

**4-H CLUB BYLAWS**  
**HOOPICKS 4-H CLUB WILLIAMSON COUNTY**  
Adopted 2005/2006

**ARTICLE I: Name and Objectives**

- Section 1. The name of this organization shall be Hoopicks 4-H Club.
- Section 2. This shall be a nonprofit organization for the purpose of promoting 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 in 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 others

**ARTICLE II: Membership**

- Section 1. Membership in this organization shall be open to all youth who have reached 9 years old or 8 years and have entered the third grade, and have not reached their 19<sup>th</sup> birthday before September 1st of the current 4-H year and who reside in Williamson county, regardless of socioeconomic level, race, color, sex, national origin or disability. Members living outside Williamson county may be admitted into Hoopicks only if they are not members of a 4-H club in their home address county and is subject to approval by County Extension Offices involved.
- Section 2. 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 reenroll using a 4-H Enrollment Form each 4-H year.
- Section 3. Scholastically, members must maintain passing grades and "No Pass/No Play" policy is adhered to for all club activities.
- Section 4. Members are expected to participate in fundraising activities of the club.
- Section 5. All members should conduct at least one project, and then complete and submit a project record form or appropriate paperwork.

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

- Section 1. The officers of the club shall be a president, first vice-president, second vice-president, third vice-president, parliamentarian, secretary, treasurer, reporter, council delegate, historian, and community service officer.
- Section 2. Officers shall be nominated and elected annually by majority secret ballot vote of membership. Officers shall serve for a term of 1 year beginning whenever installation is held (June, July, August, or September), and shall be eligible to serve in the same office for no more than 2 consecutive years. Any person nominated and elected to fill an unexpired term may be eligible to hold the same office into the third year. The outgoing president shall automatically be the club parliamentarian. In the event the outgoing president is unable to fill the position of club parliamentarian, nominations may be taken and a new officer elected.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by nomination and election by the majority of club membership at any regular or specially called meeting.
- 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.

### **ARTICLE IV: Duties of Officers**

- Section 1. Duties of the **president**:
- a) to preside at all meetings of the club, enforce the bylaws and supervise the affairs of the club
  - b) to appoint standing and special committees
  - c) to serve as ex-officio member of each committee
  - d) to serve as delegate of the club to the County 4-H Council
- Section 2. Duties of the **first vice-president**:
- a) to assist the president
  - b) to perform the duties of the president if that officer is absent
  - c) to serve as chairman of the program committee
  - d) to help plan all club educational programs 1 year in advance
  - e) to serve as second delegate of the club to the County 4-H Council
- Section 3. Duties of the **second vice-president**:
- a) to assist the president
  - b) to perform the duties of the president when the president and first vice-president are absent
  - 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**:
- a) to assist the president
  - b) to perform the duties of the president if that officer, the first vice-president and the second vice-president are absent
  - c) to serve as chairman of the membership committee
  - d) to help enroll members into the club and be in charge of promotion and recruitment of new members
- Section 5. Duties of the **council delegate(s)**:
- a) to serve as delegate to the County 4-H Council
  - b) to keep the club informed of county 4-H activities and help coordinate 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**:
- 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 7. Duties of the **treasurer**:
- 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
  - 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 the chairman of the finance committee
- Section 8. Duties of the **reporter**:
- a) to report activities of the club to the membership
  - b) to report activities of the club to local news media
  - c) to report activities of the club to the county extension agent and/or in the county 4-H newsletter
  - d) to create and maintain a website with a club calendar and club information
- Section 9. Duties of the **parliamentarian**:
- a) to advise the presiding officer on parliamentary procedure
  - b) to instruct members in correct parliamentary procedure
  - c) to obtain proper documentation to meet legal requirements as necessary (ie medical, liability release forms and current Coggins)
- Section 10. Duties of the **community service officer**:
- a) to serve as chairman of the community service committee
  - b) to help plan community service projects and encourage all members to participate
  - c) to keep an accurate record of all service activities for submission to the county extension agent

## **ARTICLE V: Leaders and Duties**

- Section 1. Adult leaders of the club are:
- a) The club manager who is a volunteer approved by club membership during April or May of each year, subject to approval of the county extension agent and the 4-H & Youth Development Committee.
  - b) Assistant club managers or leaders in specific project or activity areas such as judging, records, demonstrations, horse bowl, horse show committee, etc., who are volunteers and shall be approved by the club managers and the executive committee.
  - c) Assistant club managers or leaders/committee advisors who are volunteers and shall be approved by the club managers and executive committee.
- Section 2. Duties of **club manager**:
- a) to be responsible for the overall year's program of the club
  - b) to work as close advisor and leader along with the executive committee, other committees and adult, junior and teen 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 interests of each member foremost in the plans of the club
- Section 3. Duties of **assistant manager/project and activity leaders**:
- 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 and teen leaders to assist them in their areas
- Section 4. Duties of **assistant manager/committee advisors or leaders**:
- a) to lead and guide individual committees
  - b) to help committee members assume as much responsibility as they can and to be successful in carrying out responsibilities
- Section 5. **Junior leaders** of the club are members who are 11 years old or older who have been members for at least 1 year. Their duties:
- a) to assist adult leaders in all phases of the 4-H program
  - b) to provide leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise
  - c) to help individual club members
- Section 6. **Teen leaders** of the club are members who are at least 14 years old with 1 year of project experience. Their duties include:
- a) to lead a club or project group with an adult present
  - b) to provide leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunity and need arise
  - c) to help individual club members

## ARTICLE VI: Committees and Duties

- Section 1. The standing committees of the organization shall be finance, membership, program, social, community service, and horse show. These committees shall be appointed by the executive committee, club manager and assistant club managers at the beginning of the year for a 1 year term. Any club members nominated but not elected to office shall automatically be appointed to serve on the respective committees.
- Section 2. Duties of the standing committees:
- a) **Finance** - The finance committee 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 membership committee encourages every eligible youth in the county 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 program committee 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 arranging each program during the year.
  - d) **Social** – The social committee is responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.
  - e) **Community Service** – The community service committee is responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefit the community and county.
  - f) **Horse Show** – The horse show committee is responsible for organizing, advertising, and scheduling workers for the open horse shows. This committee works closely with all officers, committees, club members and adults to coordinate and delegate all the work for a successful horse show.
- Section 3. Other committees may be named as the need arises.

## ARTICLE VII: Meetings

- Section 1. Regular meetings of this club shall be held on the last Tuesday of each month.
- Section 2. Attendance:  
Membership is expected to attend 50% of regular monthly meetings as a requirement to participate in club activities.
- Section 3. Special meetings may be called by the president and/or the club managers.

## **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
- Inspiration
- Roll call
- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports officers, committees, project groups, special activities, leaders
- Unfinished 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 Disbandment**

If the club disbands, all real property, including money, equipment and land, becomes the property of the County 4-H Program for care and disposition. The last official duty of the club's manager shall be to transfer the club property and turn over club records to the county Extension agent.

## **ARTICLE X: Review and Amendments**

These bylaws are subject to review by the executive committee and the club managers and approved by the majority vote of club membership yearly. 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.