

# **NORTHEAST REGIONAL 4-H COUNCIL**

## **Bylaws**

### **Article I Name**

The Name of this organization shall be the **Northeast Regional 4-H Council**.

### **Article II Area**

The area of the Northeast Regional 4-H Council shall include the 11 District Councils of Beaver, Bonnyville, Lac La Biche, Lamont, Minburn, St. Paul, Smoky Lake, Two Hills, Vermilion River, Wainwright, and Wood Buffalo.

### **Article III Objectives**

1. To facilitate the planning and coordination of the 4-H activities and programs on a Regional or Inter-District basis.
2. To act as an advisory agent to the 4-H Alberta Section for 4-H Programs, projects and policies through direct recommendations and representatives to the 4-H Alberta Council.
3. To provide for and assist in the implementation of leadership development programs for adult and junior leaders on a Regional or Inter-District basis.
4. To provide understanding and foster exchange of ideas between 4-H Members, Leaders, Clubs and District Councils.
5. To promote understanding of 4-H and its programs and objectives to the public at large through the Region.

### **Article IV Membership**

1. The Membership of the Northeast Regional Council shall be open to all 4-H Alberta Council in the area defined in Article II.
2. The Regional 4-H Specialist from will act in a non-voting capacity to the Council.
3. Any member district must have the permission of the 4-H Alberta Section to withdraw from the Regional Council.

### **Article V Executive Officers**

1. The Executive Officers of the Northeast Regional 4-H Council shall include President, Vice-President, Past President – having just completed their term for the Northeast Regional Council, Secretary-Treasurer or Secretary and Treasurer and one Representatives to the 4-H Alberta Council.
2. The Executive Committee of the Northeast Regional 4-H Council shall be the board of Directors of the society.
3. All Executive Officers shall be elected for two year terms, with all elections, except emergency replacements, taking place at the Regional Council's Annual Meeting.
4. The one representative of the 4-H Alberta Council shall be elected and shall hold their position for no more than two consecutive terms.
5. All other executive officers shall hold their positions for no more than two consecutive terms, with the President and Vice-President being elected on alternate years from the Secretary and Treasurer.
6. Any executive officer may be removed from office upon a 2/3 majority vote of all members in good standing at general, annual and special meetings of the Northeast Regional 4-H Council.

7. The Board of Directors shall, subject to the bylaws or directions given it by majority vote at any meeting, properly called and constituted, have control and management of the affairs of the Northeast Regional 4-H Council. At least two meetings of the Board of Directors shall be held yearly prior to the Northeast Regional 4-H Council meetings. A special meeting may be called on the instructions of any two members provided they request to 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 at least 10 days notice in writing mailed to each member
8. District Council or three days notice by fax, telephone or email.
9. An outgoing executive member must turn in the books to the new executive member before the next general meeting.
10. **Presidential Duties** shall include calling and chairing the meetings of the Northeast Regional 4-H Council, act as the Council's liaison with the Regional 4-H Specialist and ensure decisions of the Northeast Regional 4-H Council are in harmony with the 4-H Alberta Council and the Northeast Regional 4-H Council's bylaws. The President shall keep custody of the Seal of the Society and use as directed by the Northeast Regional 4-H Council.
11. **Vice-Presidential Duties** shall be to act in the position of the President in his or her absence.
12. **Secretarial Duties** shall include attending all general, annual, special and executive meetings and recording the business in the form of minutes. The Secretary shall notify the Member Districts and Executive Officers of meetings, and distribute the minutes of the last meeting at least 2 weeks prior to the next regional meeting. The Secretary handles all correspondence of the Regional Council and collects the reports presented at the meetings. The Secretary keeps all minutes and reports of the Northeast Regional Council for ten years past and archives prior records. In the absence of the secretary these duties will be discharged to an alternate officer as appointed by the Executive Officers.
13. **Treasurer's Duties** shall include receiving all monies paid to the Regional Council and depositing them into the Bank Account held by the Regional Council. The Treasurer shall upon direction of the Regional Council pay expenses and keep accurate financial records and prepare financial statements for the Regional Council's general, annual and special meetings. All financial records are to be kept for the Regional Council for ten years and prior records are to be archived.
14. **Northeast Regional Representatives** to the 4-H Alberta Council Duties shall be to represent the Northeast Regional Council at the meetings of the 4-H Alberta Council and provide information from these meetings to the Regional Council.
15. **Ad Hoc Committees** are special committees of an ad hoc nature and shall be given responsibility for various Northeast Regional 4-H Council programs and activities, as decided at annual, general and special meetings. (e.g. Nominating Committee shall be selected at the general November meeting.)
16. All reports presented to the Northeast Regional 4-H Council must be in written form, and handed to the Secretary.

## **Article VI Membership Fees**

1. Membership Fees are assessed to each member District Council of Alberta. Fees for the following year will be set at the general meeting in April.
2. All Member 4-H District Council's must pay fees by January 15. If a District 4-H Council's fees are not paid before January 15, of the current year, that District will be ineligible to participate in any Northeast Regional 4-H programs.

## **Article VII Signing Authorities**

Banking signing authorities shall be any two of President, Secretary and Treasurer.

## **Article VIII Seal of the Society**

The Seal of the Society shall be kept in the custody of the President. There must be approval of the Northeast Regional 4-H Council, by motion, to authorize its use. When used, the Seal must be authenticated by the 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**

The Northeast Regional Council cannot borrow money to carry out its objectives.

## **Article X Remuneration**

No officer or member of the Northeast Regional 4-H Council shall receive any remuneration for services except by a vote of the Regional 4-H Council as a whole.

## **Article XI Financial Review**

1. A financial review of the Northeast Regional 4-H Council Treasurer's financial records for the fiscal year from November 1 to October 31 is mandatory.
2. An itemized financial statement for the fiscal year is to be prepared and distributed at the Annual Meeting.
3. The Executive Officers shall appoint one or two people other than the executive to complete the annual financial review.
4. The books and records of the Northeast Regional 4-H 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 XII Meetings**

1. General and special Meetings shall be held when deemed necessary by the Executive Officers. The Annual meeting shall be held prior to February 15 of each year.
2. Notice of general, annual or special meetings will be given to member District 4-H Councils in writing at least 10 days prior to the meetings.
3. Except for special circumstances declared by the President, general, annual, or special meetings and discussions shall be open to all 4-H members, parents, leaders and other interested community persons, all of whom shall have the right to participate in Regional Council discussions.

### **Article XIII Quorum and Voting**

1. The quorum of all annual, general and special meetings shall be one-third of those eligible to vote. The quorum at executive meetings is 50% of the Board.
2. Members of the Northeast Regional Council Executive and 3 voting representatives from each member District 4-H Council shall be eligible to vote. Voting representatives from each District Council shall be identified at the beginning of each annual, general and special meeting.
3. Voting delegates will vote by the showing of voting cards or by secret ballot whichever is declared by the President.

### **Article XIV By-laws**

1. The By-Laws of the Northeast Regional 4-H Council and its committees shall be consistent with its Objectives (Article III).

### **Article XV Amendments**

1. The By-laws of the Northeast Regional 4-H Council shall be rescinded, altered or added to by a "Special Resolution" of the members.
2. Amendments to the objectives shall be made only at the Annual Meeting.
3. Members will be sent a written notice at least 30 days prior to a vote on any amendment. A vote by all eligible voters to amend the By-laws requires a 3/4 majority in favor to pass. Approval of the 4-H Section is also needed.

### **Article XVI Approval by 4-H Section of Alberta**

With the 4-H Section being responsible for 4-H activity in the Northeast Region, it will be necessary for all Regional programs to receive authorization by representation of the 4-H Section before being undertaken.

### **Article XVII Freedom of Information and Protection to Privacy Act**

FOIP – The Northeast Regional 4-H Council will strive to recognize the importance of the Freedom of Information and Protection of Privacy Act. The gathering of this information is for the sole purpose of the Northeast Regional Council.

The Northeast Regional 4-H Council will only collect information to serve its administrative needs, and will not disclose information to outside parties without strict authorization. When collecting any personal information, the leaders and members will be notified of the intended use of the information, approval must be sought in order to use the information for anything other than the original purpose.

### **Article XVIII Dissolution**

The Northeast Regional 4-H Council shall only be dissolved by a 3/4 majority vote of the voting representatives present at any annual, general or special meeting. Funds will be disbursed as recommended by motion at that meeting.

**Grievance** - see Provincial Policy

1. Parties involved must make every effort to resolve the grievance at the local level. Using a local, mutually acceptable mediator is recommended.
2. If unsuccessful, a written grievance should be submitted to the next level with the 4-H council structure (club to district, district to region). The highest level that any grievance can go is to the Special Rulings Committee of the Regional 4-H Council. However, every effort should be made to solve the situation and prevent further escalation at the level of the conflict. The written grievance should be brief and objectively outline the issue. This statement must be signed by at least three people who are directly involved.
3. The Regional Council may be asked to form a Special Rulings Committee. Note:
  - a) Before the committee is formed, all concerned parties must agree, in writing, to abide by any ruling of the committee.
  - b) The regional Special Rulings Committee should consist of five adults with past or present involvement in 4-H. They cannot have a vested interest in the grievance.
  - c) Any decision shall be by consensus or majority vote.
4. All decisions of the Special Rulings Committee shall be reached by consensus and all such decisions are final
5. The Special Rulings Committee shall convey its decision to all parties concerned in a written statement, copies of which shall be sent to the Regional 4-H Council President and the Regional 4-H Specialist.