

WEST CENTRAL REGIONAL 4-H COUNCIL  
OBJECTS

Revised November 20, 2010

**ARTICLE 1. NAME**

The Name of the organization shall be "West Central Regional 4-H Council"

**ARTICLE 2. OBJECTS**

1. To co-ordinate 4-H activities and programs on a regional basis, eg. public speaking, camps, exchange trips, recreational activities, judging competitions, promotional events;
2. To act as an advisory group and sounding board to the 4-H Branch on 4-H projects, programs and policies;
3. To arrange leadership training programs, workshops and seminars for 4-H leaders and members on a Regional basis;
4. To provide a medium for the exchange of ideas on projects and activities among 4-H districts;
5. To arrange financing of joint 4-H district activities;
6. To be an agency through which interested individuals and organizations might channel their support for 4-H in the West Central Region (financial contributions, sponsorship, resource persons);
7. To provide support and guidance to the Alberta 4-H Council.

WEST CENTRAL REGIONAL 4-H COUNCIL  
BYLAWS

Revised April 12, 2006

**BYLAW 1. MEMBERSHIP, MEMBERS' RIGHTS & DUTIES**

1. Representatives from Camrose, Ponoka, Lacombe, Red Deer, Rocky Mountain House and Wetaskiwin District 4-H Councils, Key Leaders from these districts, Alumni organization representatives, elected Alberta 4-H Council Representatives, any members of the 4-H Foundation of Alberta who reside in West Central Region, and the Regional 4-H Specialist shall be members of the West Central Regional 4-H Council.
2. Any immediate past member of the West Central Regional 4-H Council who is elected to serve as an officer or representative of the West Central Regional 4-H Council shall be a member.
3. Members have the right to attend West Central Regional 4-H Council meetings and vote if they are eligible.
4. Members have the duty of arranging for an alternate to attend in their place if they are unable to attend.
5. Members have the duty of reporting West Central Regional 4-H Council information to their district and club.
6. Members have the duty of acting in accordance with the West Central Regional 4-H Council Objectives and Bylaws.

**BYLAW 2. LOSS OF MEMBERSHIP**

1. Members who fail to carry out these responsibilities shall lose their membership, on a majority vote of the membership.
2. Members may resign by giving written notice to their district 4-H council and the West Central Regional 4-H Council president.

**BYLAW 3. MEMBERSHIP FEES**

1. Membership fees for district 4-H councils and alumni associations will be set at the spring meeting prior to the annual meeting.
2. District 4-H councils and alumni organizations must have paid their dues within 30 days of the invoice date in order for members from that district to take part in any West Central Regional 4-H activity.

#### **BYLAW 4. MEETINGS**

1. A minimum of three general meetings shall be held annually, in the fall, winter and spring. The annual general meeting shall be the fall meeting.
2. Meeting dates for the following year will be set at the spring meeting.
3. The president may call special general or executive meetings, with a minimum of 48 hours' notice given by telephone, fax or email.
4. The president must call a special general or executive meeting at the request of 1/3 of the voting members.

#### **BYLAW 5. QUORUM & VOTING**

1. The quorum at regular, executive, and special meetings is 1/3 of those eligible to vote.
2. Three representatives from each district 4-H council, one of whom must be a registered 4-H member, and three representatives from the alumni organization are eligible to vote.
3. District 4-H councils and alumni organizations are responsible for designating their voting representatives. Another member from their 4-H district or alumni organization may vote in their absence.
4. The chairman (usually the president) does not vote except in the case of a tied vote.
5. Voting shall be by a show of hands except when decided otherwise by a carried motion.
6. The election of officers shall be by secret ballot.

#### **BYLAW 6. OFFICERS & AB 4-H COUNCIL REPRESENTATIVES**

1. Officers and Alberta 4-H Council representatives shall be elected at the annual meeting.
2. Officers shall be president, vice president, secretary, treasurer and past president.
3. Officers shall be elected for a two-year term and may serve a maximum of two successive terms.
4. President and vice president shall be elected in even-numbered years; secretary and treasurer shall be elected in odd-numbered years.

5. Representatives to AB 4-H Council shall be elected for 3 year terms, which begin each spring. One representative shall be elected per year, and in the third year no representatives shall be elected.
6. The maximum for Alberta 4-H Council representatives shall be two successive terms, but it may be extended a further term if the representative is elected to an executive position on the Alberta 4-H Council.
7. An alternate Alberta 4-H Council representative shall be elected each year.
8. All executive, representative and committee positions shall be without payment, but reasonable expenses for telephone, fax and postage shall be reimbursed.
9. Honoraria may be paid to Alberta 4-H Council representatives, as set at an annual meeting.

#### **BYLAW 7. DUTIES OF OFFICERS & ALBERTA 4-H COUNCIL REPRESENTATIVES**

1. President:
  - a) Shall call regular and special meetings, preside at all meetings and supervise West Central Regional 4-H Council activities.
  - b) Shall distribute and go over the bylaws at the annual meeting.
2. Vice President:
  - a) Shall perform the duties of president in the president's absence, or at the president's request.
  - b) The vice president shall assume the position of president when that position becomes vacant, as ratified at the annual meeting.
3. Secretary:
  - a) Shall record minutes of West Central Regional 4-H Council meetings.
  - b) Shall be responsible for correspondence.
  - c) Shall see that past minutes are preserved.
4. Treasurer:
  - a) Shall collect membership fees from district 4-H councils and alumni organizations.
  - b) Shall deposit funds received and issue co-signed cheques to pay bills.
  - c) Shall keep a record of all financial transactions and balance the books monthly with bank statements.
  - d) Shall prepare and present a financial statement at each West Central Regional 4-H Council meeting.
  - e) Shall assist in preparing a budget for approval at the annual meeting.
  - f) Shall see that the accounts are reviewed after the fiscal yearend.
5. Past President:
  - a) Shall advise the president on West Central Regional 4-H Council programs and policies.

6. Alberta 4-H Council Representatives:
  - a) Shall attend Alberta 4-H Council meetings or notify the alternate to go in their place.
  - b) Shall report Alberta 4-H Council activities and policies to West Central Regional 4-H Council.
  - c) Shall submit honoraria claims to the West Central Regional 4-H Council after attending Alberta 4-H Council meetings.
7. Officers and Alberta 4-H Council representatives who have not carried out their duties appropriately may be removed by a majority vote of the membership.
8. Officers and Alberta 4-H Council representatives may resign by giving written notice to the West Central Regional 4-H Council president.

### **BYLAW 8. COMMITTEES**

1. The West Central Regional 4-H Council shall have the power to appoint and dissolve committees as necessary to carry out its programs.
2. Duties of Committees:
  - a) to plan and carry out West Central Regional 4-H Council programs
  - b) to present a written program outline and budget at the annual meeting
  - c) to collect fees for the event, and send money, unpaid bills, receipts and a statement to the treasurer before the fiscal yearend.
  - d) to present a written report and detailed financial statement at the annual meeting.
3. A Grievance Committee of three members shall be formed in the event that a grievance is brought to the West Central Regional 4-H Council. Each district shall name one person who may be appointed to the Grievance Committee. The Grievance Committee shall follow Alberta 4-H Council Grievance Procedure.

## **BYLAW 9. BORROWING POWERS & FINANCES**

1. There shall be no borrowing or issuing of debentures.
2. All funds shall be deposited in a financial institution designated by the West Central Regional 4-H Council.
3. All expenditures must be authorized by the West Central Regional 4-H Council or executive.
4. The fiscal year shall be from September 1 to August 31.
5. Signing officers shall be any two of treasurer, president or vice president.
6. In the event the Council dissolves, all remaining funds shall be transferred to the 4-H Foundation of Alberta.

## **BYLAW 10. REVIEW OF ACCOUNTS**

1. Two West Central Regional 4-H Council members shall be appointed at the annual meeting to review its accounts for the next year.

## **BYLAW 11. SOCIETY SEAL**

1. The seal, if one is obtained, shall be kept and used by the West Central Regional 4-H Council executive.

## **BYLAW 12. AMENDMENTS**

1. The bylaws may only be amended by a "Special Resolution", which is:
  - a) A resolution that has had at least 21 days prior notice given, and is passed at a general meeting where at least 75% of those members eligible to vote are present, or
  - b) a resolution passed at a general meeting with less than 21 days prior notice, if all the eligible voters so agree, or
  - c) a resolution consented to in writing by all eligible voters
2. The bylaws shall be reviewed at least every four years.

### **BYLAW 13. STORAGE OF MINUTES**

1. The secretary shall store past West Central Regional 4-H Council minutes in a safe place.

### **BYLAW 14. INSPECTION OF RECORDS**

1. West Central Regional 4-H Council members may inspect the accounts and records at any meeting provided that the secretary has received a written request prior to the meeting.
2. Each West Central Regional 4-H Council executive member shall have access to such account and records at all times.

**Date of Approval**

November 4, 2006

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Province AB Postal Code \_\_\_\_\_

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City/Town \_\_\_\_\_ Province AB Postal Code \_\_\_\_\_

**Witness:** \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Province AB Postal Code \_\_\_\_\_