



Kendall County 4-H Horse Club Bylaws

ARTICLE I: Name and Objectives

Section 1.

The name of this organization shall be the KENDALL COUNTY 4-H HORSE CLUB.

Section 2.

This shall be a nonprofit organization for the purpose of promoting education through 4-H club work. Tax I.D. Number—46-1480154.

Section 3. The objectives of this organization shall be:

- i. To provide learning situations for the development of leadership, responsibility, and effective citizenship.
- ii. To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
- iii. To provide information and training in other 4-H activities as members' interests dictate.
- iv. To help each member experience personal growth and achievement, as well as be of service to others.

Section 4.

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.

Section 5.

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.

Section 6.

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.

Section 7.

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: MEMBERSHIP

- Section 1.** Membership in this organization shall be in compliance with the age and grade requirements as stated in the Texas 4-H Youth Development Program Rules and Guidelines.
- Section 2.** New members must be enrolled annually through 4-H CONNECT and be approved as an active member. All members must re-enroll annually.
- Section 3.** All members are required to pay the minimum state – level participation fees of \$20.00 on or before October 31st, or pay \$25.00 on or after November 1st.
- Section 4.** All members should conduct at least one project, and then complete and turn in a project record form or appropriate paperwork.

ARTICLE II: Membership

Section 1.

The Kendall County 4-H Horse Club primarily serves persons living in Kendall County and the majority of the membership will come from this county. However, youth residing in neighboring counties may be eligible for membership in the Kendall County 4-H Horse Club provided they apply for across county line membership with the County Extension Agent. Members may only be a 4-H member in one U.S. county during a given 4-H year. Youth may not be a member in two counties or two states simultaneously.

Section 2.

Membership in this organization shall be open to all youth who have reached 8 years of age and are entering the third grade and have not reached their 19th birthday before August 31 of the current 4-H year regardless of socioeconomic level, race, color, sex, national origin or disability.

Youth who have not reached 8 years of age and have not entered the third grade before August 31 of the current 4-H year shall be “Clover Kid” members who may participate and compete only in designated countywide activities.

New members must enroll on 4-H Connect and designate the Horse Club and Horse Project.

Section 3.

Youth members are not required to pay dues, but will be expected to participate in fund raising activities of the club. Fund raising may include a member donation drive. Youth members may be required to pay an annual Arena Fee for arena insurance, maintenance, and other items.

Section 4.

Youth Members are encouraged to submit a Recordbook or Project Record Keeping Form each year.

ARTICLE III: Youth Officers and Elections

Section 1.

The youth officers of the club shall be a president, vice-president, council delegate, recording secretary, social secretary, treasurer, reporter, and parliamentarian. All members in good standing who are 14 years of age or older (as of August 31 of the year the officer will serve) may serve as an officer.

Section 2.

Officer elections shall be set at a Club meeting in either April or May. Officers shall be either self nominated or nominated by youth members prior to election. All candidates will be required to give a campaign speech to the election vote. Officers shall serve for a term of one year beginning in June, and can serve no more than two consecutive years in the same office. Any person appointed to fill an un-expired term may be eligible for the same office the following year.

Section 3.

The officers of the club shall constitute an executive committee.

Section 4.

Any officer position that becomes vacant shall be filled by a general election of the youth members.

Section 5.

The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

Section 6.

Club members 11 – 13 years of age (as of August 31 of the year the officer will serve) may hold junior officer positions, which may parallel the officer positions except for council delegate. The number of junior officers for each year will be decided annually by the Adult Round Table Board of Directors. Candidates for Junior Officer must submit a letter to the Club's Adult Co-Managers (the President and Vice President) stating the desire to serve as well as the qualifications for serving. All candidates will be required to give a campaign speech to the Club at the April meeting. The Club youth members will vote for the slate of candidates as a whole at the May meeting. Junior officers may serve multiple terms.

ARTICLE IV: Duties of Youth Officers

Section 1.

Duties of the president shall be:

- a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
- b) to appoint standing and special committees.
- c) to serve as delegate of the club to the County 4-H Council.
- d) to help enroll members into the club and be in charge of promotion and recruitment of new members.
- e) to serve as a non-voting delegate to the Round Table Board, under the guidance of a Round Table Board member.

Section 2.

Duties of the vice-president shall be to:

- a) Assist the president.
- b) Perform the duties of the president in the absence of that officer.
- c) To help plan club meeting educational programs.
- d) to serve as delegate of the club to the County 4-H Council.
- e) to serve as a non-voting delegate to the Round Table Board, under the guidance of a Round Table Board member.

Section 3.

Duties of council delegate(s) shall be to:

- a) Serve as delegate to the County 4-H Council.
- b) Keep the club informed of county 4-H activities and assist in the coordination of local and county activities.
- c) Encourage 4-H members to become involved in county 4-H activities.
- d) Serve as a non-voting delegate to the Round Table Board, under the guidance of a Round Table Board member.

Section 4.

Duties of the recording secretary shall be to:

- a) Keep a full and correct record of all proceedings of the club.
- b) Keep the roll and read the minutes at each meeting.
- c) To serve as a non-voting delegate to the Round Table Board, under the guidance of a Round Table Board member.

Section 5.

Duties of the social secretary shall be to:

- a) Assist with club correspondence.
- b) To serve as a non-voting delegate to the Round Table Board, under the guidance of a Round Table Board member.

Section 6.

Duties of the treasurer shall be to:

- a) Help prepare a budget for approval by the club.
- b) Assist and learn about accurate record keeping of receipt income and expenditures of all funds.
- c) Present a treasurer's report at each meeting.
- d) Serve as a non-voting delegate to the Round Table, Round Table Board, under the guidance of a Round Table Board member.

Section 7.

Duties of the reporter shall be to

- a) Report activities of the club to the news media.
- b) Assist with internal club communications including but not limited to a newsletter, website, and telephone hotline.
- c) Report club activities to the County Extension Agent and/or the county 4-H newsletter.
- d) Serve as a non-voting delegate to the Round Table Board, under the guidance of a Round Table Board member.

Section 8.

Duties of the parliamentarian shall be to:

- a) Provide advice to the presiding officer on parliamentary procedure.
- b) Instruct members in correct parliamentary procedure.
- c) Serve as a non-voting delegate to the Round Table Board, under the guidance of a Round Table Board member..

Section 9.

Duties of junior officers shall be to:

- a) Assist the president and other officers.
- b) Perform the duties of the officers in their absence.
- c) Help plan recreation and refreshments for each club meeting and plan special social events of the club.

ARTICLE V: Adult Round Table Board and Duties

Section 1.

An adult governing entity, called the Round Table Board shall be responsible for the business, legal and fiduciary responsibilities of the club based upon input from the membership. This board will be limited to persons living in Kendall County. However, adults who reside in a neighboring county may serve on this board provided at least one of their children is a member in the Horse Club. The Round Table Board shall comprise:

- a) President serving for a term of one year beginning in June. The President may serve three consecutive terms and may serve multiple terms on the Round Table Board. The President shall serve as one of two Club Co-Managers who will be responsible for overseeing the day-to-day operations of the club including the delegation and assignment of duties to other board members or adult leaders as needed.
- b) Vice President serving for a term of one year beginning in June. The Vice President may serve three consecutive terms and may serve multiple terms on the Round Table Board. The Vice President shall serve as one of two Club Co-Managers who will be responsible for overseeing the day-to-day operations of the club including the delegation and assignment of duties to other Board members or adult leaders as needed.
- c) Treasurer serving for a term of one year beginning in June. The Treasurer may serve three consecutive terms on the Round Table Board and may serve multiple terms on the Round Table Board.
- d) Secretary serving for a term of one year beginning in June. The Secretary may serve three consecutive terms on the Round Table Board and may serve multiple terms on the Round Table Board.
- e) Other Round Table Board members serving a term of one year beginning in June. The number of Board members will be determined annually by the Board. Board members may serve multiple terms on the Round Table Board.

Adult volunteers shall be eligible for office and must meet the following eligibility requirements:

- a) Enroll annually as an adult volunteer on 4-H Connect
- b) Pass a criminal background check through 4-H Connect annually and pay any fees involved.
- c) Successfully complete as a rider or non-rider the TAMU horsemanship training clinic or other horsemanship and/or horsemanship safety-training program approved by the Club.
- d) Successfully serve as a Committee Chair for one term. Service in other 4-H Clubs may fulfill this requirement.

Eligible Round Table Board members shall be nominated at the Club meeting at the same time as youth officers and elected as a slate at large by members. Those elected board members shall appoint the President, Vice-President, Treasurer and Secretary, which shall comprise the Executive Board.

Section 2.

Duties of the President and Vice President, the Club Co-Managers shall be to:

- a) Direct the overall program of the club.
- b) Serve as close advisors and leaders along with the club officers and ensure activities are well planned and executed.
- c) Work closely with County Extension Agents and other adult volunteers to coordinate local and county activities.
- d) Provide an agenda with time limits for Round Table Board meetings.
- e) Sign checks.
- f) Potentially serve on the Kendall County Youth Agriculture and Equestrian Center Board.

Section 3.

Duties of the Treasurer shall be to:

- a) Help prepare a budget for approval by the Round Table Board.
- b) Receive, record, deposit and payout all monies of the Club.
- c) Sign checks.
- d) Potentially serve on the Kendall County Youth Agriculture and Equestrian Center Board.

Section 4.

Duties of the Secretary shall be to:

- a) Keep accurate minutes of Round Table Board meetings.
- b) Distribute copies of minutes to Board members and make copies available to all members.
- c) Keep a list of active members.
- d) Keep a list of all committees of the club.
- e) Carry on all necessary correspondence including writing thank you notes.
- f) Sign checks.
- g) Potentially serve on the Kendall County Youth Agriculture and Equestrian Center Board.

Section 5.

Duties of the Round Table Members shall be to:

- a) Be responsible for planning, directing, and implementing club activities and programs as assigned by the Club Co-Managers.
- b) Work closely with club Co-Managers to coordinate their projects with other club activities.
- c) Work as a mentor with any club officers to assist them with specific projects and activities and help them set and achieve personal goals as related to 4-H ideals and objectives.
- d) Encourage and allow for maximum student leadership opportunities.
- e) Serve as a voting member on the Round Table Board.
- f) Potentially serve on the Kendall County Youth Agriculture and Equestrian Center Board.

Section 6.

The Round Table Board may appoint an unlimited number of leaders in specific project or activity areas such as and not limited to finance, membership, program, social, community service, education, internal club communication, horse judging, horse bowl, drill team, rodeo, horse show, grounds, maintenance, concession stand, scholarship, arena director, fund raising, and community relations. Leaders may serve multiple consecutive terms with approval of the Board. Candidates must enroll annually on 4-H Connect and pass an annual criminal background check (candidate shall pay any fees involved). Duties of the Project Leaders shall be to:

- a) Assist in the implementation of activities and programs as assigned by the Club Co-Managers.
- b) Work closely with club Co-Managers to coordinate their projects with other club activities
- c) Work as a mentor with club officers or other club members as designated by the Club Co-Managers or Round Table Board in order to assist these officers and members with specific projects and activities and help them set and achieve personal goals as related to 4-H ideals and objectives.
- d) Encourage and allow for maximum student leadership opportunities.
- e) Provide reports on projects and activities either in writing or in attendance at a Round Table Board meeting as requested by Club Co-Managers or Round Table members.

ARTICLE. VI: Apportionment of Decision Making

Section 1.

Decisions of the Round Table Board shall include:

- a) Maintenance and improvement of horse club property (including, but not limited to the grounds, arenas, stalls, tractors, and other equipment.
- b) Use of all facilities and the setting of fees, scheduling and rules.
- c) Expenditures for fund raising.
- d) Securing funding, including financing, for capital improvements.
- e) Appointment of committees.
- f) Expenditures for educational events.
- g) Determining educational event dates pending the approval from the membership.
- h) Determining fund raising events and their dates.
- i) In conjunction with AgriLife Extension agents, expulsion of club officers due to unbecoming conduct.
- j) In conjunction with AgriLife Extension agents, expulsion of Round Table Board members due to unbecoming conduct or failure to fulfill duties and obligations as a board member.

Section 2.

- a) An annual meeting in August for all board members will require attendance. At least 30 days notice of the meeting date shall be provided to members.
- b) A simple majority shall constitute a quorum of the Round Table Board. Voting shall be decided by simple majority.
- c) When needed, voting may be done by email and/or mailed correspondence including all board members.

Section 3.

Decisions of the youth club members shall be limited to

- a) Approval of educational event dates
- b) Approval of social activities and dates
- c) Election of youth club officers
- d) Election of Round Table Directors

Section 4.

Decisions of the County Extension Agent-Agriculture or Family and Consumer Sciences shall be limited to:

- a) Interpretation of official 4-H rules and regulations, including but not limited to national, state, district, and county rules and regulations.
- b) Determination of club member eligibility as a 4-H club member and for extracurricular activities.
- c) Recommendation of expulsion of Round Table Board members due to unbecoming or unethical conduct

Section 5.

Decisions of the Round Table are final, except where law prohibits the same or such decision is in conflict with official 4-H rules and regulations.

Section 6.

Decisions of the Round Table and members cannot be retroactive.

ARTICLE VIII: PROCEDURE

Section 1. 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.

Section 2. The order of business for regular meeting is:

- Call to order
- Inspirational
- Roll call
- Reception for new members and recognition of quests
- Reading and approval of minutes
- Reports – officers, committees, project groups, special activities, leaders
- Unfinished business
- New business
- Program
- Adjournment
- Closing
- Recreation

This order of business may be altered for the convenience of a speaker giving the program.

ARTICLE IX: FISCAL ACCOUNTABILITY

Section 1: 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 X: 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.

ARTICLE XI: 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. These amendments are effective upon the affirmative vote of the members present.