

**D- 9 4-H COUNCIL
STANDING RULES (Bylaws)**

**ALL ITEMS IN BOLD TYPE CANNOT BE EDITED AND/OR DELETED AND MUST BE
PRESENT IN EVERY CLUB/GROUP BYLAWS)**

(Revised 03-12-19)

Name of 4-H Club/Group: D-9 4-H Council

Date Adopted/ Amended: _____

ARTICLE I: NAME AND OBJECTIVES

Section 1: The name of this organization shall be the D-9 4-H Council.

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.**
- 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. **This council is organized exclusively for charitable, educational and scientific purpose 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 council shall inure to the benefit of, or be distributable to It 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 council'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 council 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: Membership in the D-9 4-H Council is open to all youth, irrespective of race, color, national origin or disability and shall consist of two voting delegates from each county and the Executive Committee of the D-9 4-H Council. In the event a regularly elected voting delegate cannot serve, an alternate may be selected by the county concerned with the alternate having all rights and privileges of a regularly elected voting delegate.

Section 4: The term of office for D-9 4-H Council members shall be from July 1 of the current 4-H year to June 30 of the next year.

Article III: OFFICERS

Section 1: The officers of the Southeast D-9 4-H Council shall be: Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, 3rd Vice Chairman, Secretary, Fundraising Chairman, Public Relations Chairman, Parliamentarian, Historian and Health and Safety Officer.

Section 2: **Members (officers) should at least be in the 9th grade of the year in which they are installed, and have at least three years of 4-H club membership, including the current year.**

- A. Nominees for Chairman and 1st Vice-Chairman must be entering the 10th, 11th, or 12th grades and must be between the ages of 16 and 18 on August 31st of the calendar year in which they are installed on the Texas 4-H Council.
- B. All officers shall have at least one year left in high school.
- C. All candidates must have attended a District 4-H Council meeting of the current year **(Fall or Winter)**. They do not have to attend as a voting delegate from their respective county.
- D. An officer is not eligible to serve in the same office for consecutive terms.
- E. Candidates for office shall be members of their County 4-H program, be recommended
By their County Extension Agent, and have served a term of office on their County's

Council, TASK Force, or Ambassador Program.

- F. Persons considering the offices of Chairman and 1st Vice-Chairman representing the Southeast District on the Texas 4-H Council, should be willing to represent the District 9 4-H Council at the Texas 4-H Council Workshop, Texas 4-H Congress (in even years), Texas 4-H Roundup and the State Fair of Texas Recognition Honor Awards. These responsibilities are in addition to the two district council meetings and other District 4-H events and activities.
- G. There shall be no more than two officers from any one county. The Chairman, 1st Vice Chairman cannot be from the same county.

Section 4: Term of office: Officers shall be elected annually. Their term shall be from July 1 to June 30.

Article V: ANNUAL MEETING AND ELECTION OF OFFICERS

Section 1: Officers shall be elected at District 4-H Leadership Lab. The time and place will be determined by the Leadership Lab Planning Committee working with the District Extension Administrator, 4-H Specialist and Agent Advisors. Officers and committee chairmen shall give reports of work that has been done during their term of office. Standing rules shall be read, considered, revised as needed and adopted.

Section 2: Election Procedure:

- A. The election procedure will focus on a 200 point system including an evaluation of information within the Officer Application Form (50 points), interview (50 points), and popular vote (100 points).
- B. Candidates for District Offices should complete one copy of the Officer Application Form.
- C. The form should be returned to the District Office by the due date set.
- D. The Officer Application Forms will be reviewed by an appointed committee of county Extension agents prior to the popular voting. A point value up to 50 points will be assigned to each application. The point value will be based on Leadership, involvement, experience and community service activities of the applicants 4-H career.
- E. Interviews with all applicants will be conducted at 4-H Leadership Lab and prior to the popular voting. The interviews will be conducted by a panel of judges and interview questions will be developed from information within the Officer Application Form.
- F. A point value up to 50 points will be assigned to each interview. The point value will be based on dedication to 4-H, communication skills, confidence, attitude, poise, willingness to work as a team, and knowledge of the 4-H program.
- G. All applicants (if eligible according to standing rules) will be presented at the District 4-H

Leadership Lab.

- H. All eligible applicants will be introduced and allowed the opportunity to give a three minute speech focusing on 4-H.
- I. All eligible applicants will be allowed an opportunity to respond to impromptu questions during the District 4-H Leadership Lab, prior to county caucuses.
- J. Counties will caucus during the District 4-H Leadership Lab to determine who to vote for in the various offices. The members of the county caucus should consider the Applicants' displays, speeches, applications and impromptu responses in determining applicants for various offices.
- K. Election will be by secret ballot. Each county is allowed two votes. Each district officer Will also cast a vote. It is possible for some counties to have up to 4 votes (provided They have two youth from their county serving as an current officer) * The presidents Vote will be reserved as a tiebreaker.
- L. The number of votes for each candidate for each office will be multiplied by an Equalizing factor to determine a point value up to 100 points. These points will be added to the application and interview points to determine total points. The individual with the highest points will be elected to the specified office.
- M. In case of a tie, the chairman's vote will be reserved as a tie breaker. In the event the chairman's vote does not break the tie, there will be a runoff between the candidates with the highest number of points in which the chairman's vote will be reserved as a tie breaker.
- N. Each county may send only 3 candidates. In the event that there are more than 3 who wish to run, then 3 candidates should be chosen through a preliminary election within the county.
- O. The voting order for District 4-H Council Officers is Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, 3rd Vice Chairman, Secretary, Fundraising Chairman, Public Relations Chairman, Parliamentarian, Historian, and Health and Safety Officer.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. Duties of the **chairman** shall be

- (a) To preside at all meetings of the council, enforce the bylaws and exercise supervision Over the affairs of the council.
- (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 to the Texas 4-H State Council

Section 2. Duties of the **first vice-chairman** 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 community service activities
- (d) To serve as delegate to the Texas 4-H State Council

Section 3. Duties of the **second vice-chairman** shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer.
- (c) To Provide Recreation at all meetings and/or District 9 Events.

Section 4. Duties of **3rd Vice Chairman** shall be

- (a) To keep the council membership of the County 4-H activities and assist in the Coordination of local and county activities
- (b) To encourage all 4-H members to become involved in council 4-H activities

Section 5. Duties of the **Secretary** shall be

- (a) To keep a full and correct record of all proceedings of the council.
- (b) To keep all council correspondence.
- (c) To keep the roll and read the minutes at each meeting.

Section 6. Duties of the **Fundraising Chairman** shall be

- (a) Collect any onsite monies at D-9 Council events and write appropriate receipts
- (b) To keep an accurate record of the receipt, expenditures of all council funds
- (c) To present a financial report when requested to do so.

Section 7. Duties of the **Public Relations Chairman** shall be

- (a) Share information of council events and activities with counties
- (b) Create promotional fliers for district meetings and events

Section 8. 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 9. Duties of the **Historian** shall be

- (a) To take photographs at council meetings and district events
- (b) To report activities of the council to all D-9 4-H Council 4-H social media outlets

Section 10. Duties of the **Health and Safety Officer** shall be

- (a) Gives 1 to 3 minute health tips and/or talks at each 4-H club meeting
- (b) Reminds club members of health issues at all club planned activities.

Article VI: MONEY RECEIVED AND PAID OUT

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 and the Policies outlined for Texas A&M AgriLife Extension Accounts.**

Section 2: The Fundraising Chairman shall make a treasurer's report at each meeting and at any other time upon request of the chairman of the council. The money shall be kept with the Texas A&M AgriLife District Account Funds. A separate spreadsheet will be used for D-9 4-H Council Funds.

Article VII: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall be composed of the Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, 3rd Vice Chairman, Secretary, Fundraising Chairman, Public Relations Chairman, Parliamentarian, Historian, Health and Safety Officer..

Section 2: DELEGATES TO THE TEXAS 4-H COUNCIL

Delegates shall consist of the D- 9 4-H Council Chairman, the 1st Vice-Chairman.

A. Delegate(s) may serve for one year only on the Texas 4-H Council.

B. Delegates to the Texas 4-H Council must (1) reach their 16th birthday and (2) must not have reached their 19th birthday on or before August 31 of the calendar year in which they are installed on the Texas 4-H Council.

C. In the event a delegate(s) must resign, cannot complete or has already served a term on the Texas 4-H Council, the order of succession will be Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, 3rd Vice Chairman, Secretary, Fundraising Chairman followed by the Public Relations Officer.

Article VIII: MEETINGS

Section 1: There will be no less than two meetings during the year. The Executive Committee working with the District Extension Administrator, 4-H Specialist, and Agent Advisors will set the dates for additional meetings, as necessary.

Section 2: VOTING BODY: The voting body shall consist of the members as defined in Rule 3.

Section 3: QUORUM: The quorum shall consist of 50% + 1 of the voting members present. Ten counties shall be represented.

ARTICLE IV: 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 XI: RESOLUTION

Be it resolved by the Southeast D-9 4-H Council that no member of the council shall consume alcoholic beverages while traveling to and from or participating in 4-H activities. In the event a Southeast D-9 4-H Council member violates this resolution, disciplinary action will be taken by the Executive Committee with the District Extension Administrator and 4-H Specialist serving as advisors.

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 District 9 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 council by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the members at least seven days before the date on which the amendment is to be enacted. 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.