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## SOUTHERN ALBERTA 4-H REGIONAL COUNCIL CONSTITUTION

### ARTICLE I. NAME

The name of the organization shall be the Southern Alberta 4-H Regional Council, herein called the "Council".

### ARTICLE II. AREA

The area of this Council shall be the area known as the Counties of Cypress, 40 Mile, Lethbridge, Newell, Vulcan, Warner and the Municipal Districts of Cardston, Pincher Creek, Taber and Willow Creek.

Within this Council's area are the five South East District Councils of Cactus Country, 40 Mile County, Newell, Taber and Warner, and the five South West District Councils of Cardston, Lethbridge, Pincher Creek, Vulcan and Willow Creek.

### ARTICLE III. OBJECTIVES

1. To facilitate the organization, planning and execution of inter-district 4-H activities and programs within the Region, and to be responsible for any duties related to the administration of these activities.
2. To be an agency through which interested individuals and organizations might channel their support for 4-H in the Region.
3. To jointly plan and coordinate the most efficient use of available services offered to the clubs (i.e. speakers to be used for joint meetings, judges, etc.)
4. To provide for an exchange of ideas between 4-H Alberta, regional and district councils.
5. To promote better understanding and fellowship between 4-H members, leaders, clubs and district councils.
6. To promote the 4-H philosophy, its programs and objectives, and effective citizenship in communities throughout the Region.
7. To provide for and assist in the implementation of leadership development programs on a Regional or Inter-District basis.
8. To follow the mandate of 4-H Alberta.

### ARTICLE IV. MEMBERSHIP

The membership of the Southern 4-H Alberta Regional Council is to include:

1. Two adult representatives elected from each 4-H District Council in the Southern Alberta 4-H Region.
2. Two Alumni member representatives from the Southern Alberta 4-H Region Alumni if it is registered.
3. District Key Leader(s)
4. The Area Coordinator will act in an advisory capacity to the Council.
5. Maximum of two representatives from Regional/Provincial Project Committees.
- ~~6.~~ Any member District must have the permission of 4-H Alberta to withdraw from the Regional Council.

### ARTICLE V. MEMBERSHIP FEES

1. A membership fee will be assessed to each member 4-H District Council.
2. The membership fee for the following 4-H year will be set at the June meeting.
3. All Districts must pay the dues within two months of the invoice date of the current 4-H year.
4. If a District does not pay within two months of first notice, they will be assessed a penalty of \$1 (one dollar) per active 4-H member within their District.
5. If a District does not pay the required membership fee, that District will be ineligible to participate in any Southern Regional activities, programs or events.

### ARTICLE VI. OFFICERS

The officers of the organization shall be: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary- Historian, Treasurer, and Immediate Past President (if available).

## **ARTICLE VII. ELECTION OF OFFICERS, TERMS OF OFFICE**

1. The election of the officers of the Council shall take place at each Annual Meeting.
2. The office of President shall not be held for more than two consecutive years by any one person.
3. The office of the treasurer may be held for up to 4 years with the possibility of a year extension should a candidate not be found. All other executive positions can be held for no more than 3 consecutive years.

## **ARTICLE VIII. QUORUM & VOTING**

1. The quorum at regular, general, annual, special and other committee meetings shall be one-third (1/3) of those eligible to vote. Quorum at executive meetings is 50% of the executive committee.
2. Each District shall be limited to each having 2 voting members - Voting Member is an elected District Representative and/or Key Leader
3. Voting shall be done by show of hands unless otherwise decided by a carried motion.
4. Election of officers shall be by secret ballot.
5. The President does vote. In the event of a tie, the vote is lost.

## **ARTICLE IX. MEETINGS**

1. There shall be a minimum of 4 meetings held each year (usually October, December, March and June).
2. The annual meeting shall be held in the first two weeks of December for the purpose of electing the executive, presentation and approval of a budget and approving the general program plan for the year.
3. The executive is responsible for calling special meetings, as necessary.
4. Special general or executive meetings may be called by the President within a minimum of 48 hours notice by telephone, fax or e-mail. Such a meeting may also be called at the request of 1/3 of the voting members.
5. District Representatives are responsible for attending 75% of the Regional meetings or arranging for an alternate to attend in their place.
6. Except for special circumstances declared by the President and the Council, general, annual or special meetings and the discussions shall be open to attendance by all 4-H members, parents, leaders and other interested community persons. They may NOT participate unless they have applied for and received permission to participate at a scheduled time and place on the agenda.
7. Meetings may be held in person or electronically, or combination of both.

## **ARTICLE X. COMMITTEES**

The President is an ex-officio member of all committees; non-voting.

The Council shall have the power to appoint and dissolve committees deemed necessary to carry out the programs and activities of Council.

The Council may call upon the general Club memberships of the Region to fulfill some of its committees' memberships.

All committees shall submit a written report at general meetings, and for annual meetings – both a written report and a detailed financial statement (if applicable).

### **1. EXECUTIVE COMMITTEE:**

The executive committee shall consist of the officers.

### **2. FINANCE COMMITTEE**

The finance committee shall consist of the Treasurer, President, Secretary, and immediate Past President (if available).

The committee is assigned the following duties:

- a) to make recommendations regarding the financial matters of the Council
- b) to encourage the payment of District fees.

- c) to be an agency whereby offers of assistance to 4-H, by individuals and organizations, may be channelled to the appropriate District within the Region.
- d) to make the financial records available to any member of the Council, upon request, giving reasonable notice and arranging a time satisfactory to the Treasurer.

### 3. **COMMUNICATIONS COMMITTEE** – Public Speaking and Presentations

This committee is responsible for the Regional Communications Competition.

### 4. **SCHOLARSHIP COMMITTEE**

- a) This committee is responsible for the Regional Scholarships and bursaries. They make recommendations to Council as to the setting up of a scholarship or bursary.

### 5. **PROJECTS COMMITTEES**

These project-based committees shall:

- (a) Coordinate the project related activities in the Region.
- (b) Report to and be accountable to the Southern Alberta 4-H Regional Council.
- (c) Maintain accurate financial records for the Regional Programs for which they are responsible.
- (d) Submit annual financial statements, which will accompany the Treasurer's annual financial statement for the Council's Annual meeting in December.
- (e) Prepare a written report for the Southern Alberta 4-H Regional Council Meetings.

### 6. **CASINO COMMITTEE**

This committee shall consist of members of The Society of the Southern Alberta 4-H Regional Council. These members are selected from the membership of the Southern Alberta Regional 4-H Council. This committee is responsible for the Society and its finances, and is therefore, accountable to the Southern Alberta Regional 4-H Council.

### 7. **SPECIAL (AD HOC) COMMITTEES**

Special committees will be formed as required for specific inter-district (regional) activities and will be responsible for organizing and carrying out activities assigned to them.

## **ARTICLE XI. FINANCIAL**

1. There is to be an Annual Review made and a Financial Statement given at the Annual Meeting for the fiscal year from October 1 to September 30.
2. Banking signing authorities shall be any two of President, Secretary and Treasurer.
3. The Council cannot borrow money to carry out its objectives.
4. All Council funds shall be deposited in a recognized financial institution approved by Council.
5. All expenditures must be authorized by the Council or Executive.

## **ARTICLE XII. AMENDMENTS**

1. Amendments to the Constitution shall be made only at the Annual Meeting.
2. A  $\frac{3}{4}$  (75%) majority vote of the representatives present is necessary for any amendment to the Constitution.
3. Any amendment to the Constitution is required to follow 4-H Alberta Policy and Guidelines.
4. The executive of the Council shall be given written notice of motions presented to them at any meeting prior to the Annual Meeting of any proposed change in the Constitution.

## **ARTICLE XIII. DISSOLUTION OF COUNCIL**

1. The Southern 4-H Alberta Regional Council can only be dissolved at any annual, general, or special meeting on a vote of  $\frac{3}{4}$  (three quarters) of those eligible to vote.

2. Funds will be dispersed as follows:

- a. All existing Regional Scholarships & Bursaries and their related funds will go to 4-H Alberta, where they will be retained and administered as Southern Alberta Regional Scholarships and Bursaries as long as there are active 4-H members and Alumni in the Southern Region and its Districts.
- b. All other Council funds will be sent to the 4-H Alberta to be held in trust for a period of 5 years.
- c. 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 Southern Alberta 4-H Region.