

GALVESTON COUNTY 4-H COUNCIL STANDING RULES

Article I. NAME AND OBJECTIVES

- (a) The name of this organization shall be the Galveston County 4-H Council.
- (b) This shall be a nonprofit organization exclusively for the purpose of promoting through 4-H Club work.
- (c) The objectives of this organization shall be:
 - 1. To provide learning situations for the development of leadership, responsibility, and effective citizenship.
 - 2. To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - 3. To provide information and training in other 4-H activities as members' interests dictate.
 - 4. To help each member experience personal growth and achievement, as well as be of service to others.
- (d) 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 section of any future federal tax code.
- (e) No part of the net earnings of this club shall inure to the benefit of, or be distributable to its members, trustees, officers or other private person, except that this club shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- (f) No substantial part of this club's activities shall be the carrying on 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 to any candidate for public office.
- (g) 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 (c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article II. PURPOSE

- (a) The purpose shall be to develop leadership, to promote and encourage 4-H participation and to coordinate 4-H activities in the county.

Article III. MEMBERSHIP

- (a) Membership in this organization shall be open to all youth who are active, enrolled members of Galveston County 4-H for the current 4-H year.
- (b) Adults may attend in a non-voting capacity.

Article IV. COUNCIL OFFICERS

- (a) The officers of the Galveston County 4-H Council shall be: Chairman, Vice Chairman, Secretary, Treasurer, Marketing and Promotion Director, Recreation Director, and Club Liaison.

Section 4.02 General officer requirements

- (a) All officers must be Galveston County 4-H Council Members as described in Article III.
- (b) Officers shall be in the intermediate or senior age division at the beginning of the 4-H year (September 1) for which they are installed.
- (c) All officers shall have at least one year left in high school for the 4-H year in which they are installed.
- (d) The Chairman and Vice Chairman cannot be from the same club.
- (e) An officer is not eligible to serve in the same office for consecutive terms.

Section 4.03 Officer Duties

- (a) Chairman
 1. Preside effectively at all club meetings using basic parliamentary procedure. The chairman is responsible for enforcing parliamentary procedure at all meetings.
 2. Exhibit good leadership qualities, serve as a role model to the members, and serve as a spokesperson for Council.
 3. Work with the County Extension Agent and officers to develop an agenda for each meeting.
 4. Serve on committees when necessary.
 5. Serve as delegate of the council to the District 4-H Council.
 6. Compile picture slideshow for the annual awards banquet.
- (b) Vice Chairman
 1. Assist the Chairman.
 2. Perform the duties of any officer who is absent during a meeting.
 3. Prepare meeting space and materials.
 4. Welcome and give guidance to visitors and new members at council meetings.
 5. Serve on committees when necessary.
 6. Serve as delegate of the council to the District 4-H Council.

7. Compile picture slideshow for the annual awards banquet.

(c) Secretary

1. Keep accurate minutes of all meetings.
2. Submit report of minutes to Executive Committee and County Extension agent within one week of each meeting.
3. Keep the roll and present minutes of previous meeting at each meeting.
4. Serve on committees when necessary.

(d) Treasurer

1. Help prepare a budget for approval by the council.
2. Keep an accurate record of the receipt and expenditures of all funds.
3. Present a financial statement at each council meeting and when requested to do so.
4. Preside at meetings in the absence of the Chairman and Vice Chairman.
5. Serve on committees when necessary.

(e) Marketing and Promotion Director

1. Create at least 1 post per month for Galveston County 4-H social media.
2. Take photographs and report club news to the county Extension office for the county 4-H newsletter or for the county 4-H website and social media sites.
3. Calculate and report Game of Clovers points each month and report totals at each meeting.
4. Serve on committees when necessary.

(f) Recreation Director

1. Plan games for each council meeting.
2. Plan icebreakers and/or games for county events.
3. Assist with program spotlight presentation and activity at council meetings.
4. Serve on committees when necessary.

(g) Club Liaison

1. Calculate and report Game of Clovers points each month and report totals at each meeting.
2. Coordinate council officers attending club meetings each month (at least 1 different club, not including officer's own club) to discuss county council, county activities, and opportunities for members.
3. Assist with identifying club voting delegates at each county council meeting.
4. Serve on committees when necessary.

Section 4.04 Term of office

- (a) Officers shall be elected annually before the end of each 4-H year. Their term shall be from officer induction to the following officer induction.

Article V. ELECTIONS- CANDIDATE ELIGIBILITY

- (a) Candidates will apply for office prior to the election meeting as determined by the County Extension Agent and the Executive Committee.

Section 5.02 The Chairman, Vice Chairman, Secretary, and Treasurer

- (a) In order to run for Chairman, Vice Chairman, Secretary, or Treasurer, a member must...
 1. Be in the senior age division at the beginning of the 4-H year for which they are elected.
 2. Have attended at least 50% of the County Council meetings during the current 4-H year. This does not include Council Officer planning meetings for current Council Officers.
 3. Have attended at least 3 other County Council event/activity within the current 4-H year.
 - a) Events may include One Day 4-H, County Awards Banquet, County Roundup and Food Show, Food Camp, Science Night, and county-wide volunteer opportunities. This is not an inclusive list and may include additional events/activities at the discretion of the Executive committee with the guidance of the County Extension Agent.

Section 5.03 Marketing and Promotion Director, Recreation Director, and Club Liaison

- (a) In order to run for Marketing and Promotion Director, Recreation Director, or Club Liaison, a member must...
 1. Be in the senior or intermediate age division at the beginning of the 4-H year for which they are elected.
 2. Have attended at least 50% of the County Council meetings during the current 4-H year. This does not include Council Officer planning meetings for current Council Officers.
 3. Attended at least 1 other County Council event/activity within the current 4-H year.
 - a) Events may include One Day 4-H, County Awards Banquet, County Roundup and Food Show, Food Camp, Science Night, and county-wide volunteer opportunities. This is not an inclusive list and may include additional events/activities at the discretion of the Executive committee with the guidance of the County Extension Agent.

Section 5.04 Special considerations:

- (a) Persons considering the offices of Chairman and Vice Chairman or those officers representing the County on the District 4-H Council should be willing to represent the County at District 4-H events such as the District 4-H Leadership Lab of the year installed.

Article VI. ELECTIONS- PROCEDURES

- (a) Officers shall be elected before the end of each 4-H year. Standing rules must be read and considered.
- (b) All eligible candidates (as described in Article V) will be introduced and allowed the opportunity to give a two-minute talk focusing on the candidate's 4-H experience.
- (c) During elections, a candidate can run for up to 3 offices.
- (d) The voting order for Galveston County 4-H Council Officers is Chairman, Vice Chairman, Secretary, Treasurer, Marketing and Promotion Director, Recreation Director, and Club Liaison.
- (e) Election will be by secret ballot.
- (f) A runoff will occur in case of a tie (same number of votes) or no clear majority opinion. A majority is defined as 51% or more of votes cast. Vote is then conducted between the top vote recipients. The current Council Chairman's vote shall be used as the tie-breaking vote.
- (g) Election procedures may be changed by majority vote of the Executive Committee to allow elections to proceed when circumstances do not allow for typical elections to take place, with consideration taken to keep the process as in tact as possible.
- (h) A special election may be held during the 4-H year if all positions are not filled. Eligibility requirements will be waived for the special election.

Article VII. VOTING BODY

- (a) The voting body shall consist of the Executive Committee and Voting Delegates present at the time of the vote.
- (b) Voting Delegates will be limited to 2 members per club. Voting Delegates will be determined at the beginning of each council meeting.

Article VIII. COMMITTEES

Section 8.01 Executive committee

- (a) The Executive Committee shall be composed of the Chairman, Vice Chairman, Secretary, Treasurer, Marketing and Promotion Director, Recreation Director, and Club Liaison.

Section 8.02 Standing committees

- (a) Standing Committees shall be determined by the Executive Committee and the County Extension Agent on an as needed basis. Committee membership shall consist of the Galveston County 4-H Council members.

Article IX. DELEGATES TO DISTRICT 4-H COUNCIL

- (a) Delegates shall consist of the Galveston County 4-H Council Chairman and the Vice Chairman.
- (b) In the event a delegate(s) must resign or cannot complete their term on District 4-H Council, the order of succession for council officers will be used to fill their seat.

Article X. DISTRICT 4-H COUNCIL OFFICER NOMINEES

- (a) In the event there are four (4) or more candidates running for District Council, the decision of which candidates may run will be reached through an application and interview process.

Article XI. MEETINGS

- (a) There will be not less than five meetings during the year. The Executive Committee working with the County Extension Agent will set the dates for additional meetings, as necessary.

Article XII. BYLAW AMENDMENT

- (a) These bylaws may be amended at any regular meeting of the council by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the council in writing and filed with the secretary at the previous meeting of the council. Amendments must not conflict with the basic 4-H philosophy. These amendments are effective upon the affirmative vote of the members present. Amendments will be proposed and discussed by a committee.

Article XIII. GALVESTON COUNTY 4-H FUND

- (a) The County Extension Agent - 4-H & Youth Development shall make a report at each meeting and at any other time upon request of the chairman of the council. The money shall be kept in one bank, the withdrawal of which will be supervised by the Executive Committee of Galveston County Council.
- (b) The Galveston County Council 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 XIV. GALVESTON COUNTY 4-H COUNCIL RESOLUTION

- (a) Be it resolved by the Galveston County 4-H Council that no member of the council shall consume alcoholic beverages while traveling to and from or participating in 4-H activities. In the event a Galveston County 4-H Council member violates this resolution, disciplinary action will be taken.

Article XV. FISCAL ACCOUNTABILITY

- (a) 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 XVI. DISBANDMENT

- (a) 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 owed 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.

Adopted March 28, 2023
Galveston County Council Executive Committee
Galveston County 4-H Extension Agent, Leah Stiles