

Texas 4-H Club Bylaws

4-H Club Name: Brazos 4-H Sportsmans Club

Date Adopted: _____ September 12, 2017

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the Brazos 4-H Sportsmans Club.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting through 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. (to provide learning situations for the development of sportsmanship, leadership, and citizenship)
 - ii. To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas. (to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled outdoorsmen.)
 - 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. to work toward the betterment of home, community, county, state, nation, and world.
 - vi. to learn and practice safe firearms techniques.
 - vii. to learn to appreciate and enjoy our natural resources.
 - viii. to develop family unity
 - ix. to help youth grow and develop through 4-H projects and activities.
- 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 open to all youth who have reached 8 years of age and have entered third grade and have not reached a maximum at of 18 and are still in the 12th grade as of September 1 of the current 4-H year. Members must also reside in county without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.
- Special education youth who are older than 19 and have not graduated from high school may

participate in 4-H Youth Development programs as members, with approval by the county Extension agent. Participation is limited to the club or county level. County Extension staff have the option, on a case-by-case basis, to allow Special Education youth older than 19 to participate in competitive events at the club or county level.

- 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 participation 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. Members enrolled in shooting sports project are required to attend club safety lectures before being allowed to participate.
- Section 6. If a member misses two monthly meetings consecutively, the member will be considered inactive; therefore, that member shall not be counted towards the total membership quorum for voting purposes. A committee consisting of the President and two officers will be able to excuse members from meetings for reasons such as illness, school activities, emergencies, etc. However, the member shall be considered active following the member's attendance of two (2) consecutive monthly meetings.
- Section 7. All active members shall be expected to participate in fund-raising activities of the club.
- Section 8. All members should turn in a 4-H project record form or a record book to receive a completion pin for the year.
- Section 9. The Executive Committee for operational expenses of the club shall establish suggested annual family dues and new shooter class fees.
- Section 10. Coaches and adult leaders who are actively involved with functions of the club must be enrolled in the organization. Volunteers must be enrolled annually through 4-H CONNECT and be approved as an active member and must re-enroll annually. Coaches and adult leaders involved with shooting sports are recommended to be members of NRA. This is a non-voting membership category.

ARTICLE III: OFFICERS AND ELECTIONS

- Section 1. The officers of the club shall be President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Reporter, Historian, Parliamentarian, Health and Safety Officer, Webmaster, and Council Delegate.
- Section 2. Officers shall be elected annually by a simple majority of the quorum of the active members present. A quorum shall be constituted by 51% (1 more than half of active membership roll).
- Section 3. Officers shall serve a term of one year beginning in September, and shall be eligible to the same office the following year if elected. Any person appointed to fill an unexpired term may be eligible for the same office the following year.
- Section 4. Executive Committee shall consist of President, 1st, 2nd, and 3rd Vice-Presidents, Treasurer, and Secretary.
- Section 5. Any vacancies occurring in office shall be filled by the Executive Committee.

ARTICLE IV: 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) plan agenda for meetings, coordinate activities of the club, arrange for regular meeting time and place and use basic parliamentary procedure as a tool to conduct meeting
 - (c) to see that a yearly plan of club meetings and activities is made
 - (d) to appoint committees as deemed necessary.

- (e) To serve as an ex-officio member of each committee, except the nominating committee.
- (f) 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 and to see that a yearly plan of club programs for monthly club meetings is made

to be responsible for thank you letter sent to person(s) presenting program.

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 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 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 welcome, enroll and orient new members of the club, prepare packets to give to new members who join during the year and introduce he or she and their families at the club meeting.
- (e) to re-enroll members for the coming year at the first meeting of the year
- (f) to plan recruitment efforts during National 4-H week

Section 5. Duties of council delegate(s) shall be

- (a) to serve as official delegate to the Brazos 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.
- (d) to contact members who have missed 2 consecutive meetings and encourage attendance.

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.

Section 10. Duties of the historian shall be:

to collect photographs and newspaper articles pertaining to the club and place in a scrapbook

Section 11. Duties of the health and safety officer shall be

- (a) to provide information to the club regarding safe procedures and appropriate conduct at the range and at competitions.
- Section 12. Duties of the webmaster officer shall be
- (a) to keep the website updated with club information
 - (b) to work with other officers including the reporter to keep club informed of current information regarding all club activities
 - (c) keep up with social media

ARTICLE V: 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.
 - (e) Club Manager(s) shall hold manager position for three years. The club may vote by simple majority to extend the term of the club manager(s) if so desired.
- 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 VI: COMMITTEES AND DUTIES

- Section 1. The nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of the club manager, a club coach, one adult leader, out-going president, and 2 active 4-H members.

- (a) nominating committee will review eligibility of all candidates based on Article II.
- Section 2. Other committees may be named as the need for such committee arises.
- Section 3. Executive Committee may authorize expenditures of \$500.00 or less.

ARTICLE VII: MEETINGS

- Section 1. Regular meetings of this organization shall be held on the first Monday of each month.
- Section 2. Special meetings may be called by the president.
- Section 3. Applications for officer elections shall be distributed at February meeting.
- Section 4: Applications for officer elections shall be due by the April meeting for review and approval by nominating committee.
- Section 5: Officer elections shall be held at the May meeting from the eligible candidates put forth by the nominating committee.
- Section 6. The due dates prescribed in Article VII, sections 3, 4, and 5 may be adjusted by order of the Executive Committee.

ARTICLE VIII: 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

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

ARTICLE IX: FISCAL ACCOUNTABILITY

- Section 1: 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 affirmative vote of the members present.

ARTICLE XI: DEFINITIONS

A club coach is defined as one who has attended both a 4-H Basic Shotgun Coaches Clinic and at least one clinic in an advanced Shotgun Sport.

Approval of Bylaws:

Club President

Date

Club Manager

Date