

Pearsall 4-H Club Bylaws

Amended: January 16, 2023.

ARTICLE I: NAME AND OBJECTIVES

- Section 1.** The name of this organization shall be the Pearsall 4-H Club.
- 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.** 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 of any future federal tax code.
- Section 5:** No part of the net earnings of this club shall insure to the benefit of, or be distributable to its members, trustees, officers, or other private person, except that this club shall 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 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 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 (3)(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 old and have entered the third grade and have not reached their 19th birthday before September 1 of the current 4-H year, regardless of socioeconomic level, race, color, sex, national origin, or disability.
- Section 2.** New members must complete 4-H Enrollment before being accepted into membership of the club. All previous year members must re-enroll each 4-H year.
- Section 3.** Members are required to pay the minimum state-level participation fees of \$25.00 on or before October 31st or pay \$30.00 on or after November 1st.
- Section 4.** All members are required to participate in at least one project, and then complete and turn in a project record form or appropriate paperwork. Club members must attend at least three club meetings from August through January in order to participate in the Frio County Livestock Show.
- Section 5.** “Good Standings” is constituted by compliance with the Bylaws.

ARTICLE III: OFFICERS AND ELECTIONS

- Section 1. The officers of the club shall be a president, first vice-president, two council delegates, secretary, treasurer, reporter, and parliamentarian.
- Section 2. Officers shall be nominated in August and nominated AND elected in the following month. Officers shall serve a term for one year beginning in September and parliamentarian and reporter shall not be eligible for the same office after two consecutive terms. All other offices shall receive no term limit. 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. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.
- Section 6. Members must have attended at least 4 meetings from August through May to be eligible to run for club office. All nominations will be voted on show of hands. To be elected, a person must get a majority vote from the members that are present and voting. To serve as president, the member must have previously served as an officer one year.
- Section 7. All officers must attend at least 40% of officers’ meetings from August through May to remain in office. Excused absences will be approved (if they are 4-H business) by the officer team and club leaders. Including but not limited to: validation, sift, showing, judging, etc.

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) 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 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.
 - (d) To help plan all club educational programs.
 - (e) To serve as delegate of the club to the County 4H Council.
 - (f) To assist secretary in maintaining club records
- Section 3. Duties of Council Delegate(s) shall be
- (a) To serve as a delegate to the 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 4. 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 records and read attendance.
 - (c) To keep the roll and read the minutes at each meeting
- Section 5. Duties of the Treasurer shall be
- (a) To help prepare a budget for approval by the Club.
 - (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 6. 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 7. 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

Adult leaders of the club are: Club Manager, Assistant Club Manager(s), Project Leaders, Activity Leaders, and Committee Advisors.

Section 1. The Club Manager and the Assistant Club Manager(s), who are recruited by a special committee, 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.

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.

Section 2. Project and Activity Leader:

Leaders in specific project or activity areas such as judging, clothing, swine, poultry, demonstration, records, etc., who shall be appointed by the club manager and executive committee.

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) Monitor project group's finances within the club account. Minutes or written documentation from the project group must be provided for any transactions to occur and then must be turned in to the club secretary.
- (d) To select and train junior and/or teen leaders.

Section 3. Committee Advisors who shall be appointed annually by the executive committee and club managers

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 these responsibilities.
- (c) To select and train junior and/or teen leaders.
- (d) Minutes or written documentation from the committee must be provided for any transactions to occur and then must be turned into the club secretary.

Member Leaders

- Section 4. The member leaders of the club are Junior Leaders, Teen Leaders, Sweetheart, and Health and Safety Officer.
- 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.
- Section 7. Sweetheart of the club is nominated and elected during the regular elections from intermediate or senior age female members who are present. Her duties are:
- (a) Public Relations Committee chairperson responsible for representing Pearsall 4-H in the annual Christmas parade.
 - (b) To represent Pearsall 4-H at the Frio Co. Jr. Livestock Show, the San Antonio Livestock Exposition Ambassadors reception, and other public relations events that may arise.
- Section 8. Health and Safety Officer is selected by the executive committee. Duties are:
- (a) To help first Vice President plan the 4-H club meetings programs for the year, suggesting health related topics.
 - (b) To provide some type of health/safety information at club meetings.

ARTICLE VI: COMMITTEES AND DUTIES

- Section 1. The standing committees of the organization shall be finance, membership, program social, fundraising and community service. These committees shall be appointed by the executive committee, club manager, and/or assistant club manager at the beginning of the year for a one-year term.
- Section 2. Duties of the standing committee shall be
- (a) Finance -The treasure is the chairman of the finance committee and 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 fund-raising projects during the year.
 - (b) Membership – The secretary is chairman of the membership committee and 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 first vice-president is chairman of the programs committee and 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 council delegates are chairmen of the social committee and are responsible for providing recreation at each club meeting, for all special social activities during the year.
- (e) Community Service – The Community Service Committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefiting the community and county.
- (f) Fund-raising Committee- The reporter and parliamentarian are chairmen of the fundraising committee.

ARTICLE VII: MEETINGS

- Section 1. Regular meetings of this organization shall be held on the 3rd Monday of each month, September through May.
- Section 2. Special meetings may be called by the president. The August meeting is a special meeting.
- Section 3. A 4-H member should attend all monthly meetings starting in September.
- Section 4. Excused Absence: Each member is allowed one excused absence per show year. A form must be filled out and submitted to the Extension Office, Club Manager, or current President within three business days of missed meeting for approval. The form can be found on the Frio AgriLife website under our Pearsall 4-H Club tab.

ARTICLE VIII

Pearsall 4-H scholarship:

- Section 1. All graduating seniors will be eligible to receive a \$2,500 scholarship. Application must be submitted for student to be considered for the scholarship. (Applications will be available on the 4-H webpage) Said senior must be in “good standings” (see Article II, Section 5) with the club and been a club member for a minimum of four years to qualify for the scholarship. There is a maximum of 2 years that the senior has to claim the scholarship. The scholarship money will be directly deposited to the College/University/Institution of the recipient choice.

ARTICLE IX 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- Announcement to sign in
- Reception for new members and recognition of quests
- Reading and approval of minutes
- Reports of 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 X: 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 XI: REIMBURSEMENT

Section 1. The 4-H club/group will require the following steps when reimbursement is requested.

1. Must fill out a Pearsall 4-H request form.
2. Submit original copies of bills, invoices, receipts, and/or vouchers.
3. 30-day limit

ARTICLE XII: 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 XIII: 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.

Pearsall 4-H Club Manager: _____

Pearsall 4-H Club President: _____