

**HALDIMAND 4-H ASSOCIATION**  
**CONSTITUTION AND BYLAWS**

**ARTICLE I – NAME**

1. The name of the organization shall be “HALDIMAND 4-H ASSOCIATION” referred to hereafter as the “Association”.

**ARTICLE II – PURPOSE AND OBJECTIVES**

1. Purpose: The mission of the Haldimand 4-H Association is to provide opportunities and skills-based programming for the youth of our community.
2. Objectives:
  - (a) To provide positive high-quality learning environments
  - (b) To encourage a well-balanced lifestyle
  - (c) To strengthen existing and develop new partnerships in the community
  - (d) To invest in human and financial resources to sustain our organization
  - (e) To stimulate personal growth in a fun atmosphere
  - (f) That 4-H members and volunteers learn to do by doing
  - (g) To adhere to the program policies outlined by the Canadian 4-H Council and 4-H Ontario.
3. The Haldimand 4-H Association shall be carried on without purpose or gain for its members, and any profits or other gains to the Association shall be used in promoting its objectives.

**ARTICLE III – MEMBERSHIP**

1. All 4-H club leaders in Haldimand who are currently leading a 4-H club or have completed leading a project within the current or previous year will automatically become voting members in the Association.
2. Volunteers serving on a 4-H committee in the current year or in the previous year will be considered voting members.
3. Any 4-H non-leader volunteer may become a member of the Association by being appointed to a sub-committee by the Association.
4. The 4-H Ontario Regional Representative for Haldimand County appointed by 4-H Ontario will be an ex-officio, non-voting member.

**ARTICLE IV – ORGANIZATIONAL STRUCTURE**

1. At each annual meeting, members shall elect an executive committee from the membership at large to carry on the business of the Association between general meetings of the membership. The

executive committee will be responsible for the finances of the Association, ensuring that the actions approved at the annual and general meetings are carried out and to recommend changes to the program based on long range planning.

2. The executive committee shall consist of a president, vice-president, treasurer, a 4-H Association representative and secretary and up to three (3) additional executive committee members. The immediate past-president shall be included as a member of the executive committee.
3. Vacancies to the executive committee or a committee chair may be filled by individuals receiving a majority vote of 2/3 of the Association members present.

#### **ARTICLE V – DUTIES OF OFFICERS**

1. The president will chair general meetings and the annual meeting and be an ex-officio member of all committees.
2. The vice-president will fulfil the duties of the president in his/her absence.
3. The secretary will be responsible for recording the minutes of all general meetings and internal and external communications.
4. The treasurer will be responsible for the care and custody of funds for the Association.
5. The 4-H Association representative or designated alternate will represent the Association to 4-H Ontario.
6. The term of office of all members of the executive committee shall be 1 year, with the option of re-election at the annual meeting.
7. Sub-committees shall be appointed at the annual meeting. Sub-committees will meet as necessary and report to the Association. Sub-committee membership will include a chairperson and at least two others.
8. Special sub-committees may be appointed by the executive committee whenever deemed necessary or desirable.

#### **ARTICLE VI – MEETINGS**

1. Calling of general and executive committee meetings shall be at the discretion of the president providing at least two weeks' notice by e-mail, phone, or newspaper is given to members.
2. A quorum shall be the chair or vice-chair and at least five other Association members for the transaction of business at both annual and general meetings.
3. Resolutions for changes to Association operating policy for consideration by the Association may be brought forward at any general or annual meeting. They must be received by the Secretary at least two weeks prior to the date of the meeting.

4. A quorum of the executive committee shall be the majority of its members.
5. The annual meeting of the Association shall be held in January or February of each year at which time final reports on Association activities and the annual financial statements shall be presented.
6. Date and place of the annual meeting shall be determined at the previous annual meeting or at a general meeting not less than two months in advance.

#### **ARTICLE VIII – FINANCES**

1. The fiscal year of the Association shall be January 1 to December 31.
2. The financial records of the Association shall be reviewed by two arms'-length persons appointed for such purpose.
3. The Reviewers' report shall be presented at the annual meeting.
4. Signing authorities for the Association will be two signatures of the following: the treasurer, president and vice-president.

#### **ARTICLE IX – AMENDMENTS**

1. This constitution may be amended by approval of the motion by a two-thirds majority of the votes cast at an annual meeting or a general meeting specifically called to amend the constitution provided that at least one month's notice is given for such a motion.
2. Approved April 2008.