



## **BASTROP COUNTY 4-H COUNCIL BYLAWS & STANDING RULES**

### **I. ARTICLE I: NAME & OBJECTIVES**

- A. The name of this organization shall be the Bastrop County 4-H Council.
- B. This shall be a nonprofit organization exclusively for the purpose of promoting 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.

### **II. ARTICLE II: MEMBERSHIP**

The Bastrop County 4-H Council membership is composed of the following:

- 1. The president and two council delegates from each 4-H club in the county
- 2. The officers of the Council
- 3. Delegates should be at least twelve years old with two (2) years of 4-H club membership.

### **III. ARTICLE III: COUNCIL OFFICERS**

- A. Officers to be elected for the Council include: President, Vice President, Secretary, Treasurer, Parliamentarian, Reporter, Historian, two District Delegates and one Alternate District Delegate.
- B. **Age requirements:** President, Vice President, Secretary, Treasurer, three District Delegates and one Alternate delegate must be fourteen by August 31st of the year they are elected.
- C. **Term of office:** Officers shall be elected annually and shall not be eligible for the same office in two consecutive full terms (with the exception of District and Alternate Delegates). The term of office for all officers shall be September 1st to August 31st of the next year.
- D. Officers shall have had at least two (2) years of club membership including the current year.
- E. No council officer should hold more than one (1) office on the council, with the exception of district delegates.
- F. President and vice president cannot be in the same family.
- G. Those wanting to run for office must fill out an application and submit it to the County Extension staff by March 15th. Officers will be elected at the April meeting for the following year.
- H. Those wanting to run for office must have submitted a recordbook the previous year and must submit one for the current year. (Summer is when county record books are due. Recordbook as defined by the Texas 4-H Program.)
- I. **Missed meetings:** Two unexcused absences are all that is allowed without the officer being replaced. An excused absence does not count against you. An excused absence is defined as a death in the family, illness, conflicting school functions or if you are participating in another approved 4-H function. Bring proof of an excused absence to the next meeting and present it to the secretary.

- J. **Mandatory Planning/Training Attendance:** It is mandatory for all Council officers to attend the annual planning meeting and the Prestige Leadership Conference. Failure to attend these two (2) events will result in the 4-H member relinquishing their Council Officer position. An excused absence does not count against you.

#### IV. **ARTICLE IV: COUNCIL OFFICER RESPONSIBILITIES**

##### A. **President**

1. Serves as chairman of the executive committee.
2. Presides at all council meetings and uses basic parliamentary procedure to conduct effective, orderly meetings.
3. Assists in developing a council meeting agenda for each meeting.
4. Contacts each person who has a part during the meeting and encourages them to be prepared.
5. Appoints committees as needed. The president is an ex-officio member of all committees.
6. Arrives at least thirty minutes before the meeting to set up room suitable for meeting and program, including setting up flags and banners, and to counsel with other officers, leaders and county agents about last minute changes to the agenda.
7. Exhibits good leadership qualities and is a role model to the members of the council and all 4-H members in the county.
8. Attends District 10 4-H Council Meetings as a delegate and acts as leader of delegation attending.(see district delegate responsibilities)

##### B. **Vice President**

1. Assists the president at council meetings.
2. Presides at meetings and performs other duties of the president in the absence of the president.
3. Becomes president if the president leaves, resigns or is relieved of office.
4. Arrives at least thirty minutes before meeting to set up room suitable for meeting and program.

##### C. **Secretary**

1. Calls the roll and keeps attendance records.
2. Reads the minutes of the last meeting.
3. Reports if a quorum is present to conduct business.
4. Keeps complete and accurate minutes of all meetings.
5. Submits a copy of the minutes to the Extension office by the Friday following the council meeting.
6. Writes and reads thank you letters, on behalf of Bastrop County 4-H Council.
7. Reads correspondence by Bastrop County 4-H Council at meetings.

##### D. **Treasurer**

1. Gives report of council's financial condition at each meeting.
2. Keeps accurate records of all receipts and expenditures of council funds.
3. Signs checks on the council account.
4. Balances 4-H Council checkbook each month.
5. Serves on the finance committee.

- E. **District Delegates** (4 total consisting of council president, 2 acting delegates and 1 alternate)
  1. Attends each district 4-H Council meeting and participates. Mandatory for delegates.
  2. Reports to the county council on district activities.
  3. Serves as a voting delegate for the county at district events.
  4. Works on district 4-H Council activities.
- F. **Parliamentarian**
  1. Is versed on parliamentary procedure and assists in maintaining order at council meetings.
  2. Provide interpretation of by-laws to council when in question.
  3. Review 4-H club by-laws and assesses whether they agree with County 4-H Council statutes.
- G. **Reporter**
  1. Writes accurate articles for news releases of county 4-H council activities
  2. Submits these articles to the county Extension office.
- H. **Historian**
  1. Maintains county 4-H scrapbook each year.
  2. Retrieves area newspapers, and photographs of 4-H events from Extension office to compile scrapbook.

**V. ARTICLE V: CLUB OFFICER POLICY**

The policy governing 4-H club officers will be set by each individual club in their by-laws. Officer responsibilities can be reviewed by requesting a copy of the club by-laws from either the 4-H Club Manager or the Bastrop County Extension Office.

**VI. ARTICLE VI: FINANCIAL MANAGEMENT**

*Note: The Extension office will not take cash. Payments must be made by money order or check only.*

- A. **Finance Committee:**  
This committee shall consist of two adult leaders, two senior 4-H Council members and the Council treasurer.
- B. A 4-H Adult Leader and the treasurer of the 4-H Council will be responsible for the signing of checks provided that both officers are not from the same club or in the same family. In this case it will move to another 4-H Adult Leader.
- C. The official review date of the 4-H Council books for the current calendar year will take place during May or June of the current 4-H year. A report on the findings of the official review will be presented at the September 4-H Council meeting.
- D. The Bastrop County 4-H Council shall not and will not be held responsible for any expenses concerning the transportation of Adult Leaders or 4-H members to any activity unless prior approval is granted by the 4-H Council.
- E. **Office Procedures:**  
*The Extension office has procedures that will be enforced for the safety of all staff and for the safety of all records. No financial transactions will take place after 4:30 p.m. No cash will be taken, only checks and money orders. The office will be locked at 5:00 p.m.; any business after 5:00 p.m. will be conducted the next day.*
- F. **District/State Contest and Event Registration on 4-H Connect:**  
The Bastrop 4-H Council partially pays for some State Contests and events (please check policy handbook for those events). The Council will continue to pay their share of these events; however, the office has a reimbursement policy for bookkeeping purposes.

*After the participant has attended the activity or event, please bring the 4-H Connect or other 4-H system registration receipt and proof the member participated in the event to the office and you will be reimbursed for the amount 4-H Council pays for that specific event. Please call the office and allow one week for reimbursement. This will insure that all best practices policies are being met. Financial transactions will not be conducted in the Extension office after 4:30 p.m. due to safety reasons. **Registration deadlines are a 4-H member's and parent's responsibility.***

**VII. ARTICLE VII: 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.

**VIII. ARTICLE VIII: MEETINGS**

The Council shall meet at least five (5) times per year with the meetings scheduled on the First Tuesday of September, October, December, February, and April. The president may call special meetings when necessary.

An additional planning meeting may be held during the month of August to organize the Bastrop County 4-H Achievement Banquet.

**IX. ARTICLE IX: QUORUM**

A quorum shall consist of one-third (1/3) of the voting members. This number shall include representatives from at least one half (1/2) of the clubs in council. A quorum must be present before any business can be conducted. Clubs may be subject to removal if they miss two council meetings.

**X. ARTICLE X: VOTING BODY & ELECTION OF OFFICERS**

Each club will have three (3) voting delegates eligible to vote at the election of Council officers. Only those candidates who have filled out an application and submitted it to the Extension staff by the March deadline will be eligible for election. The president of Council votes on a motion, or in an election, only to break a tie. All other business can be voted on by council delegates.

**XI. ARTICLE XI: COUNTY EQUIPMENT**

The equipment belonging to Bastrop County 4-H Council may only be **signed out and used** by 4-H club members, Texas Extension Education Association Clubs, Texas A&M AgriLife Extension staff and to whomever permission is granted by the Extension staff of Bastrop County.

When checking out 4-H equipment, you are responsible for the care of the equipment and for returning it to the Extension Office on date specified on sign out sheet. Equipment is checked out on a first-come, first-served basis, so make your reservation early. A deposit is required when checking out equipment. The deposit will be returned to you if the equipment is returned undamaged after being checked by an Extension Agent.

**XII. 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 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.

### **XIII. 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.

### **XIV. ARTICLE XIV: STANDING COMMITTEES**

- A. The Standing Committees shall be 4-H Week Committee, 4-H Achievement Banquet Committee, and the Fund-Raising Committee.
- B. Other Committees will be created as needed and assigned to a Bastrop County 4-H Ambassador group for planning.
- C. Standing Committee Membership shall consist of members of the assigned club or Bastrop County 4-H Ambassador group. These committees will assume their responsibilities as of September 1<sup>st</sup> of the given year.
- D. **Committee Responsibilities:**
  - 1. **4-H Week Committee** - Responsibilities include developing a plan for the county to follow throughout National 4-H Week to promote 4-H and recruit new members.
  - 2. **Banquet Committee** - Responsibilities include securing and decorating the facility and coordinating the dinner, assisting with registration.
  - 3. **Fund Raising Committee** - Responsibilities include helping plan, coordinate and implement the 4-H Cake Auction and other fund-raising activities.

### **XV. ARTICLE XV: COUNTY AWARDS**

- A. **Year Pins:**

A year pin checklist must be submitted to determine whether a Bronze, Silver, or Gold Pin will be awarded. To be eligible for a pin, members must attend fifty percent (50%) of their club meetings after they join or for the entire year. Club managers' signatures are required.
- B. **Project Pins:**

To be eligible for a Pin, members must submit a completed recordbook and attend fifty percent (50%) of their club meetings. Upon request, a 4-H member may substitute a project pin in a secondary project, if properly documented in the 4-H Recordbook. (1 project pin per year)
- C. **District & State Winners:**

All 4-H members winning 1<sup>st</sup> place at District Contests and 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place at the State level in various 4-H contests will be given an award at the 4-H Awards Banquet. Animal related (livestock, rabbit and dog) shows are not eligible for this award.
- D. **4-H Jackets:**

4-H members placing first at District or State level contest will have the opportunity to receive a County 4-H jacket. The Council will pay 100% of the cost of the 4-H Jacket. Each 4-H'er is allowed one jacket as a Junior or Intermediate 4-H member and one jacket as a senior 4-H member (for a maximum of two jackets in a 4-H member's career). Jackets will be uniform consisting of the same color scheme and style.
- E. **District & State Officers or Committee Members:**

Bastrop County 4-H members who are elected to a District or State 4-H office or committee will receive an award for their leadership roles.

It is the responsibility of the District and/or State winner to notify the Extension office of their award so that jackets or awards can be ordered. Please notify the office on or before July 1. Agents are not able to attend all District and State events, so please call the office if the 4-H member places in an event so they can receive proper recognition at the County Awards Banquet.

F. **Gold Star Award:**

The Gold Star Award is the highest county achievement award and intended to be received only once in a member's 4-H career. Counties have award quotas based on the number of senior 4-H members. The award will be presented to the most deserving young people without regard to sex. **The award recipients will be expected to attend the County Achievement Banquet.**

The following criteria for selection are the minimum requirements that must be met for Gold Star:

1. The 4-H member must be at least fifteen years of age as of August 31 of the current year.
2. The 4-H member must have completed at least three years in 4-H including the current year.
3. The 4-H member must submit an awards program recordbook in the year he or she is to be considered for the Gold Star Award, and the previous year.
4. The 4-H member must have completed projects in three different project areas, including submission of appropriate record forms, via recordbook.
5. The 4-H member must have participated in one or more activities in at least three of the following areas:

<i>*Method Demonstration</i>	<i>*Projects</i>	<i>*Project Exhibits</i>
<i>*Camps</i>	<i>*Leadership Labs</i>	<i>*Citizenship Activities</i>
<i>*Public Relations</i>	<i>*Community Service</i>	<i>*Other 4-H Activities</i>

6. The 4-H member must have exhibited leadership skills by having served as a 4-H officer or committee chairman at some level of 4-H organization (club, county, district or state), and/or having served as a Intermediate or teen leader in an activity or project with, or under the supervision of, an adult volunteer leader.
7. The 4-H member must have participated in one or more community service activities. Examples include:

*\*Working or counseling Junior 4-H members.*  
*\*Participating in community service projects.*  
*\*Motivating other 4-H members through participation in demonstrations, projects, and/or exhibits.*

**Gold Star Application:** (available at the county Extension office) must be submitted in full with the 4-H recordbook on the date announced by the Extension office in the newsletter. Winner scores will be determined by application, recordbook and interview. ONLY in extenuating circumstances and after submitting a letter of request explaining the need, a phone interview can be granted.

G. **Silver Star Award:**

This award will be presented to the senior age 4-H member that excels in their work, who is involved in at least three (3) different project areas, but does not have as much leadership and community service experience as the Gold Star recipients. Winners' scores will be determined by application, recordbook and interview. Application should be submitted with recordbook on the date announced by the Extension office in the newsletter.

H. **Bronze Star Award:**

This award will be presented to the Intermediate age 4-H member that excels in their work, who is involved in at least two (2) different project areas, and exhibits exemplary leadership and community service experience. Winners' scores will be determined by application, recordbook and interview. Application should be submitted with recordbook on the date announced by the Extension office in the newsletter.

I. **I Dare You Award:**

This award is offered as recognition of excellence in character, well balanced personal development, as well as demonstrated qualities of constructive leadership. To be eligible, the 4-H member must be at least 14 as of August 31<sup>st</sup> of the current year, complete three years in 4-H and submit completed 4-H recordbook with application on the date announced by the Extension office. Winner will be determined by application, recordbook and interview.

- J. **Outstanding County Junior & Intermediate 4-H Member Awards:**  
The selection of these awards will be based on the completed 4-H Recordbook that is submitted. **Two (2) Juniors and two (2) Intermediates will be selected.** To be eligible, 4-H members must carry two (2) or more projects and not have received the award in previous years. Applications are due as announced by Agent in the 4-H newsletter.
- K. **4-H Scholarships:**  
As information is received regarding scholarships, it will be printed in the 4-H newsletters and other 4-H media. These scholarships include the Bastrop County Texas Extension Education Association Club, Texas 4-H Foundation, Texas A&M University College of Agriculture, Pecan Auxiliary, L. F. McDonald, Bastrop County 4-H Memorial, Bastrop County Home and Community Council and Go Texan. County Scholarships - applications to be completed in FULL by due date. Applicant must submit a 4-H recordbook in order to be eligible to receive a scholarship.
- L. **Adult Leader Recognition:**  
In five (5) year increments, leaders from the Active Enrollment List will be presented with leader pins.
- M. **4-H Alumni & Friend of 4-H Awards:**  
Each Club is eligible to nominate one (1) person for 4-H Alumni and one (1) person for Friend of 4-H. These nominations are due in the Extension office on or before April 15.

**XVI. ARTICLE XVI: 4-H SWEETHEART**

- A. **Event Representation Requirements:**  
The 4-H Sweetheart will represent Bastrop County 4-H at several public events throughout the given year from September 1st through August 31st. Those events will include:
1. Bastrop Homecoming Parade or Bastrop Christmas Parade
  2. Smithville Jamboree Parade
  3. Elgin Western Day Parade
  4. 4-H Cake Auction
  5. 4-H Achievement Banquet
  6. Bastrop County Junior Livestock Show
  7. Bastrop Area Livestock Show
  8. Smithville Livestock Show and Exposition
  9. McDade Watermelon Festival Parade
- The Sweetheart must attend these events to represent 4-H. If she cannot attend, she must notify the 4-H princess two weeks prior to event. Failure of the sweetheart to attend three events will relinquish title to 4-H princess.
- B. **Qualifications:**
1. Candidate must be eleven and not over eighteen by August 31 of the current year.
  2. Candidate must be an active 4-H member for the past two years, prior to submitting Sweetheart application.
  3. Candidate must be selected or nominated by their 4-H Club.
  4. Candidate must have submitted a 4-H Recordbook on the county level the year of submitting the Sweetheart application and the previous year.
  5. Candidate must provide proof of an overall minimum seventy grade average with Sweetheart application. This may be done with a letter from your principal or with your current report card. If during her reign the Sweetheart has failing grades at report card time, the Princess will assume Sweetheart duties.

6. Candidate must complete an application and turn it in at the County Extension Office on the date of the current year as announced by the County Extension Agent.
  7. 4-H members cannot serve more than one term as 4-H Sweetheart during their 4-H career.
- C. **Selection:**
1. A panel of judges will judge the Sweetheart candidates. The judges will select a Sweetheart and a Princess.
  2. Scoring will be based on 4-H Recordbook (35%), application (35%), and interview (30%).
- D. **Awards:**
- The 4-H Sweetheart will be awarded a 4-H Jacket, a crown and leather banner. The 4-H Princess will receive a plaque and a leather banner. The crown and leather banners will be passed down from year to year, and must be returned to the Extension office in August at the end of the reign.

## **XVII. ARTICLE XVII: CONTESTS**

*Note: Bastrop County 4-H Contests will follow District and State 4-H Guidelines.*

- A. **County Roundup:**  
Consists of State Roundup contests including: Public Speaking Demonstrations or Talks, Quiz Bowls and Share the Fun. Contest age groups are determined as of August 31st of current year. In these contests, the first-place entry in the Junior, Intermediate and Senior Division in each category will advance to District Roundup. See Texas 4-H Roundup Guide for categories.
- B. **Team Judging Events:**  
A team is a group of members working together and sharing their knowledge. One may participate on an individual basis. Team members must attend fifty percent of their workshops to be on a judging team. If a team member has attended the workshops and finds out he/she will be unable to attend a contest, the adult leader or coach should immediately contact all team members so an alternate can fill the vacancy.
- C. **County Food Show:**  
An individual 4-H member enters a recipe and required paperwork by a designated date for judging. The individual then exhibits the recipe submitted at County Food Show. The 4-H'er will be judged on food exhibited and nutrition knowledge. High point awards in each age division Junior, Intermediate and Senior divisions will be awarded.
- D. **County Fashion Show:**  
An individual 4-H member submits a short description of your garment and a Fashion Show worksheet by designated date. There are fashion show divisions for buying and construction. High point awards in each age division Junior, Intermediate and Senior divisions will be awarded.

## **XVIII. ARTICLE XVIII: SPONSORSHIP OF ACTIVITIES**

- A. **County 4-H Camp:**  
Any 4-H member who is enrolled in a Bastrop County 4-H club is eligible to attend camp. Club managers and the Extension office will verify membership. Enrollment in 4-H Connect must be completed and in the Extension office by September 30th of the current 4-H year. Exception: The 4-H'er is a first-time enroller. The 4-H Council will pay the full registration cost for the required number of adult chaperones attending camp (1:8 ratio of adults to youth). Chaperones must be enrolled as a 4-H adult leader in the county and have been approved through YPS screening. Fuel cost will not be reimbursed.
- B. **District 10 Leadership Lab:**  
4-H members age thirteen (as of August 31) and older from Bastrop County may attend. 4-H Council will pay 75% of the lab costs for each participant. The Bastrop County Pecan Auxiliary offers a one (1) time scholarship to pay for a portion of a 4-H members' Leadership Lab registration fee. **Attendance is required in order to be eligible to receive sponsorship.** Applications for this scholarship are available in the Extension Office.



- C. **District 10 4-H Roundup:**  
The 4-H Council will not reimburse any registration fees or expenses for attending District Roundup competitive events.
- D. **Texas 4-H Congress:**  
Congress is for older 4-H members who are at least fifteen years of age at the time Congress is held. Congress is held in Austin in even numbered years. 4-H Council will pay 75% of the cost of 4-H Congress. **Attendance is required in order to be eligible to receive sponsorship.**
- E. **Texas 4-H Roundup:**  
The Council will pay for ½ of the cost of the registration fee for youth members attending State Roundup in College Station, Texas. Council will not pay for lodging, tours, food, parking or tee-shirts. **Attendance is required in order to be eligible to receive sponsorship.**