

Northwest Region



CANADA
4-H Alberta

**Northwest 4-H Regional Council
BY-LAWS**

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Table of Contents

BY-LAWS

Article I AREA	3
Article II MEMBERSHIP	3
Article III OFFICERS AND EXECUTIVE	3-4
Duties of the Executive	4
President	4
Vice President	4
Secretary	4
Society Treasurer	5
Casino / Raffle Chair	5
Article IV COMMITTEES	5
Finance	5
Committee Chairperson	6
Project Committees: Beef, Horse, and Life Skills and Other Animals	6
Communication Committees - Public Speaking and Presentations	6
Special Committees: Judging, Focus, Scholarship, Camp	7
Nominating Committee	7
Article V SIGNING AUTHORITY	7
Article VI FINANCIAL AUDITS	7
Article VII MEMBERSHIP FEES	7-8
Article VIII SEAL OF THE SOCIETY	8
Article IX BORROWING POWERS	8
Article X REMUNERATION	8
Article XI MEETINGS	8
Article XII QUORUM AND ELIGIBILITY TO VOTE	8
Article XIII CONSULTING WITH 4-H ALBERTA PARTNERS	8
Article XIV BY-LAWS	9
Article XV AMENDMENTS	9
Article XVI DISSOLUTION	9

Article I AREA

1. The area of the Northwest 4-H Regional Council shall include the 4-H districts of Athabasca, Barrhead, Drayton Valley, Evansburg, Lac Ste. Anne, Leduc, Parkland, Strathcona, Sturgeon, Thorhild, Westlock and Yellowhead; supported, and advised, by 4-H Alberta.

Article II MEMBERSHIP

1. The membership of the Northwest 4-H Regional Council is open to all 4-H District Councils in the area defined in Article I.
 - a. Members have responsibilities to pay any fees, attend annual, general and special meetings, to vote, and to abide by the objectives and bylaws of the Northwest 4-H Regional Council.
2. Membership in the Northwest 4-H Regional Council may be revoked if fees are not paid in a timely manner or the member 4-H District acts in such a way as to bring discredit to the 4-H Program.
3. Any member of the 4-H District must have the permission of the Northwest 4-H Regional Council to withdraw from the Council. 4-H Alberta to be consulted.

Article III OFFICERS AND EXECUTIVE

1. The Officers of the Northwest 4-H Regional Council shall be: President, Vice President, Secretary, Society Treasurer, Casino/Raffle Chair, and Immediate Past President and will be deemed the Board of Directors.
2. The Executive Committee of the Northwest 4-H Regional Council shall consist of the Board of Directors and the Chairpersons all other committees.
 - a. At least one representative of each of the Committees must attend Executive meetings.
3. Election of the Officers shall take place each year for two year terms.
 - a. The President and Secretary shall be elected in even years, and Vice President and Treasurer shall be elected in odd years. These officers may serve a maximum of two consecutive terms of two years each. A minimum of one term off Council will then be required before becoming eligible for re-election to the same position.
 - b. Casino/Raffle Chair shall be elected in odd years with no maximum number of terms.
 - c. Notice of officers elected shall be sent to the Area Coordinator immediately following the elections.
4. The Chairpersons of each regional committee are selected according to the bylaws of their respective committees.
5. Any officer, upon 2/3 majority vote of all members in good standing, may be removed from office for any cause which the Board of Directors may deem reasonable. The Board of Directors will name a director/officer to act in their stead until the next meeting of the Northwest 4-H Regional Council, at which time an election will be held.

6. The Board of Directors shall, subject to the bylaws or directions given by a majority vote at any meeting properly called and constituted, have control and management of the affairs of the Council. At least two meetings of the Board of Directors shall be held yearly, prior to the Council meetings.
7. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such a meeting, and state the business to be brought before the meeting. Meetings of the Board of Directors shall be called by three days' notice by written/electronic notice.

8. Duties of the Executive

a. President

The President shall;

- i. call and chair annual, general, special and executive meetings. (The Vice President shall preside at meetings in the absence of the President. The Immediate Past President shall chair meetings in the absence of these officers);
- ii. serve as ex-officio member of all regional committees;
- iii. use the Seal of the Society as directed by the Council;
- iv. act as the Council's liaison with the Area Coordinator;
- v. sit on the nominations committee;
- vi. ensure decisions of the council are in harmony with provincial 4-H regulations and the Northwest 4-H Regional Council bylaws.

b. Vice President

The Vice President shall;

- i. attend the annual, general, special and executive meetings
- ii. preside at meetings in the absence of the President;
- iii. chair the Nominations committee

c. Secretary

The Secretary shall;

- i. attend the annual, general, special and executive meetings, taking accurate minutes of them;
- ii. ensure notice of meetings and distribution of minutes occurs;
- iii. handle all correspondence of the Council;
- iv. collect and keep the annual reports of the districts and regional committees.
- v. keep at hand all minutes of the Northwest 4-H Regional Council for ten years past with prior records and minutes assembled and archived in the regional storage facilities;
- vi. be under the direction of the President and the Board.
In the absence of the Secretary, these duties will be discharged by an officer appointed by the Board.

d. Treasurer

The Treasurer shall ;

- i. attend the annual, general, special and executive meetings, preparing financial statements and reports for each account held within the region (general, GIC, casino, and each committee).
- ii. receive all monies paid to the Council, promptly depositing the same into the council bank account as the Board may order, and upon receipt of invoices and direction of the Board, pay expenses of the Council;
- iii. properly account for all the funds of the Council, keeping accurate, up-to-date records of all receipts and disbursements and preparing financial statements as directed for each account
- iv. Receive all electronically deposited casino proceeds, and upon receipt of invoices and direction of the Board, make payments on behalf of the Council
- v. in consultation with the Board of Directors develop a yearly budget for presentation at the annual meeting of the society
- vi. All financial records are to be kept for 10 years past and then General Ledger and Annual Financial Statements are to be archived in the regional storage facilities; this includes the general account, each committee sub account, and the casino account

e. Casino / Raffle Chair

The Casino / Raffle Chair shall;

- i. receive casino paperwork and ensure it is complete for AGLC
- ii. submit all applicable applications and reporting forms to the AGLC, including, but not limited to, the License Application, Community Benefit Statement, request for dates, Casino Volunteer Worker Applications, and List of Elected Executive
- iii. respond to clarification questions regarding the License Application from the AGLC and the NW Regional Council
- iv. once notice is received regarding the next casino dates, book advisors and coordinate volunteers (set schedule, complete appropriate paperwork, etc)

Article IV COMMITTEES

1. Finance

- a. The Finance committee shall consist of the Treasurer, President, Secretary, Vice President, and Casino/Raffle Chair at a minimum although the whole executive committee can be included. The committee shall be assigned the following duties:
 - i. To make recommendations regarding the financial matters of the Council;
 - ii. To encourage payment of the district dues;

- iii. To be an agency whereby offers of assistance to 4-H, by individuals and organizations, may be channeled to the appropriate District or committee within the area.

2. Committee Chairperson Responsibilities

- a. chair the meetings of their respective regional committees;
- b. oversee the activities of their committees;
- c. ensure the annual committee reports are prepared (written reports and reviewed financial summaries, yearly budget requests);
- d. attend executive, annual, general and special council meetings.

3. Project Committees: Beef, Horse, and Life Skills and Other Animals

- a. These project-based committees shall:
 - i. Coordinate the project related activities in the region;
 - ii. Report to and be accountable to the Northwest 4-H Regional Council;
 - iii. No regional funds will be provided to these project committees unless, and until, financial reports and a written request are received by the Board of Directors in order that a recommendation on funding can be made to the Northwest 4-H Regional Council for approval.
 - iv. Maintain accurate financial records for the regional programs for which they are responsible, present a project event budget with funding requests at the budget meeting and a financial summary when the event is complete. All events/programs should operate on a breakeven budget..
 - v. Prepare a written report for the Northwest 4-H Regional Council meetings;
 - vi. Elect or appoint representatives to the provincial project advisory committees as necessary or requested. Each committee is to determine their representative's terms of office.
 - vii. Coordinate each regional Record Book Competition

4. Communication Committees -Public Speaking and Presentations

- a. For both public speaking and presentation competitions, the Northwest 4-H Region will have two sub-regional competitions: one for the East Half and one for the West Half. Responsibility for organizing these competitions will rotate annually among the districts in the region. Reports on the competitions are to be submitted to the Council, prior to the next Council meeting.
- b. The West Half shall include the 4-H Districts of Barrhead, Drayton Valley, Evansburg, Lac Ste Anne, Parkland and Yellowhead.
- c. The East Half shall include the 4-H Districts of Athabasca, Leduc, Strathcona, Sturgeon, Thorhild and Westlock .
- d. Budget requests for the event must be presented at the budget meeting for approval. Host districts will be made aware of what budget and items are approved and any expense over and above the budgeted amount will be the expense of the host district.

5. Special Committees

- a. Special committees required for regional activities will be responsible for the organizing and carrying out the activities assigned to them. (Judging, Camps, Focus on 4-H, Scholarship, etc.)
- b. All Chairpersons of committees are expected to submit written and financial reports to the Executive prior to the Regional Council meeting. These reports are to be briefly summarized at the meeting.
- c. No regional funds will be provided to these special committees unless, and until, financial reports and a written request is received by the Board of Directors in order that a recommendation on funding can be made to the Northwest 4-H Regional Council for approval.
- d. Maintain accurate financial records for the regional programs for which they are responsible, present a project event budget with funding requests at the budget meeting and a financial summary when the event is complete; All events/programs should operate on a breakeven budget.

6. Nominating Committee

- a. The Nominating Committee shall consist of the President and Vice President.

Article V SIGNING AUTHORITY

1. Signing Authority on the general Society account and the gaming (Casino/Raffle) accounts, must be any two of the three, President, Vice President, or Society Treasurer.

Article VI FINANCIAL AUDITS

1. A financial audit of the Northwest 4-H Regional Society Treasurer's books for the fiscal year from October 1 to September 31 is mandatory. An itemized financial statement for the fiscal year is to be prepared and distributed at the Annual Meeting.
2. Upon recommendation of the Northwest Regional Executive, the Northwest 4-H Regional Council will approve two people, other than Executive, to complete the annual financial audit.
3. The books and records of the Council may be inspected by any member of the Council at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

Article VII MEMBERSHIP FEES

1. Membership fees are assessed to each member 4-H district. These fees will be set each year at the Annual Meeting one year in advance.
2. All member 4-H districts must pay fees by January 15th. If a district's fees are not paid before January 15th of the current year, the district will be ineligible to participate in all Northwest 4-H Regional programs until outstanding fees are paid. (Camps, communications, judging, record book competitions, etc.) The district will be charged a late penalty in addition to the regular district fees, if late.



3. All 4-H clubs within the Northwest 4-H Region will be exempted from the regional club fee in their first year of operation. All 4-H clubs are expected to pay all other regional dues.

Article VIII SEAL OF THE SOCIETY

1. The Seal of the society will be kept with the Area Coordinator. There must be approval of the Council, by motion, to authorize its use by the President. When used, the seal must be authenticated by signature of the President. In the case of the President's death or the inability to act, the Vice President shall sign.

Article IX BORROWING POWERS

1. The Northwest 4-H Regional Council cannot borrow money to carry out its objectives.

Article X REMUNERATION

1. No officer, director, or member of the Northwest 4-H Regional Council shall receive any remuneration for his/her services except by a vote of the Council as a whole.

Article XI MEETINGS

1. There shall be a minimum of two meetings each year. The Annual Meeting is held in November for the election of officers and naming of committees. At a general meeting in the spring the regional program plan for the following year will be submitted for approval.
2. Notice of annual, general or special meetings will be by written/electronic notice a minimum of ten days prior to the meetings.
3. District Councils are expected to provide a yearly summary of their 4-H district activities, at the Annual Meeting. Written reports are to be submitted to the Area Coordinator two weeks in advance of the meeting and a summary will be provided at the annual meeting in the agenda package.

Article XII QUORUM AND ELIGIBILITY TO VOTE

1. Each of the twelve member 4-H districts shall have three voting representatives: two registered 4-H Leaders and one 4-H Member.
2. The Quorum at annual, general and special meetings shall be fifty percent (50%) plus one of those eligible to vote. Quorum at executive meetings is 50% of the Board of Directors.
3. Members will vote by the showing of voting cards or by secret ballot.

Article XIII CONSULTING WITH 4-H ALBERTA PARTNERS

1. 4-H Alberta is responsible for all 4-H Clubs in the area. The Council will consult with 4-H Alberta, through the Area Coordinator, before planning and undertaking projects and events.

Article XIV BY-LAWS

1. The By-Laws of the Northwest 4-H Regional Council and its committees shall be consistent with its Objects (filed with Alberta Societies).

Article XV AMENDMENTS

1. A special by-law review committee, which shall include the Area Coordinator, will be struck in odd years, at the Annual Meeting to provide recommendations for by-law amendments at the spring meeting of the Council. The final vote of approval may take place at the fall Annual Meeting of the Council. Approved by-laws become effective immediately.
2. The By-laws shall be rescinded, altered or added to by a “Special Resolution” of the members.
3. Amendments to the Objectives shall be made only at the Annual Meeting and become effective immediately
4. Members will be sent a written/electronic notice at least 30 days prior to a vote on any amendment. A vote by all eligible voters to amend the bylaws requires a 3/4 majority in favor to pass.

Article XVI DISSOLUTION

1. The Northwest 4-H Regional Council can only be dissolved at a regular or special meeting by 3/4 majority of those eligible to vote. Any physical assets of the Council shall be dispersed as recommended by those present at this meeting, with funds generated by their dispersal being added to the general account. All accounts of the Council shall then be closed with the balance being forwarded to 4-H Alberta. Direction for the use of the funds by 4-H Alberta will be determined by those present at the meeting.
2. Upon dissolution of the Society, The Northwest 4-H Regional Council #105245 casino account funds MUST be donated to another charity or charities. No specific charity can be named, until the time of dissolution. The charity to be named, will be decided by those in attendance at the dissolution meeting.
3. Upon dissolution of a 4-H District or 4-H Club the immediate disbursement of its assets is the responsibility of that 4-H District or individual 4-H Club.

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