

SOUTHERN ALBERTA 4-H REGIONAL COUNCIL CONSTITUTION
(Revised December 12, 2009)

ARTICLE I. NAME

The name of the organization shall be the Southern Alberta 4-H Regional Council, herein called the "Council".

ARTICLE II. AREA

The area of this Council shall be the area known as the Counties of Cypress, Forty Mile, Lethbridge, Newell, Vulcan, Warner and the M.D.'s of Cardston, Pincher Creek, Taber and Willow Creek supervised by Alberta Agriculture and Rural Development 4-H and Agriculture Education Branch, Southern Region 4-H Specialist.

Within this Council's area are the five South East District Councils of Cactus Country, County of 40 Mile, Newell, Taber and Warner, and the five South West District Councils of Cardston, Lethbridge, Pincher Creek, Vulcan and Willow Creek.

ARTICLE III. OBJECTIVES

1. To facilitate the organization, planning and execution of inter-district 4-H activities and programs within the Region, and to be responsible for any duties related to the administration of these activities.
2. To be an agency through which interested individuals and organizations might channel their support for 4-H in the Region.
3. To jointly plan and coordinate the most efficient use of available services offered to the clubs (i.e. speakers to be used for joint meetings, judges, etc.)
4. To provide for an exchange of ideas between provincial, regional and district councils.
5. To promote better understanding and fellowship between 4-H members, leaders, clubs and district councils.
6. To promote the 4-H philosophy, its programs and objectives, and effective citizenship in communities throughout the Region.
7. To provide for and assist in the implementation of leadership development programs on a Regional or Inter-District basis.
8. To follow the mandate of Alberta 4-H.

ARTICLE IV. MEMBERSHIP

The membership of the 4-H Council is to include:

1. Two adult representatives elected from each 4-H District Council in the Southern Alberta 4-H Region.
2. Two Alumni member representatives from the Southern Alberta 4-H Region Alumni if it is registered.
3. District Key Leader(s)
4. The Southern Regional 4-H Specialist will act in a supervisory and advisory capacity to the Council.
5. Maximum of two representatives from the Regional Light Horse Committee elected from that body to report to the Regional Council if it is active.
6. Maximum of two representatives from the Regional Sheep Committee elected from that body to report to the Regional Council if it is active.
7. Maximum of two representatives from the Beef Advisory Council elected from that body to report to the Regional Council if it is active.
8. Any member District must have the permission of Alberta Agriculture and Rural Development 4-H and Agriculture Education Branch to withdraw from the Regional Council.

ARTICLE V. MEMBERSHIP FEES

1. A membership fee will be assessed to each member 4-H District Council.
2. The membership fee for the following 4-H year will be set at the June meeting.
3. All Districts must pay the dues within two months of the invoice date of the current 4-H year.
4. If a District does not pay within two months of first notice, they will be assessed a penalty of \$1 (one dollar) per active 4-H member within their District.
5. If a District does not pay the required membership fee, that District will be ineligible to participate in any Southern Regional activities, programs or events.

ARTICLE VI. OFFICERS

1. The officers of the organization shall be: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Historian, Reporter and Immediate Past President (if available).
2. Two regional representatives to the Alberta 4-H Council.
3. Two alternate regional representatives to the Alberta 4-H Council.

ARTICLE VII. ELECTION OF OFFICERS, TERMS OF OFFICE

1. The election of the officers of the Council shall take place at each Annual Meeting.
2. The office of President shall not be held for more than two consecutive years by any one person.
If an Alberta 4-H Council representative cannot attend the provincial council meeting, he/she is responsible for arranging an alternate to attend in his/her stead.

ARTICLE VIII. QUORUM & VOTING

1. The quorum at regular, general, annual, special and other committee meetings shall be one-third (1/3) of those eligible to vote.

** Quorum at executive meetings is 50% of the executive committee. **

2. Each District shall be limited to each having 2 voting members - ***"Voting Member" is an elected District Representative and/or Key Leader.*
3. Voting shall be done by show of hands unless otherwise decided by a carried motion.
4. Election of officers shall be by secret ballot.
5. The President does vote. In the event of a tie, the vote is lost.

ARTICLE IX. MEETINGS

1. There shall be a minimum of 4 meetings held each year (usually Oct, Dec, March and June).
2. The annual meeting shall be held in the first two weeks of December for the purpose of electing the executive, presentation and approval of a budget and approving the general program plan for the year.
3. The executive is responsible for calling special meetings as necessary.
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 members.
5. District Representatives are responsible for attending the meetings or arranging for an alternate to attend in their place.
6. Except for special circumstances declared by the President and the Council, general, annual or special meetings and the discussions shall be open to attendance by all 4-H members, parents, leaders and other interested community persons. They may NOT participate unless they have applied for and received permission to participate at a scheduled time and place on the agenda.

ARTICLE X. COMMITTEES

- * The President is an ex-officio member of all committees.
- * The Council shall have the power to appoint and dissolve committees deemed necessary to carry out the programs and activities of Council.
- * The Council may call upon the general Club memberships of the Region to fulfill some of its committees' memberships.
- * All committees shall submit a written report at general meetings, and for annual meetings – both a written report and a detailed financial statement (if applicable).

1. EXECUTIVE COMMITTEE:

The executive committee shall consist of the officers, past president, two representatives to Alberta 4-H Council, and the chairs of all other committees.

2. FINANCE COMMITTEE

The finance committee shall consist of the Treasurer, President, Secretary and immediate Past President (if available).

The committee is assigned the following duties:

- a) to make recommendations regarding the financial matters of the Council
- b) to encourage the payment of District fees.
- c) to be an agency whereby offers of assistance to 4-H, by individuals and organizations, may be channelled to the appropriate District within the Region.
- d) to make the financial records available to any member of the Council, upon request, giving reasonable notice and arranging a time satisfactory to the Treasurer.

3. COMMUNICATIONS COMMITTEE – Public Speaking and Presentations

This committee is responsible for the Regional Communications Competition.

4. SCHOLARSHIP COMMITTEE

- * This committee is responsible for the Regional Scholarships and bursaries.
- * They make recommendations to Council as to the setting up of a scholarship or bursary.
- * No one with immediate family 4-H members applying for a Scholarship or Bursary may sit on this committee.

5. PROJECTS COMMITTEES: Livestock, Breeding, Beef, Horse, Sheep, etc.

These project-based committees shall:

- (a) Coordinate the project related activities in the Region.
- (b) Report to and be accountable to the Southern Alberta 4-H Regional Council.
- (c) Maintain accurate financial records for the Regional Programs for which they are responsible.
- (d) Submit annual financial statements, which will accompany the Treasurer's annual financial statement for the Council's Annual meeting in December.
- (e) Prepare a written report for the Southern Alberta 4-H Regional Council Meetings.

6. REGIONAL SOUVENIRS COMMITTEE

This committee is delegated with the responsibility of recommending to Council souvenirs that are affordable and would make good prizes, gifts, etc. for the 4-H family within the Region. This committee orders (upon approval by a carried motion from Council) and keeps inventory, is responsible for the distribution and collection of the souvenirs and the monies owed. Only cheques are accepted as payment and receipts must be issued.

Communication and Financial accountability to the Treasurer is essential.

7. CASINO COMMITTEE

This committee shall consist of members of The Society of the Southern Alberta 4-H Regional Council. These members are selected from the membership of the Southern Alberta Regional 4-H Council. This committee is responsible for the Society and its finances, and is therefore, accountable to the Southern Alberta Regional 4-H Council.

8. SPECIAL (AD HOC) COMMITTEES

Special committees will be formed as required for specific inter-district (regional) activities and will responsible for organizing and carrying out activities assigned to them (examples: Curling Committee, Nominating Committee).

ARTICLE XI. APPROVAL BY Alberta Agriculture and Rural Development 4-H and Agriculture Education Branch,

The 4-H Branch is responsible for all 4-H Clubs in the area. Therefore, it is necessary that all projects planned by the Council MUST receive the prior authorization by representation of the 4-H Branch before being undertaken.

ARTICLE XII. FINANCIAL

1. There is to be an Annual Review made and a Financial Statement given at the Annual Meeting for the fiscal year from October 1 to September 30.
2. Banking signing authorities shall be any two of President, Secretary and Treasurer.
3. The Council cannot borrow money to carry out its objectives.
4. All Council funds shall be deposited in a recognized financial institution approved by Council.
5. All expenditures must be authorized by the Council or Executive.
6. REMUNERATION: Any Council member or committee member assigned to Council business by the authority of the Council **may** be reimbursed from the Council funds AS DETERMINED BY COUNCIL.

ARTICLE XIII. AMENDMENTS

1. Amendments to the Constitution shall be made only at the Annual Meeting.
2. A ¾ (75%) majority vote of the representatives present is necessary for any amendment to the Constitution.
3. Any amendment to the Constitution shall not be in force or acted upon until approval from the 4-H Branch – Regional 4-H Specialist.
4. The executive of the Council shall be given written notice of motions presented to them at any meeting prior to the Annual Meeting of any proposed change in the Constitution.

ARTICLE XIV. DISSOLUTION OF COUNCIL

1. The Southern Alberta 4-H Regional Council can only be dissolved at any annual, general, or special meeting on a vote of ¾ (three quarters) of those eligible to vote.
2. Funds will be dispersed as follows:
 - a. All existing Regional Scholarships & Bursaries and their related funds will go to the 4-H Foundation of Alberta, where they will be retained and administered as Southern Alberta Regional Scholarships and Bursaries as long as there are active 4-H members and Alumni in the Southern Region and its Districts.
 - b. All other Council funds will be sent to the 4-H Foundation of Alberta to be held in trust for a period of 5 years.
 - c. If at the end of 5 years, the Council has not reorganized, all funds (excluding Scholarship and Bursary funds) will be dispersed evenly among the existing 4-H Districts within the Southern Alberta 4-H Region.

