

4-H Clube Name: Washington County 4-H Council
Date Adopted: September 5, 2023

Article I: Name and Objectives

- Section 1. The name of this organization shall be the Washington County 4-H Council.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting 4-H Council 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. The membership of the Washington County 4-H Council shall consist of the Chairman, 1st Vice Chairman, 2nd Vice Chairman, 3rd Vice Chairman, Secretary, Treasurer, Reporter, Parliamentarian, and District Delegate(s). Meetings of the Washington County Council shall be open to any actively enrolled 4-H youth in Washington County.

Article III: Officers and Elections

- Section 1. The officers of the Washington County 4-H Council shall be the Chairman, 1st Vice Chairman, 2nd Vice Chairman, 3rd Vice Chairman, Secretary, Treasurer, Reporter, Parliamentarian, and District Delegate(s). Officers shall fulfill duties as described in the written in Article VI, Section 1 – 9.
- Section 2. All officers shall be at least 14 years of age at the time of the election or going into the 9th grade.
- Section 3. District Delegate(s) and the next highest-ranking officer(s), that are not graduating seniors shall serve as delegates of the County Council of the District 11 4-H Council. The number of delegates from Washington County 4-H shall be in compliance with the District 11 4-H Council Officer Election rules.
- Section 5. Officers shall attend at least 60 percent of the Council meetings held. Failure to do so may result in the officer being removed from their position.
- Section 6. Officers shall be elected annually during the May meeting. Officers may not serve more than one term as the County Council Chairman. The term of office of all officers shall be from 4-H Family Night to 4-H Family Night.

Articles IV: Election of Officers

- Section 1. Voting Delegates: Each club in the county shall have three voting delegates.
- Section 2. Each officer candidate will apply indicating the offices in which they want to consider. The voting will be by secret ballot. Elections will be based on voting delegation. Voting delegates will vote for an individual or candidate that they feel would best fill the office from the list provided. Elections shall follow a written procedure. The procedure will be posted prior to election.
- Section 3. The outgoing officers will provide information and records to the respective incoming officers, as soon as possible following the election, in order to provide consistency and assistance in the offices.

Article V: 4-H Council Officer Election Procedure

- Section 1. Prior to the election, all voting delegates will be clearly identified. Members of more than one club shall declare their primary club affiliation and representation at the beginning of the meeting.
- i. Each club will have three votes. Club managers are required to complete the online form requesting names of voting delegates prior to the meeting where council officer elections will occur. Careful consideration to voting delegates should be considered and it is recommended that delegates be a combination of Senior Chairman, Senior 1st Vice Chairman, Senior Council Delegate, Intermediate Chairman, Intermediate 1st Vice Chairman, Intermediate Council Delegate or if no Intermediate Club, then Junior Chairman, Junior 1st Vice Chairman and Junior Council Delegate.
 - ii. Voting delegates will have one vote each. If a council officer is also a voting delegate, they will have one vote.
- Section 2. Adult leaders, parents, and club managers will NOT be allowed to participate in or influence the 4-H Council elections in any way, shape, or form. County Agents or other neutral adults will non-intrusively supervise the election process. Election meetings will be closed. Only voting delegates, nominees, and the agents or neutral adults will be allowed in the room where the elections and tabulations occur.
- Section 3. Applications will be provided to potential candidates who are interested in running for an office. These applications will be due prior to the May meeting, and reviewed to ensure they are eligible for positions they are wanting to run for. No nominations will be accepted from the floor.
- Section 4. Interview – Up to 50 points possible. Up to 100 points per judge on the score sheet, then averaged. The average is then multiplied by 50% to get a maximum of 50 points from the interview portion. The interviewers will ask questions and have conversations relating to scoring factors listed. Scoring Factors: Leadership Experience – up to 40 points, 4-H Projects/Experiences – up to 35 points, Communication Skills – up to 25 points.

- Section 5. Potential candidates who are interested in running for an office, but are unable to attend the election meeting, may submit a video or written statement to be presented by the current County Council Election emcee during elections. A member who is not in attendance and has not submitted a video or written statement may not be elected to a council office.
- Section 6. Officer positions will be elected/filled in the following order:
- i. Chairman
 - ii. 1st Vice Chairman
 - iii. 2nd Vice Chairman
 - iv. 3rd Vice Chairman
 - v. Secretary
 - vi. Treasurer
 - vii. Reporter
 - viii. Parliamentarian
 - ix. District Delegate(s)
- Section 7. Additional officers may NOT be added on the day of the election, however, if needs arise, office positions may be added and filled according to the Council's Bylaws.
- Section 8. Candidates may run for any position including those they have previously held, with the exception of County Council Chairman.
- Section 9. Each candidate must give a short speech, no more than 1 minute long, to run for offices for which they are nominated. The speech will outline their qualifications and intentions for the position for which they are running. Any candidate refusing to present a speech will be disqualified from candidacy for any position.
- Section 10. Voting will be conducted by secret ballot.
- Section 11. Qualifications for officers include the following:
- i. Willingness to attend and actively participate in all Council meetings.
 - ii. Desire and ability to fulfill duties of an officer.
 - iii. All officers must be 14 years old or going into the 9th grade. These officers must be willing to participate in District Council activities.
- Section 12. Complaints or objections to the election must be filed in writing with the Extension Office within 14 days of the election. Only members of the voting body may file objections. In a special meeting, the county Extension agents will confer with the complainant to discuss and suggest an appropriate resolution to the complaint.

Article VI: Duties of Officers

- Section 1. Duties of the Chairman shall be
- i. To preside at all the meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
 - ii. To appoint standing and special committees.
 - iii. To serve as an ex-officio member of each committee, except the nominating committee.
 - iv. To serve as delegate of the council to the District 11 4-H Council.
 - v. To meet with County Extension Agent prior to the meeting.
- Section 2. Duties of the 1st Vice Chairman shall be
- i. To assist the Chairman.
 - ii. To perform the duties of the Chairman in the absence of that officer.
 - iii. To serve as chairperson of the program committee.
 - iv. To help plan all club educational programs/activities.
- Section 3. Duties of the 2nd Vice Chairman shall be
- i. To assist the Chairman.
 - ii. To perform the duties of the Chairman in the absence of that officer.
 - iii. To serve as chairperson of the creation/social committee.
 - iv. To help plan all club educational programs/activities.
- Section 4. Duties of the 3rd Vice Chairman shall be
- i. To assist the Chairman and Vice Chairmans.
 - ii. To perform the duties of the Chairman in the absence of that officer.
 - iii. To serve as chairperson of the membership committee.
- Section 5. Duties of the Secretary shall be
- i. To keep a full and correct record of all proceedings of the club.
 - ii. To have charge of club correspondence
 - iii. To keep the roll and read the minutes at each meeting.
 - a. Submit Roll and minutes to the Extension Office within 7 days prior to the meeting.
- Section 6. Duties of the Treasurer shall be
- i. To help prepare a budget for approval annually.
 - ii. 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.
 - iii. To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.
 - iv. To present a financial statement when requested to do so.
 - v. To serve as chairperson of the financial committee.
 - vi. To meet with County Extension Agent prior to the meeting.
- Section 7. Duties of the Reporter shall be
- i. To report activities to the County Extension Agent and/or in the County 4-H Newsletter.

- Section 8. Duties of the Parliamentarian shall be
- i. To provide advice to the presiding officers on parliamentary procedure.
 - ii. To instruct members in correct parliamentary procedure.
 - iii. 1st council meeting you will provide an outline of officer duties.

- Section 9 District Delegate(s)
- i. Will perform all duties as set forth by the District 11 4-H.

Article VII: Committees

- Section 1. Committees shall be appointed by the chairperson at least two months prior to each event. Each committee shall consist of three members of the council or as many as needed.
- Section 2. Committees may be appointed at any time in any way the council determines advisable.

Article VIII: Meetings

- Section 1. The 4-H Council shall meet at the same location and time as the Parent Association. The meeting dates will be published in the 4-H Newsletters. While the meeting is being conducted, no adults shall be present unless approved by Extension Agent prior to the meeting.

Article IX: Voting Body

- Section 1. The voting body shall consist of the membership as defined in Article II, Section 1.

Article X: Quorum

- Section 1. A quorum shall consist of at least 50% of the county council officers.

Article XI: Money Received and Paid Out

- Section 1. The County Extension Office, Support Staff shall receive, hold and disburse all funds belonging to the Washington County 4-H Council. The Treasurer shall make a full report at each meeting and at any other time upon request of the Council.
- Section 2. Money paid out by the support staff must be within the scope of the annual budget established by the Finance Task Force. Income and expenditures will be reported at each council meeting. All disbursements must be made by check and signed by both 4-H County Council account authorized signatures.

Article XII: 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 XIII: 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 XIV: 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.

Accepted by Washington 4-H County Council Officers: September 5, 2023

Murphy Tiemann
Chairman

Treasurer

Madison Moran
1st Vice Chairman

Courtney Jensen
Reporter

Dillon Winkelmann
2nd Vice Chairman

Matthew Phillips
Parliamentarian

Ailey Rudloff
3rd Vice Chairman

Rodney Proctor
Delegate

Wendy V. V. V.
Secretary

Dan Moran
Delegate