

# Montgomery 4-H Shooting Sports Club

## 2025-2026 BYLAWS

**Proposed: November 6<sup>th</sup>, 2025;**  
**Date Adopted: December 4<sup>th</sup>, 2025**

### ARTICLE I: NAME AND OBJECTIVES

- Section 1.** The name of this organization shall be the Montgomery 4-H Shooting Sports Club.
- Section 2.** This shall be a non-profit organization exclusively for the purpose of promoting education through 4-H club work.
- Section 3.** The objectives of the 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.
- 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: OFFICERS AND ELECTIONS**

- Section 1.** The elected officers of the club shall be a President, First Vice-President (Programs), Second Vice- President (Recreation), Third Vice-President (Membership), Secretary, Treasurer (may be combined with secretary position), Reporter (keep club scrapbook), Health and Safety Officer, Council Delegate (President or any of the Vice Presidents may serve as delegates if none are elected), Parliamentarian (immediate past President or elected officer), and Technology Officer.
- Section 2.** Officers shall be elected annually and shall serve a term of one year beginning whenever installation is held (May, June, July, August or September), and shall not be eligible to the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year. The outgoing President may become the club parliamentarian (depending on individual club policy) or the Parliamentarian may be elected along with the other officers.
- Section 3.** Only club members who have held a prior club officer position can be eligible to be elected to the position of club President. The President position shall be filled by a Senior level 4-H member for the year they will serve in that office. If a Senior 4-H member is unavailable, the position may be filled by an Intermediate level member. Junior level 4-H members may serve in this position if no Senior or Intermediate level members are available and eligible to fill the position.
- Section 4.** The officers of the club constitute an executive committee.
- Section 5.** Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.
- Section 6.** The president, with the approval of the executive committee, may appoint up to four members to the official leadership roles as the need arises. Those appointed become members of the executive committee.
- Section 7.** A listing of all club officers and project and activity leaders is to be submitted to the County 4- H Office by July 1.

**Section 8.** A member may hold office regardless of whether the club is their primary or secondary 4-H club.

## **ARTICLE III: DUTIES OF OFFICERS**

**Section 1.** Duties of the President shall be:

- a) to preside over 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 all committees, except the nomination committee.
- d) To serve as delegate of the club to the County 4-H Council in the event one is not elected.
- e) to work cooperatively with the executive committee and club manager/assistant manager to plan meeting agendas and conduct effective and timely meetings of the club.
- f) to keep the club informed of county 4-H events and assist in the coordination of local and county activities.
- g) to encourage all 4-H members to become involved in county 4-H activities.

**Section 2.** Duties of the First 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 assist in planning all club educational programs one year in advance.
- e) to meet and greet guest speakers and introduce them to the club or have a committee member do so.

**Section 3.** Duties of the Second Vice-President shall be:

- a) to assist the president.
- b) to perform the duties of the president in the absence of the president and first Vice- President.
- c) to serve as chairman of the recreation committee, working with an adult committee advisor.
- d) to plan recreation and refreshments for each club meeting and plan special social events of the club.

**Section 4.** Duties of the Third Vice-President shall be:

- a) to assist the president.

- b) to perform the duties of the president in the absence of the president, first and second vice- president.
- c) to serve as chairman of the membership committee.
- d) to assist new members in enrollment into the club and be in charge of promotion and recruitment of new members.
- e) to greet new members and introduce them during meetings.

**Section 5.** Duties of the Council Delegate(s) shall be:

- a) to serve as delegate to the County 4-H Council. In the event that council delegates are not elected, the President and any of the Vice Presidents may serve as council delegates for the club.
- b) to keep the club informed of county 4-H activities and assist in the coordination of local and county activities.
- c) to encourage all members to become involved in County4-H activities.

**Section 6.** Duties of the Secretary shall be:

- a) to keep full and correct record of all proceedings of the club.
- b) to have charge of club correspondence.
- c) to keep the roll and read the minutes at each meeting.
- d) to serve as chairman of the community service committee. Club conducts at least one community service project per year.
- e) to plan and involve members in at least one club community service project each year and encourage club participation in County Community service projects.
- f) to submit a completed secretary's book with all required information to the county extension office for judging by the June deadline.

**Section 7.** Duties of the Treasurer shall be:

- a) to prepare a budget for approval by the club annually.
- b) to receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditure not included in the club budget, must be approved by the executive committee. Any expenditure over \$200.00 should be approved by club member vote.
- c) to keep an accurate record of the receipts, expenditures, and reconciliation of all funds, give a financial report at each club meeting.
- d) to present a financial statement when requested to do so.
- e) to serve as chairman of the financial committee.
- f) to submit a completed treasurer's book with all required information to the county extension office for judging by the June deadline.

**Section 8.** Duties of the Reporter shall be:

- a) to report activities of the club to local news media.
- b) to submit activities to the county Extension Agent and/or in the county 4-H newsletter
- c) to maintain a club scrapbook including but not limited to pictures of club members, club events, activities, rankings, etc.
- d) to submit a completed club scrapbook with all required information to the county extension office for judging by the June deadline.

**Section 9.** Duties of the Parliamentarian shall be:

- a) to provide advice to the presiding officer on parliamentary procedures
- b) to instruct members in correct parliamentary procedure.
- c) to assist the president in maintaining order at club meetings.
- d) the immediate past president, if no parliamentarian is elected.

**Section 10.** Duties of the Health and Safety Officer shall be:

- a) to help the president and other officers plan the 4-H club's annual activities calendar.
- b) to serve as chairman of the health and safety committee.
- c) to help plan the 4-H club meeting programs for the year, suggesting health related topics and providing some type of health/safety information at club meetings. This could be a scheduled guest speaker, roll call, demonstrations, an "ice breaker" or a recreation activity.
- d) to provide a news release to the club reporter on each health activity.

**Section 11.** Duties of the Technology Officer shall be:

- a) to help the president and other officers plan the 4-H club's annual activities calendar.
- b) to work with officers and Club Manager to create a multi-media presentation before meetings to assist club members in understanding information presented during the meeting and following the meeting format.
- c) to set up a virtual meeting to run in conjunction with each in person club meeting, as requested.
- d) to set up multi-media presentation before each meeting and run the presentation and virtual meeting.

**Section 12.** Failure to perform duties of office or missing more than **three** meetings of the club shall constitute grounds for removal and replacement by the executive committee. Officers should attend club meetings in person unless sick, even when

a virtual meeting option is offered. In order to fulfill their leadership duties, engage with club leaders and club members, fully participate in 4-H activities, and set an example for club members, in person attendance is necessary.

## **ARTICLE IV: LEADERS AND DUTIES**

### **Section 1.** Adult leaders of the club shall be:

- a) two club managers, one manager and an assistant club manager or two club co-managers, who shall be appointed/selected in May of each year and be approved by the County Extension Office.
- b) leaders in specific project or activity areas who shall be appointed/selected by the club managers and the executive committee.
- c) committee advisors or leaders who shall be appointed/selected by the executive committee and club managers.
- d) subject to Youth Protection Standards and will undergo background checks at required intervals.

### **Section 2.** Duties of Club Managers shall be:

- a) to be responsible for the overall year's program of the club.
- b) to work as close advisors or leaders along with the executive committee, adult and junior leaders, and other committees to see that the club's program and activities are well planned and executed.
- c) to work closely with County Extension Agents (or designee) 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.
- e) to submit required materials to the 4-H office by designated deadlines (club officer, project, activity, and junior leader lists, boundary maps, inventory, program plans, etc.).

### **Section 3.** Duties of the Project and Activity Leaders shall be:

- a) to be responsible for planning and directing activities and educational programs in their specific area.
- b) to work closely with the club managers to coordinate their projects with other club activities.
- c) to use junior leaders to assist them.
- d) to provide for at least six different 1-hour educational experiences (meetings, tours, etc.) for all project members in their project area. Leaders may

designate local or county or district level activities as one or more of the six different experiences.

**Section 4.** Duties of the Committee Advisors or Leaders shall be:

- a) to provide leadership and guidance to individual committees for which they serve as advisor or leader.
- b) to help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out those responsibilities.

**Section 5.** 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 be:

- a) assisting adult project/activity 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 6.** Teen leaders of the club shall be members who are at least 13 years old with one year of project experience. Their duties include:

- a) leading a club or project group with an adult present.
- 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.** It is the responsibility of the adult 4-H volunteer to carry out the assigned responsibilities that he or she has accepted. 4-H volunteers are expected to conduct themselves in both public and private life in a manner that can be considered a good example for youth. This includes appropriate dress, correct use of language and moral conduct in accordance with the generally recognized standards of our society. Violation of this conduct will result in the volunteer being removed from his or her duties as a 4-H volunteer.

**Section 8.** Club managers shall submit to the County 4-H Office a complete inventory of all equipment (description, model, serial numbers, identification marks, etc.) land, and financial accounts (name and address of the financial institution and account numbers) and where or through whom it may be located. This inventory shall be due by the deadline set by the county extension office.

**Section 9.** All changes in inventory shall be recorded on the club's inventory record as they occur, with the exception of equipment being removed from storage for practice and included in the club's annual review due to the county 4-H office by the deadline set by the county extension office.

# ARTICLE V: COMMITTEES AND DUTIES

**Section 1.** The standing committees of the organization shall be finance, membership, program, social and community service. These committees shall be appointed by the executive committee, club manager, and/or assistant club manager at the beginning of the year for a one-year term.

**Section 2.** Duties of the Standing Committees shall be:

**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.

**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.

**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 year and being responsible for each program during the year.

**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.

**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 benefitting the community and county.

**Section 3.** Nominating Committee - shall be appointed by the president at least 30 days before officer elections. It shall consist of one officer, two non-officer members and the club manager. This committee shall establish rules for the election of officers. They shall secure the consent of each nominee before placing his/her name on the proposed slate of officers. This slate of names and offices will be presented to the club for election purposes.

**Section 4.** Other committees may be named as the need arises.

## ARTICLE VI: MEETINGS

- Section 1.** Regular meetings of this organization shall be held on the 1st Thursday of each month at 7:00 p.m. at a location determined by the club manager. Meetings will be held from September through the month of May. The regular meeting day and time may be changed in the future by a recommendation from the executive committee and a majority vote from the membership.
- Section 2.** Special meetings may be called by the president.
- Section 3.** Participation in certain non-4-H activities may require that a member attend a specific percentage of meetings of the 4-H club to participate (for example: county or state fairs). It is the members' responsibility to make sure that they are recorded as attending the required meetings in the club secretary's roll. Members should refer to specific contests, events and activities for rules and details. Participation in all 4-H activities is open to all bona-fide members.

## ARTICLE VII: PROCEDURE

- Section 1.** "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.
- Section 2.** The Order of Business for a regular meeting is:
- Call to order
  - Pledge of Allegiance and 4-H Motto and Pledge Inspiration Roll Call
  - Introduction of new members and recognition of guests Reading and approval of minutes
  - Reading and approval of treasurer's report
  - Reports - officers, committees, project groups, special activities, leaders, etc.
  - Unfinished business
  - New business Program Adjournment Closing
  - Recreation
- Section 3.** The Order of Business may be altered for the convenience of a speaker giving the program.

## **ARTICLE VIII: FISCAL ACCOUNTABILITY**

- Section 1.** 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.
- Section 2.** To encourage financial awareness of club spending and to support financial transparency any expenditure over \$200.00 must be approved by club member vote.
- Section 3.** All properties acquired through the name of 4-H (money, land, equipment, etc.) belong to 4-H and not to individuals.

## **ARTICLE IX: CLUB DISBANDMENT**

- Section 1.** The 4-H club/group shall adhere to all guidelines related to financial accountabilities. 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 as outlined in the Texas 4-H Youth Development 4-H Club Financial Management Rules and Guidelines.
- Section 2.** Should a 4-H club decide to divide, for whatever reason, all real property, including money, land, and equipment of the club shall remain with the original club. The new club shall start with a zero inventory.

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

**Section 2.** In order to verify each member's ability to handle firearms safely, all new members to the rifle or pistol project, regardless of age, shall attend a minimum of three (3) BB gun practices before being allowed to attend any smallbore rifle or smallbore pistol practices or air rifle or air pistol practices. The member should obtain a written verification form from the BB gun coach(es) of meeting these requirements to submit to the smallbore or air gun coach. It is the member's responsibility to obtain this form and see that it has the correct information and signatures on it. The determination that the member has consistently demonstrated safe handling of firearms during practices, has reached the maturity level, and has the ability to begin in the smallbore or air project is made by the coach(es). Members may be required, at the discretion of the coach(es), to attend more than the minimum number of practices to fulfill the requirements.

**Section 3.** Currently enrolled adult volunteers through 4HOnline who are active members of Montgomery County 4-H Shooting Sports may check out club equipment (i.e. guns, bows, scopes, scope stands, offhand stands, kneeling rolls, mats, etc.) from inventory for a limited amount of time for a member's use at a competition. Members may only check out equipment they have been trained to use in project(s) they are currently attending club practices for. Coach approval must be obtained prior to taking the equipment from inventory. A date to return borrowed club equipment must be agreed to by the coach or club manager and the member at the time the items are borrowed. A written agreement listing the items borrowed and the date of return should be completed and signed before taking any club property. The member must also sign an acknowledgement accepting responsibility for repairing any damage caused by the member while club property is in their possession or, in the event of loss of club property, acknowledging the member will be responsible for replacing the club property.

**Section 4.** Electronic devices will not be allowed to be used by youth members during any practice they are participating in. This includes set up and clean up time. This applies to a member's own personal device or a parent's device. It poses a safety risk to have members distracted during any shooting sports practice. Electronic devices include, but are not limited to cell phones, headphones, ear buds and air pods (on or off), blue tooth devices, gaming devices, tablets, e- readers, smart watches, electronic eyewear, computers, ipods, and mp3 players. This policy does not refer to electronic hearing protection. Failure to follow this policy will result in a verbal warning from a coach. A second offense at the same practice will result in the member being sent home from practice for the day. Repeatedly having to be corrected over failure to follow this policy may result in potentially not being able to attend the next practice or being required to repeat the safety training class before being allowed to return to practices.

**Section 5.** On occasion, disciplines may fundraise to allow for participants to attend either events, practices or venues that require extra financial support. In the event fundraising is complete, club coaches will establish written criteria for use of funds to be approved by club at the soonest club meeting for dispersal of funds.

## **ARTICLE XI: MEMBERSHIP**

**Section 1.** Membership in this organization shall be in compliance with the age and grade requirements as stated in the Texas 4-H Youth Development Program Rules and Guidelines.

**Section 2.** New members must be enrolled annually through 4-H Online and be approved as an active member. All members must re-enroll annually.

**Section 3.** All members are required to pay the minimum state –level participation fees of \$25.00 on or before October 31st or pay \$30.00 on or after November 1<sup>st</sup> through 4-H Online.

**Section 4.** All members should conduct at least one project and are encouraged to complete and turn in a project record book for judging.

**Section 5.** New members must complete a County approved safety training course. For most members, this is a one time/lifetime certification and must be completed by the student and a parent/ guardian. If a student is not active in a shooting sports project for two years or more, he or she may be required to re-take the course before attending club practices again. This safety training course may be completed through any Montgomery County 4-H club that provides a county approved training program. Hunters Education Courses are not a substitution for this course. All members may be subject to additional project specific safety training. Students will not be allowed to participate in shooting sports activities as a 4-H member without this required training.

In rare circumstances, at the discretion of the club manager or project leader, any club member and parent may be required to attend the complete safety training course again if they are found to act unsafe at practices. Similarly, if a club member is participating in a discipline that they cannot safely execute, the project leaders (coaches) can require them to participate in a different discipline that uses smaller, lighter equipment until they can prove they are safe at practices.

**Section 6.** Members are required to pay dues as established by the executive committee and will be expected to participate in club and county fundraising activities and

volunteer to help with club activities and projects.

The dues structure is as follows:

- 1<sup>st</sup> child in family: \$110.00
- Each additional child in family living in same household: \$40.00

Families may qualify for a \$20 reimbursement per year by completing a minimum of 5 hours of service to the club through club activities, events, or projects AND by submitting a completed and signed Volunteer Service Form to the Club Manager for verification of hours. Refunds will be issued twice a year (December and May) to families who have met their volunteer hours and submitted a form. Volunteer service forms can be obtained on the club website.

Families who participate in club fundraisers during the year can qualify for a \$50 reimbursement. These reimbursements will be distributed upon completion of a fundraiser and verification of family participation. Members will also pay liability insurance fees as required by Montgomery County 4-H.

**Section 7.** All members must have completed sections 3, 4, 5, and 6 of this article for the current year to participate in shooting practices and competitions as a member of this club. Any projects not related to shooting sports only require sections 3 and 4 of this article.

**Section 8.** All members participating in 4-H related activities requiring a Declaration of Eligibility form will be subject to current provisions of the Texas Education Code. Requests for eligibility to participate and/or an excused school absence in 4-H related activities is the responsibility of the 4-H member and their parent/guardian. The 4-H member should obtain a copy of the Declaration of Eligibility Form (available at the 4-H Office or from the club manager) to be completed and turned in on or before the date set by the 4-H Office and/or by the event committee. The form must be signed by a County Extension agent before being taken to the school for academic verification. Once that is complete, the form is then turned in to the 4-H Office and/ or presented at the competitive event in which he/she is participating. 4-H members should keep a copy of the signed form for documentation. Requests will NOT be submitted or accepted after the 4-H member has attended an event.

**Section 9.** The use of drugs before, during, or at the site of a 4-H event is not acceptable behavior for 4- H members. The use of alcohol, even though it is legal for those over the age of 21, is also unacceptable behavior. The use of these substances is inconsistent with the ideals and philosophy that we teach in 4- H. 4-H is young people, parents and other significant adults, such as 4-H leaders, reacting socially in a family atmosphere. Therefore, this policy will apply not only to 4-H

members, but to parents and other significant adults, such as 4-H leaders, while participating or attending any 4-H events/activities.

No firearms will be allowed during any 4-H event or activity. (Exceptions: 4-H Shooting Sports Projects may possess firearms for use in specific projects.)

Violation of this policy by a 4-H member or adult will result in a written report being sent to the Southeast District Office. Action can include the dismissal of the 4-H member or adult from the County 4-H Program, or other action as deemed appropriate.