

Texas 4-H Club Bylaws

These bylaws are to serve as an example for 4-H clubs/group, and can be used as a guide for bylaw development. However, the items in bold must be present (unedited) in all club/group bylaws.

4-H Club Name: _____

Date Adopted: _____

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the _____ 4-H Club.
- Section 2. **This shall be a nonprofit organization exclusively for the purpose of promoting 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.**

ARTICLE II: OFFICERS AND ELECTIONS

- Section 1. The officers of the club shall be a president, first vice-president, second vice-president, council delegate(s), secretary, treasurer, reporter, and parliamentarian.
- 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. The outgoing president shall automatically be the club parliamentarian.
- 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.

ARTICLE III: 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.
 - (d) To serve as delegate of the club to the County 4-H Council.
- 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.
- 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 creation/social 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 council delegate(s) shall be
- (a) To serve as a delegate to the County 4-H Council.
 - (b) To keep the club informed of the County 4-H activities and assist in the coordination of local and county activities.
 - (c) To encourage all 4-H members to become involved in county 4-H activities.
- Section 6. 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 7. Duties of the treasurer shall be
- (a) To help prepare a budget for approval by the club annually.
 - (b) To receive, hold and pay out all monies of the club 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.

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.

ARTICLE IV: LEADERS AND DUTIES

Section 1. Adult leaders of the club shall be

- (a) The club manager(s) and assistant club 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 club managers and executive committee.
- (c) Committee advisors or leaders who shall be appointed by the executive committee and club managers.

Section 2. Duties of the club manager shall be

- (a) To be responsible for the overall year's program of the club.
- (b) To work as close advisors or leaders along with the executive committee, other committees and adult and junior leaders to see that the club'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 club.

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 club managers to coordinate their projects with other club 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 club 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 club and county 4-H activities as the opportunities and needs arise.
- (c) Helping individual club members.

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

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

ARTICLE V: 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) Finance – the finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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. The nominating committee shall be appointed by the president at least 30 days before election of officers. It shall consist of three to seven members and one to two advisors. This committee shall secure consent of each nominee before placing his or her name on the proposed slate of officers.

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 _____ of each month.

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 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

ARTICLE VIII: FISCAL ACCOUNTABILITY

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.

ARTICLE IX: 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 or other extension designees.

ARTICLE X: 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 or the Texas 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.