

## **Mavericks 4-H Club Bylaws**

County:     Frio     4-H Club:     Mavericks 4-H Club    

Adopted:     October 11, 2009    

Revised:     July 2023    

### **ARTICLE I: Name and Objectives**

Section 1: The name of this organization shall be the     Mavericks 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.

### **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 the third grade and have not reached their 19<sup>th</sup> birthday before September 1 of the current 4-H year. Members will be accepted without regard to race, color, sex, disability, religion, or national origin.

Section 2. New members must complete an online 4-H Enrollment Form at 4-H Online before being accepted into membership of the club. All returning members must re-enroll using the same online 4-H Enrollment Form at 4-H Online each 4-H program year.

Section 3. Members are not required to pay dues but may be expected to participate in fund raising activities of the club.

Section 4. All members should conduct at least one 4-H educational project, and then complete and turn in a project record form or other appropriate paperwork.

### **ARTICLE III: Officers and Elections**

- Section 1. The officers of the club shall be president, vice-president, secretary, treasurer, reporter, parliamentarian, and two council delegates.
- Section 2. Officers shall be elected annually. Any person appointed to fill an unexpired term may be eligible for the same office the following year.

**Section 2a. Officer nominations and voting will take place in the August meeting.**

- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by a member appointed by the executive committee.
- Section 5. The president, with the approval of the executive committee, may appoint up to four additional members to official leadership roles as the need arises. Those appointed become members of 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) To appoint standing and special committees.
  - (c) To serve as an ex-officio member of each committee, except the nominating committee.
- Section 2. Duties of the **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 serve as an ex-officio member of each committee, except the nominating committee.
- Section 3. 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.

Section 4. 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 and expenditures of all funds.
- (d) To present a financial statement when requested to do so.
- (e) To serve as chairman of the finance committee.

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

- (a) To report activities of the club to local news media.
- (b) To report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 6. 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 7. Duties of the **council delegate** shall be

- (a) Attend all county 4-H council meetings
- (b) Report 4-H club activities and recommendations at each council meeting.
- (c) Report on county council activities, recommendations, committee reports and activities of the clubs at your 4-H club meeting.
- (d) Serve on county wide committees when appointed by the County Council president.
- (e) Participate in training opportunities at county, district, and state levels.

**ARTICLE V: Committees and Duties**

Section 1. The standing committees of the club shall be finance, membership, program, social and community service. These committees shall be appointed by the executive committee, club manager and asst. club manager 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 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. The committee shall assist the treasurer in completing the annual year end reports to submit to the county Extension Office.

- (b) Membership– The membership committee shall encourage every eligible boy or 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 4-H club information.
- (c) Program – The program committee shall be 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 social committee shall be responsible for providing recreation at each club meeting, for all special activities during the year, and for recruiting member families to provide refreshments and be hosts and hostesses for each regular meeting.
- (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.

Section 3. Other committees may be named as the need arises.

#### **ARTICLE VI: Meetings**

Section 1. Regular meetings of this club shall be held on the 3<sup>rd</sup> Sunday of each month (Aug. – May) at 2:00 p.m. at the Frio County AgriLife Extension Service office. Each member must attend three out of the six meetings to participate at the Frio County Jr. Livestock Show.

Section 2. Special meetings may be called by the president and/or the club manager.

Section 3. 4-H Club meetings will include business, social, recreation, and learning activities.

Section 4. A Quorum shall consist of members that are present at the meeting in order to conduct official business (vote, approve reports, etc.).

Section 5. Members may request an excused absence from a meeting by filling out the appropriate form available on the website or at the Frio Co Extension office. For an excuse to be considered, the form must be turned in to Frio Co Extension Office at least three weeks before expected absence giving the Executive Committee ample time to make a decision on request. The requestor needs to follow all guidelines on Excuse Request Form. **Only one excused absence is allowed per calendar year.**

#### **ARTICLE VII: Club Scholarship**

Section 1: Mavericks 4-H Scholarship will be reviewed each September by committee appointed by President to make any necessary adjustments.

Section 2: Will be awarded to senior members who follow guidelines attached to scholarship application (on website.) Application must be submitted for a student to be considered.

**Section 3:** Money may be claimed once member is registered as a full time student at an accredited college, university or trade school and a copy of registration is provided to the club president. Checks will be made out to the club member and must be claimed within 1 year of from the day it was voted on by the club.

### **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 meetings is:

- Call to order
- Reflections or Inspiration
- Roll call; determination of quorum
- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports – officers, committees, projects groups, special activities, leaders
- Unfinished business
- New business
- Educational Program
- Adjournment
- Recreation

This order of business may be altered for the convenience of a speaker presenting the Educational Program.

### **ARTICLE IX: 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 X: Club Disbandment**

Upon 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 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 or the Texas 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.

Approved Bylaws:

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Club President

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Date

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Club Manager

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Date

