

PEACE REGIONAL 4-H COUNCIL CLUB BYLAWS

Revised November 2005

ARTICLE I - NAME AND AREA

The name of the organization shall be the Peace Regional 4-H Council Club. The area of council shall be the area supervised by the Regional 4-H Specialist located in the Fairview Regional Office. The Peace Regional 4-H Council shall be herein after referred to as the Council.

ARTICLE 2 - MEMBERSHIP

- 1) The membership of council shall include:
 - a. Two (2) adult and two (2) 4-H club member representatives from each District Council, and for those clubs where a District Council is not available, one adult and one member.
 - b. Two (2) elected representatives to the Alberta 4-H Council.
 - c. Executive of the Council.

Members of the Executive and Alberta 4-H Council Representatives may be elected to office or continue to hold office without being a representative from their District Council.

- 2) The Regional 4-H Specialist shall be an ex-officio member of Council.
- 3) Any member, director or executive officer upon a two-thirds vote of members of Council in good standing may be expelled if:
 - a. The person in question does not carry out the objectives and purpose of the Council.
 - b. The person in question misses 2 consecutive meetings without just reason.
- 4) As affiliated members, district councils must be in good standing to be recognized in Regional Council activities as affirmed in Article 9.

Any member wishing to withdraw from membership may do so upon a notice in Writing to the Secretary.

ARTICLE 3 - MEETINGS

There shall be a minimum of two Council meetings each year. When there are only two such meetings, it is recommended that one be held in the spring to plan for summer events and the other in the fall to plan for winter events. Additional meetings may be called as deemed necessary by the Executive council.

The Council shall hold an annual meeting on or before December 1st of each year of which notice will be sent to the last known address of each member 14 days prior to the date of the meeting. Mail, email or telephone may be used for notification. The annual meeting shall include the election of officers,

bylaw review and any necessary amendments. All meetings of council are open to interested 4H supporters.

Additional General meetings of the Council may be called by the Secretary upon direction of the President or Board by notice sent to the last known address of each member 8 days prior to the date of the meeting. Mail, email or telephone may be used for notification. A special meeting shall be called by the President or Secretary upon receipt by him in writing signed by two members in good standing, setting forth the reasons for calling such a meeting by notice sent to the last known address of each member 8 days prior to the date of the meeting. Mail, email or telephone may be used for notification.

ARTICLE 4 - VOTING

The voting members of the council will consist of four votes from each District in the Region: two adults and two youth members. In the event of a tie vote the President will break the tie. Ex-officio members of the District council are non-voting members.

ARTICLE 5 - QUORUM

The quorum at any meeting shall be one third of those eligible to vote.

The quorum at executive committee meetings shall be one half of those eligible to vote.

ARTICLE 6 - APPROVAL OF REGIONAL SPECIALIST

The Regional Specialist must be informed of all programs and activities planned by the Council before being undertaken.

ARTICLE 7 - TERMS OF OFFICE

- 1) Term of office shall be two years. Executive officers may serve a maximum of one additional consecutive term. Secretary and Treasurer shall be elected in even years; President and Vice-President shall be elected in odd years. The two Directors will be elected in alternate years.
- 2) Representative to the Alberta 4-H Council shall be elected for a two year term. Alternate representatives shall also be elected for two year terms. One representative and alternate shall be chosen from north of the Peace River and one representative and alternative from south of the Peace River. Alberta 4-H Council Representatives may serve a maximum of two additional consecutive terms. If elected to the Provincial Executive they may serve one more two year term to fulfill their duties.
 - Representative for the North shall be elected in even number years.
 - Representatives for the South in odd number years.

ARTICLE 8 - MEMBERSHIP DUES

- 1) Membership dues shall be paid in full, by **December 1** of the current year, based on current year's membership.
- 2) The amount of the dues per member shall be set at the spring meeting of Council.

- 3) Clubs in districts with no active District Council shall pay dues directly to the Council.

ARTICLE 9 - THE EXECUTIVE

The executive shall be:

President

Vice President

Past President

Secretary/Treasurer or Secretary and Treasurer

Two Directors

Casino Treasurer (ex officio)

ARTICLE 10 - DUTIES OF THE EXECUTIVE

- 1) Direct the operation of the council and meet as often as the business of the Council shall require.
- 2) When deemed necessary, the executive may conduct business of the Council.
- 3) Receive recommendations from district councils, leaders, members and clubs and present these to council.

BOARD OF DIRECTORS

Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the club.

The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the club, and meeting of the Board shall be held as often as may be required. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by ten day's notice in writing mailed to each member or by three day's notice by telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided, however, that all business transactions as such meetings shall be ratified at the next regularly called meeting of the Board otherwise they shall be null and void.

PRESIDENT

Act as Chairperson for all general executive meetings as well as co-ordinate the agenda for all general and executive meetings. Arrange to have the agenda for general meetings distributed at least three weeks prior to the meetings. Direct activities of the Regional council and serve as an ex-officio member of all committees. In his absence the Vice President shall preside at any

such meetings. In the absence of both President and Vice President the Past President shall preside at any such meetings.

SECRETARY

Attend all meetings and record and keep accurate records of meetings. If unable to attend a meeting ensures that all pertinent information is supplied to the President. Arrange for minutes of meetings to be forwarded to each District representative as well as the members of the executive committee within three weeks following the meeting. Bring correspondence to meetings and reply in conjunction with the President.

TREASURER

The Treasurer shall receive all moneys paid to the club and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch of the Board may order. He shall properly account for the funds of the club and keep such books as may be directed. He shall present full detailed account of receipts and disbursements of the Board whenever requested and shall prepare for submission to the Annual Meeting a Statement duly reviewed as herein after set forth of the financial position the club and submit a copy of same to the Secretary for the records of the club. The office of the Secretary and Treasure may be filled by one person if at any annual meeting for the election of officers shall so decide.

ARTICLE 11 - REGIONAL 4-H SPECIALIST

- 1) The Regional 4-H Specialist shall act as a resource person to the Council.
- 2) The Regional 4-H Specialist shall attend all Council and Executive meetings.
- 3) The Regional 4-H Specialist shall keep an accurate and complete record of all Council and Executive meetings, and copies of the financial statement of Council.

ARTICLE 12 - COMMITTEES

- 1) The Council shall have the power to appoint and dissolve committees deemed necessary to carry out the work of the council.
- 2) The president shall be an ex-officio member of all committees.
- 3) Committee members may be drawn from general club memberships of the region.

ARTICLE 13 - FISCAL YEAR

The fiscal year of the council will be October 1 to September 30.

ARTICLE 14 - BANKING

- 1) All Council general funds shall be deposited in a recognized financial institution approved by the Council.

- 2) The Council shall open a separate Casino account for all Casino funds at a recognized financial institution approved by the Council.
- 3) Any two of: the President, or Secretary, or Treasurer shall sign all cheques for the general account.
- 4) Any two of the two Casino representatives or the Casino treasurer shall sign all cheques for the Casino account.
- 5) Expenses outside the budget – up to \$500.00- must be approved by the executive committee. Also the executive committee must inform council of the expense. Expenses over \$500.00 must be pre-authorized by council.

ARTICLE 15 - AUDITING

- 1) All accounts and records of both the general and the casino accounts shall be reviewed annually. Both the general and the casino financial statements must be audited and presented to Council at the annual meeting.
- 2) The books and records of the Council may be inspected by any member of council at any meeting. Each member of the executive shall, at all times have access to all accounts and records.

ARTICLE 16 - REMUNERATION

Any council member or committee member assigned to Council business by the authority of Council may be reimbursed expenses from Council funds as determined by Council.

ARTICLE 17 - BORROWING POWERS

For the purpose of carrying out its objects, the club may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the club and in no case shall debentures be issued without the sanction of a special resolution of the club.

ARTICLE 18 - FUNDRAISING

The Peace Regional 4H Council Club may take part in fundraising activities as deemed necessary by the council. These activities can include but are not limited to Bingos and Casinos.

ARTICLE 19 - AMENDMENTS

Special Resolution

- 1) A resolution passed
 - a. at a general meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given and

- b. By the vote of not less than 75% of those members who, if entitled to do so, vote in person.
- 2) A resolution proposed and passed as a special resolution as a general meeting of which less than 21 days notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or
- 3) A resolution consented to in writing by all the members who would have entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.
- 4) The bylaws of the Peace Regional 4H Council Club may be amended at the annual meeting of Council without prior notification of the members

ARTICLE 20 – DISSOLUTION

Upon a decision, by majority secret ballot vote, to dissolve this 4H Regional Council Club, all funds in the club's account will be sent to the Provincial 4H Council to be held for a maximum two year period. At the end of two years, if the club has not reorganized, two thirds of the funds are to be given to the 4H Foundation of Alberta Legacy Fund, with the remaining third being sent to the Camp Artaban Foundation.

If the club is dissolved the 4H Foundation of Alberta is to continue distributing the provincial scholarships funded by the region until the principle has been entirely dispersed.

Casino funds of the club will be held for a maximum of one year after which they shall be returned to Alberta Gaming.