaw amendments, proposed by the association 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 association 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.