

Policy # 4.01	Refer to Policy #
4-H Alberta Clubs Policy Each 4-H club in Alberta is an individual entity and is responsible for governing itself within the policies and procedures established by 4-H Alberta.	1.01, 2.01 4.03, 6.02, 8.03
	Approved
	September 2015
	Review Date
	September 2017

4-H Club Constitution

- If a club has not formally adopted its own constitution, the club will be governed by the constitution printed annually in the 4-H Alberta Leaders Information Manual.

4-H Club Year

- The 4-H Alberta club year is from October 1st to September 30th.
 - Age and time references to current club year reflect the October 1st to September 30th 4-H Alberta club year.

Registration & Provincial Membership Fee

All clubs must submit an accurate and complete online registration and full payment of membership fees by December 1st of the current club year.

- 4-H clubs are required to update the club registration and pay any applicable fees. Fees are non refundable.
- Clubs must be in good standing, registered and pay applicable fees before supplies are issued and 4-H liability insurance is in effect. (Refer to: #8.03 4-H Alberta Insurance Policy)
- Members and leaders may not participate in any district, regional, provincial or national 4-H programs until the membership fee is paid and received by the 4-H Foundation of Alberta.
- Clubs must be in good standing to all levels of 4-H before any member may participate beyond the club.
- Clubs that register after December 1st must pay a \$100 late fee. (Refer to: #4.03 4-H Alberta Late Registration Policy). Clubs may request an extension through their region's 4-H specialist prior to December 1st).
- Clubs not satisfying the expectations and policies governing club functions will not be eligible for registration.

Province of Residence

- The 4-H club contact and a majority of the club members must be residents of Alberta.

Membership

- **Each club is considered its own entity. The club has the right to control the make-up of its membership providing that the club follows the 4-H age requirements, does not contravene any human rights issues, and has by-laws within their constitution that deal with eligibility/acceptance or expulsion from their club.**
- Clubs *must* have a minimum of eight (8) members (special circumstances, clubs may operate with fewer members, after consultation and approvals from the region's 4-H specialist and notification to district council executive and/or key leader).

Club Activities

- Clubs must have a minimum of 6 business meetings throughout the club year.
- Clubs must endeavor to conduct business meetings using parliamentary procedures, which requires that only 4-H members move, second and vote on motions during the club year.
- Clubs must designate which activities/events/meetings are mandatory requirements for members to attend. It is recommended that a program plan is prepared and circulated at the beginning of the club year to members and their families.
- Clubs need to assist members in achieving their minimum 4-H member requirement (#2.014-H Alberta Club Member Policy)

Projects

Only those projects recognized by 4-H Alberta are official projects.

- 4-H project materials and resources are only made available to registered 4-H participants.
- Intermediate and senior members wishing to expand a project, learn a specific skill or take on a new initiative are encouraged to take the Creative Options Project.
- A club wishing to test a new project may apply for 'Pilot Project' status. (Refer to: # 6.02 4-H Alberta New Project Policy)

Club Executive

The 4-H club executive must be elected from the 4-H membership (youth members).

- The executive must include, but is not limited to: president; vice-president; secretary and treasurer.

- At least one (1) signing officer for the 4-H club account must be an executive member.

District Council Representation

- Each club must elect or appoint the number of representatives determined in the district council constitution, who shall represent the club at each district 4-H council meeting.
- It is recommended that at least one (1) of the representatives is a 4-H member.

Leadership

- Each club must have at least one (1) screened leader. Additional leaders and or volunteers are usually needed to assist with projects and activities. (Refer to: #2.01 4-H Alberta Volunteer Policy_and # 2.02 4-H Alberta Leader policy).
- Members have the right to decide who their club leaders are, therefore; adult leaders must be elected by the 4-H members each year.

De-registering a Club

A 4-H club may be de-registered, and will forfeit all registration fees if:

- It is found to be in contravention of the membership age regulation; or
- Club representatives do not attend district council meetings as mandated by the District Council; or
- A club is deemed to be operating in a manner unsafe for youth; or
- A club is deemed to be operating in a manner potentially injurious to 4-H Alberta.

In such cases, 4-H Alberta shall issue the club leader one (1) written warning - serving notice of the compliance required. Upon failure to comply, the 4-H club and all of its members and leaders shall be removed from the active 4-H database and notified by letter that all members and leaders will be denied all rights and privileges of 4-H Alberta.