

4-H Club Bylaws

McLennan County Sharp Shooters

Adopted December 2007 **Updated** September 2011

ARTICLE I: Name and Objectives

- Section 1. The name of this organization shall be Sharpshooters 4-H Club
- Section 2. This shall be a nonprofit organization for the purpose of promoting Shooting Sports education through 4-H club work.
- 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.

ARTICLE II: Membership Section

- Section 1. Membership in this organization shall be open to all youth who have reached 8 years of age and have entered the third grade and have not reached their 19th birthday before September 1 of the current 4-H year, regardless of socioeconomic level, race, color, sex, national origin or disability.
- Section 2. New members must complete 4-H Enrollment and pay the participation fee before being accepted into membership of the club. All members must re-enroll and have a current active membership status on 4-H Connect each 4-H year.
- Section 3. Members will be expected to participate in fund raising activities of the club.
- Section 4. 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.
- Section 5. The voting body shall consist of Sharpshooter 4-H club members. Membership is defined in Section 1 and Section 2

ARTICLE III: Officers and Elections

- Section 1. The officers of the club shall be a president, first vice-president, secretary and treasurer. Offices of second vice-president, third vice-president, council delegate and reporter shall be filled as desired, needed and as club membership allows.
- Section 2. Officers shall be elected annually at the May club meeting which is the last club meeting of the year.
- Section 3. Members may self nominate to any position to which they are eligible and may also cast a vote for themselves for that position.
- Section 4. All officers must attend at least 7 of the 9 club meetings and perform their duties at the attended meetings. In their absence, it is that officer's responsibility to insure that someone fulfills their office at the missed meeting. Failure to perform duties of elected office may result in the election of a member to fill the position.
- Section 5. The president may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

- Section 1. Duties of the president could include
- (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 an ex-officio member of each committee, except the nominating committee.
 - (d) to serve as delegate of the club to the County 4-H Council.
- Section 2. Duties of the first vice-president (in charge of programs) could include
- (a) to assist the president.
 - (b) to perform the duties of the president in the absence of that officer.
 - (c) to serve as chairman of the program committee.
 - (d) to help plan all club educational programs one year in advance.
- Section 3. Duties of the second vice-president (in charge of programs) could include
- (a) to assist the president.
 - (b) to perform the duties of the president in the absence of the president and first vice-president.
 - (c) to serve as chairman of the creation/social committee.

- (d) to help plan recreation and refreshments for each club meeting and plan special social events of the club.

Section 4. Duties of the third vice-president (in charge of programs) could include

- (a) to assist the president.
- (b) to perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
- (c) to serve as chairman of the membership committee.
- (d) to help enroll members into the club and be in charge of promotion and recruitment of new members.

Section 5. Duties of council delegate(s) could include

- (a) to serve as delegate to the County 4-H Council.
- (b) to keep the club informed of county 4-H activities and assist in the coordination of local and county activities.
- (c) to encourage all 4-H members to become involved in county 4-H activities.

Section 6. Duties of the secretary could include

- (a) to keep a full and correct record of all proceedings of the club.
- (b) to have charge of club correspondence.
- (c) to keep the roll and read the minutes at each meeting.

Section 7. Duties of the treasurer could include

- (a) to help prepare a budget for approval by the club.
- (b) to receive, hold and pay out all monies of the club as designated by the adopted budget.
- (c) to keep an accurate record of the receipt and expenditures of all funds.
- (d) to present a financial statement when requested to do so.
- (e) to serve as chairman of the finance committee.

Section 8. Duties of the reporter could include

- (a) to report activities of the club to local news media, newspapers, etc.
- (b) to report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 9. Duties of the armorer could include

- (c) Inventory of club equipment
- (d) Oversee maintenance and cleaning of club equipment

ARTICLE V: Leaders and Duties

Section 1. Duties of the club managers could include

- (a) to be responsible for the overall year's program of the club.

- (b) to work closely with county Extension agents and other adult volunteers to coordinate local and county activities.
- (c) to keep the best interests of each member foremost in the plans of the club.

ARTICLE VI: Committees and Duties

Section 1. Committees and/or duties will be appointed as needed depending on the size of the club in the areas of Finance, Membership, Program, Social, Community Service, or other areas as needs arise.

Section 2. Duties of the standing committees could include

- (a) Finance - the finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects and purchasing equipment during the year. All purchases will be voted on by club at regularly scheduled club meetings and requires a majority vote.
- (b) Membership - The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.
- (c) Program - The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
- (d) Social - The social committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.
- (e) Community Service - The community service committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefiting the community and county.

Section 3. Other committees may be named as the need arises.

ARTICLES VII: Meetings

Section 1. Regularly scheduled club business/project meetings will be held on the Second Monday of the Month at 6:00 p.m. , place to be announced prior to each meeting. The First and Third Mondays of each month will be practice days, usually at Chandlers Gun Range at 6:00 p.m.

Section 2. Special meetings may be called by the president.

Section 3 A meeting agenda must be posted seven days prior to the clubs regularly scheduled club meeting. If no agenda is posted seven days prior to the clubs regularly scheduled meeting, no new business may be conducted

Section 4. Voting on business or other situations arising between regularly scheduled business meetings can be conducted at Practice times or via e-mail if the information to be voted on is clearly communicated and a time frame provided in which to vote if the vote is to be conducted via e-mail.

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 meetings is:

- Call to order
- Inspirational
 - a) Pledge of Allegiance
 - b) 4-H Motto
 - c) 4-H Pledge
 - d) Prayer (led voluntarily by a club member)
- 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 IX: Club Rules

- Section 1. (a) A liability release form must be filled out by any member or non-member that chooses to participate, practice, or visit the Shooting Sports Project. A completed copy of the release of liability form will be on file with the club manager, and at the McLennan Co. Extension Office.
- (b) Any child under the age of 16 must be accompanied by an adult at all times.
- (c) All people must wear closed shoes and long pants.
- (D) Any 4-H members or volunteer that does not follow range rules or is careless with any firearms after giving to warning will be banned from activities for two weeks.
- (E) Any 4-H member or volunteer who threatens to harm another will leave indefinitely.
- (F) All members are required to take a gun safety course.
- (G) All equipment purchased by the club belongs to the Sharp Shooters 4-H Club.

ARTICLE X: Club Disbandment

Upon the disbandment of the club, any equipment purchased with grants from the NRA, or TRA will be transferred to the State 4-H Shooting Sports Committee for re-issue to another program. Equipment procured by local funds and or donations would be handled by the county extension office for disposal by sale or transfer. 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

- Section 1. 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.