

Williamson County 4-H Council Bylaws

Date adopted: 10/03/2023

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the Williamson County 4-H Council.
- 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.**
- Section 4. The purpose of the Williamson County 4-H Council shall be to develop leadership, to promote and encourage 4-H participation, and to assist with 4-H activities within the county. Membership in this organization shall be open to all youth who are active, enrolled members of Williamson County 4-H for the current 4-H year.

ARTICLE II: OFFICERS AND ELECTIONS

- Section 1. The officers of the council shall be a president, first vice-president, second vice-president, third vice-president, 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.
- 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. Officers must meet the following age requirements at the beginning of the 4-H year (September 1) for which they will be serving:
- i. President, first vice-president, second vice-president, third vice-president, secretary, and treasurer positions are open to 4-H members in the senior age division (9th-12th grade)
 - ii. Reporter and parliamentarian positions are open to 4-H members in the senior age division (9th-12th grade) and the intermediate age division (6th-8th grade)

- Section 6. County Council officers are expected to attend all County Council meetings, be an active member of County Council, and represent the county at events.
- Section 7. Any enrolled 4-H member may run for office, regardless of the position held at the club level. Candidates may choose to run for multiple offices.
- Section 8. Each officer candidate must submit an application by the stated deadline, and agree to adhere to the guidelines and expectations of County Council Officers.
- Section 9. Election Procedures:
- i. The election order will be: president, first vice-president, second vice-president, third vice-president, secretary, treasurer, reporter, parliamentarian, district council delegate.
 - ii. In the above order, candidates for each position will be given the opportunity to address the voting delegates for a maximum of 2 minutes to talk about themselves, their 4-H involvement, and their goals as a County Council Officer.
 - iii. The voting delegates for elections shall consist of 3 members from each club: The club president, and two county council delegates. Clubs may substitute voting delegates (for a maximum of 3) with prior notice if their elected delegates cannot attend.
 - iv. Once all candidates for that position have spoken, voting will be conducted via secret ballot. Candidates must receive a clear majority vote (more than 51%) in order to earn the position. If no candidate receives more than 51% of votes or if there is a tie, a runoff will occur and the vote will be conducted again with only the top vote recipients. In the case of a tie during the runoff, the current Council President's vote will be used as the tie-breaking vote.
 - v. Once a candidate is elected to a position, they are no longer eligible for additional positions. If a candidate is not elected for the first position they have chosen, they will be given another opportunity to speak to the voting delegates during the voting process for their next chosen position.

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) Exhibit good leadership qualities, serve as a role model to the members, and serve as a spokesperson for the Williamson County Council.
 - (c) Work with the County Extension Agent and other council officers to develop an agenda for each meeting.
 - (d) Assist in preparing meeting space and materials.
 - (e) Serve on committees when necessary.
- Section 2. Duties of the first vice-president shall be
- (a) To assist the president.
 - (b) Perform the duties of any officer who is absent during a meeting.
 - (c) Plan and conduct Community Service activities at council meetings.

- (d) Assist in preparing meeting space and materials.
- (e) Serve on committees when necessary.

Section 3. Duties of the second vice-president shall be

- (a) To perform the duties of the president in the absence of that officer and first vice-president.
- (b) To plan recreation for each meeting and help plan special social events of the council.
- (c) Assist in preparing meeting space and materials.
- (d) Serve on committees when necessary.

Section 4. Duties of the third vice-president shall be

- (a) To perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
- (b) To welcome and give guidance to visitors and new members at council meetings.
- (c) To plan icebreakers and activities to help members get to know each other at council meetings.
- (d) Assist in preparing meeting space and materials.
- (e) Serve on committees when necessary.

Section 6. Duties of the secretary shall be

- (a) To keep accurate minutes of all meetings.
- (b) Submit report of minutes to the Executive Committee and County Extension Agent within one week of each meeting.
- (c) Keep the roll and present minutes of the previous meeting at each meeting.
- (d) Assist in preparing meeting space and materials.
- (e) Serve on committees when necessary.

Section 7. Duties of the treasurer shall be

- (a) To help prepare a budget for approval by the council.
- (b) Verify record of the receipt and expenditure of all funds.
- (c) Present a treasurer's report at each council meeting.
- (d) Assist in preparing meeting space and materials.
- (e) Serve on committees when necessary.

Section 8. Duties of the reporter shall be

- (a) Take photographs of club and county events to be used in social media posts and for the Awards Banquet slideshow.
- (b) Assist County Extension Agent with creating social media posts to promote 4-H.
- (c) Compile picture slideshow for the annual Awards Banquet.
- (d) Assist in preparing meeting space and materials.
- (e) Serve on committees when necessary.

Section 9. Duties of the parliamentarian shall be

- (a) To provide advice to the presiding officer and members on parliamentary procedure.
- (b) To ensure that correct parliamentary procedure is followed during meetings.
- (c) Assist in preparing meeting space and materials.
- (d) Serve on committees when necessary.

ARTICLE V: COMMITTEES AND DUTIES

- Section 1. The executive committee shall consist of the president, first vice-president, second vice-president, third vice-president, secretary, treasurer, reporter, and parliamentarian
- Section 2. Special committees may be formed by the Executive Committee and the County Extension Agent on an as needed basis. Committees should include at least 2 Council Officers, in addition to youth volunteers from the general membership. Examples of special committees and duties can include:
- (a) Finance –presenting a proposed budget to the council, and make recommendations for fundraising projects.
 - (b) Social – planning special social activities during the year.
 - (c) Community Service –planning community service activities to involve all members of the county.
- Section 3. Committee reports should be presented to the Council by the selected committee chair. Committees will present recommendations that have been researched and discussed by the committee for voting on by the general membership.

ARTICLE VI: MEETINGS

- Section 1. Regular County Council meetings are held bi-monthly throughout the 4-H year. Meeting dates are published prior to the month in which they are to be held; changes to the meeting schedule will be announced in advance. The Executive Committee and the County Extension Agent may set dates for additional meetings, as necessary.

ARTICLE VII: 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 VIII: 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 owned 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 IX: 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.