

**Henderson County 4-H Shotgun Sports
Club By-Laws**

Adopted November 11, 2000

Amended October 23, 2011

Amended August 12, 2018

Amended September 11, 2022

Amended May 31, 2023

ARTICLE I: NAME AND OBJECTIVES

- Section 1: The name of the organization shall be the Henderson County 4-H Shotgun Sports Club.
- Section 2: This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.
- Section 3: The objectives of this organization shall be:
- a. To provide learning situations for the development of leadership, responsibility, and effective citizenship.
 - b. To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - c. To provide information and training in other 4-H activities as members' interests dictate.
 - d. To help each member experience personal growth and achievement, as well as be of service to others.

ARTICLE II: MEMBERSHIP

- Section 1. Membership in the 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 enrollment through 4-H Connect before being accepted into membership of the club. All members must re-enroll through 4-H Connect each 4-H year, and pay required state dues.
- Section 3. Members are not required to pay dues to the club, but will be expected to participate in fundraising activities of the club.
- Section 4. In order for a member to remain in good standing, that member must meet the following requirements:

- Must attend regular meetings and club practices during the 4-H year.
- Must participate in all fundraising activities of the club, unless excused by the club managers. Fundraising activities may include the following events:
 - Club Whiz Bang
 - Club Sporting Clays Shoot
 - Sponsor Appreciation Lunch
 - Sales of Sponsorships to the local community
 - Other events as needed

Section 5. All members are encouraged to complete a 4-H Record Book.

Section 6. Members attending 50% of club meeting, participation in one fundraiser, participation in three community service projects and attending the State Shoot in San Antonio, will be eligible for year-end awards at the County 4-H Awards Banquet and are in Good Standing with the club. Exceptions to this rule can only be made by club managers.

ARTICLE IV: OFFICERS AND ELECTIONS

Section 1. The officers of the club shall be a President, Vice President, Council Delegate, Secretary, Treasurer, Reporter, Safety Officer and Parliamentarian. These may change from year to year.

Section 2. The President must be a senior level 4-H member. For all other positions, members must have been an active competition team member for a year prior to being an elected officer.

Section 3. Officers shall be elected annually from May to August. Officers shall serve for a term of one year beginning in September.

Section 4. The officers of the club shall constitute a executive committee.

Section 5. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

Section 6. Any officer missing more than 2 consecutive club meetings will be subject to recall votes.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. Duties of the President shall be:

- a. To preside at all the meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
- b. To appoint standing and special committees.
- c. Serve as an ex-officio member of each committee, except nominating committee.

- d. To serve as a delegate of the club to the County 4-H Council.
- e. If the President misses three consecutive meetings, the office will be replaced by the vice-president. The replaced president will serve as vice-president.

Section 2. Duties of the Vice President shall be:

- a. To assist the President.
- b. To perform the duties of the president in the absence of that officer.
- c. To serve as the chairman of the program committee.
- d. To help plan all club educational programs a year in advance.

Section 3. Duties of Council Delegate shall be:

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

Section 4. Duties of the Secretary shall be:

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

Section 5. Duties of the Treasurer shall be:

- a. To help prepare a budget for approval of the club with the support of the club manager and treasurer.
- b. To receive, hold and pay out all monies of the club as designated by the adopted budget. The Executive Committee must approve any expenditures not included in the 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 6. Duties of the Reporter shall be:

- a. To report activities of the club to local news media.
- b. To report activities to the County Extension Agent and or the county 4-H newsletter.

Section 7. Duties of the Safety Officer shall be:

- a. Provide some type of health and safety information at club meetings. This could be a scheduled guest speaker, demonstration, an ice breaker or a recreation activity.

Section 8. 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.

ARTICLE V: LEADERS AND DUTIES

Section 1. Adult leaders of the club shall be:

- a. The Club manager and the assistant club manager recruited by a special committee, or nominated by the nominating committee during April or May of each year. Subject to the approval of the County Extension Agent the 4-H & Youth Development Committee.
- b. Leaders in specific project or activity areas such as judging, clothing, swine, poultry, demonstration, records ect., who shall be appointed by the club managers and the executive committee.
- c. Committee advisors or leaders who shall be appointed by the executive committee and club managers.

Section 2. Duties of the Club Managers shall be:

- a. To be responsible for the overall years program of the club.
- b. To work close with advisors and leaders along with the executive committee, other committees, and adult and junior leaders to see that the clubs program and activities are well planned and executed.
- c. To work closely with the County Extension agents and other adult volunteers to coordinate local and county activities.
- d. To keep the best interests of each member foremost in the plans of the club.

Section 3. Duties of the Coaches shall be:

- a. Join 4-H and be approved as a 4-H volunteer and pass criminal background check.
- b. Attend and maintain 4-H approved coaching certification.
- c. Work closely with the club manager to plan practices.
- d. To coach participants in safe gun and range practices and work to improve participant's shooting performance.
- e. To monitor 4-H participant's behavior at all times while handling a shotgun.

Section 4. Duties of the Project and Activity Leaders shall be:

- a. To be responsible for planning and directing activities and programs in their specific areas.
- b. To work closely with club managers to coordinate their projects with other club activities.
- c. To use junior leaders to assist them in their areas.

Section 5. Duties of the Committee Advisors shall be:

- a. To provide leadership and guidance to individual committees.

- b. To help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out responsibilities.

Section 6. Junior Leaders of the club shall be members who are 10 years of age or older who have been members for at least one year. Their duties shall include:

- a. Assisting adult leaders in all phases of the 4-H Program.
- b. Providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise.
- c. Helping individual club members.

Section 7. Teen Leaders of the club shall be members who are at least 13 years of age with 1 year of project experience. Their duties shall include:

- a. Lead a club or a project with an adult present.
- b. Providing leadership, knowledge, skills and enthusiasm to the club and county 4-H activities as the opportunities and needs arise.
- c. Helping individual club members.

ARTICLE VI: MEETINGS

Section 1. Regular practices of this organization shall be held at 5H Shooting Sports.

Section 2. At least one club meeting and or practice will be held each month. If meeting is cancelled due to inclement weather or other foreseen event, meeting may or may not be rescheduled at the direction of the club manager.

ARTICLE VII: PROCEDURE

Section 1. Roberts 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 by-laws.

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

1. Call to Order
2. Inspirational
3. Roll Call
4. Reception of new members and recognition of guests
5. Reading and Approval of Minutes
6. Reading and Approval of Prior Months Financials
7. Reports – Officers, Committees, project groups, special activities
8. Unfinished Business
9. New Business
10. Program
11. Adjournment

12. Recreation

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

ARTICLE VIII: 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 IX: CODE OF CONDUCT AND MEMBERSHIP GOOD STANDING

Henderson County 4-H Shotgun Code of Conduct for Club Managers Volunteers, Parents, Guardian and Youth

Due to the mandated high ethical standards required by the Henderson County 4-H Shotgun Sports and the Texas 4-H Code of Conduct for all youth club members, parents, guardians, volunteers, coaches and club managers, all participants must be in and remain in Good Standing within the club to receive any benefits of the club. Benefits of the club may include:

- Financial Reimbursement of any kind, which can include, but not limited youth shooting at no charge at monthly practice, other ammo rounds, shells, scholarships, meal per diem and reimbursements, state practice rounds, major stock show reimbursements and any reimbursement for yearly shooting fees.

What contributes to a club manager, volunteer, parent, guardian or youth to not be in Good Standing with the Henderson County 4-H Shotgun Sports?

- Theft from the club financially at any time. Theft also includes, ammo, products, contributions, donations or any financial theft against Henderson County 4-H Shotgun Sports Club.

- Any participating shooter, parent, guardian, volunteer or cub manager with an outstanding balance due to insufficient funds of a presented checks, other returned checks and or any associated check fees. Failure to make payment will result in legal actions. Failure to make payment will result in the youth, parent, guardian, volunteer or club manager to forfeit participation in any future club sponsored events.
- Violation of any law against Henderson County 4-H Shotgun Sports Club.
- Falsifying any enrollment information, documents, budgets or records is a breach of the Code of Conduct.
- Unable to participate or work amicably with other youth, parents, guardians, volunteers, coaches or club managers and exhibit conduct which is harmful to the club, programing and 4-H's reputation.
- Any actions of one member of the family deemed out of good standing, may affect the good standing of all members of the family.
- Good Standing will be determined by a committee to include the club manager, volunteers, coaches, parents and the Texas A&M AgriLife Extension Agent over 4-H activities in Henderson County.

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.

ARTICLE XI: 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.

Parent Signature	Date
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Youth Shooters Signature	Date
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