

**CONSTITUTION**  
**CALGARY REGIONAL 4-H HORSE COMMITTEE**

This constitution is in effect on October 17, 2019

This constitution needs to be reviewed prior to October 2022

**Article 1. NAME:**

The name of the organization shall be:  
THE CALGARY REGIONAL 4-H HORSE COMMITTEE  
(sometimes herein referred to as "the Committee")

**Article 2. OBJECTIVE:**

- a. To promote Horsemanship, Sportsmanship and Citizenship,
- b. To organize and regulate Regional 4-H Horse activities in the Calgary Region,
- c. To receive and consider resolutions and concerns by 4-H clubs with Horse Projects and to act upon them, as is deemed necessary.

**Article 3. MEMBERSHIP:**

- a. All 4-H clubs in the Calgary Region with Horse projects, while in good standing, shall be members of the Calgary Regional 4-H Horse Committee.  
To be in good standing, a club must have:
  - i. Fully paid all Regional & District 4-H dues.
  - ii. Must have representation, either a club leader, senior member, or parent, at a minimum of seventy percent (70%), rounded off, of Calgary Regional 4-H Horse Committee meetings and the Horse Committee meetings following the 4-H on Parade General meetings. For new clubs being formed or clubs with newly formed horse projects, this minimum requirement will be based on seventy percent (70%), rounded off, of the number of meetings left in the year, from the date of club registration.
  - iii. It is mandatory that a club representative attend the Annual General Meeting which is held in October.
- c. Each club is entitled to one vote in person at all meetings.

**Article 4. PARTICIPATION IN REGIONAL SPONSORED HORSE EVENTS:**

- a. A club must be "in good standing" in order that their 4-H members may participate in any Regional 4-H Horse organized activity, such as but not limited to "4-H on Parade", and the "Regional 4-H Horse Show".
- b. Clubs participating in 4-H on Parade and/or the Regional 4-H Horse Show are expected to assume a duty or assist in a Regional 4-H Horse Show sub-committee.
- c. Calgary Regional 4-H Horse Shows are to be conducted in accordance with current Calgary Regional 4-H Horse Committee rules and regulations.

**Article 5. OFFICERS:**

- a. The Executive of the Calgary Regional 4-H Horse Committee shall consist of a President, Vice-President, Secretary and Treasurer. The executive should be from different 4-H clubs and preferably different districts.
- b. The Executive shall be elected by the members at each annual meeting and may include any leader, senior member, parent, or delegate of a member club in good standing of the Regional 4-H Horse Committee. The executive responsibilities will commence immediately after the fall Annual General Meeting.
- c. The term of office shall be two (2) consecutive years.
- d. At the end of the President's term, the Vice President will move into the President's position.
- e. The Vice-President shall be elected in "even years" and the Secretary and Treasurer shall be elected in "odd years" (as at October 1<sup>st</sup> of the club year). It is the duty of the outgoing officer to pass on all material to the new officer and to be willing to act as a "mentor" to the new position during the first few months of their tenure.
- f. If any of the executive are unable to fulfill their two year term, a replacement shall be elected at the next scheduled meeting to fill that position until the end of that term. If it is the President's position, then the Vice President will become President and a replacement will be elected to fulfill the Vice President position.
- g. Notice of officers elected should be sent immediately to the Regional 4-H Specialist.
- h. Vote of Non-Confidence – In the event that a member of the Executive has lost the faith of the membership prior to the conclusion of their term, the process for a non-confidence vote is as follows:
  - i) A petition requesting removal of said person signed by 75% of the Regional 4-H Horse Committee Council membership.
  - ii) The Executive, less the person in question, will meet to consider the petition.
  - iii) The above committee determines whether to continue or discontinue the term of the person in question with a majority vote.
  - iv) The above committee determines whether to appoint a replacement for the duration of the term, or elect a new Executive member/Provincial Representative/Committee Chair at the next Council Meeting.

**Article 6. DUTIES OF THE EXECUTIVE:**

- a. Administer policies and enforce any rulings approved by the Committee as a whole.
- b. To make decisions in specific instances, when it is not practical to call a meeting.
- c. Any two Executive members shall have the power to authorize the approved budgeted expenditures on behalf of the Committee, for the purpose of furthering the objectives of the Committee.
- d. It is the responsibility of the Executive to contact all club contact persons prior to the Calgary Regional 4-H Horse Committee Annual General Meeting. The purpose of this contact is to remind them of when and where the meeting is and to remind them of the mandatory attendance requirement.
- e. The Executive shall notify, in writing, any club that becomes in danger of not fulfilling the minimum attendance requirement. This notice will be sent out to the club contact person and may be sent to each individual family of that club, if deemed necessary.

- f. The Executive will ensure that all new clubs with Horse projects or any existing clubs with a new Horse project in the Calgary Region receive a copy of the Calgary Regional 4-H Horse Committee Constitution and the Calgary Regional 4-H Horse Show Rules.
- g. The Executive shall review the Constitution and propose any amendments to the membership by email at least two weeks prior to the AGM, at which time the proposed amended constitution will be voted on. The constitution shall be reviewed a minimum of every three years.

**Article 7. MEETINGS:**

- a. The Annual General Meeting of the Committee shall be held in October, at a time and place specified by the Executive.
- b. A minimum of two meetings per year will be scheduled, including the annual meeting.
- c. A minimum of fifty percent (50%), rounded off, plus one, of the Calgary Regional 4-H Horse Committee, and the attendance of either the President or Vice-President, shall constitute a quorum for transaction of business.

**Article 8. AMENDMENTS:**

- a. To amend the constitution, it shall be necessary for a notice of the proposed amendment to be presented at a general meeting preceding the meeting at which the vote will be called for.
- b. A two-thirds, rounded off, majority vote of the current membership of the Calgary Regional 4-H Horse Committee in attendance shall be necessary to amend the constitution.
- c. The amended Constitution will come into effect immediately after adoption.

**Article 9. FINANCIAL:**

- a. The financial year shall be October 1 through to September 30.
- b. All 4 (four) Committee members, the President, Vice President, Treasurer, Secretary and the Show Chair, will have signing authority for issuing cheques. Two of these designated people with signing powers will sign all cheques.
- c. The treasurer shall present a detailed statement of receipts and expenditures at the Annual General Meeting. Such statement shall include a detailed price inventory. Such statement shall be reviewed by a 3<sup>rd</sup> party appointed by the Committee.
- d. A budget for the coming year is to be presented and approved at the Annual meeting.

**Article 10. DISSOLUTION:**

Upon the dissolution of the Committee, the Executive shall, after paying or making provision for the payment of all the liabilities of the Committee, dispose of all the assets of the Committee and forward all remaining funds to the 4-H Foundation.

**Article 11. INDEMNIFICATION:**

Each executive member and committeeperson of said Committee shall be indemnified by the Committee against all costs, expenses, and liabilities reasonably incurred by him/her proceeding to which he/she may be made a part of, by reason of his/her being or having been an executive member or committeeperson of the Committee, except in relation to matters which shall have been occasioned by the wilful misconduct or dishonesty of such executive member or committeeperson. The foregoing right of indemnification shall cover amounts paid in settlement of any such action, suit, or proceeding when such settlement appears to be in the interest of the Committee. The foregoing rights shall be in addition to any other rights to which such executive member or committeepersons may be entitled as a matter of law.

President:

\_\_\_\_\_  
*Name (Please Print)*                      *Signature*                      *Date*

Secretary:

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*Name (Please Print)*                      *Signature*                      *Date*