***Leon County 4-H Advisory Board By-laws***

**Article 1. Name**

The name of this organization is the Leon County 4-H Advisory Board, from this point on referred to as the Board in these by-laws.

**Article 2. Purpose**

The purpose of the Board is to provide overall guidance to the county 4-H program by overseeing these areas:

➨ 4-H member projects, activities and recognition

➨ Volunteer recruitment, involvement, training and recognition

➨ Club and county attendance and participation

➨ Leadership development opportunities for youth and adults

➨ Resources for 4-H members and leaders

➨ Marketing and promotion

➨ Civil Rights

➨ Financial Guidelines & Review Budget

The Board supports and abides by the established policies of the Texas A&M University Extension Service and the Texas 4-H & Youth Development program.

**Article 3. Membership, Terms and Responsibilities**

Part 1: Membership will consist of 4-H members of middle or high school age, volunteer leaders, parents and other supporters who have a genuine interest in the 4-H program in Leon County. At least 1 Club Manager from each club must attend each meeting.

Part 2: Each member serves a 3-year term, with the terms staggered so that one-third of the members is replaced each year. Members are eligible for no more than two consecutive terms. County Extension Agents will serve as Board advisors.

Part 3: The members have these major responsibilities:

- Attend and participate in all meetings.

- Stay informed about the 4-H program’s mission, services, policies and programs.

- Review agendas before the meetings and be ready to discuss the agenda items.

- Serve on task forces and assist with special assignments as needed.

**Article 4. Officers and Elections**

Part 1: Officers are elected annually, from the current membership, at the June meeting, and will serve a 1-year term from September 1st to August 31st. The Chair-elect will assume the position of Chair after his/her 1-year term. No person shall be elected to the same office for more than 2 consecutive terms.

Part 2: The executive committee consists of the Chair, Chair-elect and Secretary/Treasurer, under the advisement of the County Extension Agents. The executive committee will:

- Attend and participate in all meetings.

- Develop agendas and oversee other Board needs.

- Meet 30 minutes prior to the meeting to complete final preparations.

- Oversee budget.

- Act as spokespersons for the Board.

Specific functions of each Board officer include:

Chair

- Presides at all meetings.

- Appoints members to task forces or coalitions as needed.

Chair-elect

- Presides at meetings in which the chair is absent.

Secretary

- Maintains all board records and ensures their accuracy.

- Compiles and provides minutes.

- Notifies members of Board meetings.

Treasurer

- Maintains all board financial records and ensures their accuracy.

- Receives, holds and distributes all funds belonging to the Board.

- Coordinates budget and provides a financial report as needed or requested.

Parliamentarian

- Keep order in Board meetings.

- Advise presiding officer on parliamentary procedure.

- Make parliamentary rulings during the business portion of the meeting.

All outgoing officers, following the election of new officers, will turn over all records to the new officers.

Part 3: When a vacancy in the office of chair occurs, the chair-elect will assume the position of chair for the remainder of the term in office. The Board shall promptly fill the remaining term of other vacancies in office by appointment from the membership.

**Article 5. Board Meetings**

The Board will meet on the August, November, February and June. The executive committee has the authority to change or set the dates and times of regular and/or special meetings. The secretary shall notify the members of each meeting at least 2 weeks before the meeting date.

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**ticle 6. Quorum**

A quorum of the Board consists of the voting members in attendance.

**Article 7. Amendments**

These by-laws may be amended by a two-thirds majority vote of members present at a properly called meeting of the Board. At least 2 weeks before the meeting, the secretary will send an announcement of the meeting to each member of record with notice that bylaw changes or amendments are to be acted upon. A copy of proposed amendments or changes shall be included in the meeting notice.

**Article 8. Committees**

The Board will decide whether a committee should be formed to address an issue. The Board may dissolve committees as well as create new ones to fulfill its plans and objectives. Committees will be empowered to consider, take action or investigate matters consistent with its plans and purposes. Each committee will have a chair, and the person serving as chair will serve in this capacity until the committee has completed its task and is dissolved. Reports of committee activities will be made to the Board at its meetings.

**Article 9. Rules of order**

*Robert’s Rules of Order Newly Revised* will be the authority on all questions of parliamentary law in which they are applicable and consistent with these by-laws.

**Article 10. Dissolution Clause**

Upon the disbandment of the Board, all real property, including money, equipment and land, shall become the property of the Leon County 4-H Program for care and disposition. The last official duty of the Board shall be to affect the transfer of property, including money, equipment and land, and to the local 4-H entity as advised by the county Extension agent.

Adopted: June 5, 2018