

OXFORD COUNTY 4-H ASSOCIATION CONSTITUTION

ARTICLE I NAME

This association shall be known as the Oxford County 4-H Association.

ARTICLE II PURPOSE

The purpose of the Association is to provide leadership to the Oxford 4-H program. The Association's objectives are:

- A. To ensure the continuation and development of a strong 4-H program in Ontario.
- B. To develop and implement policies and programs on a county basis to further the goals of 4-H in Oxford County.
- C. To be an affiliated member of the Ontario 4-H Council and make recommendations regarding the provincial program.
- D. To act as a representative body of the 4-H community in Oxford County.
- E. To promote and market 4-H as an organization for youth.
- F. To ensure representation from Oxford County 4-H on regional and provincial programs.
- G. To encourage and support 4-H clubs.
- H. To carry on the organization without purpose of personal gain, and to use any profits or other gains to the organization to promote its objectives.

ARTICLE III MEMBERSHIP

- A. All 4-H volunteers whose status is current with 4-H Ontario, and who are registered with the Oxford County 4-H program, or who reside in Oxford County are members of the Association and have voting privileges at meetings where the membership votes, such meetings being defined in current policies of the Association.
- B. Registered 4-H youth and their family, sponsors and interested guests may attend Association meetings as specified in current policies of the Association and the Annual General Meeting but do not have voting privileges, in accord with 4-H Ontario policy.

ARTICLE IV PROCEDURES

- A. The Fiscal Year of the Association shall be January 1 to December 31.
- B. In the event that business of the Association need be carried out between regular meetings motions may proceed by electronic vote, provided that quorum is met. Such motions are to be presented at the next Monthly Meeting, and recorded in the minutes.

ARTICLE V OFFICERS

- A. Directors of the Association shall be elected to the Board of Directors at the Annual General Meeting for a term of one or two years. Persons accepting a nomination shall specify when accepting the nomination whether their term will be one or two years. The Board of Directors shall consist of not less than seven, or more than fourteen, Directors. All Directors must be current volunteers with 4-H Ontario; therefore a person who is willing to accept nomination and election to the Board of Directors but is not a current volunteer with 4-H Ontario may participate in Association meetings while completing the 4-H Ontario volunteer screening but will not vote at Monthly Meetings or be able to participate with youth in any volunteer capacity until current volunteer status is achieved. 4-H Ontario volunteer screening must be completed within three months of election to the Board of Directors. There is no limit to the number of years a volunteer may serve as a Director.
- B. The following shall form the Board of this Association: Past Chairperson, Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Assistant Treasurer, and Directors, each position being filled by a Director of the Association. The Directors shall elect the officers at the first meeting of the new Board. Provided a quorum of Directors is present, a newly-elected Board may without notice hold its first meeting immediately

following the meeting at which the Directors are elected. Unless otherwise determined by motion of the Board, the office of Past Chairperson shall be automatically filled immediately after election of a new Chairperson by the person who held the office of Chairperson immediately preceding such election.

C. The term of office of all Directors of the Association shall be one or two years, as specified at the time of each individual Director's election.

D. In the event of an office becoming vacant, the Directors may appoint a substitute or cause an election to be held to fill the vacancy.

E. Should a vacancy occur in the position of the Past-Chairperson, that vacancy will not be filled.

F. The following shall form the Executive of this Association: Chairperson, Past Chairperson, Vice-Chairperson, Secretary and Treasurer (if a Director).

G. A 4-H Ontario Provincial Association Representative shall volunteer or be declared, appointed, or elected each January.

H. Treasurer does not need to be a Director, but does need to be a 4-H Ontario Screened Volunteer in Good Standing

ARTICLE VI ASSOCIATION CONTACTS AND COORDINATORS

A. Association Contacts and Coordinators (ACCs) have responsibility and authority to act on behalf of the Oxford County 4-H Association in matters associated with Standing Committees of the Association.

B. The Oxford County 4-H Association Communications Coordinator is not covered in this ARTICLE.

C. ACCs attend and may chair meetings of their respective Standing Committees.

D. ACCs may be, but are not required to be, Directors on the Board of the Association.

E. ACCs attend Monthly Meetings of the Association, but do not vote, unless also a Director. If the matter under discussion is pertinent to their committee and position, ACCs may also attend Specially-Called or In-Camera Meetings.

F. ACCs are current screened volunteers with 4-H Ontario.

ARTICLE VII DIRECTORS, ASSOCIATION CONTACTS AND COORDINATORS CODE OF CONDUCT

A. Directors and Association Contacts and Coordinators (ACCs) of the Board of the Association will demonstrate ethical and professional conduct at all times. This conduct will include proper use of authority and appropriate actions in group and individual behaviour while acting on behalf of the Association.

B. Directors and ACCs of the Board of the Association must be loyal to the interests of the Association.

C. Directors and ACCs of the Board of the Association must complete the current 4-H Ontario Participant Agreement Form. These forms must be available in print form at Association meetings and activities.

D. Directors are expected to be in attendance for at least eight out of twelve of the regular Monthly Meetings in the calendar year. The Executive, as identified in ARTICLE V F., must attend Executive Meetings; Directors attend In-Camera and Specially-Called Meetings as required. Directors are expected to attend Awards Night and the Annual General Meeting. Each Director will serve on a minimum of one, but not more than three, Standing Committees of the Association, such committees being identified in the current policy documents of the Association.

ARTICLE VIII DUTIES OF OFFICERS

A. The Past Chairperson is a member of the Executive, and shall have voting privileges.

B. The Chairperson is the presiding officer of the Association and an ex-officio member of all committees of the Association.

C. The Vice-Chairperson shall assume duties of the Chairperson in his/her absence. The Vice-Chairperson shall chair a minimum of one meeting per year.

D. The Secretary is responsible for general correspondence and for internal communication within the Board of Directors. The Secretary is responsible for minutes of all meetings, and further duties as described in current policies of the Association.

E. The Assistant Secretary shall assume duties of the Secretary in his/her absence. The Assistant Secretary shall assume the duties of Secretary a minimum of one meeting per year.

F. The Treasurer is responsible for the care and custody of the funds and other financial assets of the Association. At each Monthly meeting the Treasurer shall present an account of the current position of the finances of the Association, for approval by the Board. At the Annual General Meeting, the Treasurer shall present, for approval by the membership, an account of the finances of the Association which has been checked by a third party who is not a Director or ACC. The Treasurer shall submit the approved Annual Statement to 4-H Ontario following the AGM. The Treasurer shall maintain the Association's Registered Charitable Organization status. The Treasurer shall receive an annual honorarium, in an amount determined annually.

The Treasurer and one Director shall be responsible for the Finance Committee which advises the Board on financial investments. The Finance Committee is the Treasurer, one Director and three volunteers from the community at large. If possible volunteers shall serve a three year term, with one position on the Finance Committee being available for renewal or replacement each year. 4-H Ontario current volunteers may serve on the Finance Committee.

G. The Assistant Treasurer shall assume the duties of the Treasurer in his/her absence. The Assistant Treasurer shall assume the duties of Treasurer a minimum of one meeting per year.

H. Signing authority for all financial matters is the responsibility of any two of the following: Chairperson, Treasurer and/or Assistant Treasurer and one other Director.

ARTICLE IX COMMUNICATIONS COORDINATOR

A. The Oxford County 4-H Association Communications Coordinator is responsible for the duties of the Association Resource Contact, Association Membership Coordinator, Association Webmaster, Association Newsletter Coordinator, and Awards Coordinator for awards from 4-H Ontario. The Communications Coordinator promotes 4-H. The Communications Coordinator must be a screened 4-H Ontario Volunteer, must have regular access to internet, and must have an awareness of, and abide by, 4-H Ontario Policies and all Oxford County 4-H Association Policies. The Communications Coordinator attends the regular Monthly Meetings of the Association and reports on registrations, correspondence, social media activity, and any opportunities brought to their attention. The Communications Coordinator is a paid staff position, and as such does not vote except at the Annual General Meeting or other circumstances as outlined in Article III and current policies of the Association. The Communications Coordinator position may be filled by more than one person. Paid and volunteer time is required.

ARTICLE X ASSOCIATION MEETINGS

A. Association meetings include Monthly, Executive, In-Camera, Specially-Called and Standing Committee Meetings, as described in current policy documents of the Association.

B. A quorum of the Board of Directors shall be 2/3 of the elected Directors and the Chairperson.

C. A motion may be brought to an Association Monthly Meeting by any person attending; such motions will be discussed by all in attendance, but voted on by Association Directors only.

D. A motion may be brought to a Specially-Called Meeting by any person attending; such motions are voted on by all members.

E. Quorum at Specially-Called Meetings shall be 30% of members.

F. Standing Committee meetings may be called by their respective Association Contact or Coordinator. Quorum does not apply.

ARTICLE XI ANNUAL GENERAL MEETING

A. The Annual General Meeting of the Association shall be held by February 1 of each year.

B. Each member of the Association as defined in Article III shall have one vote. Quorum at the AGM shall be 30% of the members.

ARTICLE XII CONSTITUTION

A. The Constitution may be amended, repealed or re-enacted at any Annual General Meeting by a 2/3 vote in the affirmative of the members present, provided such amendments have been circulated at least 10 days prior to the Annual General Meeting.

B. The Constitution will be reviewed annually, by Chairperson, Vice-Chairperson and one other Director appointed at the September Board Meeting, by October 31, and following approval at the Annual General Meeting distributed to the membership by the Communications Coordinator.

Enacted January 12, 1988. Revised February 4, 1994; February 19, 1999; February 9, 2001; February 2002, February 2003

Reviewed November 15, 2004 – D. Hargreaves, D. Grieve, G. Innes

Reviewed December 2005 – no changes

Reviewed November 2006 – no changes

Reviewed November 2007 – no changes

Reviewed December 2008 – M. Ogar, Nan Hargreaves, G. Innes, D. Grieve

Reviewed September 2009 – S. Ward, G. Innes, D. Hargreaves

Reviewed October 2010 – S. Ward, G. Innes, D. Hargreaves (no changes)

Reviewed November 2011 – M. Bergsma, G. Innes, D. Hargreaves (no changes)

Reviewed November 2012 – M. Bergsma, G. Innes, J. Hart (no changes)

Reviewed November 2013 – J. Hart, D. Hargreaves, G. Innes (no changes)

Reviewed January 2015 – Mel Bergsma, Dwight Hargreaves, Directors

Amended January 2016 by vote of membership present at Annual Meeting

Reviewed January 2017 – Dwight Hargreaves, Mel Bergsma, Mardine Pelders (no changes)

Amended January 2018 by vote of the membership present at Annual General Meeting, following publication in Informer

Amended January 2019 by vote of the membership present at Annual General Meeting, following publication in Informer

Amended January 2020 by vote at Annual General Meeting, following distribution by email

Amended January 2021 by vote at Annual General Meeting, following distribution by email


Amended January 2022 by vote at Annual General Meeting, following distribution by email

Amended January 2023 by vote at Annual General Meeting, following distribution by email

Reviewed January 2024 by vote at Annual General Meeting, with no changes

Motion to accept the annual review of the Oxford County 4-H Association Constitution with no changes by the Board of Directors.

Moved by JACK DANEN 

Seconded by Christy Brekelmans 

Disposition Carried

Date January 24, 2024

As elected officers of the Oxford County 4-H Association the following certify that review and approval of the Constitution was carried out at the Annual General Meeting of the Oxford County 4-H Association on January 24, 2024.

- Cate McCorquodale
- Christy Brekelmans
- Jack Danen
- Shonna Ward
- Dwight Hargreaves
- Melvin Bergsma
- Kirsten Dill
- Amy Reinhart
- Emily Grieve
- Sarah McIntosh
- Terri Muir
- Sarah Pletsch