

# District 10 4-H Council - Bylaws

1. **Name**: The name of the organization shall be District 10 4-H Council.
2. **Purpose**: The purpose shall be to work together democratically to develop leadership; to promote and encourage 4-H Club work; and to coordinate 4-H activities in the district. This includes: planning a district community service activity, presenting at the District 10 4-H Conference, planning and implementing District 10 Leadership Lab, and assisting with District 10 Fall and Spring Round-Up.
3. **Membership**: The District 10 4-H Council membership is open to 4-H members regardless of socioeconomic level, race, color, sex, religion, disability or national origin.
  - a. **Members** - Membership is made up of three delegates from each of the 21 counties in the district and the officers of the District Council. If a delegate does not attend either meeting of the District Council, the delegate relinquishes their membership on the council for that year.
  - b. **Age** - Council members shall be at least 14 years of age and not more than 19 years of age before August 31 of the year they take office.
  - c. **Term** - Members shall be elected annually and shall be eligible to serve no more than three years.
  - d. **Alternate Delegates** - Alternates should be elected at the same time as delegates. Alternates will serve only in the event a delegate is unable to attend a council meeting. The district office must be notified prior to the meeting of the intent of an alternate to replace a delegate at any scheduled meeting.
4. **Officers**: The elected officers of the 10 District 4-H Council shall be a president, first vice-president, second-vice president, third-vice president, secretary, information chairman and parliamentarian. Any District 10 4-H member who has previously attended District 10 Leadership Lab is eligible to run for a District Office. A county is eligible for no more than two officers. The president and first vice-president must reach their 16th birthday and not have reached their 19th birthday on or before August 31 of the calendar year in which they are installed on the District Council. The president and first vice-president shall serve as delegates to the Texas 4-H Council. The second vice-president shall serve as first alternate.
5. **Term of Office**: Officers shall be elected annually. A person may be elevated to a higher office but shall not be eligible for re-election to the same office or election to a lower one. A person may not serve as an officer for more than two years. The term of office for each elected officer shall be for one year (July 1-June 30) and the election and installation of officers will take place at the District 10 Leadership Lab annually. Qualified delegates interested in seeking council office must apply to the District 10 Extension office by May 31 preceding the District 10 Leadership Lab.

6. **Annual Meeting and Election of Officers:** An annual meeting shall be held in conjunction with District Leadership Lab. Officers shall be elected and installed at this event. Nominations will be made from the floor for those who have filed for office according to guidelines in article 5. Candidates must have attended A District 10 4-H Leadership Lab prior to applying for a District 10 4-H Council office. Each candidate will present a four- minute speech on his or her qualifications. Each candidate will participate in a "meet the candidate" question and answer session in front of the voting delegates. Elections shall be by secret ballot. A majority constitutes an election.
7. **Executive Committees:** The Executive Committee shall be composed of the elected officers.
8. **Meetings:** There shall be a minimum of two meetings during the year. The Executive Committee working with District 4-H Specialist will set the dates for additional meetings, as necessary.
9. **Voting Body:** The voting body shall consist of the members as defined in Article 3.
10. **Quorum:** A quorum shall consist of 21 voting members. In this manner, 10 counties shall be represented.
11. **Advisors:** Two to three County Extension Agents appointed by the District Extension Administrator and 4-H Specialist will serve as advisors to the District 4-H Council. The agent advisors will work with the Extension Committee in planning for meetings and activities.
12. **Amendments:** These standing rules shall be read annually and may be amended by a two-thirds vote at any regular meeting. All proposed amendments or revisions must be in the district office 30 days prior to the next District 4-H Council meeting.
13. If a District 10 4-H Council member consumes or is suspected of consuming alcoholic beverages and/or drugs before or during any activity or representation of the District 4-H Council, the delegates shall be sent home at the expense of the parents and be subject to dismissal from the District 10 4-H Council.
14. **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.
15. **Dissolution Clause:** If the District 10 4-H Council disbands, all real property, including money, equipment and land becomes the property of the District 10 Extension Office for care and disposition. The last official duty of the Council shall be to transfer the Council property and turn over Council records to the District Office.

# Officer Position Descriptions and Responsibilities

- Position: **DISTRICT 10 4-H COUNCIL PRESIDENT**
- Term:
- 1 year - elected and installed at Leadership Lab
  - Not eligible for an office following term as President
  - A person may not serve as a District Council Officer for more than 2 years
- Age:
- must be at least 16 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed
- Qualifications:
- must have previously attended Leadership Lab
  - a county is eligible for no more than two officers
- Responsibilities:
- Serves as President of the Executive Committee
  - Oversees the yearly plan of Council meetings and activities
  - Appoints committees or task forces as needed
  - Works with agent advisors to develop meeting agendas
  - Presides effectively at meetings
  - Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings
  - Attends Texas 4-H Council workshops and special events
  - Presides at Fall District meeting
  - Helps train council delegates
  - Serves as a delegate to the Texas 4-H Council
  - Attends the State Fair of Texas Honor Banquet
- Application Procedure:
- Must apply to the District Extension Office by May 31 preceding District Leadership Lab
  - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
  - Held by secret ballot at Leadership Lab
  - Members may only run for this office if they selected it on their application.
  - Members from the floor cannot be added onto election ballots if they did not apply.
  - Elections will proceed as follows:
    - 1st Round - Candidates who receive the majority votes (51%) will move on to a runoff. If a single candidate receives the majority votes (51%) during the first round, no runoff will commence and member will be elected to the officer position.
    - 2nd Round - Runoff winner will be decided by popular vote (most votes). Candidate with most votes in the 2nd round will be elected to the officer position.

Position: **FIRST VICE-PRESIDENT**

Term:

- 1 year - elected and installed at Leadership Lab
- may run for President the following year, but may not be elected to another office
- a person may not serve as a District Council Officer for more than 2 years

Age:

- must be at least 16 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed

Qualifications:

- must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities:

- Assists the President
- Presides at meetings and performs other duties in the absence of the President
- Become President if the President leaves, resigns or is relieved of office
- Serves as a member of the executive committee
- Works closely with agent advisors
- Serves as a delegate to the Texas 4-H Council
- Attends Texas 4-H Council workshops and special events
- Attends the State Fair of Texas Honor Banquet
- ~~- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events.~~

Application Procedure:

- Must apply to the District Extension Office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.

Election:

- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
- Held by secret ballot at Leadership Lab
- Members may only run for this office if they selected it on their application.
- Members from the floor cannot be added onto election ballots if they did not apply.
- Elections will proceed as follows:
  - 1st Round - Candidates who receive the majority votes (51%) will move on to a runoff. If a single candidate receives the majority votes (51%) during the first round, no runoff will commence and member will be elected to the officer position.
  - 2nd Round - Runoff winner will be decided by popular vote (most votes). Candidate with most votes in the 2nd round will be elected to the officer position.

Position: **SECOND VICE-PRESIDENT**

Term:

- 1 year - elected and install at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- a person may not serve as a District Council Officer for more than 2 years

Qualifications:

- must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities:

- assists the President and 1<sup>st</sup> Vice-President
- Perform the duties of the President in the absence of the President and the 1<sup>st</sup> Vice-President
- Works closely with agent advisors
- Serves as a member of the executive committee
- Serves as first alternate to the Texas 4-H Council

Application Procedure:

- Must apply to the District Extension office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election:

- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
- Held by secret ballot at Leadership Lab
- Members may only run for this office if they selected it on their application.
- Members from the floor cannot be added onto election ballots if they did not apply.
- Elections will proceed as follows:
  - 1st Round - Candidates who receive the majority votes (51%) will move on to a runoff. If a single candidate receives the majority votes (51%) during the first round, no runoff will commence and member will be elected to the officer position.
  - 2nd Round - Runoff winner will be decided by popular vote (most votes). Candidate with most votes in the 2nd round will be elected to the officer position.

Position: **THIRD VICE-PRESIDENT**

Term:

- 1 year - elected and install at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- a person may not serve as a District Council Officer for more than 2 years

Qualifications:

- must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities:

- assists the President, 1<sup>st</sup> Vice-President, and 2<sup>nd</sup> Vice-President
- Perform the duties of the President in the absence of the President, 1<sup>st</sup> Vice-President, and 2<sup>nd</sup> Vice-President.
- Works closely with agent advisors
- Serves as a member of the executive committee

Application Procedure:

- Must apply to the District Extension office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election:

- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
- Held by secret ballot at Leadership Lab
- Members may only run for this office if they selected it on their application.
- Members from the floor cannot be added onto election ballots if they did not apply.
- Elections will proceed as follows:
  - 1st Round - Candidates who receive the majority votes (51%) will move on to a runoff. If a single candidate receives the majority votes (51%) during the first round, no runoff will commence and member will be elected to the officer position.
  - 2nd Round - Runoff winner will be decided by popular vote (most votes). Candidate with most votes in the 2nd round will be elected to the officer position.

Position: **SECRETARY**

Term:

- 1 year - elected and installed at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- a person may not serve as a District Council Officer for more than 2 years

Qualifications:

- must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities:

- Keeps the secretary's file up-to-date
- Calls the roll and checks attendance
- Reads minutes of the last meeting
- Keeps complete and accurate minutes of all meetings
- Sends copies of minutes to the District Extension Office for distribution within 10 days of each meetings
- Reads letters of information or any other correspondence to the group
- Writes letters and thank you notes on behalf of the council
- Works closely with agent advisors
- Serves as a member of the executive committee

Application Procedure:

- Must apply to the District Extension office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election:

- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
- Held by secret ballot at Leadership Lab
- Members may only run for this office if they selected it on their application.
- Members from the floor cannot be added onto election ballots if they did not apply.
- Elections will proceed as follows:
  - 1st Round - Candidates who receive the majority votes (51%) will move on to a runoff. If a single candidate receives the majority votes (51%) during the first round, no runoff will commence and member will elected to the officer position.
  - 2nd Round - Runoff winner will be decided by popular vote (most votes). Candidate with most votes in the 2nd round will be elected to the officer position.

Position: **INFORMATION CHAIRMAN**

Term:

- 1 year - elected and installed at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- a person may not serve as a District Council Officer for more than 2 years

Qualifications:

- must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities:

- Submits interesting reports and photographs of council or district activities to local newspapers, radio stations and television stations
- Works closely with agent advisors
- Serves as a member of the executive committee
- Helps with posting District information to all social media platforms

Application Procedure:

- Must apply to the District Extension office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election:

- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
- Held by secret ballot at Leadership Lab
- Members may only run for this office if they selected it on their application.
- Members from the floor cannot be added onto election ballots if they did not apply.
- Elections will proceed as follows:
  - 1st Round - Candidates who receive the majority votes (51%) will move on to a runoff. If a single candidate receives the majority votes (51%) during the first round, no runoff will commence and member will be elected to the officer position.
  - 2nd Round - Runoff winner will be decided by popular vote (most votes). Candidate with most votes in the 2nd round will be elected to the officer position.

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Position: **PARLIAMENTARIAN**

Term: - 1 year - elected and installed at Leadership Lab  
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office

Qualifications: - must have previously attended Leadership Lab  
- a county is eligible for no more than two officers

Responsibilities: - Keeps order at council meetings, follows 4-H Parliamentary Procedure Guidelines  
- Assist in training the other officers in their duties and in parliamentary procedures  
- Makes parliamentary rulings during the business portion of meetings  
- Works closely with agent advisors  
- Serves as a member of the Executive Committee

Application Procedure: - Must apply to the District Extension office by May 31 preceding District Leadership Lab  
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election: - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election  
  
- Held by secret ballot at Leadership Lab  
  
- Members may only run for this office if they selected it on their application.  
  
- Members from the floor cannot be added onto election ballots if they did not apply.  
  
- Elections will proceed as follows:

- 1st Round - Candidates who receive the majority votes (51%) will move on to a runoff. If a single candidate receives the majority votes (51%) during the first round, no runoff will commence and member will be elected to the officer position.
- 2nd Round - Runoff winner will be decided by popular vote (most votes). Candidate with most votes in the 2nd round will be elected to the officer position.