

**CONSTITUTION
OF THE
KAWARTHA LAKES HALIBURTON 4-H ASSOCIATION**

Article 1 Name

This Association shall be known as the Kawartha Lakes Haliburton 4-H Association.

Article 2 Objectives:

The objectives of this Association shall be:

- a) To plan and coordinate a quality 4-H program which adheres to the 4-H philosophy and is valuable for the members, parents, volunteers and other program participants,
- b) To develop and communicate local Association 4-H policies in accordance with provincial policies, as necessary,
- c) To evaluate the local 4-H program,
- d) To promote local Association, Provincial, and National 4-H programs,
- e) To maintain mutual understanding and a good working relationship between the local 4-H Association and its partners,
- f) To operate within the confines of the non-profit umbrella.

Article 3 Membership

Voting membership in the Association is open to individuals over the age of 18 who have been involved with the 4-H program within the last 12 months and who are 4-H members in good standing, screened and trained 4-H volunteers and/or parents/guardians of 4-H members in good standing.

Article 4 Board of Directors

- a) There shall be a Board of Directors consisting of a maximum of 13 members, 10 of whom are current or prospective volunteers elected from the membership at the Annual General Meeting with voting rights. Two additional Board Directors who are members in good standing with the Association and are between the ages of 18 and 21 prior to January 1 of the current year shall hold the title of Youth Director and shall be elected at the Annual General Meeting with voting rights. The past president shall also be a voting member of the Board.
- b) All Board of Directors members must be screened and trained in accordance with 4-H Ontario policies within 90 days of the AGM in which they are voted in.
- c) At least 51% of the Board of Directors shall be comprised of current 4-H volunteer leaders. A current 4-H volunteer leader is one having led, or planning to lead a project within 12 months of their election to the board.
- d) The term for all Board Directors shall be two years. Following 2 consecutive terms of service on the Board of Directors, (4 consecutive years), a director must retire, and remain ineligible for re-election for a period of one year.
- e) Should any director miss 3 consecutive meetings, that director then may be removed from his/her position at the discretion of the remaining Board of Directors.

- f) In the event of a position becoming vacant (for whatever reason), the remaining Board Directors may/may not choose to appoint a replacement for the vacant position until the next Annual General Meeting.
- g) At the first board of directors meeting following the Annual General Meeting the Board of Directors shall elect a President and Vice president for a one-year term.
- h) The Association Representative to the Ontario 4-H Council (AR) will also be elected by the Board of Directors annually in October. Current Board of Directors of the Kawartha Lakes Haliburton 4-H Association whose term will not conclude at the next Annual General Meeting will be able to let their name stand for election for the position of AR. to the Ontario 4-H Council. If the board member elected to the position of AR is then elected to the Ontario 4-H Council Board of Directors, their term as a KLH Board of Director and AR will automatically be extended for the duration of their Ontario 4-H Council Board of Directors. In the event that the board of director elected to the position of AR and then elected to the Ontario 4-H Council Board of Directors is not fulfilling their local obligations as a board director, the KLH 4-H Association Board of Directors may reserve the right to remove that individual from their position as a local Board Director and AR.
- i) The following officers shall be appointed from the Board of Directors or general membership for a one-year term, with only individuals who are Board Directors maintaining voting rights.
 - a. Secretary & Resource Contact
 - b. Treasurer
 - c. Screening Contact
 - d. Screening Committee Members (minimum 2)
 - e. Newsletter Coordinator & Webmaster
 - f. Membership Coordinator
 - g. Regional Board Representatives (minimum 2)
 - h. Livestock Coordinator
 - i. Awards Coordinator
- j) The Secretary and Treasurer are expected to attend board meetings and other functions as requested by the board and may be paid a honorarium annually, dependent on the financial health of the Association.
- k) The following members shall form the Executive of the Association: President, Vice-President, and Past President. The executive will have the power to carry out decision making on behalf of the Board of Directors between meetings, in the event that it is absolutely necessary. Should the executive need to do so, they must call upon support from 4-H Ontario staff and then report back to the Board of Directors at the following Board meeting. The secretary shall be included in any such meetings for the sole purpose of keeping the minutes.
- l) All members of the Association Board of Directors shall participate in a Board Orientation session annually.

Article 5 Duties of Officers

- a) The *President* is responsible for the overall supervision and administration of the affairs of the Association. The President presides at the annual meeting of the Association and also meetings of the Board of Directors. The President is an ex-officio member of all committees of the Association and is the chair of the Association executive. The president shall vote only in the event of a tie.

- b) The *Vice President* fulfills the duties of the President when that person is temporarily absent or otherwise unable to perform the duties of the office. The Vice President performs specific duties as requested by the President or the Board of Directors and is a member of the Association executive.
- c) The *Past President* is available to undertake any special duties as requested by the President or Board of Directors. The Past President acts in an advisory capacity to the Board of Directors and is a voting member of the Association executive.
- d) The *Association Representative to the Ontario 4-H Council* shall be the liaison between the Kawartha Lakes Haliburton 4-H Association and the Ontario 4-H Council Board of Directors. The Association Representative carries the voting privileges for the Association and is responsible for participating in provincial teleconferences and the provincial AGM. The Association Representative has the opportunity to stand for election to the Ontario 4-H Council Board of Directors. In the event that the Association Representative is unable to attend a teleconference or the AGM, the Board of Directors shall arrange for a designate/proxy to participate in their absence.
- e) The Secretary, Treasurer, Screening Contact, Screening Committee Members (minimum 2), Newsletter Coordinator & Webmaster, Membership Coordinator, Resource Contact, Regional Board Representatives (minimum 2), Livestock Coordinator, and Awards Coordinator shall abide by their job descriptions. Refer to the Kawartha Lakes Haliburton 4-H Association Policy Document for a current job description.

Article 6 Meetings

- a) The Annual General Meeting (AGM) of the Association shall be held in February.
- b) At the Annual General Meeting, each member shall have one vote.
- c) Notice of the AGM must be communicated to the membership at least 15 days in advance.
- d) Quorum for the AGM shall be 15 voting members.
- e) The Board of Directors will meet regularly over the course of the year with each director on the board having one vote.
- a) Quorum for meetings of the Board of Directors shall consist of 51% of board directors. Motions may not be passed at any board of director meetings in which quorum is not met.
- f) All meetings shall be governed by Robert's Rules of Order.
- g) In the event that the business of the Association needs be carried out between regular meetings, motions may be carried through an electronic vote and passed, provided that the vote follows quorum and 51% of board directors have voted

Article 7 Committees

- a) Standing committees shall be established annually to facilitate the achievement of the objectives of the organization.
- b) Past minutes for committee meetings will be available from the Association Secretary to the committee chair as needed.
- c) The Board of Directors may establish ad hoc committees as necessary.

Article 8 Finances

- a) Cheque's to disburse funds of the Association shall bear the signature of two of the following: President, Vice-President and/or Treasurer.
- b) The fiscal year shall be January 1 to December 31.
- c) All expenditures for items not included in the budget for the current fiscal year shall require approval by a motion passed at a Board of Directors meeting.
- d) The financial records of the Association shall be examined by a qualified individual (non-board member) appointed by the Board of Directors.
- e) The affairs of the Association shall be carried on without purpose of direct individual financial gain for its members, except that an annual honorarium may be paid to the Secretary, Treasurer, and shall be appointed by the Board of Directors, in an amount to be determined annually by the Board of Directors, dependent on the financial health of the Association at the time. Any profits shall be used in promoting the objectives of the Association. Expenses incurred while engaged in duties on behalf of the Association may be reimbursed by the Kawartha Lakes Haliburton 4-H Association at the discretion of the Board of Directors.
- f) The financial accounts or other books of the Association shall be made available for inspection by any member upon reasonable request.

Article 9 Constitution

The constitution may be amended, repealed or re-enacted by a two-thirds vote in the affirmative of the members present at the Annual General Meeting or a special meeting of the Kawartha Lakes Haliburton 4-H Association, provided such amendments have been circulated at least 10 days prior to the meeting.

Revised: February 8, 2018

Revised: February 7, 2019

Revised: February 6, 2020