

HURON COUNTY 4-H LEADERS' ASSOCIATION **CONSTITUTION**

ARTICLE 1 – NAME

This association shall be known as the “HURON COUNTY 4-H LEADERS’ ASSOCIATION,” henceforth referred to as the “Association.”

ARTICLE II – OBJECTIVES

The objectives of this Association shall be:

- (a) To help plan and co-ordinate a quality 4-H programme, which adheres to the 4-H philosophy and is practical for the members, parents, leaders, etc.
- (b) To provide information and ideas to all leaders, which will be useful in leading a 4-H club.
- (c) To develop 4-H guidelines, if necessary, beyond the Provincial level.
- (d) To evaluate the 4-H programme.
- (e) To maintain a mutual understanding and a good working relationship with the 4-H community and the Ontario 4-H Council.

ARTICLE III – MEMBERSHIP

- (a) All 4-H Leaders in Huron County in the current year will automatically become members of the Association.
- (b) Any 4-H non-leader volunteer may become a member of the Association by being appointed or elected as a Director and/or an Officer of the Association.
- (c) All members of the Board of Directors over the age of 18 must be screened, which will include an interview, reference checks, other screening, training required by 4-H Ontario and complete the re-engagement process (police check and training) as dictated by 4-H Ontario.

ARTICLE IV – STRUCTURE OF THE ASSOCIATION

- (a) A board of Seven (7) directors shall be elected by the membership at the Annual General Meeting (AGM).
- (b) The Executive Committee shall consist of a President, Vice-President, 1st -Vice, Secretary, and Treasure.
- (c) The Board of Directors shall elect from within itself a President and Vice-President & 1st Vice annually after AGM.
- (d) The Treasurer and the Secretary will be appointed by the Board of Directors annually following the AGM.
- (e) In the event of an office becoming vacant (for whatever reason), the remaining Directors may appoint a substitute or cause an election to be held to fill the vacancy.

ARTICLE IV – STRUCTURE OF THE ASSOCIATION (CONT'D)

- (f) The term of office of all directors of the Association shall be two (2) years, with a maximum of 3 consecutive terms (ie 6 years). If a Director becomes a member of the Executive Committee, this tenure will be extended to meet the requirements of the position.
- (g) A quorum is based on four (4) voting members including at least two (2) Board of Directors members.

ARTICLE V – DUTIES OF OFFICERS

- (a) The Past President shall provide guidance and insight to the Association.
- (b) The President shall be the Chief Executive Officer of the Association and shall preside at meetings. The President is elected annually by the board (1 year term), a person can only serve as president for a maximum of 2 years consecutive years. The President is an ex-officio member of all committees of the Association;
- (c) The Vice-President shall assume the duties of the Chairperson in his/her absence.
- (d) The 1st Vice assumes the duties of the Chairperson in absence of the President and Vice President.
- (e) The Secretary is responsible for internal and external communications and recording of the minutes of all meetings, with copies being forwarded to all Directors.
- (f) The Treasurer shall maintain all accounts of the Association and prepare an annual budget for approval of the Board of Directors.
- (g) The directors may establish committees as needed and may chair these special committees as required. All committees are accountable to the Board of Directors.
- (h) Association Representative will be elected or appointed by the Board of Directors. This position has voting rights and is a two (2) year term with no term limit.
- (i) The Association Resource Coordinator (ARC) is responsible for general correspondence and internal communication within the Association.

ARTICLE VI – MEETINGS

- (a) The Annual Meeting of the Association shall be held within the first ninety (90) days of the New Year.
- (b) The Board of Directors shall meet at least four (4) times per year.
- (c) Each Board member shall have one (1) vote, which shall be by show of hands or secret ballot.

ARTICLE VII –FINANCES

- (a) The fiscal year of the Association shall be from January 1 to December 31
- (b) All expenditures exceeding \$100 shall require approval by a motion passed at a General or Board of Directors meeting or by email vote by the Board of Directors; Receipts to be provided to the treasurer for the amount requested.
- (c) Signing authority for all cheques of the Association shall bear the signatures of two (2) of either the President, Vice President or Treasurer

CONSTITUTION

- (a) The Constitution will be reviewed annually and dated as such.
- (b) 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.
- (c) A copy of the proposed Constitution and date of the Annual Meeting shall be sent to all members of the Association two (2) weeks prior to the Annual Meeting.

ARTICLE VIII – AFFILIATION

Huron County 4-H Leaders' Association shall be an affiliated member of the Ontario 4-H Council. All regulations as set forth by the Ontario 4-H Council shall become part of this constitution.

ARTICLE IX – FINANCIAL OPERATION

- (a) The Association shall be carried on without purpose of gain for its members, and any profits or other gains to the Association shall be used solely to promote its objectives.

Effective Date: February 15, 2020