

Milam County 4-H Council By-Laws
Bylaws Adopted May 17, 2016

Article I: Name and Objectives

- Section 1. The name of this organization shall be the Milam County 4-H Council.
- Section 2. The purpose shall be to promote and encourage 4-H council work and to coordinate 4-H council activities in the county and promote 4-H leadership and citizenship activities.
- Section 3. The objectives of this organization shall be
- i. to provide learning situations for the development of leadership, responsibility and citizenship opportunities.
 - 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. financial decisions (including voting on expenditures) will be given to the club managers and other screened leaders that attend the leader meeting during council meeting.

Article II: Membership

- Section 1. The membership of the Milam County 4-H Council shall consist of:
- i. three delegates from each club (Chairman and two elected delegates or officers)
 - ii. officers of the Milam County 4-H Council
- Section 2. All 4-H Council Members to vote and are eligible to run for office if they are 8th-12th grade for the following school year (Excluding Chairman, 1st Vice Chairman, and Delegate at Large who are required to be 9-12th grade).
- Section 3. Membership is open to anyone regardless of race, age, sex, religion, economic status, geographic location, educational level, racial-ethnic background or disability, so long as they are serving in one of these positions.
- Section 4. Members must be active status on 4-H Connect to be eligible for council membership

Article III: Officers and Election

- Section 1. The officers of the Milam County 4-H Council shall be:
- Chairman
 - First vice-chairman
 - Delegate-at-large
 - Vice-chairman for 4-H Promotion
 - Vice-chairman for Community Service
 - Vice-Chairman for Summer Activities
 - Secretary
 - Treasurer
 - Public Relation Officer
 - Parliamentarian
- Section 2. Officers shall be elected annually at the May council meeting. 4-Hers must sign-up for the office you are interested in at or by the May council meeting. Officers shall serve for a term of one year beginning after officer installation at the May meeting. To run for County Council Officer, a council member must be 8th-12th grade the following school year to serve on the County 4-H Council Officer Team by the day of elections.
- Section 3. The Chairman, Delegate -at-Large, all Vice-Chairmen, Secretary and Treasurer officers of the council shall constitute an executive committee.
- Section 4. County council chairman, 1st vice-chairman and delegate-at-large are the delegates to District 8 4-H Council. District council members must be 9th-12th grade the following school year to serve on the District 4-H Council. In addition, district council members must have at least three (3) years of 4-H membership including the current year.
- Council delegates to District 4-H Council consists of three (3) voting delegates as long as one of the three (3) is a minority.
- Section 5. Officers can be replaced if duties are not fulfilled.
- Section 6. Club managers and other screened leaders will be responsible for assisting council officers with responsibilities and duties. Council member's parents are encouraged to attend the council meetings. Club Managers and screened leaders will meet at the same time as the council meetings. During these meetings, they will be in charge of the financial decisions for the council as well as assisting council with 4-H programming for Milam County.

Article IV: Duties of Officers

- Section 1. Duties of the Chairman shall be
- i. to preside at all meetings of the council, enforce the bylaws and exercise supervision over the affairs of the council.
 - ii. to appoint standing and special committees.
 - iii. to serve as an ex-officio member of each committee, except the Nominating Committee.
 - iv. must be 9th-12th grade the following school year
 - v. to serve as a delegate to the District 4-H Council
- Section 2. Duties of the First Vice-Chairman shall be
- i. to assist the Chairman.
 - ii. to perform the duties of the Chairman in the absence of that officer.
 - iii. to help plan all council educational programs.
 - iv. must be 9th-12th grade the following school year
 - v. to serve as a delegate to the District 4-H Council
- Section 3. Duties of the Delegate-at-Large shall be
- i. to provide recreational activities at the council meetings throughout the year.
 - ii. must be 9th-12th grade the following school year
 - iii. To serve as a delegate to the District 4-H Council
- Section 4. Duties of the Vice-Chairman for 4-H Promotion shall be
- i. to assist the Chairman.
 - ii. to perform the duties of the Chairman in the absence of the Chairman and First Vice-Chairman.
 - iii. to plan and carry out 4-H promotional activities for National 4-H Week activities and others as needed.
- Section 5. Duties of the Vice-Chairman Community Service shall be
- i. to assist the Chairman.
 - ii. to perform the duties of the Chairman in the absence of that officer, the First vice-Chairman and the Vice-Chairman for 4-H Promotion.
 - iii. to serve as Chairman of County Community Service Project Committee.
- Section 6. Duties of the Vice Chairman for Summer Activities shall be
- i. to assist the Chairman
 - ii. to perform the duties of the Chairman in the absence of that officer, the First Vice-Chairman, Vice-Chairman for 4-H Promotion, and Vice-Chairman for Community Service.
 - iii. to serve a Co-Chairman of the Summer Activities Committee.
- Section 7. Duties of the Secretary shall be

- i. to keep a full and correct record of all proceedings of the council.
- ii. to have charge of council correspondence.
- iii. to keep the roll and read the minutes at each meeting.

Section 8. Duties of the Treasurer shall be

- i. to serve as member of the Finance Committee to prepare a budget prior to the January meeting and audit the financial records annually prior to the May meeting.
- ii. to keep an accurate record of the receipt and expenditures of all funds.
- iii. to present a financial statement at each meeting and when requested to do so.
- iv. to collect the money from the annual fund raiser and prepare a report to be presented at the annual Celebration Event announcing Mr. & Miss 4-H and Prince and Princess contest winners.

Section 9. Duties of the Public Relation Officer shall be

- i. to assist as needed with media promotional activities.
- ii. to Assist Vice Chairman for 4-H Promotion with planning and carrying out 4-H promotional activities for National 4-H Week activities and others as needed.

Section 10 . Duties of the Parliamentarian shall be

- i. to provide advice to the presiding officer on parliamentary procedure.
- ii. to instruct members in correct parliamentary procedure.

Article V: Leaders and Duties

Section 1. Club Managers are considered the official advisors for 4-H Council. These advisors must be screened leaders with active status on 4-H Connect.

Section 2. The County Council Treasurer's parent will also be an advisor for the council if they are a screened leader with active status.

Section 3: The County Council and Club Managers will elect a parent/leader as a Finance Manager. This leader will work side by side with the County Council Treasurer to give reports and write checks, reconcile bank statements, and provide any other financial assistance needed. The Finance Manager will be chair of the finance committee and assist County Extension Agents with leading discussions on financial decisions with leaders at the meetings. The Finance Manager cannot be the parent of the elected County Council Treasurer. This leader must be an active leader status on 4-H Connect but is not required to be a club manager.

Section 4. At least two designated and active adult leaders will be able to co-sign checks with the Finance Manager and the County Council Treasurer. One adult leader's signature is needed for all checks. Relatives cannot serve as a co-signer for

checks.

- Section 4. Club Managers and active leaders that attend the council meetings will be able to vote and make financial decisions for council.
- Section 5. Club Managers and leaders will assist the council members by reviewing program plans and suggestions for the Milam County 4-H Program. These leader planning sessions will be conducted as part of the council business while council members are involved in leadership development activities. Plans will be presented to the council membership for consideration.

Article VI: Committees and Duties

- Section 1. The standing committees of the organization shall be Promotional, Community Service, Summer Activities, Finance, and Bylaws Task Force, and Award Task Force). These committees shall be appointed by the Executive Committee and the officer in charge of the committee.
- Section 2. Duties of the Promotional Committee shall be
- i. to plan and promote promotional activities for schools, youth groups, National 4-H Week and as needed throughout the year. Promotional planning will start during the officer training workshop in the summer.
 - ii. to serve as the task force to plan and carry out adopted activities.
- Section 3. Duties of the Community Service Committee shall be
- i. to be responsible for proposing community service activities to involve council and clubs to give back to the community.
 - ii. to serve as the task force to plan and carry out adopted activities.
- Section 4. Duties of the Summer Activities Committee shall be
- i. to present ideas for summer activities to promote projects, activities, leadership, or teamwork topics.
 - ii. to serve as the task force to plan and carry out adopted activities.
- Section 5. Duties of the Finance Committee shall be
- i. to prepare and presenting a proposed budget for the council at the January council meeting.
 - ii. to audit the financial records prior to the May council meeting.
 - iii. Any expenditure not included in the budget must be approved by the Finance Committee and County Extension Agents.
 - iv. to review the financial status of the council and making recommendations for fund-raising projects during the year.
- Section 6. Duties of the Bylaws Task Force shall be
- i. Review the bylaws
 - ii. Propose changes and additions to the County Council

- iii. Update approved bylaws
- iv. Task Force meets 1 per year or as needed.

- Section 7. Duties of the Awards Task Force shall be
- i. Review Awards for 4-H Celebration
 - ii. Propose changes and additions for 4-H Celebration Awards
 - iii. Help with 4-H Celebration Preparations

Article VII: Meetings

- Section 1. Regular meetings of council will be held as follows:
- i. August, September, October, November, January, February, April, May
 - ii. Officer Elections will be held in May
 - iii. Meetings will be held at 6pm in various locations throughout Milam County and clubs will serve as hosts.
- Section 2. Additional meetings may be called by the executive board if needed.

Article VIII: Procedure

- Section 1. Robert's Rules of Order, Revised Edition, 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 meetings is:
- Call to order
 - Recreation
 - Roll call
 - Reception of new members and recognition of guests
 - Reading and approval of minutes
 - Reports - officers, committees, project groups, special activities, leaders
 - Unfinished business
 - New business
 - Program
 - Adjournment

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

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. The last official duty of the council's advisors shall be to effect the transfer of council property and to turn over council records to the County Extension Agent.

Article X: Amendments

Section 1. These by-laws may be amended at any regular meeting of the council by a two-thirds vote of the members present.

Amendments must not conflict with the basic 4-H philosophy.

Section 2. By-laws will be reviewed annually prior to the April meeting or as needed.