



## 4-H Alberta Default Club Constitution

Each 4-H club in Alberta is an individual entity and is responsible for governing itself within the 4-H Canada Code of Conduct and the 4-H Alberta Reference Guide which includes the Code of Conduct Enforcement process. Each club should develop and adopt its own operating rules in the form of a Club Constitution. The members and leaders of a 4-H club will cooperatively develop, discuss and adopt a constitution that fits their own club and community, following the 4-H Canada Code of Conduct, the 4-H Alberta Reference Guide, and must include the information below.

Until such time as a club formally adopts its own constitution, they will be governed by this default constitution as is.

### Article I - CLUB, MEMBER, AND VOLUNTEER REQUIREMENTS

This 4-H club will abide by all 4-H Canada Policies and the 4-H Alberta Reference Guide.

#### A. CLUB

1. Name
  - a. The name of this club is \_\_\_\_\_.
  - b. Changes to the club's name must be decided by a majority vote of all current 4-H members in the club.
  - c. The 4-H name, emblem, pledge and motto are protected by trademark and copyright. Alterations, additions, or deletions are expressly forbidden.
2. Requirements
  - a. This club will submit an accurate, complete and approved Constitution, Program Plan & Budget to the Area Coordinator by December 1 each year. New members and/or leaders may be added after that date so long as they will be able to meet all the member/leader expectations.

#### B. MEMBERSHIP

1. Eligibility
  - a. Youth who have reached their sixth birthday and have NOT reached their twenty-first birthday on or before December 31st of the current club year are eligible for membership in 4-H Alberta.
    - i. Membership age categories are (as of December 31 of the club year):

1. Cleaver Kids 6-8 years
  2. Junior 9-11 years
  3. Intermediate 12-14 years
  4. Senior 15-20 years
- b. Youth who are younger or older than the official 4-H age limits cannot register as 4-H members and cannot participate as such.
2. The club will hold a yearly vote to include, or not include, members aged 6-8.
    - a. A Cleaver Kids program plan is created by the Leader, this will include expectations for the Cleavers: attendance, what they can vote on in general meetings, etc. This can vary each year depending on the group of Cleavers.
    - b. Cleaver Kids may be invited to join the general membership for some activities, but will generally have stand alone, age appropriate, events.
  3. All members are expected to meet the membership requirements of their age category, as defined by 4-H Alberta Reference Guide. Only members in good standing are eligible to participate in 4-H activities, competitions, and achievement events.
    - a. A member in good standing:
      - i. Abide by the Code of Conduct and 4-H Albert Reference Guide
      - ii. Abide by the Program Agreement on the Online Registration System
      - iii. Is registered in at least one club and is in alignment with their club constitution
      - iv. Has paid all fees
      - v. Meets the Member Requirements
      - vi. Has completed all required forms and information on the Online Registration System
    - b. Junior, Intermediate, and Senior member basic expectations to receive club year credit:
      - i. Complete project records and have them signed by the appropriate adult volunteer.
      - ii. Attend a minimum of 70% of the designated club activities.
      - iii. Complete a communication activity. This must be prepared and presented by the member to the club.
      - iv. Participate in the club's achievement event. If a member is unable to attend in person, prior arrangement must be confirmed with the club leader to designate the member's participation in some aspect of the Achievement event.
      - v. Participate in the club's designated community service activity.
    - c. Cleaver Kids:
      - i. Are not enrolled in traditional 4-H projects, nor are they required to complete the requirements of a Junior, Intermediate, or Senior 4-H member, but instead:
        - Develop new friendships,
        - Have a sense of belonging to the club and the community,
        - Develop listening skills and the ability to express themselves while having fun
        - Set goals, track progress, and celebrate achievements
        - Participate in designated Cleaver Kids activities, and any age-appropriate club activities
      - ii. Cannot make a personal profit from their mini projects
      - iii. Do not keep a yearly 4-H diary and will not have their tenure used for scholarship purposes
  4. If any club expectation cannot be met due to extenuating circumstances, acceptable alternatives may be determined and approved by the club.

### **C. TRAINED LEADERS & SCREENED VOLUNTEERS**

1. Selection
  - a. Members have the right to decide who their leaders are. Therefore, all trained and screened leaders must be elected annually by the general youth membership.

- b. All volunteers must be at least 18 years of age and may not also be registered as a member.
  - c. Volunteers registered with 4-H Alberta are encouraged to participate in available leadership and development opportunities.
2. Leader Requirements:
- a. Leaders are: General Leaders, Club Registrars, Assistant Leaders, Project Leaders, Assistant Project Leaders, and Cleaver Leaders.
  - b. The Rule of Two must be followed based on ratios as per the [Youth Safety at 4-H Canada](#)
  - c. Any trained leader or screened volunteer, defined as a person in a position of trust, must:
    - i. Be registered with 4-H Alberta, through the club registration process.
    - ii. Complete the 4-H Alberta leader screening process and training courses.
      - 1. Training: Abuse Prevention and Duty to Report (includes Commit to Kids)
      - 2. Training: Youth Safety
    - iii. Abide by the 4-H Code of Conduct, 4-H Alberta Reference Guide, and the club constitution.
  - d. Screened volunteers must:
    - i. Be recruited by the adult advisory committee or the appropriate 4-H event committee; or voted in by the membership.
    - ii. Always have a trained leader present when working with youth.
    - iii. See requirements (C.2.c.i) and complete the screening process.
3. Tasks of the General Leader(s) or Leaders if there is not General Leader:
- a. Administration of the club.
  - b. Support the executive members in their duties and ensure the safekeeping of club files, supplies, and assets.
  - c. Support of the members in the organization and operation of the club.
  - d. Support other leaders in their roles and ensure that project meetings are held regularly.
  - e. Ensuring that the club provides opportunities for members to develop effective project and personal skills.
  - f. Ensuring that the club is represented on the district 4-H council and assisting with district 4-H events
  - g. Ensuring that information is communicated to the members, other leaders, volunteers and parents in a timely manner.
4. Other leaders will be recruited as needed. Positions could include:
- a. One or more assistant leaders whose duties are to assist the general club leader.
  - b. One or more project leaders for each project offered. A project leader's duties include:
    - i. Assist the general leader in ordering the correct project materials.
    - ii. Host project meetings to help develop member project skills. This may include designing and teaching lessons or supervising and arranging for experts/clinicians to lead lessons.
    - iii. Support and encourage members in completing project work and record books.
    - iv. Work with the general leader and designated committee to plan the achievement event.
    - v. Being aware of achievement event requirements and helping members prepare for their achievement event.
5. The general, assistant, and project leaders make up the adult advisory committee. The adult advisory committee will work collaboratively with the executive members.

#### **D. UNSCREENED SUPPORTERS (SECTION OPTIONAL)**

Supporters do not need to be screened or trained and are not a part of the ratio or position of trust (cannot be alone with members or handle money).

1. A 4-H Supporter in this club must:

- a. Be at least 18 years of age.
  - b. Be listed in the club minutes and/or registered with 4-H Alberta annually.
  - c. Always have a trained 4-H leader and a second trained leader or screened volunteer present when working with youth.
  - d. Provide support to the members and leaders of the club currently, or in the past.
2. Supporters registered with 4-H Alberta will remain on the mail/email lists to assist in maintaining ties with 4-H Alberta but are not eligible to participate in provincial leadership and development opportunities.

## Article II - PURPOSE AND OBJECTIVES

This 4-H Club was formed to advance the following purpose and objectives and to provide service to the community.

### A. PURPOSE

1. To contribute to the Vision and Mission of 4-H Alberta
  - a. Vision
    - i. 4-H Alberta is recognized and respected as the youth organization of choice for developing outstanding future community leaders and citizens.
  - b. Mission
    - i. 4-H Alberta inspires and empowers youth to reach their full potential through learning, connecting and having fun.
2. To encourage all participants in following the 4-H Pledge.
3. To uphold 4-H Canada and 4-H Alberta policies ensuring a safe, fun, supportive environment for all, where positive youth development is at the centre of all activities.

### B. OBJECTIVES

1. The 4-H program offers the opportunity for members to:
  - a. Acquire knowledge and skills in specific project areas.
  - b. Learn effective communication skills.
  - c. Increase their self- esteem and confidence.
  - d. Develop and use effective leadership skills.
  - e. Run an effective business meeting.
  - f. Work in teams with other youth and adults in this community.
  - g. Attend events to meet new people in Alberta, across Canada, and from other countries.

## Article III - MEETINGS, ELECTIONS, AND VOTING

### A. MEETINGS

1. This club will endeavour to conduct business meetings using Parliamentary Procedure, which requires that only members propose, second, and vote on motions during club meetings. Leaders and parents do not vote and should refrain from influencing members.
2. The club will hold a minimum of six business meetings per year.
3. Quorum
  - a. At least one-half of all eligible (see I.B.2.a) members shall constitute a quorum for club meetings.

### B. ELECTION AND VOTING PROCEDURES

1. Voting on routine matters, not involving persons present, will be done by a show of hands, unless any objection is voiced.
2. A majority vote, more than half of the votes cast, is required to pass a motion or elect someone to office.
3. The president may only vote in the case of a tie, or by secret ballot with the rest of the membership during elections.
  - a. In the case of a tie, the president will vote to defeat the motion.
4. Elections of leaders and the executive members will be by nomination and secret ballot, at the first or second meeting of the club year.
5. Leaders and the executive will be elected for a period of one year.

## Article IV - EXECUTIVE AND OTHER POSITIONS

### A. EXECUTIVE

1. All executive positions will be elected from the youth membership of the club.
  - a. An Executive Assistant may be elected/appointed to act as a guide for any executive members requiring assistance.
    - i. The Executive Assistant does not have signing authority and should endeavour to teach member(s) about their position and encourage Learn to Do By Doing.
    - ii. The Executive Assistant may be a trained leader, screened volunteer or senior member.
2. The club will elect a president, vice president, secretary and treasurer. The club may also elect a reporter, parliamentarian and a historian.
3. These officers form the executive committee. It is their duty to carry out the wishes of the total club membership and to represent the total club membership without allowing personal or minority group opinions to influence their action.
4. No member will hold any one executive position for more than two years.
5. Elected officers will work collaboratively with the adult advisory committee.
6. Duties of the executive
  - a. President
    - Conduct orderly and efficient meetings according to parliamentary procedure.
    - Prepare an agenda before each meeting in consultation with the secretary and general leader.
  - b. Vice President
    - In the absence of the president, perform the duties and exercise the powers of the president.
    - Assist the president as required.
    - Should the president have to leave the club, the vice president will automatically become the new president.
  - c. Secretary
    - Help the president prepare the agenda.
    - Handle all the club correspondence and read pertinent items at meetings.
    - Record the minutes of each meeting and share them with the club membership in a timely manner.
  - d. Treasurer
    - Keep accurate, up-to-date records of club finances and report to the club at each meeting.
    - Administer the club finances, issue co-signed cheques, and receive and pay bills.
    - Prepare year-end financial summary, and current inventory of assets (including location), and submit to club appointed adult reviewers.
    - The treasurer's records will be given to the historian, or general leader if a historian has not been elected, at the end of the club year.
    - See the 4-H Reference Guide for more information and processes.

- e. Club Reporter (optional)
  - Inform radio, newspaper and other media outlets of club activities.
  - Assist in maintaining the club electronic and social media information (i.e. website, Facebook page, etc.).
  - Collaborate with the club leadership team, or identified adult, to protect member privacy as appropriate.
- f. Parliamentarian (optional)
  - Know parliamentary procedure and assist members in running effective meetings.
  - Know the club constitution and ensure it is followed.
  - Encourage the club to review the constitution annually.
- g. Historian (optional)
  - Collect, organize, and keep record of current club activities for historical reference.
  - Receive secretary's and treasurer's records at the end of the club year for retention in the club's library.
  - Make the club's historical records available as required.

## **B. DISTRICT COUNCIL PARTICIPATION**

1. This club is part of the \_\_\_\_\_ District 4-H Council.
2. As a member of the District 4-H Council, the club will:
  - a. Elect representatives, as indicated, in the local District Council constitution, to attend all district council meetings. An alternate will be elected to represent the club if one of the representatives is unavailable.
  - b. Pay appropriate District 4-H Council fees.
  - c. Endeavour to participate in district events (hosting and organizing).
  - d. Abide by the district constitution to maintain good standing.

## **C. COMMITTEES**

1. The club can appoint, and dissolve committees as needed to carry out specific matters of business, which do not fall under the jurisdiction of the leaders or executive.
2. Each committee will elect a chair who will be responsible for the direction of the work of the committee and will arrange any necessary meetings. He or she will report to the entire club when required.

## **Article V - PROJECTS**

All projects within this club will follow the applicable Standards outlined on the 4-H Alberta website, the additional Policies and Guidelines at other levels of 4-H Alberta, and by the 4-H Alberta Provincial Advisory Committees. Project finances fall under club finances.

## **Article VI - CLUB RECORDS AND FINANCE**

### **A. CLUB FILES**

1. Club files and records are property of the club, and all members and leaders will have access when requested. Digital files are recommended.
2. The secretary and treasurer's records will be given to the historian, or general leader if a historian has not been elected, at the end of the club year and retained for future reference.
  - a. Financial records must be retained for a minimum of 7 years.
3. Club leaders, who are changing their position or leaving the club, will turn all club supplies and leadership material over to their successor.

4. Personal information of members and leaders will be protected and only be released to those outside the club with permission of the individual (or parents if under age 18).

## **B. FUNDRAISING**

1. Fundraising shall be done with a purpose in mind (i.e. to purchase new club shirts), not for the sole purpose of 'making money'.
2. Funds raised in the name of the club, including funds raised for specific projects, belong to the club and shall be used as intended. Additional funds will be designated for another purpose as decided by the members. Funds shall not be used for personal gain.
3. Someone will be designated to ensure that proper recognition and reporting of funds received via sponsorship or grants is completed.

## **C. REVIEW OF FINANCIAL RECORDS**

1. The accounts and records of the treasurer will be reviewed by a minimum of two volunteer adults not associated with the club's executive, or an accounting professional, at the end of the club year.
2. The reviewer(s) will submit a report to the club which will be presented by the Treasurer.

## **D. ASSETS**

1. If the club owns supplies or equipment, a list of these assets should be maintained by the general leader and/or the treasurer. For each item, the purchase date, purchase value, and location of storage when not in use should be listed.

## **E. BANKING POWERS**

1. Any 2 voted in members or leaders with signing authority will sign all cheques.
2. No two members from the same family may sign the same cheque.
3. Any parent/guardian of a member with signing authority must be screened.

# **Article VII - CONSTITUTION**

## **A. DISTRIBUTION**

1. Each new 4-H family will receive a copy of the latest revision of this constitution upon entering the 4-H club.
2. Each family, the District 4-H Key Leader, and the Area Coordinator will receive a copy of the revised constitution when amendments are made.
3. A copy of this constitution and all subsequent revisions will be retained in the 4-H club's records.

## **B. AMENDMENT**

1. This constitution will be reviewed by the club each year.
2. It is recommended that amendments are made once per year at a selected regular club meeting.
3. Notice of amendments must be given at the previous regular club meeting. The suggested amendments need to be provided to the members in writing (email or print).
4. A three-quarters majority is required to approve any amendment to the constitution.
5. The date of amendment will be recorded at the beginning of the constitution.
6. Multiple amendments are allowed at a time.

7. Club Constitutions are submitted to Area Coordinators before December 1st. However, amendments can be made after that date and re-shared with the Area Coordinator.

## Article VIII - SPLITTING, DISSOLUTION, OR HIATUS

### A. SPLITTING OF THE CLUB

Contact your [Area Coordinator](#) if your club is splitting.

1. If this 4-H club decides, by majority secret ballot vote, to split into two or more separate clubs, the club which retains the former meeting location will also keep the original club's name and accumulated years of club operation. If both clubs remain at the same location, the club with the largest membership during the first year of operation will keep the former name.
2. If the decision of the club is to split, all financial assets of the club shall be split according to the percentage of current members remaining with the club and the percentage of current members moving to the new club.
  - a. Physical assets (inventory) shall be split in a way determined fair by all parties.
  - b. If there is a disagreement over the distribution of physical assets, they will be sold, and all proceeds added to the account before being distributed according to the percentage of members in each of the "new" clubs. The sale must be overseen by an agreed upon, neutral, party.
3. If one or more members or families decide to leave the club of their own accord, without a formal vote to split the club, they are not entitled to any portion of the club resources.

### B. DISSOLUTION OF THE CLUB

Contact your [Area Coordinator](#) if your club is dissolving.

1. Upon a decision, by majority secret ballot vote, to dissolve a 4-H club:
  - a. All physical assets of the club shall be distributed as most appropriate:
    - i. Sold, with the funds being added to the club's accounts and/or
    - ii. Donated to another 4-H group, museum, or non-profit group and/or
    - iii. Held by a designated level of 4-H. The District or if not available, the Region is recommended.
  - b. All club accounts will be closed with funds being sent to the local District 4-H Council [or Region, if the District not able to or does not exist] to be held in trust for a maximum of 3 years, with instructions that:
    - i. Funds will be transferred back to the club for their use, if the club reforms within the 3 years.
    - ii. After 3 years, if the club has not re-formed, the funds are to be disbursed, as instructed by the club at the time of their dissolution. (Note – Funds must either remain within the 4-H program at some level or be donated to another non-profit group or groups. If the designated entity no longer exists after 3 years, the funds will be given to the next 4-H level that exists (District, Region, etc.)).
  - c. The club's records (historical, financial – including inventory of assets) will be treated in the same manner as the club's account but retained for 7 years.
2. If the club is dissolved through a lack of membership or leadership, the most recent active membership's club executive and adult advisory committee shall have the power to dispose



of club assets and accounts as if there had been a decision to dissolve by vote. Quorum is required.

### C. HIATUS OF THE CLUB

Contact your [Area Coordinator](#) if your club is going on hiatus.

1. If the club determines that they wish to take a hiatus of one year:
  - a. The club account and assets shall be dealt with in the same manner as if there had been a vote to dissolve. Please see the section above.
  - b. The club will contact the Area Coordinator to notify them of the Hiatus
  - c. The club will make a plan in case of dissolution (what will happen to assets, finances, etc.)

## Article IX – APPROVED CLUBS AND CLUB IN GOOD STANDING

### A. APPROVED CLUB

- All Fees have been paid
- All Leaders in Leader tab are:
  - Screened (police check for the vulnerable sector every 3 years)
  - Trained (Commit to Kids, Youth Safety Training)
- All Volunteers in volunteer tab
  - Screened (police check for the vulnerable sector every 3 years)(Volunteers and Leaders will complete an application and submit reference(s) upon initial application and renewal of screening.)
- There are enough Leaders for the club to meet [the rule of two](#) and supervision ratios.
- Online Registration System (ORS) steps are complete:
  - 8 members minimum
  - All projects have an assigned leader that is trained and screened
  - Cleaver Kids have a designated leader that is trained and screened

If the club is struggling to complete this list, we can contact the [Area Coordinator](#) for support as soon as possible. Refer to Non-Complying Clubs in the 4-H Alberta Reference Guide for more information.

### B. CLUB IN GOOD STANDING

- The Club is Approved in the Online Registration System (ORS). See list above.
- Contact information and addresses are updated for members, leaders, volunteers, and supporters
- Club participation at a District and Region level
- Fulfilling the requirements of the District and Region laid out in their constitutions.
- Information submitted to [Area Coordinator](#) on time:
  - Program Plan, Budget, Constitution, and Banking information to obtain direct deposit (submitting online)

**Details on all processes are in the 4-H Alberta Reference Guide**

*(People with signing authority in the club can sign the Constitution each year.)*

Role: _____	Role: _____
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Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____
Role: _____ Name: _____ Signature: _____ Date: _____	Role: _____ Name: _____ Signature: _____ Date: _____