

Policy # 10.01	Refer to Policy #
4-H Alberta Constitution/Operating Rules Policy Each entity (club, council, committee, etc) belonging to 4-H Alberta and/or using the 4-H name should develop and adopt its own operating rules in the form of a constitution, bylaws, and/or operating rules.	
	Approved
	September 2015
	Review Date
	July 2017

4-H Alberta Clubs

- Until a 4-H club adopts their own constitution, they will be bound by the default constitution found in the appendix. An electronic copy of the default constitution can also be downloaded from the 4-H web site at www.4h.ab.ca
- The operating rules contained in a 4-H Alberta club constitution cannot contradict the 4-H Alberta Policies and Procedures, but may be more stringent.
- The members and leaders of a 4-H club will cooperatively develop, discuss and adopt a constitution that fits the needs of their group, within (1) year of organization and may develop a set of operating rules to guide their operations and assist new members.
- The approved constitution of each 4-H Alberta club will be sent to the key leader and 4-H Specialist upon review.

4-H Alberta Committees, Councils and Boards

- Each committee, council and board in Alberta using the 4-H name shall prepare operating rules/terms of reference to guide their operation.
- The operating rules/terms of reference of each 4-H Committee, Council and Board shall be developed, reviewed and accepted within one (1) year of organization.
- The operating rules cannot contradict the 4-H Alberta Policies and Procedures, but may be more stringent.
- Operating rules/terms of reference must be reviewed at minimum, once every three (3) years.
- A copy of the committee's, councils and board's approved operating rules/terms of reference shall be available for circulation upon request, shall be stored with the entities files, and a copy should be provided as follows:
 - ❖ District/ Regional Level – copy to regional 4-H office
 - ❖ Provincial/ multi regional level – copy to the 4-H Alberta Branch Head

4-H Alberta Bylaws/Constitution/Operating Rules Development Guidelines

- Each club, committee, or partner in Alberta using the 4-H name, should consider the following when developing their documents:

- ❖ Name of the group
- ❖ Purpose(s) of the group
- ❖ How you can become a member of the group
- ❖ The rights, responsibilities and duties of members
- ❖ How membership is rescinded
- ❖ Method of calling general and special meetings, when meetings will be called, quorum and voting procedures
- ❖ Appointment and removal of officers, their duties, powers and, payment of travel and meeting expenses if any.
- ❖ Powers for borrowing money, if any
- ❖ Review of accounts, if any.
- ❖ Custody and use of the association seal, if one is obtained
- ❖ How you make, amended and rescind articles
- ❖ Who prepares minutes and where they are stored.
- ❖ Time and place where members may inspect minutes and account books.
- ❖ Dissolution of organization.
- ❖ Review of document – frequency and method