

4-H CLUB BYLAWS  
Bexar 4-H Fishing and Shooting Sports Club  
Adopted: August 11, 2010

**ARTICLE I: Name and Objectives**

- Section 1. The name of this organization shall be the **Bexar 4-H Sport Fishing and Shooting Sports Club**.
- Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.
- Section 3. The objective of this organization shall be
- (a) to provide learning situations for the development of leadership, responsibility and effective citizenship.
  - (b) to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
  - (c) to provide information and training in other 4-H activities as members interests dictate.
  - (d) to help each member experience personal growth and achievement, as well as be a service to others.

**ARTICLE II: Membership**

- Section 1. Membership in this organization shall be open to all youth who reside in Bexar County regardless of socioeconomic level, race, color, sex, national origin or disability. Regular membership for all members that are 8 years old and have entered the third grade and have not reached their 19<sup>th</sup> birthday before September 1 of the current 4-H year and Clover membership for all members which have entered Kindergarten but are not yet in the third grade.
- Section 2. New members must complete a 4-H Enrollment Form on 4-H Connect before being accepted into membership of the club. All members must reenroll using a 4-H Connect each 4-H year.
- Section 3. Members are not required to pay dues but will be expected to participate in fundraising activities of the club.
- Section 4. All members should conduct at least one project, and then complete and submit a project record form or appropriate paperwork.
- Section 5. Attendance at half the regular club meetings is required by members to participate in County, District, or State events and competitions as a representative of this club.

**ARTICLE III: Officers and Elections**

- Section 1. The officers of the club shall be a president, first vice-president, second vice-president, third vice-president, council delegate, secretary, treasurer, reporter, historian, sergeant-at-arms, quartermaster and parliamentarian.
- Section 2. Officers shall be elected annually. Officers shall serve for a term of 1 year beginning whenever installation is held and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible to hold the same office the next year. The outgoing president shall automatically be the club parliamentarian if not running for another position.
- 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 IV: Duties of Officers**

- Section 1. Duties of the **president**.
- (a) To preside at all meetings of the club, enforce the bylaws and supervise 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**.

- (a) To assist the president
- (b) To perform the duties of the president if that officer is absent
- (c) To serve as chairman of the program committee
- (d) To help plan all club educational programs 1 year in advance

Section 3. Duties of the **second vice-president**.

- (a) To assist the president
- (b) To perform the duties of the president and first vice-president are absent
- (c) To serve as chairman of the recreation/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**.

- (a) To assist the president
- (b) To perform the duties of the president, the first vice-president and second vice-president are absent
- (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 the **council delegate**.

- (a) To serve as delegate to the County 4-H Council
- (b) To keep the club informed of county 4-H activities and help coordinate 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**.

- (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**.

- (a) To help prepare a budget for approval by the club
- (b) To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditure not included in the budget must be approved by the executive committee.
- (c) To keep an accurate record of the receipt and expenditures of all funds.
- (d) To present a financial statement when requested to do so.
- (e) To serve as chairman of the finance committee.

Section 8. Duties of the **reporter**.

- (a) To report activities of the club on the club web site and to 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 **historian**.

- (a) To record activities of the club in photos on the club web site.
- (b) To create or add to a club scrapbook for the county 4-H contest.

Section 10. Duties of the **sergeant-at-arms**.

- (a) To organize and coordinate club service projects.
- (b) To ensure all spaces used by the club are left clean and orderly.

Section 11. Duties of the **quartermaster**.

- (a) To keep an accurate record of all club equipment including firearms and target frames.
- (b) To distribute and maintain club equipment for practices and competitions.
- (c) To work with club leaders to schedule maintenance as required.

Section 12. Duties of the **parliamentarian**.

- (a) To advise the presiding officer on parliamentary procedure.
- (b) To instruct members in correct parliamentary procedure.

## **ARTICLE V: Leaders and Duties**

Section 1. **Adult leaders** of the club are:

- (a) The club manager and the assistant club manager, who are recruited by a special committee, or nominated by the nominating committee during April or May of each year. Subject to the approval of the county Extension agent and the 4-H & Youth Development Committee.
- (b) All Shooting Sports project leaders must have completed the appropriate discipline training as provided by the Texas 4-H Shooting Sports Committee – Training Team.
- (c) 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 the executive committee.
- (d) Committee advisors or leaders who shall be appointed by the executive committee and club managers.

Section 2. Duties of the **club managers**:

- (a) To be responsible for the overall year's program of the club.
- (b) To work as close advisors and 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 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 **project and activity leaders**:

- (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 **committee advisors or leaders**:

- (a) To lead and guide individual committees
- (b) To help committee members assume as much responsibility as they can and to be successful in carrying out responsibilities.

Section 5. **Junior leaders** of the club are members who are 10 years old or older who have been members for at least 1 year. Their duties:

- (a) To assist adult leaders in all phases of the 4-H program.
- (b) TO provide leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
- (c) To help individual club members.

Section 6. **Teen leaders** of the club are members who are at least 13 years old with 1 year of project experience. Their duties include:

- (a) Leading a club or project group with an adult present.
- (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.
- (d) Teen leaders for Shooting Sports projects must complete the appropriate discipline training as provided by the Texas 4-H Shooting Sports Committee – Training Team.

## **ARTICLE VI: 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 assistant club manager at the beginning of the year for a 1-year term.

Section 2. Duties of the standing committees:

- (a) Finance – The finance committee is responsible for proposing a 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 fundraising projects during the year.
- (b) Membership – The membership committee encourages every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee is also 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 is responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
- (d) Social – The social committee is 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 is responsible for planning community service activities to involve all members of the club. Thos activities should help the members develop personally as well as benefit the community and county.

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

## **ARTICLE VII: Meetings**

Section 1. Regular meetings of this organization shall be held on the second Wednesday of each month.

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

## **ARTICLE VIII: Procedure**

Section 1. Robert's Rule 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 meetings is:

- Call to order
- Inspiration & Pledge
- 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
- Recreation

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

## **ARTICLE IX: Club Disbandment**

If the club disbands, all property shall be returned to its owner, all remaining real property, including money, equipment and land, becomes the property of the County 4-H Program for care and disposition. The last official duty of the club's manager shall be to transfer the club property and turn over club records to the county Extension agent.

## **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.

## **REQUIRED DISSOLUTION CLAUSE**

### **Dissolution**

In case of the dissolution of the Bexar 4-H Sport Fishing and Shooting Sports Club, the executive committee shall, after settling all outstanding accounts and disposing of all equipment, assign all of the funds to the Bexar County 4-H Program.

Accepted by the **Bexar 4-H Sport Fishing and Shooting Sports Club** by the club representatives listed below:

\_\_\_\_\_  
Club Manager Date

\_\_\_\_\_  
Asst. Club Manager Date

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President Date

\_\_\_\_\_  
Club Officer Date

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Club Officer Date

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