

ALBERTA 4-H COUNCIL OBJECTS & BY-LAWS

(Approved and updated – July 15, 2006)

Article I Name

The name of the organization shall be “Alberta 4-H Council”, hereinafter referred to as “the Council”.

Article II Objects

1. To enhance the Alberta 4-H program by encouraging and involving the Alberta 4-H Family* by leading policy development and implementation and governance.
 - ♦ The Council shall actively communicate with the 4-H Family*, thereby assisting in the effective development and implementation of policies and governance. (*all inclusive and includes the alumni, ambassadors, branch, clubs, councils, foundation(s), key leaders, key members, members, sponsors and volunteers).
2. To govern the grievance process and act as the last level of appeal.
 - ♦ The Alberta 4-H Appeals Committee will listen to, consider and pass (final and binding) judgement on all appeals to decisions rendered by Regional Appeals Committees, Regional Grievance Committees or a Provincial Event Grievance Committee brought forward to the Council, as per Policy # 9.02 - Alberta 4-H Grievance Policy developed and implemented by the Council.
3. To liaise with and advise the Minister of Agriculture and Rural Development on 4-H.
 - ♦ The Minister may be invited to attend a Council event at the discretion of the Council where he/she may assist the 4-H Partners to apply for grants which support 4-H programming.
 - ♦ At other times of the year, if the need arises, the president may request a meeting with the Minister.
 - ♦ The executive coordinates presentations along with the 4-H Partners Committee. Council members have an opportunity for input.
4. To promote 4-H and provide leadership to the 4-H program.
 - ♦ The Council shall assist the 4-H Partners with the promotion of 4-H.
 - ♦ The Council shall provide feedback and direction to the Alberta 4-H office regarding the needs of 4-H members and leaders.
5. To encourage 4-H members and leaders to gain a better understanding of and participate more fully in, the 4-H program.
 - ♦ The Council shall serve as an ambassador of 4-H to each community and enthusiastically promote 4-H projects and programs at the local, district, regional and provincial levels.
 - ♦ The Council shall encourage leader and member participation and involvement in 4-H activities.

6. To encourage the involvement of potential leaders, members and supporters in the 4-H program.
 - ♦ The Council shall assist potential members and leaders in establishing contact with local clubs, key leaders and regional 4-H specialists.
 - ♦ The Council shall encourage public support of the 4-H program
 - ♦ The Council shall refer potential sponsors to the 4-H Foundation of Alberta and the Alberta 4-H office.
7. To provide a medium whereby needs and concerns of members and leaders can be communicated through district and regional 4-H councils to Alberta Agriculture and Rural Development.
 - ♦ The Council members shall effectively communicate to the Council the needs of 4-H members and leaders
8. To communicate information regarding the 4-H program to the Alberta public.
 - ♦ The Council shall provide accurate information regarding 4-H to the media and other interested individuals via the Alberta 4-H media staff person and
 - ♦ The Council shall consult with the 4-H Branch Liaison, when needed, to obtain current details regarding 4-H programs and services and inform staff of media events.
9. To provide direction and support to the 4-H Foundation of Alberta.
 - ♦ The Council shall provide guidance and feedback to assist the Foundation in meeting the needs of the 4-H Family.
10. To provide the 4-H Insurance Program for volunteers, leaders and members.
 - ♦ The Council shall ensure that adequate and cost efficient coverage is in place for 4-H volunteers, leaders and members.
 - ♦ The Council shall promote Risk Management protocol and procedures.
11. To support the funding initiatives of the 4-H Partners (Council, Foundation and Branch).

BYLAWS

A. Membership

1. The membership of the Council shall include:
 - a) two (2) elected representatives, or designated alternate(s) from each regional 4-H council;
 - b) the immediate past president of the Council;
 - c) a person elected by the Council to serve as representative on the Canadian 4-H Council;
 - d) the coordinator and assistant coordinator of the Alberta 4-H Alumni, or elected alternate(s);
 - e) a provincial office staff member designated by the 4-H Branch, who serves as the Branch Liaison to the Council;
 - f) two (2) elected ambassadors from the Ambassador group, only one of whom has a vote.

2. Any member wishing to withdraw from membership may do so upon written notice to the Council president.
3. Any member may be expelled from membership upon a two-thirds vote of members of the Council if:
 - a) the member in question has missed three consecutive meetings and/or
 - b) the member in question does not carry out the objects and code of ethics of the Council and/or
 - c) the member in question does not meet the 4-H Leader screening requirements.
4. The Council expects ethical and businesslike conduct of itself and its members. This commitment includes proper use of authority, conforming to the by laws and objects of the 4-H Program and abiding by the Council's Code of Ethics.
5. The 4-H Branch and Alberta Agriculture and Rural Development shall act as a resource to the Council. A senior government official responsible for the 4-H program may be a resource to the Council. Request for such resources shall be made to the Head of the 4-H Branch.

B. Terms of Office of Executive and Representatives

1. a) Executive members shall be elected by majority vote at the annual Council meeting and shall not hold the same office for more than two consecutive years.
 - b) Any member of the executive may be removed from office by two-thirds (2/3) vote of those members present at a Council meeting.
2. a) Representatives from regional 4-H councils shall be elected at their respective annual meetings prior to the Council's annual meeting.
 - b) The coordinator and assistant coordinator of the Alberta 4-H Alumni shall be chosen by a committee of the Alberta 4-H Council through a application and an interview process.
 - c) Representative from the Ambassador Group shall be elected at their annual training event prior to the Council's summer meeting.
 - d) The Canadian 4-H Council representative must be a past Alberta 4-H Council member who is elected through an application, interview, and election by written ballot process.
 1. The term of the Canadian 4-H Council representative shall be two years, to a maximum term of four consecutive years unless the representative has been elected to the executive committee or the board of directors of the Canadian 4-H Council.
3. Any voting Council member is eligible for any office or committee on the Council.

C. Council Meetings

1. The annual meeting shall be held within thirty (30) days of the year-end.
2. Regular and special Council meetings may be called at the discretion of the president, or by request of one-third of the membership. The Branch Liaison shall mail or e-mail a written notice and agenda to each member at least fourteen (14) days prior to a meeting date. Council members must confirm receipt of notice.

3. Executive meetings may be held to conduct Council business. A telephone conference call shall constitute an executive meeting. Any decision made at executive meetings must be ratified by Council members at the next Council meeting.

D. Voting

1. The following shall have one vote:
 - a) Each elected representative, or designated alternate(s), from each Regional Council;
 - b) The coordinator and assistant coordinator of the Alberta 4-H Alumni, or designated alternate(s);
 - c) One of the elected ambassadors who is over the age of majority.
2. The past president, the branch liaison, the Canadian 4-H Council representative and one of the ambassadors do not have a vote.
3. Voting shall be conducted by a show of hands, or upon request, by secret ballot.
4. In the event of a tie vote, the motion shall be defeated.

E. Quorum

1. At least two-thirds (2/3) of the voting members shall constitute a quorum for regular and special Council meetings.
2. Three (3) out of four (4) voting members of the executive shall constitute a quorum for executive meetings.

F. The Executive

1. The Executive shall be:

President	Vice-President	Treasurer	Secretary
Past President (non-voting)	Branch Liaison (non-voting)		

G. Roles and Responsibilities of Council Members

1. **President**
 - a) Direct and lead activities of the Council; chair and maintain orderly, efficient meetings.
 - b) Coordinate the agenda for each meeting.
 - c) Conduct meetings according to parliamentary procedure.
 - d) Act as the formal spokesperson for the Council.
 - e) Act as a role model and builds relationships
 - f) Act as a confidante of Council members and 4-H Partners (4-H Foundation and Branch)
 - g) Plan – play a leadership role in Council planning
 - h) Delegate (when appropriate) – understand and channel levels of Council member expertise
 - i) Liaise with other 4-H Partners (4-H Foundation and Branch)
 - j) Provide Council members with meeting highlights within thirty (30) days of each meeting

2. Vice-President

- a) Perform the duties and exercise the powers of the president, in the absence of the president
- b) Act as the president-in-training
- c) Assist the president as required
- d) Maintain the list of Actionable Items at each Council meeting
- e) Coordinate with the past president, a Council Orientation for new members
- f) Liaise with other 4-H Partners (4-H Foundation and Branch)

3. Past President

- a) Act as an advisor to the Council (is a repository of the organizational and Council history).
- b) Act as mentor for all executive members
- c) Coordinate with the vice-president, a Council Orientation for new Council members.
- d) Chair the Nominations Committee
- e) Serve as a director on the 4-H Foundation of Alberta Board of Directors.

4. Treasurer

- a) Oversee the Council's financial affairs
- b) Work with the 4-H Foundation, who administers Council finances as directed by Council
- c) Assist in the preparation of a proposed budget to be approved by Council at its annual meeting; track the budget
- d) Present an interim financial statement at each Council meeting
- e) Authorize (or in his/her absence, a voting executive designate) by signed requisition, the payment of Council bills by the 4-H Foundation, after an approved Council motion.
- f) Approve cheque requisitions issued by the 4-H Foundation by fax/email before cheques are issued

5. Secretary

- a) Record and distribute all Council meeting minutes within thirty (30) days after each meeting to all Council members
- b) Prepare and distribute correspondence as specified by Council
- c) Record attendance at all meetings
- d) Provide a "Summary of Motions" after each meeting, to all Council members within thirty (30) days

6. Branch Liaison

- a) Receive and review Council correspondence
- b) Assist the executive in issuing correspondence, as directed by Council
- d) Be responsible for physical arrangements for all meetings
- e) May assist the secretary in the distribution of Council minutes and summary of motions

- f) Assist in the preparation of the annual budget
- g) Maintain all Council records, except those of the Treasurer
- h) Have custody and use of the corporate seal of the Council

7. **Canadian 4-H Council Representative**

- a) Be responsible for communicating the needs, trends, and opinions of Council and 4-H in Alberta, and reporting policies and decisions of the Canadian 4-H Council to the Alberta 4-H Council.
- b) Attend Canadian 4-H Council's annual meeting (3–4 days in late May; hosted in a different province each year). If elected to a committee of the Canadian 4-H Council, the representative will attend related meetings, as required (approximately two per year).

8. **All Council Members**

- a) Be a positive ambassador of Alberta 4-H and the Council
- b) Be responsible for communicating the needs, trends and opinions of grass roots 4-H in Alberta, and for reporting policies and decisions of Council to the grass roots.
- c) Keep the chair and the Council informed.
- d) Participate in at least one committee.
- e) Attend meetings, bring new issues to the Council, participate in discussion, and vote.
- f) Support Council decisions once they are made.

H. Committees

The Council shall have the power to appoint and dissolve committees deemed necessary to carry out the work of the Council.

I. Fiscal Year

The fiscal year of the Council ~~will~~ shall be the same as the Alberta government fiscal year.

J. Banking, Financing and Borrowing Powers

1. All Council funds shall be deposited in a recognized financial institution designated at the Council's annual meeting.
2. All cheques shall be issued through the 4-H Foundation of Alberta as directed by the Council's minutes with approval by a signed requisition from the treasurer (or in his/her absence, a voting executive designate).
3. The Council may raise or secure funds as needed to support its operation. There shall be no borrowing or issuing of debentures without a motion passed after a thirty (30) day written notice to the Council.

K. Account Review

1. An account review shall be conducted annually by the auditor appointed by the Alberta 4-H Foundation.
2. The finance committee will meet prior to each Council meeting to review the current financial statement(s).

3. The books and records of the Council may be inspected by any member of Council at any meeting, provided a written request is received by the Council president prior to the meeting.

L. Remuneration

1. The 4-H Branch and/or the Alberta 4-H Council may reimburse, at current Alberta civil servant rates, accommodations and travel expenses incurred by Council members attending official meetings for which written notices have been issued.
2. Any member assigned to Council business may be reimbursed their expenses from Council funds.

M. Liabilities

1. No member of the Council, in his/her individual capacity, shall be liable for a debt or liability of the Council.

N. Amendment of By-Laws

1. The by-laws of the Council may only be amended by a Special Resolution of the members of the Council, which is:
 - a) a motion that has had a “notice of motion” sent to all Council members thirty (30) days before the meeting and is passed at any Council meeting at which seventy-five percent (75%) of the eligible voters are present, or
 - b) a motion that passes as a “Special Resolution” at any Council meeting with less than thirty (30) days prior “notice of motion” sent to all Council members if seventy-five percent (75%) of the eligible voters are present and unanimously agree.
2. By-Law changes are not in force and cannot be acted upon until they are registered with Alberta Registries.
3. A copy of the registered amendments shall be sent to the 4-H Branch and the 4-H Foundation.

P. Dissolution

1. In the event the Council becomes defunct, all assets along with such monies as may be on deposit, shall be distributed to the 4-H Foundation of Alberta within a year (12 months).

ALBERTA 4-H COUNCIL VALUES (AS OF MARCH 25, 2005)

As members of the Alberta 4-H Council, we . . .

- ◆ serve as approachable, positive role models who act in the best interest of 4-H
- ◆ demonstrate honesty and integrity
- ◆ are accountable for our actions and decisions to the councils that elected us
- ◆ believe in sustainable management of human, financial and other resources
- ◆ act responsibly (from council to grassroots level, and vice versa)
- ◆ respect the ideas of others and accept diversity
- ◆ are committed to the purpose and objectives of the 4-H program
- ◆ demonstrate personal growth
- ◆ value fun and camaraderie
- ◆ promote harmony
- ◆ help maintain continuity within the 4-H organization

ETHICAL PRACTICES OF COUNCIL MEMBERS

Comments about Ethics

Ethics and effectiveness may be two different things but, they go hand-in-hand. As individuals, ethics form the basis for the code of behaviour by which they conduct themselves. If your actions are guided by a sound, ethical code of conduct, chances are you will be an effective council member. Act honestly, in the best interest of the 4-H organization, and you will be capable of producing results.

The **fundamental duty of Council members** is to carefully manage and represent the interests and needs of the 4-H family, by managing the affairs of the Council within the law.

Begin with a Commitment

The code of conduct for Alberta 4-H Council members begins with a genuine commitment to strive for high quality programs and 4-H clubs that support the development of 4-H members. It involves an understanding that our country values freedom, racial, ethnic and religious diversity, and equity for all children. You must be committed to these values and work effectively with others to promote them. You have a duty to keep information confidential and exercise your power for the purpose it was granted.

CODE OF ETHICS OF THE ALBERTA 4-H COUNCIL

Member's Roles and Responsibilities

- ◆ Each member of Council holds a position of trusteeship
- ◆ Individual members have no personal authority
- ◆ Authority rests in the Council as a whole and in its committees
- ◆ Council ensures adequate discussion on each issue. Once a decision is made, all individuals are obligated to support the decision in a positive manner.

Duties of Care, Skill and Diligence

- ◆ Make decisions in the best interest of the 4-H organization.
- ◆ Act carefully and deliberately.
- ◆ Act within the powers of the Council.
- ◆ Keep informed
- ◆ Ask pertinent questions.
- ◆ Attend meetings.
- ◆ Avoid the possibility of being perceived as being in conflict.

Fiduciary Duties (Trust and Confidence)

- ◆ Act honestly and in the best interest of the 4-H organization
- ◆ Keep confidential information confidential
- ◆ Exercise your power for the purpose it was granted.
- ◆ Avoid conflict of interest

How to Avoid Conflict of Interest

- ◆ Disclose your personal interest in a Council transaction that involves personal benefit.
- ◆ Do not discuss or vote on a matter related to a personal interest where you will benefit.
- ◆ Have your abstention from a vote, and the nature of your personal interest or benefit, recorded in the minutes.
- ◆ Foster the group's goals, not your own.