



4-H Alberta Default District Constitution

Each 4-H District in Alberta is responsible for governing itself within the 4-H Canada Code of Conduct and the 4-H Alberta Reference Guide. Each District will develop and adopt its own operating rules in the form of a District Constitution including this at a minimum, the Default District Constitution.

Article I - CLUB, MEMBER, AND VOLUNTEER REQUIREMENTS

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

A. DISTRICT

1. Name
 - a. The name of this District is _____.
 - b. Changes to the District's name must be decided by a majority vote of the District Council.
 - 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 District will submit an approved Constitution, Program Plan & Budget to the Area Coordinator by the deadline each year (December 1, 2023 and November 1 moving forward)
3. Other expectations outlined in the 4-H Alberta Reference Guide:
 - a. Initiate and coordinate events and activities for the benefit and enjoyment of 4-H members and leaders in their district such as: communication competitions, workshops, fun days and clinics.
 - b. Set expectations, rules or policy for these events and activities
 - c. Collect and remit fees on behalf of clubs to the Regional Council
 - d. District Councils ensure communication between clubs, the district and regional councils is maintained. This includes information sharing and forwarding concerns and recommendations to the regional councils

B. COUNCIL

1. District Council Representative Requirements:
 - a. Club Representatives

- i. Elected by the club
 - ii. Insert District Requirements: *E.g. One member and one adult per club*
 - b. Community Representatives
 - i. May not be a part of a club
- 2. District Council Executive Requirements by 4-H Alberta:
 - a. Elected by the District Council
 - b. All non member adult council executives must be screened and trained.
 - c. Council executives that are members must be in Good Standing.
 - d. If the treasurer is a member under 18, their guardian must be screened. If the member is over 18 they can be screened.
- 3. Tasks of the Council
 - a. District Council representatives bring forward the thoughts, concerns and wishes of their elected membership.
 - b. Bring discussion, results and communication messaging from the District Council meetings to their club membership.

Article II - PURPOSE AND OBJECTIVES

This 4-H District 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 policies and the 4-H Alberta Reference Guide 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. Everyone is welcome at District meetings unless specified by the District executives.
2. This District will endeavour to conduct business meetings using Parliamentary Procedure.
3. The District will hold a minimum of 2 business meetings per year.

4. Quorum
 - a. Set a quorum expectation that works for your District:
 - i. At least one-half of all eligible representatives shall constitute a quorum for district meetings.
 - ii. 50% of participating clubs must be in attendance as a minimum.

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 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
2. The district will elect a president, vice president, secretary and treasurer. An Executive Assistant can be elected if the executive is made up of members. Details below.
3. These officers form the District Council. It is their duty to carry out the wishes of everyone in their district and to represent the total district without allowing personal or minority group opinions to influence their action.
4. Terms are two years in length, but may be voted in for a second term at most before succession occurs.
5. Duties of the executive
 - a. President
 - i. Conduct orderly and efficient meetings according to parliamentary procedure.
 - ii. Prepare an agenda before each meeting in consultation with the secretary and general leader.
 - b. Vice President
 - i. In the absence of the president, perform the duties and exercise the powers of the president.
 - ii. Assist the president as required.
 - iii. Should the president have to leave the district, the vice president will automatically become the new president.
 - c. Secretary
 - i. Help the president prepare the agenda.
 - ii. Handle all the district correspondence and read pertinent items at meetings.
 - iii. Record the minutes of each meeting
 - iv. Send Meeting Agendas prior to District Meetings & Meeting Minutes following District Meeting to the Area Coordinator
 - d. Treasurer
 - i. Keep accurate, up-to-date records of district finances and report to the district at each meeting.

- ii. Administer the district finances, issue co-signed cheques, and receive and pay bills.
- iii. Prepare year-end financial summary, and current inventory of assets (including location), and submit to district appointed adult reviewers.
- iv. See the 4-H Reference Guide for more information and processes.
- e. The Executive Assistant (adult facilitator)
 - i. This position could have signing authority if required and should endeavour to teach member(s) about their position and encourage Learn to Do By Doing.
 - ii. The Executive Assistant must be a trained leader, screened volunteer, or senior member old enough to have signing authority.

B. OTHER POSITIONS

1. Key Leaders are a component of the District Council. Please review the 4-H Alberta Reference Guide for more information
2. Key Leader Agreement must be added to this Constitution

C. REGIONAL PARTICIPATION

1. This District is part of the _____ Region.
2. As a member of this Region, this District will:
 - a. Elect representatives in the local Regional Council constitution to attend all regional council meetings. An alternate will be elected to represent the district if one of the representatives is unavailable.
 - b. Pay appropriate Regional fees.
 - c. Abide by the Regionals constitution to maintain good standing (e.g. run designated events).

D. COMMITTEES

1. The District Council may appoint and dissolve committees as needed to carry out specific business matters.
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. They will report to the entire district when required.
 - a. All committees will operate under the district and not separate from.

Article VI - DISTRICT RECORDS AND FINANCE

A. DISTRICT FILES

1. District files and records are property of the District. Everyone apart of the District can request access to these records. Digital files are recommended.
2. All records will be given to the president at the end of the year and retained for future reference.
 - a. Financial records must be retained for a minimum of 7 years.
3. All records must be passed on before members of the Council leave.
4. Personal information of members and leaders will be protected and only be released to those outside the District 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 shirts), not for the sole purpose of 'making money'.
2. Funds raised in the name of the Districts, including funds raised for specific events, belong to the District and shall be used as intended. Additional funds will be designated for another purpose as decided by the Council. 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 District Executive, or an accounting professional, at the end of the year.
2. The reviewer(s) will submit a report to the council which will be presented by the Treasurer.

D. ASSETS

1. If the District owns supplies or equipment, a list of these assets must be maintained by the District President 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 2-3 individuals voted in with signing authority will sign all cheques (President, Treasurer, and one other if required). A voted in and screened adult may be required to be included as signing authority by the bank if executives are all members.
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 representative will receive a copy of the latest revision of this constitution each year.
2. Representatives, the Regional Council, 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 Districts records.

B. AMENDMENT

1. This constitution will be reviewed by the District each year.
2. It is recommended that amendments are made once per year at a selected regular District meeting.
3. Notice of amendments must be given at the previous regular District meeting. The suggested amendments need to be provided to the members in writing (email or print). Membership will have a minimum of 30 days to review and suggest changes.
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. Each amendment should be voted on in separate motions.

7. District 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 - DISSOLUTION OR HIATUS

A. DISSOLUTION OF THE DISTRICT

Contact your [Area Coordinator](#) and Region if the District is dissolving or wishes to dissolve.

1. Upon a decision, by majority secret ballot vote, to dissolve a 4-H District:
 - a. All physical assets of the District shall be distributed as most appropriate:
 - i. Sold, with the funds being added to the District's accounts and/or
 - ii. Donated to another 4-H group, museum, or non-profit group and/or
 - iii. Assets will be held by your Region
 - b. All district accounts will be closed with funds being sent to the Region, to be held in trust for a maximum of 3 years, with instructions that:
 - i. Funds will be transferred back to the district for their use, if the district reforms within the 3 years.
 - ii. After 3 years, if the district has not re-formed, the funds are to be disbursed, as instructed by the district 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 (Region).
 - c. The district's records (historical, financial – including inventory of assets) will be treated in the same manner as the district's account but retained for 7 years by the Region
2. If the district is dissolved through a lack of membership or leadership, the most recent active council shall have the power to dispose of district assets and accounts as if there had been a decision to dissolve by vote. Quorum is required.

B. HIATUS OF THE DISTRICT

Contact your [Area Coordinator](#) and Region if the District is going on hiatus.

1. If the district determines that they wish to take a hiatus of one year:
 - a. The district's 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 district will contact the Area Coordinator to notify them of the Hiatus
 - c. The district will make a plan in case of dissolution (what will happen to assets, finances, etc.)

Article IX - CLUB JOINING OR MOVING DISTRICTS

A. NEW CLUB JOINING DISTRICTS

1. When a new club is forming, they must join a District.
2. Districts reserve the right to accept or decline new additions by vote if the reason is considered rational. Some examples are:

- a. District can accommodate additional clubs
- b. The club adds opportunity to the District (new projects, locations, options, etc.)
- 3. Club must meet the requirements to be an approved club
- 4. Clubs must be in Good Standing by the deadlines to remain in the District if accepted

B. CLUB MOVING DISTRICTS

- 1. Moving Districts needs to be voted on at a club, district, and region level
 - a. The reason for departure and club meeting minutes are to be shared with the Districts, Region and Area Coordinator.
- 2. Club must be in Good Standing
- 3. Clubs will revoke any ties to financial support from the district it is leaving

Article X – DISTRICTS IN GOOD STANDING

A. DISTRICT IN GOOD STANDING

Details on all processes are in [the 4-H Alberta Reference Guide](#)

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

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