Brazoria County 4-H Council
Standing Rules

Article I
The name of this organization shall be the Brazoria County 4-H Council. The Brazoria County 4-H council is an advisory committee which assists in making and executing plans on a county basis. Such a council is responsible to the clubs it represents and to the County Extension Agents. A County Extension Agent serves as an adviser to the County 4-H council. The purpose shall be to promote and encourage 4-H work and to coordinate 4-H club activities in the county. 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.

Article II
The membership of the Brazoria County 4-H Council shall consist of the President, Council delegate and Vice President from each 4-H club in the county and the officers for the Council. Alternates selected by clubs can serve as delegates in their absence. All members must re-enroll and have a current active membership status on 4-H CONNECT each 4-H year. All members will be required to pay a $20.00 Texas 4-H participation fee on or before October 31st annually, or a $25.00 participation fee after October 31st.

Article III
The officers of the Council shall be Chairman, 1st Vice Chairman, 2nd Vice chairman, District Council Delegate, Secretary, Reporter, Parliamentarian, and Treasurer. These officers shall constitute the Executive Committee.

Duties of the president shall be
1. to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
2. to appoint standing and special committees.
3. to serve as an ex-officio member of each committee, except the nominating committee. to serve as delegate of the club to the County 4-H Council.

Duties of the first vice-president shall be
1. to assist the president.
2. to perform the duties of the president in the absence of that officer.
3. to serve as chairman of the program committee.
4. to help plan all club educational programs one year in advance.

Duties of the second vice-president shall be
1. to assist the president.
2. to perform the duties of the president in the absence of the president and first vice-president.
3. to serve as chairman of the creation/social committee.
4. to help plan recreation and refreshments for each club meeting and plan special social events of the club.

Duties of the council delegate shall be
1. to assist the president.
2. to perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
3. to serve as chairman of the membership committee.
4. to help enroll members into the club and be in charge of promotion and recruitment of new members.

Duties of council delegate(s) shall be
1. to serve as delegate to the District 4-H Council.
2. to keep the club informed of district 4-H activities and assist in the coordination of local and county activities.
3. to encourage all 4-H members to become involved in district 4-H activities.

Duties of the secretary shall be
1. to keep a full and correct record of all proceedings of the club.
2. to have charge of club correspondence.
3. to keep the roll and read the minutes at each meeting.

Duties of the treasurer shall be
1. to help prepare a budget for approval by the club.
2. to receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
3. to keep an accurate record of the receipt and expenditures of all funds.
4. to present a financial statement when requested to do so.
5. to serve as chairman of the finance committee.

Duties of the reporter shall be
1. to report activities of the club to local news media.
2. to report activities to the county Extension agent and/or in the county 4-H newsletter.

Duties of the parliamentarian shall be

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating
1. to provide advice to the presiding officer on parliamentary procedure.
2. to instruct members in correct parliamentary procedure.

Article IV
Officers shall be elected annually and shall not be eligible for the same office more than one term. Officers may serve on Council for successive years by being elected to a higher office. (see ranking in section IV above). To be eligible for office members must have one year of experience on Council as Club President, Vice President or Council Delegate. Officers take office after installation during the annual Awards Program.

To be eligible to serve as Council 1st Vice-Chairman, 2nd Vice Chairman, District Council Delegate, Secretary, Reporter, or Parliamentarian members must be at least 14 years of age prior to September 1st of the year in which they serve. Chairman must be 15 years old prior to September of the year in which he/she serves and be currently serving or previously served a term as a county council officer. Treasurer may be an Intermediate or Senior 4-H member. District Council Delegate must be 16 years or younger for the term year.

Article V
Club representatives shall give oral reports on their club activities at each meeting. Officers shall be elected at the May meeting from the current council membership, who meet the requirements as set forth in article IV. Officers shall be elected by the current membership. Election shall be by secret ballot. A majority constitutes an election. Only three delegates from each club and council officers are eligible to vote.

Regular meetings of this organization shall be held on the fourth Monday of each month, excluding the months of June, July, and August. The November and December meetings will be combined. The Executive committee will meet in August and December.

Article VI
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.

The order of business for regular meetings is:
- Call to order
- Inspirational
- 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 VII
In the event that 4-H in Brazoria County dissolves, a Brazoria County 4-H Dissolution Committee will be appointed. Members of this committee will represent Council and BALPA and will be composed of seven (7) members: Three (3) Council and four (4) ALPA representatives. The committee will make recommendations to disperse 4-H assets and will make recommendations to the joint body of Council and ALPA. The final decision will be made by Council and ALPA jointly.

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