

Northwest 4-H Regional Council Bylaws

Revised November 21, 2009

Article I NAME

1. The name of the organization shall be the Northwest 4-H Regional Council.

Article II AREA

1. The area of the Northwest 4-H Regional Council shall include the 4-H districts of Athabasca, Barrhead, Drayton Valley, Evansburg, Lac Ste. Anne, Leduc, Parkland, Strathcona, Sturgeon, Thorhild, Westlock and Yellowhead; supervised by Alberta Agriculture and Rural Development under the 4-H and Agriculture Education Branch.

ARTICLE III OBJECTIVES

1. To facilitate the organization, planning and execution of inter-district 4-H activities within the Region.
2. To be an agency through which interested individuals and organizations can channel their support for 4-H in the Region.
3. To offer inter-district 4-H activities, programs and services and to coordinate the most effective use of available services to the clubs.
4. To provide for an exchange of ideas among provincial, regional and district 4-H councils, clubs, leaders, members, and officials of the 4-H and Agriculture Education Branch and to make any recommendations for change.
5. To be responsible for any duties related to the administration of inter-district 4-H activities in the Region.
6. To promote better understanding and fellowship among 4-H members, leaders, clubs and councils.
7. To provide opportunities for leadership development.

ARTICLE IV MEMBERSHIP

1. The membership of the Northwest 4-H Regional Council is open to all 4-H districts in the area defined in Article II.

Members have responsibilities to pay any fees, attend annual, general and special meetings, to vote, and to abide by the objectives and bylaws of the Northwest 4-H Regional Council.

3. Alberta Agriculture and Rural Development, 4-H and Agriculture Education Branch, will act in an advisory capacity to the Council.
4. Any member 4-H district must have the permission of the Northwest 4-H Regional Council to withdraw from the Council. Alberta Agriculture and Rural Development, 4-H and Agriculture Education Branch, is to be consulted.

Article V OFFICERS AND EXECUTIVE

1. The Officers of the Northwest 4-H Regional Council shall be: President, Vice President, Secretary, Treasurer, and immediate Past President.
2. The Executive Committee of the Northwest 4-H Regional Council, shall be the Board of Directors of the society. The Executive Committee shall consist of the Officers, the two Regional Representatives to the Alberta 4-H Council, and the Chairpersons of the Regional Beef Committee, the Regional Horse Committee, the Regional Life Skills Projects and Other Animals Committee and Focus on 4-H.
3. The election of the Officers shall take place every two years. The elected officers may serve a maximum of two consecutive terms of two years each. A minimum of one term off Council will then be required before

becoming eligible for re-election. Notice of officers elected shall be sent immediately to the Regional 4-H Specialist.

4. There shall be two Regional Representatives elected to represent the Northwest 4-H Region on the Alberta 4-H Council. **In different years, representatives will be elected for three year terms.** The Northwest Region will elect two alternates to the Alberta 4-H Council. An alternate shall act in the capacity of a Regional Representative who cannot attend an Alberta 4-H Council meeting.

To be eligible to hold a position of the Northwest Regional Representative to the Alberta 4-H Council a nominee must meet the following qualifications:

1. A club leader or and executive member for two years or more.
2. A district council executive or club representative on a district council for one
3. A regional council or district representative for one full year

5. The Chairpersons of the Regional Beef, Regional Horse, and Regional Life Skills Projects and Other Animals Committees are selected annually by their respective committees.
6. Any director or officer, upon 2/3 majority vote of all members in good standing, may be removed from office for any cause which the Council may deem reasonable.
7. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have control and management of the affairs of the Council. At least two meetings of the Board shall be held yearly prior to the Council meetings. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such a meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing mailed to each member or by three days notice by fax or telephone.

8. President

The President shall call and chair annual, general, special and executive meetings; serve as ex-officio member of all regional committees; keep custody of the Seal of the Society and use as directed by the Council; act as the Council's liaison with the Regional 4-H Specialist; and ensure decisions of the council are in harmony with provincial 4-H regulations and the Northwest 4-H Regional Council bylaws. The Vice President shall preside at meetings in the absence of the President. The Past President shall chair meetings in the absence of these officers.

9. Secretary

The Secretary shall attend the annual, general, special and executive meetings, taking accurate minutes of them. The Secretary ensures notice of meetings and distribution of minutes occurs, handles all correspondence of the Council and collects and keeps the annual reports of the districts and regional committees. The Secretary keeps at hand all minutes of the Northwest 4-H Regional Council for ten years past with prior records and minutes assembled and archived. The Secretary will be under the direction of the President and the Board. In the absence of the Secretary, these duties will be discharged by an officer appointed by the Board.

10. Treasurer

The Treasurer shall receive all monies paid to the Council, promptly depositing the same into the Bank, Trust Company, Credit Union, or Treasury Branch as the Board may order, and upon receipt of invoices and direction of the Board, pay expenses of the Council. The Treasurer shall properly account for the funds of the Council, keeping accurate, up-to-date records of all receipts and disbursements and preparing financial statements as directed. She/He will collect and keep the financial statements from the committees of the Northwest 4-H Regional Council. All financial records are to be kept for 10 years past and then General Ledger and Annual Financial Statements are to be archived.

11. Northwest Region Representatives to the Provincial 4-H Council

These individuals shall represent the Northwest 4-H Region at meetings of the Alberta 4-H Council; sharing information between the two 4-H councils. They attend executive, annual, general and special council meetings; ensuring annual reports are prepared.

12. Regional Beef Committee Chairperson, Regional Horse Committee Chairperson, Regional Life Skills Projects and Other Animals Committee Chairperson, Focus on 4-H Chairperson
These individuals shall chair the meetings of their respective regional committees, oversee the activities of their committees and ensure the annual committee reports are prepared. They attend executive, annual, general and special council meetings.

ARTICLE VI MEMBERSHIP FEES

1. Membership fees are assessed to each member 4-H district. These fees will be set each year at the Annual Meeting one year in advance.
 2. All member 4-H districts must pay fees by January 10th. If a district's fees are not paid before January 10th of the current year, the district will be ineligible to participate in all Northwest regional 4-H programs. (camps, communications, judging, etc.)
 3. All 4-H clubs within the Northwest 4-H Region will be exempted from the regional club fee in their first year of operation. All 4-H clubs are expected to pay all other regional dues.

ARTICLE VII SIGNING AUTHORITY

1. Signing Authority must be the Treasurer and one of either the President or Past President.

ARTICLE VIII SEAL OF THE SOCIETY

4. The Seal of the society will be kept in the custody of the President. There must be approval of the Council, by motion, to authorize its use. When used, the seal must be authenticated by signature of the President. In the case of the President's death or the inability to act, the Vice President shall sign.

Article IX BORROWING POWERS

1. The Northwest 4-H Regional Council cannot borrow money to carry out its objectives.

ARTICLE X REMUNERATION

1. No officer or member of the Northwest 4-H Regional Council shall receive any remuneration for his/her services except by a vote of the Council as a whole.

ARTICLE XI FINANCIAL REVIEW / AUDITING

1. A financial review of the Northwest 4-H Regional Treasurer's books for the fiscal year from November 1st to October 31st is mandatory. An itemized financial statement for the fiscal year is to be prepared and distributed at the Annual Meeting.
2. The President and Vice President shall appoint one or two people other than the Executive to complete the annual financial review.
 5. The books and records of the Council may be inspected by any member of the Council at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

ARTICLE XII MEETINGS

1. There shall be a minimum of two meetings each year. The Annual Meeting is held in the last two weeks of November for the election of officers and naming of committees. At a general meeting in the spring the regional program plan for the following year will be submitted for approval.
2. Notice of annual, general or special meetings will be in writing a minimum of ten days prior to the meetings.
3. District Councils are expected to give a report about their 4-H district at the Annual Meeting. Written reports are to be submitted to the executive two weeks in advance and a summary presented at the meeting.

ARTICLE XIII QUORUM AND ELIGIBILITY TO VOTE

1. Each of the twelve member 4-H districts shall have three voting representatives: two registered 4-H Leaders and one 4-H Member.
2. The Quorum at annual, general and special meetings shall be one-third of those eligible to vote. Quorum at executive meetings is 50% of the board.
 6. Members will vote by the showing of voting cards or by secret ballot.

Article XIV COMMITTEES

1. Finance

The Finance committee shall consist of the Treasurer, President, Secretary and Past President. The committee shall be assigned the following duties:

1. To make recommendations regarding the financial matters of the Council.
2. To encourage payment of the district dues.
3. To be an agency whereby offers of assistance to 4-H, by individuals and organizations, may be channelled to the appropriate District within the area.

2. Project Committees: Beef, Horse and Life Skills Projects and Other Animals

These project-based committees shall:

1. Coordinate the project related activities in the region.
2. Report to and be accountable to the Northwest 4-H Regional Council.
3. Maintain accurate financial records for the regional programs for which they are responsible.
4. Submit annual financial statements that will accompany the treasurer's annual financial statement.
5. Prepare a written report for the Northwest 4-H Regional Council meetings.

3. Communication Committees - Public Speaking and Presentations

For both public speaking and presentations competitions, the Northwest 4-H Region will have two sub-regional competitions: one for the East Half and one for the West Half. Responsibility for organizing these competitions will rotate annually among the districts in the region. Reports on the competitions are to be submitted to the Council.

The West Half shall include the 4-H Districts of Barrhead, Drayton Valley, Evansburg, Lac Ste Anne, Parkland and Yellowhead.

The East Half shall include the 4-H Districts of Athabasca, Leduc, Strathcona, Sturgeon, Thorhild and Westlock.

4. Special Committees

Special committees required for regional activities will be responsible for the organizing and carrying out the activities assigned to them. (Judging, Camps, Focus on 4-H, Public Speaking, Presentations, Grievance Committees, etc.)

The Nominating Committee shall consist of the President and Vice President.

All Chairpersons of the committees are expected to submit written and financial reports to the Executive prior to the Regional Council meeting. These reports are to be briefly summarized at the meeting.

ARTICLE XV CONSULTING WITH THE 4-H BRANCH OF ALBERTA AGRICULTURE AND RURAL DEVELOPMENT

The 4-H and Agriculture Education Branch is responsible for all 4-H Clubs in the area. The Council will consult with the 4-H and Agriculture Education Branch before planning and undertaking projects.

ARTICLE XVI BY-LAWS

7. The By-Laws of the Northwest 4-H Regional Council and its committees shall be consistent with its Objectives (Article III).

ARTICLE XVII AMENDMENTS

- The By-laws shall be rescinded, altered or added to by a “Special Resolution” of the members.
- Amendments to the Objectives shall be made only at the Annual Meeting.
- Members will be sent a written notice at least 60 days prior to a vote on any amendment. A vote by all eligible voters to amend the bylaws requires a 3/4 majority in favor to pass. Approval of the 4-H and Agriculture Education Branch is also needed.

ARTICLE XVIII DISSOLUTION

1. The Northwest 4-H Regional Council can only be dissolved at a regular or special meeting by 3/4 majority of those eligible to vote. Funds will be dispersed as recommended by those present at this meeting.
2. Dissolution of a 4-H Club and disbursing of its assets is the responsibility of the individual 4-H Club. If after 36 consecutive months the club has not disbursed its residual assets, the Northwest 4-H Regional Council recommends the local district 4-H council assume this responsibility. If after 12 months the district council has not acted, then the assets are to be donated to the 4-H Foundation of Alberta.

Dated: March 24, 2001

Revised: November 19, 2005

Revised: November 21, 2009