

CONSTITUTION OF THE WEST CENTRAL REGIONAL 4-H COUNCIL

Article 1: Name of Organization

The name of the organization shall be the West Central Regional 4-H Council.

Article II: Objectives

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 leaders and members on a Regional basis.
4. To provide a medium for exchange of ideas on projects and activities among Districts.
5. To arrange financing of joint District activities.
6. To be an agency through which interested individuals and organizations might channel their support for 4-H in the region. (financial contributions, sponsorship, resource persons).
7. To provide support and guidance to the Alberta 4-H Council.

Article III: Membership

1. The membership of the West Central Regional 4-H Council shall consist of members of District 4-H Councils and Alumni organizations in the Camrose, Ponoka, Lacombe, Red Deer, Rocky Mountain House, and Wetaskiwin 4-H Districts. Membership shall also include Key Leaders from each District, elected Provincial Council Representatives, the Regional 4-H Specialist, and members of the 4-H Foundation who reside in the West Central Region.
2. Any immediate past member of the West Central Regional 4-H Council who is elected to serve as an officer or representative of this Council shall be a member.
3. District Councils and Alumni organizations must have paid their dues within 30 days of invoice date of the current 4-H year in order for members from that District to take part in any Regional activity.

4. Rights and Responsibilities of Members:

- a) Members have the right to attend meetings.
- b) Members are responsible for acting in accordance with the by-laws and objectives of the Council.
- c) Failure to carry out the above rights and responsibilities shall result in loss of membership.

Article IV: Meetings

1. A minimum of three meetings shall be held annually, in the fall, winter, and spring.
2. Meeting dates for the following year will be set at the spring meeting.
3. The annual meeting shall be held in the fall.
4. Special general or executive meetings may be called by the President within a minimum of 48 hours notice by telephone, fax or e-mail. Such a meeting may also be called at the request of 1/3 of the voting delegates.
5. District Representatives are responsible for attending the meetings or arranging for an alternate to attend in their place.

Article V: Voting Power

1. Three representatives from each District Council, of whom one must be a registered 4-H member, and three representatives from the Alumni Organization shall be considered voting delegates.
2. The President does not vote except in the event of a tie.
3. Voting shall be by a show of hands except when decided otherwise by carried motion.
4. Election of officers shall be by secret ballot.

Article VI: Officers

1. Officers shall be elected at the annual meeting to be held in the fall of each year.
2. Officers of the organization shall be President, President Elect, Secretary, Treasurer and Past President. Officers shall be elected for a two year term and may serve a maximum of two successive full terms. President and President-Elect shall be elected in even-numbered years and Secretary and Treasurer shall be elected in odd-numbered years.
3. Council shall elect two representatives to the Alberta 4-H Council at the annual meeting. Representatives shall serve for a two-year term. The regular limit of the position shall be 2 successive two-year terms (4 years). This may be extended a further term (2 years) if the Council Representative is elected to an executive position on the Provincial Council (maximum 6 years). One representative shall be elected in even-numbered years and the other in odd-numbered years.
4. One alternate for Provincial 4-H Council Representative shall be elected each year at the annual meeting.

Article VII: Duties of Officers

The seal , if one is obtained, shall be kept and used by the executive.

1. President:
 - a) Shall call regular and special meetings, preside at all meetings and supervise the activities of the West Central Regional 4-H Council.
 - b) Shall distribute and go over the Constitution at the annual meeting.
2. President Elect:
 - a) Shall perform the duties of the President in the latter's absence or at the Presidents request.
 - b) The President Elect shall assume the position of the President when the Presidents position becomes vacant, as ratified at the annual meeting.

3. Secretary:

Shall record all minutes of Council and be responsible for all correspondence and see that all past minutes are preserved.

4. Treasurer:

- a) Assist in the preparation of a proposed Council budget to be approved by Council at its annual meeting.
 - b) Prepare a financial statement to be presented at each Council meeting, specifying “that the financial report be adopted for information purposes only”.
 - c) Administer Council finances, issue co-signed cheques, receive and pay bills.
 - d) Collect membership fees from District 4-H Councils.
 - e) The Treasurer shall balance all books before transferring them to the new Treasurer.
 - f) See that the books are reviewed after the fiscal year-end by two individuals council members selected at the spring meeting.
 - g) The books and records of the Council may be inspected by any members of Council at any meeting, provided written request is received by the Secretary prior to the meeting. Each member of the Executive shall, at all times, have access to such accounts and records.
5. Past President: Shall act in an advisory capacity to the President for Council programs and policies.

Article VIII: Committees

1. The Council shall have the power to appoint and dissolve committees deemed necessary to carry out the programs of Council.
2. Duties of Committees:
 - a) To plan and carry out Council programs.
 - b) To submit a written outline and budget for the program to be presented at the annual meeting.
 - c) To collect money for the event and to send money and all unpaid bills, receipts and a statement to the Treasurer of the West Central Regional 4-H Council before September 30.
 - d) To submit a written report and detailed financial statement at the annual meeting

Article IX: Quorum

1. The quorum at regular, executive and committee meetings shall be one-third of those eligible to vote.
2. District Councils and Alumni organizations are responsible for designating their voting delegates, with the provision that in their absence another member from their District or organization may vote in their place.

Article X: Membership Fees

1. To provide necessary finances for Regional Council activities, membership fees will be accessed each District 4-H Council and Alumni organization.
2. Membership fees shall be established at the spring meeting prior to the annual meeting.
3. Membership fees must be paid within 30 days of the invoice date of the current year 4-H year.

Article XI: Finances

1. Signing officers shall be any two of: the Treasurer, President or President Elect.
2. The fiscal year of the Council shall be September 1 to August 31.
3. There shall be no borrowing or issuing of debentures.
4. All Council funds shall be deposited in a recognized financial institution designated by Council.
5. All expenditures must be authorized by the Council or executive. All executive, committee, and representative positions shall be without payment, but telephone, fax and postage expenses shall be paid to a reasonable amount.

Article XII: Amendments to the Constitution

1. Amendments to the constitution shall be made at the annual meeting by a 2/3 majority vote of the representatives present.
2. Amendments may also be made with a simple majority if a notice of motion has been sent to the executive and members 30 days prior to the annual meeting.
3. The constitution shall be reviewed every four years.

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