



# Default Club Constitution & By-laws

NOTE: Items in the shading are Manitoba 4-H Council policies, items not shaded may be adapted for individual club's needs.

## I. PURPOSE AND OBJECTIVES

### 1. Purpose

To contribute to the mission of 4-H Manitoba: *"Building leadership in youth and adults through unique practical experiences"*

### 2. Objectives

The 4-H program offers the opportunity for members and leaders to:

- a. Acquire knowledge and skills in specific project areas.
- b. Learn effective communication skills.
- c. Learn meeting management skills.
- d. Develop and use effective leadership skills.
- e. Increase their self-esteem.
- f. Work in teams with other youth and adults in the community and meet new people across Manitoba and Canada.

## II. NAME

1. The name of this Club is \_\_\_\_\_ which hereinafter shall be referred to as the "Club".
2. Changes to the Club name must be decided by a majority vote of all 4-H members in the Club.
3. The 4-H name, emblem, pledge and motto are protected by trademark and copyright.
  - a. Alterations, additions or deletions are expressly forbidden.

## III. MEMBERSHIP

### 1. Eligibility

- a. To be eligible for membership in the Club you must be at least 6 years of age and not more than 25 on or before December 31 of the membership year. Youth who are younger or older than the official 4-H age limits cannot be members.
- b. Membership entitles individuals to be officially recognized as part of the 4-H program. This recognition allows for members to receive project materials provided by the program as well as full insurance coverage. In addition membership entitles youth to be eligible for participation in 4-H-coordinated events and programs, travel and awards and other benefits that are exclusive to those who are registered with the 4-H program.

### 2. Member Expectations

- a. Complete one or more projects during the membership year.
- b. Attend a minimum of \_\_\_ % of Club activities - this could include; Club meetings, project meetings, communications, planned Club activities or community service.
- c. Participate in the Club communications program.
- d. Participate in the Club's achievement unless special arrangements have been made prior to achievement day.
- e. Members 18 or over are required to complete the Youth Protection Program screening process.
- f. Sign and adhere to the 4-H Manitoba Member Code of Conduct.

### 3. Registration

- a. A member becomes registered in the 4-H program upon completion of the enrolment forms and remittance of any applicable membership fees; due at the time of enrolment.
- b. The Club will submit an accurate and complete club registration form within one month of reorganization.
- c. The Club will remit all membership fees to the Manitoba 4-H Council, and Area 4-H Council where applicable, within one month of reorganization.



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## 3. Registration (continued)

- d. A person cannot be registered as both a leader and a member in 4-H Manitoba.

## 4. Registered Volunteer Leaders' Requirements

- a. Complete the Youth Protection Program screening process.
- b. Complete and adhere to the 4-H Manitoba Registered Volunteer Code of Conduct.
- c. The Club will have a Club Head Leader or Co-Head Leaders whose duties are to:
  - I. Be responsible for the administration of the Club.
  - II. Support the members in the organization and operation of the Club.
  - III. Ensure that the Club provides opportunities for members to develop effective project and personal skills.
  - IV. Ensure that the Club is represented on the Area 4-H Council and assist with Area 4-H Council events.
  - V. Ensure that information is communicated to the members, other leaders and parents.
- d. Other Leaders will be recruited as needed. These could include:
  - I. One or more Assistant Leaders who assist the Club Head Leader(s).
  - II. A Project Leader for each project offered. A Project Leader's duties are to:
    - A. Help members to develop their project skills.
    - B. Be aware of achievement day requirements and help members prepare for achievement day.

## IV. MEETINGS

The Club will hold a minimum of \_\_\_\_\_ general meetings during the club year.

## V. QUORUM

At least \_\_\_\_\_ % of members shall constitute a quorum for club meetings.

## VI. ELECTION AND VOTING PROCEDURE

1. Voting on routine matters, not involving persons present, will be done by a show of hands, unless any objection is voiced.
2. Election of the Executive will be by nomination and secret ballot at the first or second meeting of the Club year.
3. The Executive will be elected for a period of one year and voted upon by all members except for the acting chairperson.
4. No member will hold any one Executive position for more than \_\_\_\_\_ years. This will vary depending upon the size of the Club.

## VII. THE EXECUTIVE

The Club will elect a President, Vice-President, Secretary, Treasurer, Photographer/News Reporter and Banner/Social Media Scanner. These officers form the Executive. It is their duty to carry out the wishes of the total Club membership and to represent the total Club membership without allowing personal or minority group opinions to influence their actions.

## VIII. DUTIES OF THE EXECUTIVE

### 1. President

- a. Prepare an agenda before each meeting.
- b. Conduct orderly and efficient meetings according to Robert's Rules of Order.

### 2. Vice-President

- a. In the absence of the President, perform the duties and exercise the powers of the President.
- b. Assist the President as required.



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c. Should the President have to leave the Club, the Vice-president will automatically become the new President.

### **3. Secretary**

- a. Help the President prepare the agenda.
- b. Handle all Club correspondence and read pertinent items at meetings.
- c. Record the minutes of each meeting.

### **4. Treasurer**

- a. Keep an accurate, up-to-date, record of Club finances and report to the Club at meetings.
- b. Administer the Club finances, issue co-signed cheques, and receive and pay bills.

### **5. Photographer/News Reporter**

- a. Inform radio, newspaper and other news outlets of Club activities.

### **6. Banner/Social Media Scanner**

- a. Read the Banner, 4-H Manitoba website, e-Zine, and other social media outlets for upcoming events and information and report back to the Club at regular Club meetings.

## **IX. AREA COUNCIL REPRESENTATIVES**

This Club will elect \_\_\_ (*Note: this will be determined by the Area Council*) representatives to attend all Area 4-H Council meetings. An alternate will be elected to represent the Club if one of the representatives is unavailable.

## **X. TASK GROUPS**

The Club can appoint and dissolve task groups as needed to carry out a specific matter of business, which does not fall under the jurisdiction of the leaders or executive. The task group Chair is responsible for the direction of the work of the task group and will arrange any necessary meetings. He or she will report to the entire Club when required.

## **XI. LIVESTOCK PROJECT ANIMAL REPLACEMENT** (*Note: for livestock clubs only, be sure to consult Interclub rules*)

Grounds for replacement must be either loss or extreme ill health of the original project animal. A majority vote of approval by the total club will be required before an original project animal can be replaced by another animal.

## **XII. 4-H CLUB FILES**

1. The Secretary's and Treasurer's records must be turned over to the Head Leader at the end of each year and maintained for a minimum of seven years.
2. Retiring Club Leaders, who are no longer involved with the Club, will turn all supplied leadership material over to their successor.
3. Personal information of members and leaders will be protected and only be released to those outside the Club with permission of the individual (or their parents if under age 18).

## **XIII. REVIEW OF CLUB FINANCIAL RECORDS**

The accounts and records of the Treasurer will be reviewed by a designated adult at the end of the Club year. The reviewer will submit a report to the Club.

## **XIV. BANKING POWERS**

The Treasurer, the President, the Vice-President and the Secretary, as well as the Head Leader may be signing officers with a minimum of two signatures required for all cheques.

## **XV. MATTERS CONCERNING THE CONSTITUTION**

### **1. Distribution of Constitution**

- a. Each new 4-H family will receive a copy of the latest revision of this constitution upon entering the 4-H Club from the Head Leader.



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b. A copy of this constitution and all subsequent revisions will be retained in the 4-H Club's records.

## **2. Amendment of Constitution**

a. The constitution will be reviewed by the Club each year.

b. Amendments may be made at a selected regular Club meeting. A three-quarters majority of all Club members is required to approve any amendment to the constitution.

## **XVI. CLUB DIVISION OR DISSOLUTION**

### **1. Splitting of the Club**

If this 4-H club decides, by a majority secret ballot, to split into two or more separate Clubs, the Club which retains the former meeting location will also keep the original Club name and accumulated years of Club operation. If both Clubs remain at the same location, the Club with the largest membership during the first year of operation will keep the former name.

### **2. Division of Resources**

Upon a decision, by majority secret ballot, to dissolve this Club, all resources (such as banners, tack boxes, flags, etc.) identified with the Club's original name will go to the Club which retained the original name. Club finances will be distributed on a per member ratio to each new Club prior to the original Club splitting.

### **3. Dissolution of the Club**

Upon a decision, by majority secret ballot by Club members to dissolve this 4-H Club, funds cannot be disbursed for a two-year period. At the end of two years, if the Club has not reorganized, all funds will be transferred to \_\_\_\_\_ (Note: examples are Manitoba 4-H Endowment Fund Foundation, Area 4-H Council, another Club in good standing or a local community charitable organization). Funds from the Club's account can be held in trust by the Area 4-H Council or Manitoba 4-H Council.

**Signatures:**

**Date:** \_\_\_\_\_