

## **East Central Regional 4-H Council**

(approved January 9, 2019)

### **Objectives:**

1. Co-ordinate 4-H activities and programs on a Regional basis. For example, Public Speaking, Camps, Judging Competitions, etc.
2. Arrange for leadership training programs, workshops, seminars, etc. for adult leaders and members.
3. To be an agency through which interested individuals and organizations might channel their support for 4-H in the region. For example, financial contributions, sponsorship, resource persons acting in a leadership capacity.
4. To sell, manage, dispose of or otherwise deal with property of the Regional 4-H Council.
5. Assist the 4-H Alberta in maintaining councils in all districts.

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### **Article I - Name of Council**

The name of the organization shall be the East Central Regional 4-H Council. The East Central Regional 4-H Council shall include the District 4-H Councils of Provost, Hanna, Flagstaff, Drumheller, Coronation and Stettler.

### **Article II - Membership**

1. The membership of the East Central Regional 4-H Council shall consist of or include:
  - i. All members, leaders and volunteers of 4-H in good standing in the districts defined by Article I are automatically members of the Council. Membership automatically ceases when the members and leaders are no longer members of a registered 4-H club or council. Any disciplinary action or expulsion shall be done at club level. Adults who are not members of Council may be appointed to committees.
  - ii. The Regional 4-H Specialist as a non-voting member.
  - iii. All District 4-H Councils within the Regional area must be members in good standing of the East Central Regional 4-H Council if they wish to participate in Regional activities. Clubs must attend District Council meetings. Districts must appoint representation to Regional Council. If a District Council is in jeopardy of losing their standing with the Regional Council, a letter will be sent to the District Council advising them.
2. Rights and responsibilities of members are:
  - i. Members have the rights to attend meetings.
  - ii. Members are responsible for acting in accordance with the By-Laws and objectives of the Society.
3. Voting Privileges
  - i. Voting privileges are extended to all Council members.
  - ii. No district shall have more than one quarter of the voting power at general meetings.
4. Expulsion of Members
  - i. An individual member may be expelled from Council if their actions are deemed to not be in the best interests of the Council.
  - ii. Members who are being considered for expulsion will be notified in writing and will be given an opportunity to explain their actions.
  - iii. Members may be expelled by a majority vote of those present at a general meeting of Council after hearing from the member being considered for expulsion.

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### Article III - Officers

1. The officers of the organization shall be President, Vice-President, Secretary-Treasurer, or Secretary and Treasurer, Historian, Social Media and one (1) 4-H Council of Alberta representative. The only directors of the Council shall be the officers of the Council.
2. All positions shall be elected for a two (2) year term, to a maximum of two (2) terms.
3. One (1) representative shall be elected from Regional Council to 4-H Council of Alberta. Representatives to the 4-H Council of Alberta shall be elected for a three (3) year term, to a maximum of two (2) terms, which begin immediately after the Annual General Meeting of the 4-H Council of Alberta. The election of officers shall take place at the annual general meeting to be held no later than January 5<sup>th</sup> each club year.
4. President and Secretary will be elected in odd numbered years; Vice President and Treasurer will be elected in even numbered years.
5. Removal from Office:
  - i. Voluntary – any officer who is unable to complete his/her term of office may do so at any time with notice given at the next regular meeting. It is expected, however, that wherever possible, the officer honour the commitment made to Council. If it is necessary to resign before the term of office has expired, every attempt must be made to have records up-to-date and hand them over promptly to the successor.
  - ii. Involuntary – any officer who has shown to not be carrying out his/her duties appropriately may be dismissed by carried motion of the Council. Before such action is taken, however, reasonable effort must be made by the Executive to resolve such differences as may occur.
6. Duties of Officers:
  - President
    - a. Prepare notice of meeting and agenda, and give to Regional 4-H Specialist for distribution
    - b. Chair each regular meeting
    - c. Sit on all committees as an ex-officio member
    - d. Other duties as required
  - Vice President
    - a. Assist the President and act for the president in his/her absence.
    - b. Other duties as required.
  - Secretary
    - a. Keep accurate minutes of all meetings
    - b. Promptly type the minutes and send to Regional 4-H Specialist for distribution. Put one copy in the Secretary's Minute Book. The Secretary shall maintain safe

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custody of the Minute Book during his/her term of office and shall surrender it to his/her successor at the completion of his/her term of office.

- c. Copies of correspondence and all other records shall be kept in the Minute Book.
- d. Other duties as required.

### Treasurer

- a. Keep accurate and complete records of all financial transactions conducted by, or on behalf of the Council.
- b. Maintain safe custody of all pertinent financial documents and records.
- c. Deliver these records to the Review Committee in a timely manner following the year-end.
- d. Surrender all documents and records to his/her successor at the completion of his/her term of office.
- e. Other duties as required

### Historian

- a. Keep a record of all Council activities during the year.
- b. Maintain safe custody of all pertinent records during his/her term of office and surrender all records to his/her successor at the completion of his/her term of office.
- c. Other duties as required.

### Social Media

- a. Maintain and post to the East Central Regional 4-H Council social media account as recommended by Council.

### 4-H Council of Alberta Representative

- a. Attend all regular and, if any, special meetings of the 4-H Council of Alberta, representing and vote on behalf of the East Central Regional 4-H Council.

## 7. Executive Powers

- i. The executive must act in accordance with the wishes of the voting membership.
- ii. The voting membership may grant, by carried motion, special decision-making powers.
- iii. In the event of an urgent decision having to be made before the next regular scheduled meeting a unanimous agreement by the executive shall be valid. If unanimous agreement cannot be reached, a special meeting of Council must be called.

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### **Article IV - Quorum and Voting**

1. The quorum at general and special meetings shall be a minimum of one (1) representative from at least fifty percent (50%) of the District Councils.
2. Voting shall be done by show of hands unless otherwise decided by a carried motion.

### **Article V - Meetings**

1. The annual meeting shall be held prior to January 5<sup>th</sup> of each 4-H club year. The date of the annual meeting shall be set at a general meeting at least four months prior to the meeting.
2. The executive is responsible for preparing the agenda for all meetings.
3. The executive is responsible for calling special meetings as necessary.
4. A minimum of two (2) general meetings, including the annual meeting shall be held each year.
5. Notice of all meetings shall be sent in writing to at least one (1) representative of each District Council a minimum of two (2) weeks prior to the meeting.

### **Article VI - Finances**

1. Membership fees as set at the annual general meeting will be assessed to each District Council. Invoice is to be sent out by December 15<sup>th</sup> and payment is due by January 15<sup>th</sup>.
2. The Treasurer shall prepare and present a budget at the annual meeting.
3. The Council shall appoint an audit committee at the spring general meeting, for an annual audit of the finances. The committee shall consist of two (2) non-executive members of the Council. The audit shall occur after September 30<sup>th</sup> and prior to the next annual general meeting.
4. Any two (2) of the Secretary, Treasurer, Vice President, or President shall have signing authority.
5. The fiscal year shall be October 1<sup>st</sup> to September 30<sup>th</sup>.
6. The books and records of the Council may be inspected by any member of Council at any general meeting. Each member of the executive shall, at all times have access to all accounts and records.

### **Article VII - Remuneration**

Remuneration may be paid to any Council member for services provided. The remuneration shall be set annually and included in the budget.

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### **Article VIII- Borrowing Power**

The Council shall not borrow money for any purpose.

### **Article IX - Committees**

1. Standing or Ad Hoc Committees may be appointed or elected as necessary.
  - a. Any Committee must submit a written treasurer's report to Regional Council meetings.
  - b. Any committee with a bank account shall present a reviewed financial statement at the annual general meeting each year.
  
2. Award of Distinction Committee - the Council shall elect or appoint (3) members to the committee.

### **Article X Society Seal**

The Council shall not adopt a society seal.

### **Article XI - Dissolution of Council**

If the council is inactive for two (2) consecutive years, the last elected officers of the Council shall transfer all funds and property of the East Central Regional 4-H Council to the 4-H Council of Alberta.

### **Article XII - Amendments to the By-Laws**

In the future, the Bylaws can only be changed by a Special Resolution of the members. A Special Resolution of the members must be passed at a general meeting with no less than 21 days notice and passed by no less than 75% or  $\frac{3}{4}$  of the members in attendance at this meeting.