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# PANHANDLE DISTRICT 1 4-H COUNCIL STANDING RULES

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The Panhandle District 1 4-H Council is an advisory committee which assists in making plans and executing these plans on a district basis.

The Council is responsible to the counties they represent and to their advisors. The District Extension Administrator, designated volunteers, county extension agents, 4-H Specialist shall serve as advisors to the District 4-H Council.

Delegates to District 4-H Council shall be elected or chosen from the membership of the twenty-two county 4-H councils or other 4-H associations in the counties.

1. NAME: The name of this organization shall be the Panhandle District 1 4-H Council.
2. PURPOSE: The purpose shall be to promote and encourage 4-H Club work and to coordinate 4-H activities in the district.
3. MEMBERSHIP: Membership of the Panhandle District 1 4-H Council is open to 4-H members regardless of socio-economic level, race, color, sex, religion, handicap, or national origin.

To assure ethnic representation and participation on the Texas 4-H Council, an additional council delegate-at-large can be appointed.

Delegates-at-Large represent District 4-H Councils as members of the 4-H Council. The same standing rules for membership apply to all delegates. Efforts should be made to assure ethnic representation on the District and Texas 4-H Council.

Applications for the delegate-at-large will be accepted at the same time that officer nomination forms are due. Applications will be judged with all other officer nomination forms. Applicants will be interviewed by a panel of judges.

- A. Members: Current Panhandle District 1 4-H Council officers and two delegates elected or chosen by each of the twenty-two District 1 counties.
- B. Age: Council members shall be at least 14 years of age on August 31 of the current year with the exception of council officers.
- C. Term: Members should be elected and/or selected annually and shall serve not less than one year and not more than three consecutive years.
- D. Alternates: If a council member cannot attend a council meeting, the alternate member may attend the meeting and bring back a report to the county for its information. (All counties will appoint or elect an alternate council member). These alternate council members have privilege of the

absent council member.

- E. Replacement: Council delegates may be replaced at the county's discretion if delegates cannot or will not fulfill responsibilities. The District Extension Administrator and advisors must be notified immediately.
  - F. Votes: Each county shall have two votes in any vote regardless of the number of delegates present.
4. OFFICERS: Officers of the district council shall be president, three vice-presidents, secretary, treasurer, reporter and historian.
- A. Who: Officers shall have experience on their county 4-H council. Any 4-H'er in the Panhandle District 1 who meets other requirements detailed, shall be eligible.
  - B. Age: The council president and first vice-president must be at least 16 years of age or older on August 31 of the coming 4-H year; they must not be 19 years of age before August 31 of the coming year. The second vice-president, third vice-president, secretary, treasurer, reporter and historian need only meet requirements of district council members.
  - C. Special Requirements: The president and first vice-president need at least three years of 4-H membership including the current year.
  - D. Term: The term of office for all officers shall be from September 1 to August 31. Officers shall not be eligible for the same office for more than one term. A delegate who has served as president may never be elected first vice-president or a delegate who has served as first vice-president or no delegate may be elected president or first vice-president that violates the Texas 4-H Council standing rules. Once an officer has served on Texas 4-H Council, they may not serve as an officer on District 4-H Council.

#### 5. ANNUAL ELECTION OF OFFICERS

- A. Annual Meeting: An annual meeting for election of officers shall be held prior to September 1, the time and place to be designated by the executive committee.
- B. Election: Candidates shall inform the council advisors at least seven days prior to the meeting by submitting an application/nomination for office.

Each candidate shall present a two-minute speech. Election results will be based on the score sheet. Ranking and officer positions will be determined by a cumulative score based on the speech, impromptu speech, leadership ability, interview, and application.

- C. Reports: Officers and committee chairmen shall give reports of the work that has been done during their term of office at the annual meeting.
- D. Standing Committees: Standing committees shall be Community Service, 4-

H Promotion, Electric Camp, Tri-State Fair and Youth Day, and Council Retreat. These committees shall be on a rotating basis. Each council member will serve on one committee.

6. EXECUTIVE COMMITTEE: The executive committee shall be composed of the president, the three vice-presidents, secretary, treasurer, reporter and the historian. The preceding president may serve as advisor at the first meeting but will not have a vote. The district council shall elect members to fill vacancies in district council offices.

7. STANDING COMMITTEES: Standing committees shall be Tri-State Fair, Electric Camp, 4-H Promotion, Community Service and Council Retreat. These committees shall be on a rotating basis. Each council member will serve on one committee.

Additional standing committees may be appointed at any time and in any way the council determines advisable.

8. MONEY PAID OUT AND RECEIVED: The treasurer shall receive and deposit all funds belonging to the Panhandle District 1 4-H Council. The treasurer shall make a full report at each annual meeting and at any other time upon request of the President. The President, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice-Presidents will all be listed on the signature card, and at least two of the four signatures must appear on a check from the District 1 4-H Council account.

An adult non-Extension faculty volunteer, appointed annually, will serve as an advisor to this group and shall receive the account bank statements and reconcile the account. This person will provide the treasurer with a copy of this information each month.

Money paid out by those eligible to sign on the account, must be authorized by a majority vote of the council; however in an emergency, the President and Vice-Presidents are authorized to pay out not more than \$10.00 on a written order or that amount which has been deposited (or set aside) for a special purpose. This must be approved by the adult volunteer advisor and reported at the next meeting of the council.

9. MEETINGS: In addition to the annual meeting, there shall be other meetings called by the executive committee as needed.

10. QUORUM: A quorum shall consist of 15 voting members. In this number, eight counties shall be represented.

11. TEXAS 4-H COUNCIL: Delegates to the Texas 4-H Council will be the president and the first vice-president. Alternates to the state council will be the second vice-president and third vice-president, respectively.

12. DISSOLUTION: In case of dissolution of the District 1 4-H Council, the Executive Committee shall, after settling all outstanding accounts, assign all real property, including money, equipment and land, to the Texas 4-H Foundation for care and disposition. The last official duty of the President shall be to transfer the club property to the Texas 4-H Foundation.

12. AMENDMENTS: These rules may be amended by a two-thirds vote at any regular meeting.