

WATERLOO REGION 4-H ASSOCIATION

CONSTITUTION

Reviewed 2012

Article I Name

This association shall be known as the "Waterloo Region 4-H Association," henceforth referred to as the "Association."

Article II Objectives

The objectives of this Association shall be:

1. To promote and market 4-H as an organization for youth in Waterloo Region;
2. To provide a channel for local concerns to be brought forward to the Ontario 4-H Council;
3. To plan, co-ordinate and promote a quality 4-H program which involves members, leaders, parents, non-leader volunteers, sponsors, and other stakeholders;
4. To encourage and promote a high standard of excellence in training for leaders, members and non-leader volunteers of the 4-H program in Waterloo Region;
5. To provide continuity in the presentation of 4-H in Waterloo Region through the establishment of local policies and guidelines;
6. To evaluate Waterloo Region and Provincial 4-H programs.

Article III Principal Office

The principal office for the transaction of business of the organization is located in the home of the Association Resource Coordinator

Article IV Membership

1. All 4-H leaders in Waterloo Region in the current year or in the previous year automatically become members in the Association;
2. The Association Resource Coordinator (ARC) will be a non-voting member and advisor to the Association;
3. Interested non-leaders, volunteer helpers, 4-H members and parents of 4-H members, as well as sponsors, may be non-voting members of the Association.

Article V Directors and Officers

1. The Board of Directors shall consist of up to ten (10) directors including Officers;
2. At each Annual Meeting the members of the Association shall elect, directors for a three (3) year term;
3. The Board of Directors may include non-leader members and senior 4-H members;
4. An effort shall be made to ensure director representation from all areas in which there are active 4-H clubs;

5. The immediate Past President should be considered a member of the Officers of the Association with voting privileges;
6. The directors shall elect from among themselves, at a meeting held within 30 days after the Annual Meeting, a President, a Vice President, a Secretary, and a Treasurer who will be known as the Officers of the Association.
7. The Officers of the Association shall be elected for a two (2) year term;
8. In the event of a vacancy on the Board of Directors for any reason, the remaining directors may appoint any member of the Association to fill the vacancy or may call an election to fill it.

Article VI Duties of Directors and Officers

1. The President shall be Chief Executive Officer of the Association and shall preside at Board of Directors and Association meetings. The President is an ex-officio member of all committees of the Association;
2. The Vice President shall assume the duties of the President in his/her absence;
3. The Secretary is responsible for minutes of all regularly scheduled Board of Directors and General meetings;
4. The directors shall establish policies regarding the receiving and spending of sponsorship funds, grants, and donations;
5. The directors may establish committees as needed and may chair these special committees as required. All committees are accountable to the Board of Directors;
6. Regional representatives will be chosen by the Board of Directors.
7. The Association Resource Coordinator (ARC) is responsible for general correspondence and internal communication within the Association.
8. A quorum shall be one half of the current outstanding Board of Directors to vote and pass motions on decisions made.

Article VII Finances

1. The fiscal year of the Association shall be from January 1 to December 31;
2. All expenditures shall require approval by a motion passed at a General or Board of Directors meeting or by email vote by Board of Directors; Receipts to be provided to the treasurer for the amount requested.
3. Three Directors of the Association shall have signing authority. Cheques to disburse the funds of the Association shall bear the signatures of two officers with signing authority of the Association;
4. The financial records of the Association shall be reviewed by one or two people appointed at a Board of Directors meeting;
5. The Association Resource Coordinator will be the only member of the Association to receive any remuneration for carrying out his/her duties;
6. The financial accounts and other books of the Association shall be made available for inspection by members' reasonable request;
7. No member of the Association will be personally liable for any debt, liability or obligation of the Association except where there is an active breach of trust on the member's part;

8. (i) Investment decisions regarding surplus funds of the Association shall require the approval of the majority of the directors of the Association. The directors shall on a regular basis review the investment strategies of the Association;

(ii) The directors shall be authorised to invest the surplus funds of the Association in a manner, which in their judgment best serves and protects the interests of the Association;

(iii) Signing authority for the investment or reinvestment of surplus funds shall require (not less than two (2)) signature as authorized by resolution of the directors.

Article VIII Constitution

This constitution may be amended, repealed and re-enacted at any Annual or General Meeting by a 2/3 vote in the affirmative of members present. Proposed changes in the constitution must be submitted in writing to the Secretary of the Association at least thirty (30) days prior to the Annual or General Meeting for circulation to the membership.

Article IX Affiliation

The Waterloo Region 4-H 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 X Financial Operation

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.