

4-H CLUB BYLAWS
Bexar 4-H Sport Fishing and Shooting Sports Club
Adopted: September 12, 2018

(All items in bold type cannot be edited and/or deleted and must be present in every club/group bylaws)

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 exclusively for the purpose of promoting through 4-H Club work.**

Section 3. **The objective 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 a service to others.**

Section 4. **This club 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 club shall inure to the benefit of, or be distributable to its members, trustees, officers or other private person, except that this club 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 club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club 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 club 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 in compliance with the age and grade requirements as stated in the Texas 4-H Youth Development Program Rules and Guidelines.**

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.**

Section 3. **All members are required to pay the minimum state – level participating fees of \$20.00 on or before October 31st, or pay \$25.00 on or after November 1st.**

Section 4. **All members should conduct at least one project, and then complete and turn in 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.**

Section 6. **Members are not required to pay dues to the club, but will be expected to participate in club fundraising activities.**

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 following officers of the club shall constitute an executive committee: President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, and Treasurer.
- 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. -

ARTICLE IV: Duties of Officers

- Section 1. Duties of the **President**.
- (a) To preside at all meetings of the club, enforce the bylaws and use basic parliamentary procedures as a tool to conduct meetings
 - (b) To plan agendas for meetings, supervise the affairs and coordinate activities of the club.
 - (c) To appoint standing and special committees
 - (d) To serve as an ex-officio member of each committee, except the nominating committee
 - (e) 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 coordinate the regular meeting location and time, as well as any set up or cleanup of the area.
 - (e) To plan all club educational programs in advance of the club year.
- 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 plan recreation and refreshments for each club meeting and plan special social events of the club.
 - (e) To plan the clubs annual holiday banquet and annual awards ceremony
 - (f) To serve as committee chair to create and participate in the S.A.L.E Youth Day Parade with a club appropriate float.
- 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 enroll and orient new members into the club and be in charge of promotion and recruitment of new members.
- (e) To serve as committee chair for participation, preparation and management of the S.A.L.E. Youth Day booth in representation of the club.

Section 5. 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 and read incoming notes to the club at regular meetings.
- (c) To keep the roll and read the minutes at each meeting.
- (d) To contact members who have missed two (2) or more consecutive meetings and encourage attendance.
- (e) To be responsible for writing and mailing thank you letters to person(s) presenting programs and to person(s) donating services/materials to the club.

Section 6. Duties of the **Treasurer**.

- (a) To help prepare a budget for approval by the club at the first regular meeting of a year.
- (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 an account of club funds at the regular club meetings and a full financial statement when requested to do so.
- (e) To serve as chairman of the finance committee.

Section 7. 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 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 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.
- (c) To create and publish a club 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 serve as committee chairman of the club "One Day 4-H" service project in October.
- (c) To ensure all spaces used by the club are left clean and orderly.
- (d) To ensure that all members have proper safety training.

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., shall be appointed by the club managers and the executive committee.
- (d) Committee advisors or leaders 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 closely with 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. Those 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
- Inspirational & 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: 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 X: 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.

ARTICLE XI: 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. These amendments are effective upon the affirmation vote of the members present.

Approval of these Bylaws:

Club President

Date

Club Manager

Date