

Bylaws for the Frio County 4-H Claybusters

Revised August 7, 2017

I

Name and Objectives

- A. The name of this organization shall be the Frio County 4-H Claybusters.
- B. This shall be a non profit organization for the purpose of promoting education through 4-H club work.
- C. 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 member's interest dictate.
 - 4) To help each member experience growth and achievement, as well as be of service to others.

II

Membership

- A. Membership in this organization shall be open to all youth who have reached the age of nine (9) years old or have entered the third grade and did not reach the age of nineteen (19) years old by 31 August of the previous 4-H year regardless of socioeconomic level, race, color, sex, national origin, or disability.
- B. The age as of August 31st preceding the start of the 4-H year (September through August) is the official age of each participant for the entire year.
- C. New members must complete an individual on-line 4-H enrollment via 4-H Connect before being accepted into membership of the club. All members must re-enroll on-line via 4-H Connect each 4-H year before November 1st.
- D. Members are not required to pay dues, but will be expected to participate in all fund raising activities of the club (Raffle & Shoots).
- E. As a project club, the only 4-H project available through the Frio County 4-H Claybusters is and shall be Shooting Sports (Project Code 10084). Any member desiring to participate in 4-H projects other than Shooting Sports will need to enroll in another 4-H club for those activities.
- F. All first year members must attend a range safety meeting conducted by the club prior to participating in any shooting activities. Safety meetings are held twice a year.
- G. In order for a member of the club to remain in good standing, and be eligible to receive any money from the club in the form of entry fees, round fees, travel expenses, or other reimbursements, that member must meet the following requirements:
 - 1) Must attend regular meetings during the 4-H year. (Minimum 70%)
 - 2) Must participate in weekly practices. (January 1st through July 31st) (Min. 12)
 - 3) Must participate in all fund raising activities of the club, unless excused by the executive committee. Fund Raising activities include the following events:
 - Spring South Texas Shootout
 - July Big Blast Shoot
 - Sponsor Shoot
 - Sales of Raffle Tickets to the local community
 - Other events as needed and approved by the club

Bylaws for the Frio County 4-H Claybusters

Revised August 7, 2017

- 4) Must accumulate a minimum point total of **1100**, based on the following schedule.
 - a. Meetings **50** points
 - b. Practice (January 1st – July 31st) 5 points
 - c. Community Service Events 15 points
 - d. Scheduled Work Days at Range 60 points
 - e. March Sporting Clays Shoot 30 points
 - f. July Big Blast Shoot 30 points
 - g. Sponsorship/Raffle Ticket Sales 80 points
 - h. Scholarship, Endowment & 4H Shoots 10 points
 - i. Charity Shoots 30 points

H. In order to promote the growth of the 4-H Shooting Sports in the area, we shall accept members from neighboring counties so long as all 4-H standing rules are followed.

- 1) Members from neighboring counties will be required to move all of their 4-H membership from their home county to Frio County, and execute a document in support of this action.
- 2) Members not wishing to move their membership officially will need to enroll through their home county program and indicate Shooting Sports as a project of interest on their enrollment form.
- 3) Members not officially moving their membership, will be allowed to participate in every facet of our club, as if a member, and therefore will be eligible for all of the benefits of a member, including disbursement of funds so long as all other obligations are met.
- 4) Members not officially moving their membership will need to enter all competitive events under their home county designation.
- 5) New Members will need to attend a new shooter safety orientation before being allowed to participate in any practice or shoots. **Safety orientation is held twice a year.**

III

Financial Eligibility

- A. Members of this organization shall be eligible to receive monies from the club in the form of entry fees, round fees, travel expenses, and other expenses incurred in the pursuit of their shooting career.
- B. Each year a budget item will be voted on by the general membership to determine the number of shoots and/or the dollar amount that the club will pay towards entry fees and round fees, for each eligible member. This amount will be recommended by the Treasurer after the budget meeting. This amount may be disbursed proportionately by accumulated point values.
- C. No money will be disbursed on the behalf of any members until their second year of membership, except for the State Shoot. (See Section III-E)
- D. In order for a member to be eligible to receive benefits under this section of the bylaws, they must:
 - 1) Be a member in good standing.
 - 2) Have participated in regular meetings of the Club during the previous 4-H year. (Min. 70%)
 - 3) Have participated in weekly practices. (**February 1st** through July 31st) (Min. 12)

Bylaws for the Frio County 4-H Claybusters

Revised August 7, 2017

- 4) Have participated in all fund-raising activities of the club, unless excused by the executive committee.
 - 5) Be at minimum a second year member.
 - 6) Have accumulated a minimum of **1100** total points per schedule. (See Section II, G-4)
 - 7) Have participated in a minimum of **four workdays**. This includes the two mandatory spring and summer shoot workdays. The workdays can include volunteering to accomplish a needed shoot or range item (set-up, repairs, cleaning or mowing) on your own. Contact the club manager for needed items and points credit.
- E. In order for entry fees and round fees to be paid on a member's behalf for the Texas State 4-H Shoot, a member must have attended a minimum of three county 4-H shoots, other than Frio County, during the current 4-H year. First year shooters are eligible for their entry fees to be paid at the Texas State 4-H Shoot as long as all other requirements have been met in the current year.
- F. Any monies disbursed under this section, and not utilized by the member, must be reimbursed to the club in full before any additional funds will be disbursed on the member's behalf, unless excused by the executive committee at the regular monthly meeting following the event in question.

IV

Dress Code

- A. Texas State 4-H Shooting Sports dress code will be enforced at all 4-H sponsored events.
- B. Participants, spectators, young people, and adults should wear attire appropriate for the weather while remaining modest and socially acceptable. Shooters must wear shirts with sleeves. Where eye and/or ear protection is required, fully enclosed shoes must be worn for safety reasons for both shooters and spectators. This includes in front of the firing line when checking targets and/or score sheets. Clothing deemed immodest or distracting to other shooters will not be permitted. All shooters and coaches should remember that they may be having photographs taken or be asked to interview for the media. Remember you represent all of 4-H Shooting Sports. Make it a positive image!
- C. As specifically stated above, fully enclosed shoes must be worn for safety reasons. This means NO CROCS. If you show up to a shooting event with them on be prepared to change them or not shoot!!!
- D. Members participating at 4-H Sponsored Shoots shall wear club approved shirts during the event. (Orientation through Awards)
- E. Club shooters not wearing club approved shirts during 4-H Sponsored Shoots must return any funds disbursed on that members behalf for the event before any additional funds will be disbursed on the member's behalf.
- F. Official club shirts may be ordered through the club. Any other shirts must be approved by the general membership and then embroidered or screen printed with the club logo.
- G. Inappropriate dress will be grounds for a warning, requirement to change, or disqualification.
- H. The dress code shall be enforced by the dress code committee.

Bylaws for the Frio County 4-H Claybusters

Revised August 7, 2017

V

Officers and Elections

- A. The officers of the club shall be a president, vice-president, secretary, treasurer, reporter, parliamentarian, safety officer, and two council delegates.
- B. Officers shall be elected annually in September.
- C. Officers shall serve for a term of one (1) year beginning in September.
- D. Any person appointed to fill an unexpired term may be eligible for the same office the following year.
- E. The officers of the club shall constitute the executive committee.
- F. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.
- G. Any officer missing more than two consecutive monthly meetings will be subject to a recall vote.
- H. The president, with the approval of the executive committee, may appoint up to four (4) members to official leadership roles as the need arises. Those appointed become members of the executive committee.

VI

Duties of Officers

- A. Duties of the President shall be:
 - 1) To preside at all meetings of the club, enforce the bylaws, and exercise supervision over the affairs of the club.
 - 2) To appoint standing and special committees.
 - 3) To serve as an ex-officio member of each committee, except for the nominating committee.
 - 4) To serve as delegate of the club to the county 4-H council.
 - 5) Help enroll members and new members into the club.
 - 6) To instruct members in correct parliamentary procedure.
- B. Duties of the Vice-President shall be:
 - 1) To assist the president.
 - 2) To perform the duties of the president in his absence.
 - 3) To serve as chairman of the program committee.
 - 4) To help plan all club educational programs.
- C. Duties of the Council Delegate shall be:
 - 1) To serve as delegate to the county 4-H council.
 - 2) To keep the club informed of county 4-H activities and assist in the coordination of local and county activities.
 - 3) To encourage all 4-H members to become involved in county 4-H activities.
- D. Duties of the Secretary shall be:
 - 1) To keep a full and correct record of all proceedings of the club.
 - 2) To have charge of club correspondence.
 - 3) To keep the roll and read the minutes at each meetings.
 - 4) To create and maintain a full and accurate database of members names, addresses, phone numbers, and e-mail addresses.
- E. Duties of the Treasurer shall be:
 - 1) To help prepare a budget for approval by the club.

Bylaws for the Frio County 4-H Claybusters

Revised August 7, 2017

- 2) To receive, hold, and pay out all moneys of the club as designated by the adopted budget. Any expenditure not included in the budget must be approved by the executive committee.
 - 3) To keep an accurate record of the receipt and disbursements of all funds.
 - 4) To present a financial statement when requested to do so.
 - 5) To serve as chairman of the finance committee.
- F. Duties of the Reporter shall be:
- 1) To report activities of the club to local news media.
 - 2) To report activities to the County Extension Agent and in the County 4-H Newsletter.
 - 3) To assist in maintaining the club website.
- G. Duties of the Parliamentarian shall be:
- 1) To provide advice to the presiding officer on parliamentary procedures.
 - 2) To help maintain order and answer any procedural issues that may arise during meetings of the club.
 - 3) To instruct the members on correct parliamentary procedures.
- H. Duties of the Safety Officer shall be:
- 1) To prepare and demonstrate safety tips and techniques at each of the monthly meetings.
 - 2) To prepare and participate in the safety orientation at each club sponsored shoot.
- I. Common duties of all Elected Officers shall be:
- 1) To attend and participate in at least one Parliamentary Procedure training annually.

VII

Leaders and Duties

- A. Adult leaders of the club shall be:
- 1) The club manager and the assistant club manager are recruited by a special committee, or nominated by the nominating committee during September of each year. Subject to the approval of the County Extension Agent and the 4-H & Youth Development Committee.
 - 2) Leaders in specific project or activity areas.
 - 3) Committee advisors or leaders who shall be appointed by the executive committee and club managers.
- B. Duties of the Club Manager shall be:
- 1) To be responsible for the overall year program of the club.
 - 2) To work as close advisors and leaders along with the executive committee, other committees, junior leaders, and adult leaders to see that the club's programs and activities are well planned and executed.
 - 3) To work closely with County Extension Agents or other adult volunteers to coordinate local and county activities.
 - 4) To keep the best interests of each member foremost in the plans of the club.
- C. Duties of the Project and Activity Leaders shall be:
- 1) To be responsible for planning and directing activities and programs in their specific area.
 - 2) To work closely with club managers to coordinate their projects with other club activities
 - 3) To use junior leaders to assist them in their areas.
- D. Duties of the Committee Advisors shall be:

Bylaws for the Frio County 4-H Claybusters

Revised August 7, 2017

- 1) To provide leadership and guidance to individual committees.
 - 2) To help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out responsibilities.
- E. Junior Leaders of the club shall be members who are ten (10) years of age or older who have been members for at least one year. Their duties shall include:
- 1) Assisting adult leaders in all phases of the 4-H program.
 - 2) Providing leadership, knowledge, skills, and enthusiasm to club and county 4-H activities as the opportunities and needs arise
 - 3) Helping individual club members.
- F. Teen Leaders of the club shall be members who are fourteen (14) years of age or older who have been members for at least one year. Their duties shall include:
- 1) Lead a club or a project group with an adult present.
 - 2) Providing leadership, knowledge, skills, and enthusiasm to club and county 4-H activities as the opportunities and needs arise
 - 3) Helping individual club members.

VIII

Committees and Duties

- A. The standing committees of the organization shall be Finance, Membership, Program, Social, Community Service, and Dress Code.
- B. The executive committee and club manager shall appoint these committees at the beginning of each year for a one (1) year term.
- C. Duties of the standing committees shall be:
- 1) 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 during the year.
 - 2) 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.
 - 3) 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.
 - 4) 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.
 - 5) 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.
- D. Dress Code – The parents and members shall be responsible for enforcing the dress code at all shooting events where the shooter is registered under Frio County 4-H Claybusters at the event. Members are required to wear their Frio County 4H Claybuster shirts while at any sponsored event. Reporting to the club any rules infractions requiring action will

Bylaws for the Frio County 4-H Claybusters

Revised August 7, 2017

be reviewed by the executive committee at the regular monthly meeting following the event in question.

- E. The president, with approval of the executive committee, may if needed appoint a nominating committee. It shall consist of three (3) to seven (7) members and at least one (1) advisor. This committee shall secure the consent of each nominee before placing his or her name on the proposed ballot.
- F. Other committees may be named as the need arises.

IX

Meetings

- A. Regular meetings of the club will be held on the second **Wednesday** of each month at 6:00 PM at the Frio County Extension Office, subject to change as facilities are available.
- B. Practice will be held on every Tuesday of each month during daylight savings time, and every Sunday afternoon during daylight standard time, subject to change as facilities are available.
- C. Practice may also be held on every Thursday of each month during daylight savings time as facilities and coaches are available.
- D. Scheduled practice times at the Keystone Ranch will be from 6:00 PM until 7:30 PM during daylight saving time.
- E. Scheduled practice times during daylight standard time will be Sunday from 2:00 PM until 3:30 PM.
- F. At the end of scheduled practice time, everyone will participate in cleaning up the range. After clean up is completed, anyone wishing to continue shooting may do so, with the understanding that they must clean up again when they are done.
- G. There must be a certified adult shotgun leader on the grounds at each practice.
- H. Attendance to each meeting, practice, shoot, or any other function scheduled by the club will be determined by signature on the sign in sheet present at the event. The sign in sheet will be picked up fifteen (15) minutes after the scheduled starting time. If your signature is not on the sign in sheet at that time, you will be counted as absent for that event.
- I. The president may call special meetings.

X

Procedure

- A. 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.
- B. The order of business for regular meetings will be:
 - 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) Reports – officers, committees, project groups, special activities, and leaders.
 - 7) Old Business.
 - 8) New Business.
 - 9) Announcements.
 - 10) Program.

Bylaws for the Frio County 4-H Claybusters

Revised August 7, 2017

- 11) Adjournment.
- 12) Recreation.
- C. This order of business may be altered for the convenience of a speaker giving the program.

XI

Fiscal Accountability

Section 1: The 4H Club shall adhere to all guidelines related to financial accountability as outlined in the Texas 4H Youth Development 4H Club Financial Management Rules and Guidelines.

XII

Club Disbandment

- A. Upon the disbandment of the club, all real property, including money, equipment, and land, shall be transferred to the county 4-H program for care and disposition. Club Disbandment authorizes the Texas A&M Agrilife Extension Service and its County Extension Agent full rights to access bank records, bank funds and all other banking authority. It shall be set aside and accounted for separately on the county books. It shall remain in this state for a period of three years, unless a new shooting sports club is organized in the county. If a new shooting sports club is organized in the county these moneys, property, and land shall be immediately transferred to the new club. If no shooting sports club is formed in the county within a three (3) year period all real property, including money, equipment, and land from the previous shooting sports club shall be transferred to the Texas 4-H Shooting Sports Foundation.

XIII

Amendments

- A. 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.

Bylaw Approval:

Club President

Date

Club Manager

Date

Club Manager

Date