

The Calgary Regional 4-H Council Constitution and By-Laws

This constitution is in effect on April 3, 2019.
This constitution needs to be ratified prior to November 2021.

Article 1	<u>Name:</u>
	The name of the organization shall be the Calgary Regional 4-H Council, herein called the "Council".
Article 2	<u>Area:</u>
	The area of this Council shall include the 4-H Districts of Rocky View, Mountainview, Kneehill, Wheatland and Foothills.
Article 3	<u>Objectives:</u>
a)	To facilitate the organization, planning and execution of Regional 4-H activities in the Calgary Region.
b)	To act as an agency through which other organizations and individuals may become involved and support 4-H activities in the region.
c)	To receive and consider resolutions and concerns presented by District Councils and forward these to the Provincial 4-H Council, or act upon them, as is deemed necessary.
d)	To facilitate the distribution of information from the Provincial 4-H Council to the District 4-H Councils.
e)	To facilitate the distribution of information from the District 4-H Councils through to the Provincial 4-H Council. In the case that a District Council is requesting funds from the Regional Council, financial/budgeting information as well as the District 4-H Council's constitution will be required.
f)	To strive for better understanding and fellowship.
g)	To provide opportunities for personal and leadership development for 4-H members and leaders.
h)	To promote the 4-H program in the Calgary Region.
Article 4	<u>Membership:</u>
a)	Two representatives from each District 4-H Council as appointed by their respective Councils. Each 4-H District must have representation.
b)	One representative to the Provincial 4-H Council.
c)	Anyone who is interested in attending the Regional Council meetings for example 4-H Leaders, Key Leaders, Parents, Members, Provincial Council Rep or Sponsors.
d)	The Calgary Regional 4-H Specialist, as an ex officio member who acts in an advisory capacity to the council and does not vote.
e)	Two representatives of the Calgary 4-H Alumni, if active.
Article 5	<u>Voting:</u>
a)	The voting privilege shall be given to 4a) and 4b) as indicated above.
b)	No District shall have more than two (2) voting members as identified in 4a) above and none of the voting members can be part of the executive. No more than one Key Leader per district can vote.
c)	On issues determined by the executive, the executive shall be comprised of the President, Vice President, Secretary, Treasurer and the Past President, if such is within one year of having served as President as identified in 7a) below.
d)	The executive, as listed above, shall vote however the president shall not vote except in the event of a tie.
Article 6	<u>Fees:</u>
a)	Each District in the Calgary 4-H Region shall pay an annual membership fee per registered club member as assessed by the Regional Council on a motion every year at the spring meeting. (note this value may be \$0.00).
b)	If a District does not pay the required membership fee by January 1 st of the current 4-H club year, all members and leaders from within that District will be ineligible to participate in any Calgary Regional activities, programs or events until such time as the fees are paid in full. The Regional Council will be responsible for notifying the clubs of the district in default one week after the deadline has passed.
c)	Members and Clubs must be in good standing or order participate in Regional events. Good standing is defined in the 4-H Alberta Policies Manual 2016-2017.

Article 7	<u>Officers:</u>
a)	The Executive of the Council shall consist of a President, Vice President, Secretary and Treasurer. The immediate Past President, if within one (1) year of serving as President will act in an advisory capacity.
b)	The Executive officers, excluding the treasurer, will be elected by a general vote at the Annual Meeting as required.
c)	The offices of President, Vice President, Secretary, Treasurer shall be open to anyone eighteen years of age or over. The elected Vice President shall hold office for two years and at the end of the two years will advance to the position of President for two years. The Treasurer's position is a minimum three year term.
d)	The office of Treasurer shall be appointed by the Executive when needed, no later than one month after the Annual Meeting.
e)	The offices of President, Vice-President, Treasurer and Secretary will receive an honorarium, the amount determined and approved in the annual budget.
f)	One Provincial 4-H Council Representative will be elected for a three year term with a maximum representation being two consecutive terms. Terms as determined by the Provincial Council elections schedule. The Provincial Rep is to consult with the districts and region by attending the Regional Council Meetings to represent the Calgary Region's viewpoint when at Provincial Council meetings.
g)	Vote of Non-Confidence – In the event that a member of the Executive, Provincial Council Representative or committee chair has lost the faith of the membership prior to the conclusion of their term, the process for a non-confidence vote is as follows: <ul style="list-style-type: none"> i) A petition requesting removal of said person signed by not less than fifteen (15) persons as described by Article 4 of the Regional 4-H Council membership representing not less than two (2) Districts; ii) The Executive plus a representative from each district who has not signed the petition and including the person in question, will meet to consider the petition; iii) The above committee (7 g ii) determines whether to continue or discontinue the term of the person in question; iv) The above committee (7 g ii) 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 8	<u>Duties of the Executive:</u>
a)	To administer policies and enforce any rulings approved by the Council as a whole.
b)	To make decisions in specific instances, when it is not practical to call a meeting.
c)	Executive Members shall adhere to the general rules for 4-H members, and attend at least seventy per cent (70%) of Regional Council and Executive Meetings. If they fail to comply, a replacement will be selected by the Executive Committee to act in this capacity until the next Council Meeting when a replacement shall be voted into the position in question.
Article 9	<u>Committees and Provincial Representatives:</u>
a)	Standing committees of the Council will be formed each year for programs such as, but not limited to: Resource, Grievance, Funspiel, Judging, 4-H On Parade, Communications, Bursary/Scholarship, Horse, Winter Bonanza, Finance, Casino, Fun Day, Portfolio, Regional Recognition and others as required by the Council. District representation on these committees will be determined on a yearly basis and mandatory in order for clubs within the district to participate.
b)	Committees will be responsible for the organization and execution of the activities assigned to them. Committees will also be responsible for reporting back to the Regional Council executive with financial and written report.
c)	As determined by the executive, various members of the executive may be ex-officio members of all Council committees.
d)	Regional Representatives on Provincial committees will be appointed as required and includes but not limited to: SPARC, BAC, SHAC, PEAC, Leaders' Screening, and Provincial Communications and others as required.
Article 10	<u>Meetings:</u>
a)	The Annual Meeting of the Regional 4-H Council will be held prior to January of each year
b)	The location of the Council Meetings will be held at a central location determined by the Executive.
c)	A minimum of four meetings per year will be scheduled including the annual meeting.

d)	Business shall follow Robert's Rules of Order unless otherwise specified in this constitution.
e)	Distribution of minutes – minutes will be sent by email to all leaders and those in attendance following the meeting. Minutes will not be posted on the Calgary Region webpage. Minutes will be available upon request from the Regional 4-H office or the executive. Past minutes will be stored in the storage facility as determined by the Council.
Article 11	<u>Quorum:</u>
	Ten voting members of the Regional 4-H Council will constitute a quorum for transaction of business.
Article 12	<u>Amendments:</u>
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-third majority vote of the voting members as outlined in Article 5 who are present shall be necessary to amend the constitution. There must be four (4) of the five (5) District representatives present to vote on such an amendment.
c)	The constitution shall be reviewed a minimum of every three years.
Article 13	
a)	a) The organization shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.
Article 14	<u>Finance:</u>
a)	There is to be an Annual Review made and a Financial Statement given at the Annual Meeting for the fiscal year from October 1 st to September 30 th .
b)	General Banking signing authorities shall be any two of President, Vice President, Secretary and Treasurer. For the Casino Bank Account, signing authority shall be any two of the following: President, Vice President, Treasurer and Casino Committee Chairman
c)	The Council cannot borrow money to carry out its objectives
d)	All Council funds shall be deposited in a recognized financial institution approved by Council.
e)	All expenditures must be authorized by the Council or Executive.
f)	Each year the council will complete all necessary paperwork for CRA and all files will be retained in accordance with Revenue Canada's guidelines
Article 15	<u>Dissolution of Council:</u>
a)	The Calgary 4-H Regional Council can only be dissolved at any annual, general, or special meeting on a vote of $\frac{2}{3}$ (two thirds) of those eligible to vote.
b)	Funds will be dispersed as follows: i) All existing Regional Scholarships & Bursaries and their related funds will go to the 4-H Foundation of Alberta, where they will be retained and administered as Calgary Regional Scholarships and Bursaries as long as there are active 4-H members and Alumni in the Calgary Region and its Districts so long as the funds exist. ii) All other Council funds will be sent to the 4-H Foundation of Alberta to be held in trust for a period of 5 years. iii) If at the end of 5 years, the Council has not reorganized, all funds (excluding Scholarship and Bursary funds) will be dispersed evenly among the existing 4-H Districts within the Calgary 4-H Region.
	Signatures Date
	President – signed by
	Vice President – signed by
	Secretary – signed by
	Treasurer – signed by