



## Constitution & Bylaws

Adopted: August 18, 2015

### ARTICLE I Name and Objectives

- Section 1. The name of this organization shall be the SaderNation 4-H Club.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H club work.
- Section 3. The objectives of this organization shall be to provide learning situations for the development
- I. 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' interest dictate.
- 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 member, 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, or (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 open to all students, siblings of students, and children of employee of Concordia Lutheran High School (Tomball, Texas) who have reached 5 years of age and have not reached their 18th birthday as of August 31 of the current 4-H year and who reside in the County regardless of socioeconomic level, race, color, sex, national origin or disability.
- 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 should be enrolled in at least one project, and then complete and turn in a project record book or appropriate paperwork.

Section 4. All members are required to pay the minimum state-level participation fee of \$20.00 on or before October 31<sup>st</sup>, or pay \$25.00 on or after November 1<sup>st</sup>, as well as \$75.00 for local dues to SaderNation 4-H by the second Friday in October of each school year.

#### ARTICLE III: Officers and Elections

Section 1. The officers of the club shall be a president, vice-president, secretary, reporter, and treasurer.

Section 2. Officers shall be elected annually. Officers shall serve for a term of one year beginning whenever installation is held and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year.

Section 3. The officers of the club, in addition to the club manager, shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

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.

#### ARTICLE IV: Duties of 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 an ex-officio member of each committee, except the nominating committee.

Section 2. Duties of the vice-president shall be

- (a) Assume all duties of the President if necessary.
- (b) Develop the Calendar of Activities and serve as an ex-officio, non-voting member of the COA committees
- (c) Coordinate all committee work.
- (d) Work closely with the President and Advisor to assess progress toward meeting Club goals
- (e) Publish a club newsletter

Section 3. Duties of the treasurer shall be

- (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 or approved by the membership.
- (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 4. Duties of the secretary shall be

- (a) Prepare and post the agenda for each club meeting.
- (b) Prepare and present the minutes of each club meeting.
- (c) Keep a record of all committee reports in a safe area.
- (d) Be responsible for club correspondence.
- (e) Maintain member attendance and activity records and issue membership cards.
- (f) Have on hand for each meeting:
  - A. Minutes of the previous meeting a committee reports
  - B. Official 4-H Manual and Parliamentary Guide.
  - C. Copy of the Club's constitution and bylaws.

Section 5. Duties of the Reporter shall be

- (a) Maintain the 4-H website
- (b) Takes photographs at all 4-H club meetings and activities.
- (c) Puts together the 4-H club's scrapbook alone or with a Scrapbook Committee.
- (d) Maintain announcements during lunch
- (e) Prepare and send news releases via remind 101
- (f) Prepare displays for school
- (g) Prepare an orientation program for the middle school classes about 4-h.

ARTICLE V: Leaders and Duties

Section 1. Adult leaders of the club shall be

- (a) at least one screened, approved, enrolled club/organizational leader and as many other approved leaders as are needed to carry out specific responsibilities.
- (b) leaders are approved by the county Extension agent.

Section 2. Duties of the club leader shall be

- (a) to be responsible for the overall year's program of the club.
- (b) to work with other adult leaders and the club's youth executive committee to see that the club's program and activities are well-planned and executed.
- (c) to work closely with county Extension agents to provide positive youth development educational programs.
- (d) to prepare an annual charter application and all required chartering documents and submit annually to the County Extension Office.

ARTICLE VI: Fiscal Accountability

The 4-H club/group shall submit a financial report and all required chartering documents to the County Extension Office each year. The club fiscal year shall be September 1<sup>st</sup> to August 31<sup>st</sup>.

ARTICLE VII: Club Dissolution

Upon the dissolution of the club, all real property, including money, equipment and land, shall become the property of the County 4-H Program in the event they are tied to Texas 4-H Inc. (a recognized 501(c)(3) not for profit organization)

for care and disposition for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

In the event they are not tied to Texas 4-H Inc., the club's assets shall be distributed to the federal government or to a state or local government for a public purpose. Any such asset not so disposed of shall be disposed of by a Court of Competent, Jurisdiction of the county in which the principal office of the club is then located, exclusively for such purposes or to such organization or organizations, as said county shall determine, which are organized and operated exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The last official duty of the club's leader shall be to affect the transfer of club property and to turn over club records to the county Extension agent.

#### ARTICLE VIII: 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.

Section 2. Members must follow the Concordia Lutheran High School student code of conduct and handbook. In the event a member breaks a rule from the handbook the member can be subject to removal from the club.

Section 3. Members must attend 51% of the club business meetings, and participate via volunteer hours or through sponsorship in the club fundraisers in order to receive financial benefit from the club.

1. This includes entry fees for contest
2. Ammo for shooting sports tournaments
3. Clothing for contest