

**WEST CENTRAL REGIONAL 4-H COUNCIL  
OBJECTS**

Revised April 7, 2021

**ARTICLE 1. NAME**

The Name of the organization shall be “**West Central Regional 4-H Council**”.

**ARTICLE 2. OBJECTS**

1. To act as an advisory group to the 4-H Alberta Board of Directors, providing guidance and support on 4-H projects, programs and policies;
2. To co-ordinate 4-H activities and programs in the West Central 4-H Region, eg. public speaking, camps, exchange trips, recreational activities, judging competitions, promotional events;
3. To arrange leadership training programs, workshops and seminars for 4-H leaders and members in the West Central 4-H Region;
4. To provide a medium for the exchange of ideas on projects and activities among 4-H Districts in the West Central 4-H Region;
5. To arrange financing of joint 4-H district activities in the West Central 4-H Region;
6. To be an agency through which interested individuals and organizations might channel their support for 4-H in the West Central 4-H Region (financial contributions, sponsorship, resource persons);

**WEST CENTRAL REGIONAL 4-H COUNCIL  
BYLAWS**

Revised April 7, 2021

**BYLAW 1. MEMBERSHIP, MEMBERS' RIGHTS & DUTIES**

1. Representatives from Camrose, Ponoka, Lacombe, Red Deer, Rocky Mountain House and Wetaskiwin District 4-H Councils, Key Leaders from these districts, Alumni organization representatives, elected 4-H Alberta Board of Directors Representatives, and the 4-H Area Coordinator shall be members of the West Central Regional 4-H Council.
2. Any immediate past member of the West Central Regional 4-H Council who is elected to serve as a 4-H Alberta Board of Directors officer or representative shall be a member.
3. Members have the right to attend West Central Regional 4-H Council meetings and vote if they are eligible.
4. Members have the duty of arranging for an alternate to attend in their place if they are unable to attend.
5. Members have the duty of reporting West Central Regional 4-H Council information to their district and club, and of reporting district information to West Central Regional 4-H Council.
6. Members have the duty of acting in accordance with the West Central Regional 4-H Council Objectives and Bylaws.

**BYLAW 2. EXPULSION OF MEMBERS**

1. Members who fail to carry out these responsibilities may be expelled from the organization by a majority vote of the membership.
2. Members may resign by giving written notice to their district 4-H council and the West Central Regional 4-H Council president.

**BYLAW 3. MEMBERSHIP FEES**

1. Membership fees for district 4-H councils and alumni associations will be set at the spring meeting prior to the annual meeting.
2. District 4-H councils and alumni organizations must have paid their dues within 30 days of the invoice date in order for members from that district to take part in any West Central Regional 4-H activity.

**BYLAW 4. MEETINGS**

1. A minimum of three general meetings shall be held annually, in the fall, winter and spring. The annual general meeting shall be the fall meeting.
2. Meeting dates for the following year will be set at the spring meeting.
3. Notice of meetings shall be sent out by mail or email a minimum of 7 days prior to the meeting.

4. The president may call special general or executive meetings, with a minimum of 48 hours' notice given by telephone, fax or email.
5. The president must call a special general or executive meeting at the request of 1/3 of the voting members.

#### **BYLAW 5. QUORUM & VOTING**

1. The quorum at regular, executive, and special meetings is 1/3 of those eligible to vote.
2. Three representatives from each district 4-H council, (one must be a registered 4-H member and the key leader can be another) and three alumni representatives are eligible to vote.
3. District 4-H councils and alumni organizations are responsible for designating their voting representatives. Another member from their 4-H district or alumni organization may vote in their absence.
4. The chairman (usually the president) does not vote except in the case of a tied vote.
5. Voting shall be by a show of hands except when decided otherwise by a carried motion.
6. The election of officers shall be by secret ballot.

#### **BYLAW 6. OFFICERS & the 4-H Alberta Board of Directors**

1. Officers shall be elected at the annual meeting.
2. Officers shall be president, vice president, secretary, and treasurer.
3. Officers shall be elected for a two-year term and may serve a maximum of two successive terms.
4. President and vice president shall be elected in even-numbered years; secretary and treasurer shall be elected in odd-numbered years.
5. A representative to the 4-H Alberta Board of Directors shall be elected every third year for a three-year term, which begins immediately following the annual general meeting of the 4-H Alberta Board of Directors.
6. The maximum for the 4-H Alberta Board of Directors representative shall be two successive terms, (but it may be extended a further term if the representative is elected to an executive position on the 4-H Alberta Board of Directors.)
7. All executive, representative and committee positions shall be without payment, but reasonable expenses for telephone, fax and postage shall be reimbursed.
8. Expenses may be reimbursed to the 4-H Alberta Board of Directors representative, with receipts provided.
9. There shall be no directors of the West Central Regional 4-H Council.

## **BYLAW 7. DUTIES OF OFFICERS & 4-H ALBERTA BOARD OF DIRECTORS REPRESENTATIVE**

1. President:
  - a) Shall call regular and special meetings, preside at meetings and supervise West Central Regional 4-H Council activities.
  - b) Shall distribute and go over the bylaws at the annual general meeting.
2. Vice President:
  - a) Shall perform the duties of president in the president's absence, or at the president's request.
3. Secretary:
  - a) Shall record minutes of West Central Regional 4-H Council meetings.
  - b) Shall be responsible for correspondence.
  - c) Shall see that past minutes are preserved.
4. Treasurer:
  - a) Shall collect membership fees from district 4-H councils and alumni organizations.
  - b) Shall deposit funds received and issue co-signed cheques to pay bills.
  - c) Shall keep a record of all financial transactions and balance the accounts each month with bank statements.
  - d) Shall prepare and present a financial statement at each West Central Regional 4-H Council meeting.
  - e) Shall assist in preparing a budget for approval at the annual meeting.
  - f) Shall see that the accounts are audited after the fiscal year end.
5. 4-H Alberta Board of Directors Representative:
  - a) Shall attend 4-H Alberta Board of Directors meetings, report on West Central Regional issues, and bring information from the Council to the West Central Regional 4-H Council.
  - b) Shall submit expense claims to the West Central Regional 4-H Council after attending 4-H Council of Alberta meetings.
6. Officers and 4-H Alberta Board of Directors representatives who have not carried out their duties appropriately may be removed by a majority vote of the membership.
8. Officers and 4-H Alberta Board of Directors representatives may resign by giving written notice to the West Central Regional 4-H Council president.

## **BYLAW 8. COMMITTEES**

1. The West Central Regional 4-H Council shall have the power to appoint and dissolve committees as necessary to carry out its programs.
2. Duties of Committees:
  - a) to plan and carry out West Central Regional 4-H Council programs
  - b) to present a written program outline and budget at the annual meeting
  - c) to collect fees for the event, and send money, unpaid bills, receipts and a statement to the treasurer before the fiscal yearend.
  - d) to present a written report and detailed financial statement at the annual meeting.
3. A Grievance Committee of three members shall be formed in the event that a grievance is brought to the West Central Regional 4-H Council. Each district shall name one person who may

be appointed to the Grievance Committee. The Grievance Committee shall follow 4-H Alberta Board of Directors Grievance Procedure.

#### **BYLAW 9. BORROWING POWERS & FINANCES**

1. There shall be no borrowing or issuing of debentures.
2. All funds shall be deposited in a financial institution designated by the West Central Regional 4-H Council.
3. All expenditures must be authorized by the West Central Regional 4-H Council or the executive.
4. The fiscal year shall be from September 1 to August 31.
5. Signing officers shall be any two of treasurer, president or vice president.
6. In the event that the West Central Regional 4-H Council dissolves, all remaining funds shall be transferred to the 4-H Alberta Board of Directors.

#### **BYLAW 10. AUDITING OF ACCOUNTS**

1. Two West Central Regional 4-H Council members shall be appointed at the annual meeting to audit its accounts for the next year.

#### **BYLAW 11. SOCIETY SEAL**

1. The seal, if one is obtained, shall be kept and used by the West Central Regional 4-H Council executive.

#### **BYLAW 12. AMENDMENTS**

1. The bylaws may only be amended by a "Special Resolution", which is:
  - a) a resolution that has had at least 21 days prior notice given, and is passed at a general meeting where at least 75% of those members eligible to vote are present, or
  - b) a resolution passed at a general meeting with less than 21 days prior notice, if all the eligible voters so agree, or
  - c) a resolution consented to in writing by all eligible voters
2. The bylaws shall be reviewed at least every four years.

#### **BYLAW 13. STORAGE OF MINUTES**

1. The secretary shall store past West Central Regional 4-H Council minutes in a safe place.

#### **BYLAW 14. INSPECTION OF RECORDS**

1. West Central Regional 4-H Council members may inspect the accounts and records at any meeting provided that the secretary has received a written request prior to the meeting.
2. Each West Central Regional 4-H Council executive member shall have access to such accounts and records at all times.