



## **BRANT COUNTY 4-H ASSOCIATION CONSTITUTION**

(Revised February 5, 2019)

### **ARTICLE 1**     **NAME:**

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

### **ARTICLE 2**     **FINANCIAL YEAR**

The financial year of the Association shall end on the 31<sup>st</sup> of December in each year.

### **ARTICLE 3**     **PURPOSE and OBJECTIVES:**

The purpose of this Association is to provide leadership to the Brant County 4-H program.

The objectives of this Association shall be:

- A. To plan and coordinate a quality local program which adheres to the 4-H  
i. Philosophy and is practical for the members, parents, volunteers, and other Program participants.
- B. To provide support to all 4-H volunteers and other program participants who will  
i. Assist in the development of the Brant County 4-H Program.
- C. To develop and implement policies and programs which further the **goals** of 4-H in Brant County.
- D. To be an affiliated member of the Ontario 4-H Council and follow all guidelines set out by 4-H Ontario and make recommendations **regarding** the provincial 4-H program.
- E. To promote and market 4-H as an organization for youth.
- F. To ensure representation from Brant on regional and provincial 4-H Programs.
- G. To build and maintain mutual understanding and a positive working relationship between the 4-H program and its partners.

### **ARTICLE 4**     **MEMBERSHIP**

- A) All 4-H volunteers and 4-H members registered in the Brant County 4-H program, **family** members and sponsors may become members of the Association.
- B) Other persons interested in becoming members may do so by completing the **membership** form and submitting a membership fee. The membership fee will be determined annually at the last regularly scheduled board meeting and presented at the Annual Meeting of the Association and will be based on the cost of running the local 4-H program.

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### ARTICLE 5    OFFICERS

- A) The Board of Directors will be made up of 10 members of the Association. These directors will be elected annually with the Positions preferred to be a two-year term. Elections will be held at the Annual Meeting. To be elected, a volunteer must be present at the Annual Meeting or give written permission to the nominating committee chair to let their name remain.
- B) The positions are as follows:
1. Immediate Past Chair
  2. Chairperson (President)
  3. Vice-Chairperson (Vice-President)
  4. Treasurer
  5. Secretary
  6. Media Coordinator
  7. Fundraising Coordinator
  8. Leader Representative
  9. Volunteer Coordinator
  10. Association Representative
  11. Program Manager (see below)
  12. Member Representative\*\*
  13. Alternate Member Representative\*\*
- The Program Manager is an Ex-Officio member of the Board and does not have a vote.
- \*\* An Alternate Member Representative will also be named to act in the absence of the Member Representative
- C) The Nominating Committee will be comprised of **three (3)** members from the Board of Directors; one of the members will be the Chairperson. No later than **two** weeks prior to the Annual Meeting the Nominating Committee Chairperson will update the Executive Committee as to their progress. At the Annual Meeting the Chair of the Nominating Committee will present a list of names of individuals willing to let their names stand for the Board of Directors for the coming year. A third party individual arranged by the Nominating Committee will chair the elections for the Board of Directors. When there are two (2) or more nominees for a position on the board of directors, the Nominee which receives the greatest number of votes of members present will be elected. When there is one (1) nominee for a position on the board of directors, the nominee will require 2/3 vote in the affirmative of members present to be elected. When electing member representatives, the two (2) nominees that receive the greatest number of votes will become the elected Member Representatives. The nominee with the next greatest number of votes will become the Alternate Member Representative.
- D) The Executive Committee will be made up of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Brant County 4-H Association Representative **and** the Immediate Past Chair.

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- E) Signing authority for all financial matters shall be two of the following officers: Chairperson, Vice-Chairperson and or Treasurer.
- F) In the event, that an office becomes vacant (for whatever reason), part way through a term then the Board may fill that position. This may be done by election or by appointment.
- G) The Program Manager will act as an ex officio, non-voting member of the Board in an advisory capacity.

### ARTICLE 6 DUTIES OF THE OFFICERS:

#### **Chairperson:**

- Shall be responsible for the general management and direction, subject to the authority of the Board, of the Association and transactions of the affairs of the Association and when present, preside at all meetings of the members of the Association and of the Board. The Chairperson shall have such other powers and duties as the Board may prescribe.

#### **Vice-Chairperson:**

- Fulfills the duties of the Chairperson when that person is temporarily absent or otherwise unable to perform the duties of the office.
- Performs specific duties as requested by the President or the Board.
- ~~Is responsible for keeping the Constitution and Policy and Procedures up to date~~
- ~~With the assistance of the Immediate Past Chairperson, the Vice Chairperson will fulfill the duties of any vacant position on the Board, other than member representative or Association Representative.~~ – **Moved into policy.**

#### **Secretary:**

- **Attend and be secretary of all meetings. NEW**
  - ~~Assists the Chairperson to prepare the agenda.~~
  - ~~Handle all Association correspondence and read pertinent items at meetings.~~
  - ~~Records the minutes of each meeting.~~
  - Keeper of the Association's official minute Book
- All of these bullets – except for the new one and the last one – have been moved into policy.**

#### **Treasurer:**

- Keeps an accurate, up-to-date record of Association finances and ~~reports to the Association at meetings~~ **gives a full account of all transactions to the Board at Association meetings.**



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### **Association Representative:**

- Has specific roles and responsibilities per 4-H Ontario document 2.4.1 “Association Representative Roles and Responsibilities”
- ~~With Association support can run for the position of director on the Ontario 4-H Council Board of Directors –~~ ***moved to policies***

### **Immediate Past Chairperson:**

- Unless otherwise determined by resolution of the Board, the Office of the Past Chair shall be automatically filled, immediately after any election of a new Chairperson, by the person who held the office of Chairperson immediately preceding such election. The term of office shall be until the next Chairperson is elected.
- ~~With the assistance of the Vice-Chairperson, the Immediate Past Chairperson will fulfill the duties of any vacant position on the Board, other than member representative or Association Representative. –~~ ***moved to policies***

## ARTICLE 7    MEETINGS

- A. The Annual Meeting of the Association shall be held by February 28<sup>th</sup> of each year.
- B. Each member of the Board of Directors has one vote at the Annual Meeting. Remove the above and change it to “Each member of the Brant County 4-H Association who is 18 years of age and older as defined in Article III shall have one vote at the AGM.”
- C. Meetings of the Board of Directors will be held a minimum 6 times per year.
- D. The Executive Committee will meet as needed between Board of Director meetings, with a report to be given to the full Board at the next meeting.
- E. **Quorum for Board meetings will be 51% of voting members of the Board of Directors, one of these members being a member of the Executive Committee.**
- F. Quorum for Executive meetings will be 75% of the Executive.

## ARTICLE 8    COMMITTEES

- A) Standing committees shall be established annually to facilitate the Achievement of the objectives of the Association.
- B) The Board of Directors shall prepare terms of reference for standing committees.
- C) The Board of Directors may establish ad hoc committees as necessary.



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### **ARTICLE 9    CONSTITUTION**

The Constitution may be amended, repealed or re-enacted at any Annual Meeting by a two-third vote in the affirmative of the Members present. The amendment(s) must have been published on the Brant County 4-H website and distributed by either email, fax, regular mail, to all 4-H members, families in Brant County and to the Association Members at least two weeks prior to the Annual Meeting at which the amendment(s), repeal or re-enactment are to be considered.