

**St. Joseph 4-H Club By-Laws**  
**Adopted September 2001**  
(Amended October 2004)

**Article I: Name and Objectives**

- Section 1. The name of this organization shall be the St. Joseph 4-H Club
- Section 2. This shall be a nonprofit organization for the purpose of promotion of education through 4-H Club work
- Section 3. The objectives 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 other 4-H activities as members' interests dictate.
  - (d) To help each member experience personal growth and achievement, as well as be of service to our community.

**Article II: Membership**

- Section 1. Membership in this organization shall be open to all youth between the ages of 9 (or 3<sup>rd</sup> grade) and 18 years of age on August 31 of the current 4-H year regardless of socio-economic level, race, color, sex, national origin, or handicap.
- Section 2. Prospective new members must complete a *4-H Enrollment Form* at a regular club meeting before being accepted into membership of the club. All members must re-enroll using a *4-H Enrollment Form* each year.
- Section 3. The club shall collect an Activity Fee of \$10.00 per family per year.
- Section 4. All members should participate in at least one project, and then complete and turn in a project record in the format of the Member Achievement Plan, or a Record Book.

### **Article III: Officers and Elections**

- Section 1. The elected officers of the club shall be President, First Vice-President, Second Vice-President, Third Vice President, Council Delegate, Secretary, Treasurer, Reporter, Historian and Parliamentarian.
- Section 2. Officers shall be elected annually by a simple majority ( one (1) vote more than half) of the votes cast by active members present. Officers shall serve for a term of one year beginning when Installation of Officers is held. An officer may only run for a consecutive term of the same office if unopposed. However, an officer may run for a different office each year. Any person appointed to fill an unexpired term is eligible to run for the same office the following year. Any person desiring to run for an officer position is limited to two per year and must assume the first office to which they are elected.
- Section 3. The officers of club shall constitute the 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 (4) members to official leadership roles as the need arises. The appointed members shall also be members of the Executive Committee.
- Section 6. If an elected officer misses more than two meetings, the executive committee can appoint a new member to fill this position.
- Section 7. Any member currently holding an office in another 4-H club is not eligible to run for an office in this club.

### **Article IV: Duties of Officers**

- Section 1. Duties of the President shall be:
- (a) To preside over all meetings of the club, enforce the bylaws and exercise supervision over 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 a delegate of the club to the Brazos County 4-H Council

- Section 2. Duties of the First Vice-President shall be:
- (a) To assist the president as necessary
  - (b) To perform the duties of the president in the absence of that officer
  - (c) To serve as chairperson of the Program Committee
  - (d) To plan all club educational programs one year in advance
- Section 3. Duties of the Second Vice-President shall be:
- (a) To assist the president as necessary
  - (b) To perform the duties of the president in the absence of the president and First Vice President.
  - (c) To serve as chairperson of the recreational/social committee
  - (d) To 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 the President, the First Vice-President and the Second Vice-President
  - (c) To serve as chairperson of the membership committee
  - (d) To enroll member into the club and be in charge of promotion and recruitment of new members
- Section 5. Duties of the Council Delegate shall be:
- (a) To serve as a representative to the Brazos County 4-H Council
  - (b) To keep the club informed of county-wide 4-H 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 accurate 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 shall be:
- (a) To prepare a budget for approval by the club
  - (b) To receive, hold and pay out monies of the club as designated by the adopted budget. Any expenditures over \$50.00 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 at every club meeting
  - (e) To serve as chairperson of the financial committee

- Section 8. Duties of the reporter shall be:
- (a) To report the activities of the club to local news media
  - (b) To report the activities to the Brazos County Extension Office for inclusion in the 4-H newsletter
- Section 9. Duties of the Historian shall be:
- (a) To keep a club scrapbook and photo album
- Section 10. 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

## **Article V: Leaders and Duties**

- Section 1. Adult leaders of the club shall be:
- (a) The Club Manager and their assistant shall be nominated each year during the Election of Officers
  - (b) Leaders in a specific project area such as beef, swine, poultry, clothing, livestock judging, etc. shall be appointed by the club managers and the 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(s) shall be:
- (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 appointed by the President, 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 interest of each member foremost when making plans for the club.
- Section 3. Duties of project and activity leaders shall be:
- (a) To be responsible for planning and directing activities in their specific project 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 respective project areas

- Section 4. Duties of the committee advisors 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 responsibilities.

- Section 5. Duties of Junior Leaders of the club shall be those members who are at least 13 years of age and have been members of 4-H for at least one year. Their duties shall be:
- (a) assist 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 out younger club members as needed

#### **ARTICLE VI: Committees and Duties**

- Section 1. That standing committees of the club shall be finance, membership, program and social. These committees shall be appointed by the President at the beginning of the year for a one-year term.

- Section 2. Duties of the standing committees shall be:
- (a) Finance – The finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for audit of the financial records of the club when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects throughout the year.
  - (b) Membership – The membership committee shall encourage every eligible boy and girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with information about 4-H.
  - (c) Program – The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the years programs at the beginning of the 4-H year, and being responsible for each program during the year.
  - (d) Social – The social committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year and for appointing families to provide refreshments and serve as hosts for each regular meeting.

Section 3. The nominating committee shall be appointed by the President at least 30 days before the election of officers. It shall consist of three to seven members and one to two advisors. The committee shall secure the consent of each nominee before placing his or her name on the proposed slate of officers.

Section 4. 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 Monday of each month unless otherwise designated.

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 by the club's by-laws.

Section 2. The order of business for regular meetings shall be:

- Call to Order
- Pledge to US Flag, 4-H Pledge and Motto and Inspiration
- Roll Call (via sign in sheets upon arrival)
- Recognition of guests
- Reading and Approval of minutes of previous meeting
- Treasures Report
- Old 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 Dissolution**

Upon the disbandment of the club, all real property, including money, equipment and land shall become the property of the Brazos County 4-H Development Committee for care and disposition. The last official duty of the club's manager shall be to effectively transfer all real property including all club records to the Brazos County Extension office.

### **ARTICLE X: Amendments**

These by-laws 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.