

**East Central Regional 4-H Council**  
**By-Laws**  
*(Effective November 16, 2002)*

**Article I - Name of Council**

The name of the organization shall be the East Central 4-H Regional Council. The East Central 4-H Regional council shall include the District 4-H Councils of Provost, Hanna, Flagstaff, Drumheller, Coronation and Stettler.

**Article II - Objectives**

1. Act as an advisory group and sounding board to the 4-H staff of Alberta Agriculture Food and Rural Development on 4-H projects, programs and policies.
2. Act as an advisory group and sounding board to the Alberta 4-H Council.
3. Assist the Regional 4-H Specialist in maintaining councils in all districts.
4. Co-ordinate 4-H activities and programs on a Regional basis. Eg. Public Speaking, Camps, Judging Competitions, etc.
5. Arrange for leadership training programs, workshops, seminars, etc. for adult leaders and members.
6. To be an agency through which interested individuals and organizations might channel their support for 4-H in the region. Eg. Financial contributions, sponsorship, resource persons acting in a leadership capacity.
7. To sell, manage dispose of or otherwise deal with property of the Regional 4-H Council.

**Article III - Membership**

1. The membership of the East Central 4-H Regional Council shall consist of or include:
  - i. All registered members and leaders of 4-H clubs in the districts defined by Article I are automatically members of the Council. Membership automatically ceases when the members and leaders are no longer registered. Any disciplinary action or expulsion shall be done at club level. Adults who are not members may be appointed to committees.
  - ii. The Regional 4-H Specialist as a non-voting member.

- iii. All District 4-H Councils within the Regional area must be members in good standing of the East Central 4-H Regional Council if they wish to participate in Regional activities.

2. Rights and responsibilities of members are:

- i. Members have the rights to attend meetings.
- ii. Members are responsible for acting in accordance with the By-Laws and objectives of the Society.

3. Voting Privileges

- i. Voting privileges are extended to all Council members.
- ii. No district shall have more than one quarter of the voting power at general meetings.

**Article IV - Officers**

1. The officers of the organization shall be President, Vice-President, Secretary-Treasurer, Historian and two Alberta 4-H Council representatives. The only directors of the Council shall be the officers of the Council.
2. Two representatives shall be elected from Regional Council to Alberta 4-H Council with their terms of office to be two years, with one representative to be up for election each year.
3. The election of officers shall take place at the annual general meeting to be held no later than January 5<sup>th</sup> each club year.
4. With the exception of Alberta 4-H Council Representatives, all positions shall be elected for one year renewable terms of office to a maximum of three terms.
5. Removal from Office:
  - i. Voluntary – any officer who is unable to complete his/her term of office may do so at any time with notice given at the next regular meeting. It is expected, however, that wherever possible, the officer honour the commitment made to Council. If it is necessary to resign before the term of office has expired, every attempt must be made to have records up-to-date and hand them over promptly to the successor.
  - ii. Involuntary – any officer who has shown to not be carrying out his/her

duties appropriately may be dismissed by carried motion of the Council. Before such action is taken, however, reasonable effort must be made by the Executive to resolve such differences as may occur.

6. Duties of Officers:

- i. President
  - a. Prepare notice of meeting and agenda, and give to Regional 4-H Specialist for distribution
  - b. Chair each regular meeting
  - c. Sit on all committees as an ex-officio member
  - d. Other duties as required
- ii. Vice President
  - a. Assist the President and act for the president in his/her absence.
  - b. Other duties as required.
- iii. Secretary
  - a. Keep accurate minutes of all meetings
  - b. Promptly type the minutes and send to Regional 4-H Specialist for distribution. Put one copy in the Secretary's Minute Book. The Secretary shall maintain safe custody of the Minute Book during his/her term of office and shall surrender it to his/her successor at the completion of his/her term of office.
  - c. Copies of correspondence and all other records shall be kept in the Minute Book.
  - d. Other duties as required.
- iii. Treasurer
  - a. Keep accurate and complete records of all financial transactions conducted by, or on behalf of the Council.
  - b. Maintain safe custody of all pertinent financial documents and records.
  - c. Deliver these records to the Review Committee in a timely manner following the year-end.
  - d. Surrender all documents and records to his/her successor at the completion of his/her term of office.
  - e. Other duties as required.
- iv. Historian
  - a. Keep a record of all Council activities during the year.
  - b. Maintain safe custody of all pertinent records during his/her term of office and surrender all records to his/her successor at the completion of his/her term of office.
  - c. Other duties as required.

- v. Provincial 4-H Council Representatives
  - a. Attend all regular and, if any, special meetings of the Alberta 4-H Council, representing and voting on behalf of the East Central Regional 4-H Council.
  - b. Summarize and report to Regional Council the decisions and activities of the Provincial Council.
  
- 7. Executive Powers
  - i. The executive must act in accordance with the wishes of the voting membership.
  - ii. The voting membership may grant, by carried motion, special decision-making powers.
  - iii. In the event of an urgent decision having to be made before the next regular scheduled meeting a unanimous agreement by the executive shall be valid. If unanimous agreement cannot be reached, a special meeting of Council must be called.

#### **Article V - Quorum and Voting**

- 1. The quorum at general and special meetings shall be a minimum of one representative from at least fifty percent of the District Councils.
- 2. Voting shall be done by show of hands unless otherwise decided by a carried motion.

#### **Article VI - Meetings**

- 1. The annual meeting shall be held prior to January 5<sup>th</sup> of each 4-H club year. The date of the annual meeting shall be set at a general meeting at least four months prior to the meeting.
- 2. The executive is responsible for preparing the agenda for all meetings.
- 3. The executive is responsible for calling special meetings as necessary.
- 4. A minimum of two general meetings, including the annual meeting shall be held each year.
- 5. Notice of all meetings shall be sent in writing to at least one representative of each District Council a minimum of two weeks prior to the meeting.

## **Article VII - Finances**

1. Membership fees as set at the annual general meeting will be assessed each District Council.
2. The treasurer shall prepare and present a budget at the annual meeting.
3. The council shall appoint a review committee at the annual general meeting, for an annual review of the finances. The committee shall consist of two non-executive members of the council. The review shall occur after September 30<sup>th</sup> and prior to the next annual general meeting
4. The secretary/treasurer shall be sole signing authority.
5. The fiscal year shall be October 1<sup>st</sup> to September 30<sup>th</sup>.
6. The books and records of the Council may be inspected by any member of council at any general meeting. Each member of the executive shall, at all times have access to all accounts and records.

## **Article VIII - Remuneration**

An honorarium may be paid to any council member for services provided. The honorarium shall be set annually and included in the budget.

## **Article IX - Borrowing Power**

The Council shall not borrow money for any purpose.

## **Article X - Committees**

1. The council shall appoint members to the Award of Distinction Committee each year. There are three members, elected for three years, one member to be elected year.
2. Ad Hoc Committees may be appointed as necessary.
3. Any committee with a bank account shall present a reviewed financial statement at the annual general meeting each year.

## **Article XI Society Seal**

The Council shall not adopt a society seal.

## **Article XII - Dissolution of Council**

If the council is inactive for two consecutive years, the last elected officers of the Council shall transfer all funds and property of the Council to the Alberta 4-H Council.

## **Article XIII - Amendments to the By-Laws**

In the future, the Bylaws can only be changed by a Special Resolution of the members. A Special Resolution of the members must be passed at a general meeting with no less than 21 days notice and passed by no less than 75% or  $\frac{3}{4}$  of the members in attendance at this meeting.

**Date of Approval** November 16, 2002

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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