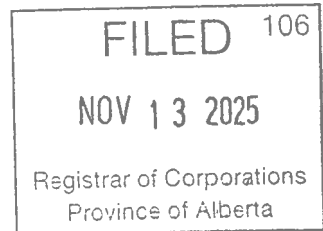


**WEST CENTRAL REGIONAL 4-H COUNCIL
BYLAWS**
Revised November 1, 2025



BYLAW 1. MEMBERSHIP, MEMBERS' RIGHTS & DUTIES

1. Elected or appointed representatives from Camrose, Ponoka, Lacombe, Red Deer, Rocky Mountain House and Wetaskiwin District 4-H Councils, Key Leaders from these districts, and Alumni organization representatives, shall be members of the West Central Regional 4-H Council. Elected 4-H Alberta Board of Directors Regional Representatives, and the Regional 4-H Area Coordinator shall attend as non-voting resource persons.
2. Members have the right to attend West Central Regional 4-H Council meetings and vote if they are eligible.
3. Members have the duty of arranging for an alternate to attend in their place if they are unable to attend, and must inform the Executive of the alternate's name.
4. Members have the duty of reporting West Central Regional 4-H Council information to their district and club, and of reporting district information to West Central Regional 4-H Council.
5. Members have the duty of acting in accordance with the West Central Regional 4-H Council Objectives and Bylaws.

BYLAW 2. EXPULSION OF MEMBERS

1. Members who fail to carry out these responsibilities may be expelled from the organization by a majority vote of the membership.
2. Members may resign by giving written notice to their district 4-H council and the West Central Regional 4-H Council president.

BYLAW 3. MEMBERSHIP FEES

1. Membership fees for district 4-H councils and alumni associations will be set at the spring meeting prior to the annual meeting.
2. District 4-H councils and alumni organizations must have paid their dues within 30 days of the invoice date in order for members from that district to take part in any West Central Regional 4-H activity.

BYLAW 4. MEETINGS

1. A minimum of three general meetings shall be held annually, in the fall, winter and spring. The annual general meeting shall be the fall meeting.
2. General meeting dates for the following year will be set at the spring meeting.
3. Notice of general meetings shall be sent out by mail or email a minimum of 7 days prior to the meeting.
4. The president may call special general or executive meetings, with a minimum of 48 hours' notice given by telephone, fax or email.
5. The president must call a special general or executive meeting at the request of 1/3 of the voting members.

BYLAW 5. QUORUM & VOTING

1. The quorum at general, executive, and special meetings is 1/3 of those eligible to vote.
2. Three representatives from each district 4-H council, (one must be a registered 4-H member and the key leader can be another) and three alumni representatives are eligible to vote.
3. District 4-H councils and alumni organizations are responsible for designating their voting representatives. Another member from their 4-H district or alumni organization may vote in their absence, with prior notification to the executive.
4. The chairman (usually the president) does not vote except in the case of a tied vote.
5. Voting shall be by a show of hands except when decided otherwise by a carried motion.
6. The election of officers shall be by secret ballot.

BYLAW 6. OFFICERS

1. Officers shall follow 4-H Alberta policies and guidelines for 4-H activities.
2. Officers shall be elected at the annual meeting.
3. Officers shall be president, vice president, secretary, and treasurer.
4. Officers shall be elected for a two-year term and may serve a maximum of two successive terms.
5. President and vice president shall be elected in even-numbered years; secretary and treasurer shall be elected in odd-numbered years.
6. All executive, representative and committee positions shall be without payment, but reasonable expenses for telephone, fax and postage shall be reimbursed.
7. There shall be no directors of the West Central Regional 4-H Council.

BYLAW 7. DUTIES OF OFFICERS

1. President:
 - a) Shall call regular and special meetings, preside at meetings and supervise West Central Regional 4-H Council activities.
 - b) Shall distribute and go over the bylaws at the annual general meeting.
2. Vice President:
 - a) Shall perform the duties of president in the president's absence, or at the president's request.
3. Secretary:
 - a) Shall record minutes of West Central Regional 4-H Council meetings.
 - b) Shall email minutes to executive and members within 2 weeks of the meeting.
 - c) Shall be responsible for correspondence.
 - d) Shall see that past minutes are preserved.

4. Treasurer:
 - a) Shall collect membership fees from district 4-H councils and alumni organizations.
 - b) Shall deposit funds received and issue co-signed cheques to pay bills.
 - c) Shall keep a record of all financial transactions and reconcile accounts with bank statements each month
 - d) Shall prepare and present a financial statement at each West Central Regional 4-H Council meeting.
 - e) Shall see that the accounts are audited after the fiscal year end, and presented at the AGM.
 - f) Shall assist in preparing a budget for approval at the AGM.
5. 4-H Alberta Board of Directors Representative:
Shall attend 4-H Alberta Board of Directors meetings, report on West Central Regional issues, and bring information from the Council to the West Central Regional 4-H Council.
6. Officers who have not carried out their duties appropriately may be removed by a majority vote of the membership.
7. Officers may resign by giving written notice to the West Central Regional 4-H Council president.

BYLAW 8. COMMITTEES

1. The West Central Regional 4-H Council shall have the power to appoint and dissolve committees as necessary to carry out its programs.
2. The president is automatically a member of all committees.
3. The committee chair shall be a Regional 4-H Council member, who may appoint appropriate members and non-members as needed.
4. Committees shall be approved by and responsible to the executive.
5. Duties of Committees:
 - a) to plan and carry out West Central Regional 4-H Council programs
 - b) to present a written program outline and budget at the annual meeting
 - c) to send invoices, receipts and a statement to the treasurer within 6 weeks of the event.
 - d) to present a written report and detailed financial statement at the annual meeting.
6. A Grievance Committee of three members shall be formed in the event that a grievance is brought to the West Central Regional 4-H Council. Each district shall name one person who may be appointed to the Grievance Committee. The Grievance Committee shall follow 4-H Alberta Board of Directors Grievance Procedure.

BYLAW 9. BORROWING POWERS & FINANCES

1. There shall be no borrowing or issuing of debentures.
2. All funds shall be deposited in a financial institution designated by the West Central Regional 4-H Council.
3. All expenditures must be authorized by the West Central Regional 4-H Council or the executive.
4. Signing officers shall be any two of treasurer, president and vice president.
5. The fiscal year shall be from September 1 to August 31.

BYLAW 10. AUDITING OF ACCOUNTS

1. Two West Central Regional 4-H Council members shall be appointed at the annual meeting to audit its accounts for the next year.

BYLAW 11. SOCIETY SEAL

1. The seal, if one is obtained, shall be kept and used by the West Central Regional 4-H Council executive.

BYLAW 12. AMENDMENTS

1. The bylaws may only be amended by a "Special Resolution", which is:
 - a) a resolution that has had at least 21 days prior notice given, and is passed at a general meeting where at least 75% of those members eligible to vote are present, or
 - b) a resolution passed at a general meeting with less than 21 days prior notice, if all the eligible voters so agree, or
 - c) a resolution consented to in writing by all eligible voters
2. The bylaws shall be reviewed at least every four years.

BYLAW 13. STORAGE OF MINUTES

1. The secretary shall store past West Central Regional 4-H Council minutes on paper and also on Google drive.

BYLAW 14. INSPECTION OF RECORDS

1. West Central Regional 4-H Council members may inspect the accounts and records at any meeting provided that the secretary has received a written request prior to the meeting.
2. All West Central Regional 4-H Council executive member shall have access to such accounts and records at all times.

BYLAW 15. DISSOLUTION

1. If the West Central Regional 4-H Council is dissolved;
 - a) all remaining lottery funds must be returned to AGLC;
 - b) any funds and capital assets remaining will be distributed among the District 4-H Councils in West Central Region or to 4-H Alberta.