

PEACE REGIONAL 4-H COUNCIL CLUB BYLAWS

Revised November 2019
Next Revision November 2022

ARTICLE 1 – NAME AND AREA

1. The name of the organization shall be the Peace Regional 4-H Council Club. The area of the Council shall be the area supported and advised by the Peace Regional 4-H Specialist. The Peace Regional 4-H Council shall be herein after referred to as ‘the Council’.

ARTICLE 2 – MEMBERSHIP

1. The membership of the Council shall include:
 - a. Two (2) adult and two (2) 4-H club member representatives from each District 4-H Council, and for those clubs where a District Council is not available, one (1) adult and one (1) member.
 - b. One (1) elected representative to the Alberta 4-H Council.
 - c. Executive of the Council.
2. Members of the Executive and Alberta 4-H Council Representative may be elected to office or continue to hold office without being a representative from their District Council.
3. The Regional 4-H Specialist shall be an ex-officio member of the Council.
4. Any member, director or executive officer upon a two-thirds vote of members of the Council in good standing may be expelled if:
 - a. The person in question does not carry out the objectives and purpose of the Council.
 - b. The person in question misses 2 consecutive meetings without just reason.
5. As affiliated members, District Councils must be in good standing to be recognized in Regional Council activities as affirmed in Article 7. *Good standing* is defined as having the regional membership dues paid to the region, by the deadline, and also having communicated and collected on district fees from clubs within their district.
6. Any member wishing to withdraw from membership may do so upon a notice in writing to the Secretary.

ARTICLE 3 – MEETINGS

1. There shall be a minimum of two Council meetings each year. When there are only two such meetings, it is recommended that one be held in the spring to plan for summer events and the other in the fall to plan for winter events. Additional meetings may be called as deemed necessary by the Executive.

2. The Council shall hold an annual meeting on or before December 1st of each year of which notice will be sent to the last known address of each member 14 days prior to the date of the meeting. Mail, email or telephone may be used for notification. The annual meeting shall include the election of officers, bylaw review and any necessary amendments. All meetings of the Council are open to interested 4-H supporters.
3. Additional general meetings of the Council may be called by the Secretary upon direction of the President or Board by notice sent to the last known address of each member 8 days prior to the date of the meeting. Mail, email or telephone may be used for notification. A special meeting shall be called by the President or Secretary upon receipt by him in writing signed by two members in good standing, setting forth the reasons for calling such a meeting by notice sent to the last known address of each member 8 days prior to the date of the meeting. Mail, email or telephone may be used for notification.

ARTICLE 4 – VOTING

1. The voting members of the Council will consist of four votes from each District in the Region: two (2) adults and two (2) youth members. In the event of a tie vote the President will break the tie. Ex-officio members of the Council are non-voting members.

ARTICLE 5 – QUORUM

1. The quorum at any meeting shall be one-third of those eligible to vote.
2. The quorum at executive committee meetings shall be one-half of those eligible to vote.

ARTICLE 6 – TERMS OF OFFICE

1. Term of office shall be two years. Executive officers may serve a maximum of one additional consecutive term. Secretary and Treasurer shall be elected in even years; President and Vice-President shall be elected in odd years. The two Directors will be elected in alternate years.
2. Representative to the Alberta 4-H Council shall be elected for a three year term. Alternate representatives shall also be elected for three year terms. Alberta 4-H Council Representatives may serve a maximum of two additional consecutive terms. If elected to the Provincial Executive they may serve one more two year term to fulfill their duties.
3. No two members from the same immediate family shall hold a position on the executive at the same time.

ARTICLE 7 – REGIONAL MEMBERSHIP DUES

1. Regional membership dues shall be paid in full, by December 1 of the current year, based on current year's membership fees. A 4-H member's club, district, regional and provincial fees must be paid in full in order to be a member in good standing to all levels of 4-H.
2. The amount of the dues per member shall be set at the spring meeting of Council.
3. Clubs in districts with no active District Council shall pay their regional dues directly to the Regional Council.

ARTICLE 8 – THE EXECUTIVE

1. The Council Executive shall be:
 - a. President
 - b. Vice President
 - c. Past President
 - d. Secretary
 - e. Treasurer
 - f. Director – North Peace
 - g. Director – South Peace
 - h. Alberta 4-H Council Representative

ARTICLE 9 – DUTIES OF THE EXECUTIVE

1. Direct the operation of the Council and meet as often as the business of the Council shall require.
2. When deemed necessary, the executive may conduct business of the Council.
3. Receive recommendations from district councils, leaders, members and clubs and present these to council.
4. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the club.
5. The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the club, and meeting of the Board shall be held as often as may be required. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meeting, and state the business to be brought before the meeting.
6. Meetings of the Board shall be called by ten day's notice in writing mailed to each member or by three day's notice by telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided,

however, that all business transactions as such meetings shall be ratified at the next regularly called meeting of the Board otherwise they shall be null and void.

7. Duties of the Executive:

- a. **PRESIDENT:** Act as Chairperson for all general and executive meetings as well as co-ordinate the agenda for all general and executive meetings. Arrange to have the agenda for general meetings distributed at least three weeks prior to the meetings. Direct activities of the Regional council and serve as an ex-officio member of all committees. Sit on the nomination committee. Act as the Council's liaison with the Regional 4-H Specialist.
- b. **VICE PRESIDENT:** Attend all general and executive meetings. Chair the annual nominations committee. In the absence of the President, shall preside at any such meetings.
- c. **PAST PRESIDENT:** Attend all general and executive meetings. Mentor the incoming President and offer guidance to any other new executive position requesting assistance. Serve in an advisory capacity to the Council and Region. In the absence of both President and Vice President, the Past President shall preside at any such meetings.
- d. **SECRETARY:** Attend all general and executive meetings, and record and keep accurate records of meetings. If unable to attend a meeting ensures that all pertinent information is supplied to the President. Arrange for minutes of meetings to be forwarded to each District representative as well as the members of the executive committee within three weeks following the meeting. Bring correspondence to meetings and reply in conjunction with the President.
- e. **TREASURER:** Attend all general and executive meetings. Receive all monies paid to the Council and be responsible for the deposit of same to the designated financial institution the Council may order. Properly account for the funds of the Council and keep such books. Present a detailed account of receipts and disbursements of the Council whenever requested. In consultation with the Council, develop a yearly budget for presentation at the annual meeting. Prepare an annual reviewed statement on the financial position of the Council, and submit a copy to the Secretary for the records of the Council.
 - a. **Regarding casino revenue:** The Treasurer will receive all electronically deposited casino proceeds, and upon receipt of invoices and by direction of the Council, make payments on behalf of the Council. Account for casino funds, keeping accurate records of all receipts and disbursements. Prepare financial statements. Receive casino paperwork and ensure it is complete for AGLC. Submit application, reporting forms, and other mandatory documentation to AGLC. Collaborate and/or delegate the booking of the casino advisors and scheduling of volunteer casino shift workers.
- f. **SECRETARY/TREASURER:** The office of the Secretary and Treasurer may be filled by one person if at any annual meeting for the election of officers shall so decide.

- g. **DIRECTORS – NORTH PEACE and SOUTH PEACE:** Attend all general and executive meetings. Serve in an advisory role to the Council representing the Clubs and Districts in their area. Bring Club and District executive issues forward to the Council. Share relevant information back to District executive positions. Offer guidance and insight in Council's decisions reflective of Clubs and Districts in their area. The North Peace Director's representation covers the Districts of: North Peace, East Peace, Mackenzie, and Fort Vermilion. The South Peace Director's representation covers the Districts of: Central Peace, Grande Prairie and Valleyview.
- h. **ALBERTA 4-H COUNCIL REPRESENTATIVE:** Attend all general and executive meetings. Prepare a report to share to the Council. Attend all 4-H Council of Alberta meetings. Share information between the Council and the 4-H Council of Alberta.

ARTICLE 10 – REGIONAL 4-H SPECIALIST

- 1. The Regional 4-H Specialist shall:
 - a. Act as a resource person to the Council.
 - b. Attend all Council and Executive meetings.
 - c. Keep an accurate and complete record of all Council and Executive meetings, and copies of the financial statement of Council.
 - d. Be informed of all programs and activities planned by the Council before being undertaken.

ARTICLE 11 – COMMITTEES

- 1. The Council shall have the power to appoint and dissolve committees deemed necessary to carry out the work of the Council.
- 2. The president shall be an ex-officio member of all committees.
- 3. Committee members may be drawn from general club memberships of the region.

ARTICLE 12 – FISCAL YEAR

- 1. The fiscal year of the Council will be October 1 to September 30.

ARTICLE 13 – BANKING

- 1. All Council general funds shall be deposited in a recognized financial institution approved by the Council.
- 2. The Council shall open a separate Casino account for all Casino funds at a recognized financial institution approved by the Council.

3. Signing Authority on the general Council account must be any two of: President, Vice President, Secretary, or Treasurer.
4. Signing Authority on the Casino account must be any two of the: President, Vice President, Secretary, or Treasurer.
5. Expenses outside the budget, up to \$500.00, must be approved by the executive committee. Also the executive committee must inform Council of the expense. Expenses over \$500.00 must be pre-authorized by Council.

ARTICLE 14 – AUDITING

1. All accounts and records of the Secretary and Treasurer are to be reviewed at least once a year by a duly qualified accountant or by two members of the society elected for that purpose at the annual general meeting.
2. The books and records of the Council may be inspected by any member of Council at any meeting. Each member of the executive shall, at all times have access to all accounts and records.

ARTICLE 15 – REMUNERATION

1. Any council member or committee member assigned to Council business by the authority of Council may be reimbursed expenses from Council funds as determined by Council.

ARTICLE 16 – BORROWING POWERS

1. For the purpose of carrying out its objects, the club may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the club and in no case shall debentures be issued without the sanction of a special resolution of the club.

ARTICLE 17 – FUNDRAISING

1. The Peace Regional 4-H Council Club may take part in fundraising activities as deemed necessary by the Council. These activities can include but are not limited to bingos and casinos.

ARTICLE 18 – AMENDMENTS

1. Special Resolution is a resolution passed:
 - a. At a general meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given and;
 - b. By the vote of not less than 75% of those members who, if entitled to do so, vote in person.
 - c. A resolution proposed and passed as a special resolution as a general meeting of which less than 21 days notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or;
 - d. A resolution consented to in writing by all the members who would have entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.
2. The bylaws of the Peace Regional 4-H Council Club may be amended at the annual meeting of Council without prior notification of the members.

ARTICLE 19 – DISSOLUTION

1. Upon a decision, by majority secret ballot vote, to dissolve this 4-H Regional Council Club, all funds in the club's account will be sent to the Provincial 4-H Council to be held for a maximum two year period. At the end of two years, if the club has not reorganized, two-thirds of the funds are to be given to the 4-H Foundation of Alberta Legacy Fund, with the remaining one-third being sent to the Camp Artaban Foundation.
2. If the club is dissolved, the 4-H Foundation of Alberta is to continue distributing the provincial scholarships funded by the region until the principle has been entirely dispersed.
3. Casino funds of the club will be held for a maximum of one year after which they shall be returned to the Alberta Gaming, Liquor and Cannabis (AGLC).