

MONTGOMERY COUNTY 4-H COUNCIL
PROPOSED 2016 - 2017 STANDING RULES
EFFECTIVE September, 2016

ARTICLE I: NAME AND OBJECTIVES

- Section 1. The name of this organization shall be the Montgomery County 4-H Council.
- Section 2. The objectives of the organization shall be:
- (a) to provide learning situations for the development of leadership, responsibility and effective citizenship.
 - (b) to promote and encourage 4-H work and to coordinate 4-H activities in the county and local 4-H clubs.
 - (c) to provide information and training in other 4-H projects and activities as members interests dictate.
 - (d) to help each member experience personal growth & achievement as well as be of service to others.

ARTICLE II: MEMBERSHIP

- Section 1. Membership in this organization shall be open to any youth who have reached 8 years of age and entered the third grade or 9 years of age and have not reached their 19th birthday before August 31st of the current 4-H year who reside in Montgomery County irrespective of socioeconomic level, race, color, sex, religion, disability, or national origin.
- Section 2. Membership shall consist of two voting delegates from each local 4-H club who are currently enrolled with the Extension Office.
In the event a regularly elected voting delegate cannot serve, an alternate may be selected by the local club concerned with that alternate having all rights and privileges of a regularly electing voting delegate.
- Section 3. The term of office of County Council 4-H members shall be from June 1 of the current year to May 31 of the next year.
- Section 4. Members are not required to pay registration dues.

ARTICLE III: OFFICERS AND ELECTIONS

- Section 1. The officers of the Montgomery County 4-H Council shall be: Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, Secretary, Treasurer, Parliamentarian, Historian, and a Public Relations Chairman.
- Section 2. Officers shall be elected annually & shall serve a term of one year beginning June 1st and shall not be eligible to the same office for more than two consecutive years. Any person appointed to fill an unexpired term may be eligible for the

same office the following year. The outgoing Chairman may become the council parliamentarian or the Parliamentarian may be elected along with the other officers.

- Section 3. To be eligible to run for office candidates must have attended 50% of the meetings from August to March. They do not have to attend as a voting delegate of their club.
- Section 3. Each council member wishing to run for office will need to complete a nomination form and submit it two weeks prior to the April meeting and prepare a speech for officer elections to be held in April.
- Section 5. There shall only be two officers from any one club. This by-law will be suspended if there are not enough candidates to complete the officer slate.
- Section 4. The officers elected and the County Advisor of the council and **County Extension Agent** shall constitute an executive committee.
- Section 5. Any vacancies occurring in an office shall be filled by the executive committee.
- Section 6. Elections will be held by secret ballot.
- Section 7. A runoff is between the top two candidates or additional candidates in case of a tie.

ARTICLE IV: DUTIES OF OFFICERS

- Section 1. Duties of the Chairman shall be:
- (a) to preside at all meetings of the council, enforce the standing rules, and exercise supervision over the affairs of the council.
 - (b) to appoint standing & special committees
 - (c) serve as an ex-officio member to all committees, except the nominating committee
 - (d) to work cooperatively with executive committee and county advisor to plan meeting agendas and conduct effective and timely meetings
 - (e) to keep the council informed of county 4-H events and assist in coordination of local and county activities
 - (f) to encourage all 4-H members to become involved in county 4-H activities
 - (g) represents the interest of the council whenever needed
 - (h) May serve as a delegate to the District 4-H Council
- Section 2. Duties of the 1st Vice-Chairman shall be:
- (a) to assist the chairman
 - (b) to perform the duties of the chairman in his/her absence
 - (c) serve as the chairman of the program committee working with the executive committee to plan/secure programs.
 - (d) assist in preparing council program plans for all club educational programs

- at least one year in advance
- (e) meet and greet guest speakers and introduce them to the council or have a committee member do so
- (f) Represents the council when asked by the chairman
- (g) May serve as a delegate to District 4-H Council

Section 3. Duties of the second Vice-Chairman shall be:

- (a) to assist the chairman
- (b) to perform the duties of the president in the absence of the chairman and first vice-chairman
- (c) serve as chairman of the recreation committee (work with the county advisor)
- (d) to plan recreation and refreshments for each club meeting and plan social events of the club

Section 4. Duties of the Secretary shall be:

- (a) to keep a full & correct record of all club proceedings
- (b) to have charge of club correspondence
- (c) to keep the roll & read the minutes at each meeting
- (d) informs the chairman of unfinished business
- (e) maintains the roll and other records for the council as directed by the chairman or the standing rules

Section 5. Duties of the Treasurer shall be:

- (a) to prepare a budget for approval by the council
- (b) to receive, hold and pay out all moneys of the club as designated by the adopted budget
- (c) keep an accurate record of the receipts and expenditures of all accounts of the club and give financial report at each club meeting
- (d) checks will be signed by the treasurer and the county advisor. Should these persons be from the same family, the chairman will appoint another adult from a different family to serve as co-signor
- (e) serve as chairman of the finance committee
- (f) club records will be audited by the finance committee no later than August 31 of the current 4-H year and submit written statement to the club at its September meeting summarizing all accounts of the club. This statement shall reflect the name of the financial institution in which funds are on deposits, account numbers, discrepancies in the accounts, if any, and the action taken to correct them, and the final account balance. A copy of this report & August bank statement shall be submitted to the County 4-H office in September to be put in council files and for IRS verification purposes.

Section 6. Duties of the Parliamentarian shall be:

- (a) to provide advice to the presiding officer on parliamentary procedure
- (b) to instruct members in correct parliamentary procedure
- (c) assist the chairman in maintaining order at club meetings

Section 7. Duties of the Historian shall be:
(a) to develop and implement a scrapbook of the council events that are held during the current council year
(b) assist in whatever the chairman assigns for them to do

Section 8. Duties of the Public Relations Chairman shall be:
(a) collects information about clubs, groups, and activities sponsored by the council for use in news stories
(b) helps promote mass media coverage of 4-H events
(c) helps tell the 4-H story to various audiences
(d) submit short article on club happenings to the 4-H office for inclusion in the 4-H Focus newsletter

Section 9. Failure to perform duties of office or missing more than three meetings of the council shall constitute ground for removal and replacement by the executive committee.

ARTICLE V: COUNTY ADVISOR DUTIES

Section 1. Duties of the County Advisor shall be:
(a) to be responsible for the overall year's program of the council
(b) to work with the executive committee, and other committees to see that the council's program and activities are well planned and executed
(c) to work with other adult leaders to coordinate local and county activities
(d) to keep the best interests of each member foremost in the plans of the club
(e) to submit required materials to the 4-H office by designated deadlines

Section 2. It is the responsibility of the adult county advisor to carry out the assigned responsibilities that he or she has accepted. 4-H volunteers are expected to conduct themselves in both public and private life in a manner that can be considered a good example for youth. This includes appropriate dress, correct use of language and moral conduct in accordance with the generally recognized standards of our society. Violation of this conduct will result in the volunteer being removed from his/her duties as a 4-H volunteer.

ARTICLE VI: MEETINGS

Section 1. Regular meeting of this council shall be held on the Fourth (4th) (1st, 2nd, 3rd, etc.) Monday (day of week) of each month at the County Extension Office in Conroe, Texas beginning at 7:00 p.m. (time). Meetings will be held from August through the month of May.

Section 2. Special meetings may be called by the County Advisor or the Chairman.

ARTICLE VII: PROCEDURE

Section 1. "Roberts Rules of Order, Revised" shall be the accepted authority on all matters pertaining to parliamentary procedure that are not specifically covered in the

council standing rules.

Section 2. These rules may be amended by majority vote of the members present and voting at any regular meeting of the Montgomery County 4-H Council. Members shall be notified in writing at least seven days before the date on which the amendment is to be enacted.

Section 3. Order of Business
Call to order
Roll Call
Introduce new members and guests
Reading & approval of minutes
Reports - officers, committees, project groups, special activities, advisor, etc.
Unfinished business
New business
Program
Adjournment
Recreation

**ARTICLE VIII: MONTGOMERY COUNTY 4-H COUNCIL
RESOLUTION**

Section 1. Be it resolved by the Montgomery 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 Montgomery County 4-H council member violates this resolution, disciplinary action will be taken by the executive committee and the county advisor.

ARTICLE IX: COUNCIL DISSOLUTION

Section 1. Upon the dissolution of the club, all real property, including money, equipment and land, shall become the property of the Montgomery County Extension Office for care and disposition. The last official duty of the county advisor shall be to transfer club property and turn over club records to the County Extension Office within 30 days of the time the club is dissolved.