

Constitution and Bylaws For Denton County 4-H Fund

ARTICLE I: NAME AND OBJECTIVES

Section 1. Name:

The name of this organization shall be the Denton County 4-H Parents and Leaders Association (PLA).

Section 2. Organization Type:

PLA shall be a not for profit organization for the purpose of promoting, supporting and uniting the Denton County 4-H program.

Section 3. 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.
5. To encourage leadership in the 4-H club program
6. To provide training of volunteer leaders
7. To promote fellowship among 4-H parents and volunteer leaders
8. To provide an opportunity among parents and volunteer leaders to exchange ideas and experiences pertaining to the 4-H program
9. To promote unity of purpose among parents and volunteer leaders
10. To assist Extension Agents and 4-H members in the 4-H program and development of county activities
11. To assist Extension Agents with general 4-H challenges in the county
12. To increase awareness and promote the 4-H program

ARTICLE II: MEMBERSHIP

Section 1. Membership:

1. Local leaders, assistant leaders, and project leaders
2. Any person actively assisting 4-H club members, individually, or in groups
3. Parents of 4-H members

Section 2. Dues:

No membership dues shall be required.

Section 3. Advisors:

The Extension Agents shall serve as Advisors to the PLA. Other agencies or organizations may be called on as needed.

ARTICLE III: OFFICERS / SIGNATORIES AND ELECTIONS

Section 1. Officers:

The officers of the PLA shall be a President, Vice President, Secretary, Treasurer, Auditor, Depositor and a District Delegate. There shall also be two (2) appointed Signatories to the Denton 4-H Fund. The Treasurer, Depositor and two (2) appointed Signatories may not be the same individual. The President, Vice President, Secretary and Treasurer shall constitute the Executive

Committee. The President, Vice President, Secretary, Treasurer, Auditor and Depositor shall constitute the Financial Committee.

Section 2. Election of Officers/Delegates:

All officers shall be elected annually at the May PLA meeting. Terms of Office shall be August 1st to July 31st. When sufficient candidates are available to fill all positions, no officer shall serve more than two consecutive years in any one office. Current officers are encouraged to work with newly elected officers during June, July and August, to provide training and a smooth transition from the current 4-H year to the next.

The Extension Agent(s) shall provide recommendations for Signatories to be appointed by the Financial Committee. Signatories are subject to review annually as part of the annual audit. There is no limit on term for Signatories.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. President:

1. To preside at all meetings of the organization
2. To serve as a member of the Executive and Financial Committees
3. To appoint necessary committees and Committee Chairmen as needed
4. To serve as an ex-officio member of each committee, except nominating committee
5. To call special meetings
6. To appoint a person to fill an un-expired term, should a vacancy occur
7. To serve as a District Delegate
 - i. To attend District IV 4-H educational activities, programs and events
 - ii. To report back to the PLA
8. To perform such other duties as pertain to the office

Section 2. Vice President:

1. To assist the President
2. To perform the duties of the President in case of absence or disability
3. To serve as Program Chairman
4. To serve as a member of the Executive and Financial Committees

Section 3. Secretary:

1. To keep accurate minutes of all the meetings, maintain a list of committees, their members and reports, and the correspondence delegated by the PLA
2. To distribute minutes via email to all members and Extension Agents within 10 days after each PLA meeting
3. To serve as a member of the Executive and Financial Committees
4. To maintain current records and membership roll
5. To have approved minutes signed by the Secretary and President
6. To inform the President of unfinished business
7. To assist in developing an agenda
8. To preside at any meeting in the absence of the President and the Vice President
9. To have a copy of Bylaws available at each PLA meeting

Section 4. Treasurer:

1. To oversee the funds of the PLA, Denton 4-H Fund
2. To maintain financial records of the Denton 4-H Fund
3. To reconcile the Denton 4-H Fund's bank statements on a monthly basis
4. To provide financial reports for every regularly scheduled meeting or as requested
5. To serve as a member of the Executive and Financial Committees
6. To provide support to the Auditor and Depositor in their roles

Section 5. Auditor:

1. To serve as the Chairman of the Financial Committee
2. To ensure the accuracy of what was posted and entered in the books
3. To facilitate an annual audit of the account
4. To provide support to the Depositor and Treasurer in their roles

Section 6. Depositor:

1. To pick up funds and make deposits on a timely basis
2. To make copies of all deposits to accompany the deposit slip
3. To take checks to Signatories as needed
4. To write all checks in compliance with approved check requests
5. To ensure proper distribution of checks in compliance with instructions provided on the approved check requests
6. To serve as a member of the Financial Committee
7. To provide support to the Auditor and Treasurer in their roles

Section 7. District Delegate:

1. To attend District IV 4-H educational activities, programs and events
2. To report back to the PLA

Section 8. Signatories:

1. To sign checks as approved by the Finance Committee

ARTICLE V: COMMITTEES

Section 1. Standing Committees:

1. **Executive Committee:** Shall be the President, Vice President, Secretary, and Treasurer. The Executive Committee shall meet prior to the scheduled PLA meetings to discuss business and plan for the upcoming meeting(s). The Executive Committee shall also assist the Financial Committee as needed.
2. **Financial Committee:** Shall be chaired by the Auditor and consist of the President, Vice President and Secretary as Executive Officers and the Treasurer, Auditor, and Depositor as Financial Officers. It is the responsibility of one (1) Financial Committee Officer and one (1) Executive Committee officer to review and approve all check requests presented. The Financial Committee shall also have the responsibility to perform an internal annual audit of the Denton 4-H Fund by August 31st. The Financial Committee shall also have the responsibility to request and oversee an external audit of the Denton 4-H Fund annually.

Section 2. Special Committees:

Special committees shall be appointed by the President as needed. They shall work on a project to be completed in a short period of time and that cannot be done by an existing committee. These committees may include but are not limited to "one day", National 4-H Week, Fundraising, County Contest, National 4-H Science Day, Tractor Supply, Gold Star Banquet, Awards, etc.

ARTICLE VI: MEETINGS

Section 1. Regular Meeting:

Regular meetings shall be held on the second Monday of each month, subject to adjustments as necessary due to holidays or other conflicts. Such adjustments shall be made at the discretion of the PLA Executive Committee.

Section 2. Special Meetings:

Special meetings may be called by the President of the PLA.

Section 3. Quorum:

A quorum to transact business shall consist of 50% of the community clubs and 3 members of the Executive Committee.

ARTICLE VII: PROCEDURES

Section 1. Rules of Order:

Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in these Bylaws.

Section 2. Order of Business:

1. Meeting called to order
2. Motto and Pledge
3. Roll Call
4. Reading of the minutes and approval
5. Reports on committees
6. Unfinished Business
7. New Business
8. Budgetary concerns – Annual review of budget to be conducted in May, presented in August and considered for vote in September.
9. Program, training or workshop
10. Adjournment

This order of business may be altered for the convenience of a speaker giving the program, training or workshop.

Section 3. Fundraising:

The PLA will conduct annual fundraisers as approved by the PLA and executive committee. As PLA fundraising activities support the entire Denton County 4-H Program, no other 4-H club, organization or group shall compete with PLA fundraisers with any fundraising activity of their own.

ARTICLE VIII: FISCAL ACCOUNTABILITY

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 IX: 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 owned 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 or other Extension designees.

ARTICLE X: 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 or the Texas 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.