



# PEACE REGIONAL 4-H COUNCIL CLUB BYLAWS

Revised April 2022

Next Revision April 2025

## ARTICLE 1 – NAME AND AREA

1. The name of the organization shall be the Peace Regional 4-H Council Club. The area of the Council shall be the area supported and advised by the Peace Region Area Coordinator. The area of the Peace Regional 4-H Council shall include the seven District Councils of: Central Peace, East Peace, Fort Vermilion, Grande Prairie, Mackenzie, North Peace, and Valleyview. The Peace Regional 4-H Council shall be herein after referred to as 'the Council'.

## ARTICLE 2 – OBJECTIVES

1. To develop and oversee the Regional Council Program Plan that aligns with 4-H Alberta and the needs/expectations of the Region and its districts and clubs.
2. Provide guidance to the Area Coordinator.
3. To facilitate the planning and coordination of the 4-H activities and programs on a Regional basis.
4. To act as an advisory agent for programs, projects and policies through direct recommendations to 4-H Alberta Directors.
5. To provide for and assist in implementing regional leadership development programs for adult and junior leaders on a regional basis.
6. To provide understanding and foster exchange of ideas between 4-H members, parents, leaders, clubs and district councils.
7. To promote a high-level awareness and understanding of 4-H and its programs and objectives to the public throughout the Region.

## ARTICLE 3 – MEMBERSHIP

1. The membership of the Council shall include:
  - a. One (1) adult and one (1) 4-H club member representative from each District 4-H Council, and for those clubs where a District Council is not available, one (1) adult and one (1) member.
  - b. One (1) representative of the 4-H Alberta Board of Directors elected to represent the Peace Area.
  - c. Executive of the Council.
  - d. Two (2) community representatives, one from the north and one from the south section of the Peace Area, appointed by the Peace Regional 4-H Council.
2. Members of the Executive represent the entire Peace Area and are not included in the representatives of each District Council.
3. The Peace Area Coordinator shall be an ex-officio member of the Council.

4. The 4-H Alberta Board Director shall be an ex-officio member of the Council.
5. Any member, director or executive officer upon a two-thirds vote of members of the Council in good standing may be expelled if:
  - a. The person in question does not carry out the objectives and purpose of the Council.
  - b. The person in question misses 2 consecutive meetings without just reason.
6. As affiliated members, District Councils must be in good standing to be recognized in Regional Council activities as affirmed in Article 8. *Good standing* is defined as: a) having the regional membership dues paid to the region, by the December 15<sup>th</sup> deadline, and also having communicated and collected on district fees from clubs within their district; and b) having fulfilled their lead organization duties of the rotational Regional Council event. Failing to be in good standing could result in being unable to participate in regional and/or provincial events.
7. Any member wishing to withdraw from membership may do so upon a notice in writing to the Secretary of the Council as well the District Council they represent.

#### **ARTICLE 4 – MEETINGS**

1. There shall be a minimum of two Council meetings each year. When there are only two such meetings, it is recommended that one be held in the spring to plan for summer events and the other in the fall to plan for winter events. Additional meetings may be called as deemed necessary by the Executive.
2. The Council shall hold an annual general meeting on or before April 30<sup>th</sup> of each year of which notice will be sent by the Peace Area Coordinator and/or Council Secretary to the last known address of each representative 14 days prior to the date of the meeting. Mail, email or telephone may be used for notification. The annual general meeting shall include the election of officers, bylaw review, standards and procedures review, and any necessary amendments. All meetings of the Council are open to interested 4-H supporters.
3. Additional general meetings of the Council may be called by the Secretary upon direction of the President or Council by notice sent by the Peace Area Coordinator and/or Council Secretary to the last known address of each representative 8 days prior to the date of the meeting. Mail, email or telephone may be used for notification. A special meeting shall be called by the President or Secretary upon receipt by them in writing signed by two members in good standing, setting forth the reasons for calling such a meeting by notice sent by the Peace Area Coordinator and/or Council Secretary to the last known address of each representative 8 days prior to the date of the meeting. Mail, email or telephone may be used for notification.

## ARTICLE 5 – VOTING

1. The voting members of the Council will consist of two votes from each District in the Region: one (1) adult and one (1) youth member, the executive (excluding the President), and the two community representatives. In the event of a tie vote the President will break the tie. Ex-officio members of the Council are non-voting members.

## ARTICLE 6 – QUORUM

1. The quorum at any meeting shall be one-half of those eligible to vote.
2. The quorum at executive committee meetings shall be one-half of those eligible to vote.

## ARTICLE 7 – TERMS OF OFFICE

1. Term of office shall be two years. Executive officers may serve a maximum of one additional consecutive term. Secretary and Treasurer shall be elected in odd years; President and Vice-President shall be elected in even years. The two Directors (North and South) will be elected in alternate years.
2. Representative to the 4-H Alberta Board of Directors shall be elected for a three year term. If the representative sits as the board chair their term may be extended for a further two year period so that such outgoing chair may serve as the past chair of the board. These Directors will be eligible for election to two consecutive terms and then will be eligible once again after an absence of at least one year from board membership.
3. No two members from the same immediate family shall hold a position on the executive at the same time.

## ARTICLE 8 – REGIONAL MEMBERSHIP DUES AND EXPECTATIONS

1. Regional membership dues shall be paid in full, by December 15<sup>th</sup> of the current year, based on current year's membership fees. A 4-H member's club, district, regional and provincial fees must be paid in full in order to be a member in good standing to all levels of 4-H.
2. The amount of the dues per member shall be set at the spring meeting of Council.
3. Clubs in districts with no active District Council shall pay their regional dues directly to the Regional Council.
4. Districts will be in good standing with the Peace Regional Council when their memberships dues have been paid to the region, by the December 1<sup>st</sup> deadline, when they have communicated and collected on district fees from clubs within their district, and when they have fulfilled their lead

organization duties of the rotational Regional Council event. Failing to be in good standing could result in being unable to participate in regional and/or provincial events.

#### ARTICLE 9 – THE EXECUTIVE

1. The Council Executive shall be:
  - a. President
  - b. Vice President
  - c. Past President
  - d. Secretary
  - e. Treasurer
  - f. Director – North Peace
  - g. Director – South Peace
  - h. 4-H Alberta Board Director

#### ARTICLE 10 – DUTIES OF THE EXECUTIVE

1. Direct the operation of the Council and meet as often as the business of the Council shall require.
2. When deemed necessary, the executive may conduct business of the Council.
3. Receive recommendations from district councils, leaders, members and clubs and present these to council.
4. Meetings of the Council shall be called by ten day's notice in writing emailed to each member or by three day's notice by telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Council is present, provided, however, that all business transactions as such meetings shall be ratified at the next regularly called meeting of the Council otherwise they shall be null and void.
5. Duties of the Executive:
  - a. **PRESIDENT:** Act as Chairperson for all general and executive meetings as well as co-ordinate the agenda for all general and executive meetings. Arrange to have the agenda for general meetings distributed at least two weeks prior to the meetings. Direct activities of the Regional Council and sit on the nomination committee. Act as the Council's liaison with the Area Coordinator.
  - b. **VICE PRESIDENT:** Attend all general and executive meetings. Chair the annual nominations committee. In the absence of the President, shall preside at any such meetings. Serve as an ex-officio member of all committees.
  - c. **PAST PRESIDENT:** Attend all general and executive meetings. Mentor the incoming President and offer guidance to any other new executive position requesting assistance. Serve in an

advisory capacity to the Council and Region. In the absence of both President and Vice President, the Past President shall preside at any such meetings.

- d. **SECRETARY:** Attend all general and executive meetings, and record and keep accurate records of meetings. If unable to attend a meeting ensures that all pertinent information is supplied to the President. Arrange for minutes of meetings to be forwarded to each District representative as well as the members of the executive committee within three weeks following the meeting. Bring correspondence to meetings and reply in conjunction with the President.
- e. **TREASURER:** Attend all general and executive meetings. Receive all monies paid to the Council and be responsible for the deposit of same to the designated financial institution the Council may order. Properly account for the funds of the Council and keep such books. Present a detailed account of receipts and disbursements of the Council whenever requested. In consultation with the Council, develop a yearly budget for presentation at the annual meeting. Prepare an annual reviewed statement on the financial position of the Council, and submit a copy to the Secretary for the records of the Council. Prepare the society's annual financial review, and submit a copy to the Secretary for the records of the Council.
  - a. **Regarding casino revenue:** The Treasurer will receive all electronically deposited casino proceeds, and upon receipt of invoices and by direction of the Council, make payments on behalf of the Council. Account for casino funds, keeping accurate records of all receipts and disbursements. Prepare financial statements. Receive casino paperwork and ensure it is complete for AGLC. Submit application, reporting forms, and other mandatory documentation to AGLC. Collaborate and/or delegate the booking of the casino advisors and scheduling of volunteer casino shift workers.
- f. **SECRETARY/TREASURER:** The office of the Secretary and Treasurer may be filled by one person if at any annual meeting for the election of officers shall so decide.
- g. **DIRECTORS – NORTH PEACE and SOUTH PEACE:** Attend all general and executive meetings. Serve in an advisory role to the Council representing the Clubs and Districts in their area. Bring Club and District executive issues forward to the Council. Share relevant information back to District executive positions. Offer guidance and insight in Council's decisions reflective of Clubs and Districts in their area. The North Peace Director's representation covers the Districts of: North Peace, East Peace, Mackenzie, and Fort Vermilion. The South Peace Director's representation covers the Districts of: Central Peace, Grande Prairie and Valleyview.
- h. **4-H ALBERTA BOARD DIRECTOR:** Attend all general and executive meetings. Prepare a report to share to the Council. Attend all 4-H Alberta Board of Directors meetings. Share information between the Council and the 4-H Alberta Board of Directors.

#### **ARTICLE 11 – 4-H AREA COORDINATOR**

1. The 4-H Area Coordinator shall:
  - a. Act as a resource person to the Council.
  - b. Attend all Council and Executive meetings.
  - c. Keep an accurate and complete record of all Council and Executive meetings, and copies of the financial statement of Council.
  - d. Be informed of all programs and activities planned by the Council before being undertaken.

#### **ARTICLE 12 – COMMITTEES**

1. The Council shall have the power to appoint and dissolve committees deemed necessary to carry out the work of the Council.
2. The vice-president shall be an ex-officio member of all committees.
3. Committee members may be drawn from general club memberships of the region.

#### **ARTICLE 13 – FISCAL YEAR**

1. The fiscal year of the Council will be October 1 to September 30.

#### **ARTICLE 14 – BANKING**

1. All Council general funds shall be deposited in a recognized financial institution approved by the Council.
2. The Council shall open a separate Casino account for all Casino funds at a recognized financial institution approved by the Council.
3. Signing Authority on the general Council account must be any two of: President, Vice President, Secretary, or Treasurer.
4. Signing Authority on the Casino account must be any two of the: President, Vice President, Secretary, or Treasurer.
5. Expenses outside the budget, up to \$500.00, must be approved by the executive committee. Also the executive committee must inform Council of the expense. Expenses over \$500.00 must be pre-authorized by Council.

### **ARTICLE 15 – AUDITING**

1. All accounts and records of the treasurer or secretary/treasurer are to be reviewed at least once a year by a duly qualified bookkeeper or accountant, and will be presented at the annual general meeting in April.
2. The society's annual return and AGLC financial reviews may be completed by the treasurer and reviewed by any two members of the executive committee.
3. The books and records of the Council may be inspected by any member of Council at any meeting. Each member of the executive shall, at all times have access to all accounts and records.

### **ARTICLE 16 – REMUNERATION**

1. Any council member or committee member assigned to Council business by the authority of Council may be reimbursed expenses from Council funds as determined by Council.

### **ARTICLE 17 – BORROWING POWERS**

The Peace Regional 4-H Council cannot borrow money or pledge security to carry out its objectives.

### **ARTICLE 18 – FUNDRAISING**

1. The Peace Regional 4-H Council Club may take part in fundraising activities as deemed necessary by the Council. These activities can include but are not limited to bingos and casinos.

### **ARTICLE 19 – AMENDMENTS**

1. Special Resolution is a resolution passed:
  - a. At a general meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given and;
  - b. By the vote of not less than 75% of those members who, if entitled to do so, vote in person or virtually.
  - c. A resolution proposed and passed as a special resolution at a general meeting of which less than 21 days notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or;
  - d. A resolution consented to in writing by all the members who have entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.
2. The bylaws of the Peace Regional 4-H Council Club may be amended at the annual meeting of Council without prior notification of the members.

## ARTICLE 19 – DISSOLUTION

1. Upon a decision, by majority secret ballot vote, to dissolve this Peace Regional 4-H Council Club, all funds in the club's account will be sent to 4-H Alberta to be held for a maximum two year period. At the end of two years, if the club has not reorganized, two-thirds of the funds are to be given to 4-H Alberta, with the remaining one-third being sent to the Camp Artaban Foundation.
2. If the Council is dissolved, 4-H Alberta will continue distributing the provincial scholarships funded by the region until the principle has been entirely dispersed.
3. Casino funds of the club will be held for a maximum of one year after which they shall be returned to the Alberta Gaming, Liquor and Cannabis (AGLC).

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