

# **QUEBEC 4-H POLICIES AND GUIDELINES**

## **As adopted by the Board of Directors on November 16, 2015**

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### **Requirements of a 4-H MEMBER**

1. To be eligible for membership, a youth must be between the ages of 6 and 25 as of January 1<sup>st</sup> in any membership year.
2. A 4-H member will be registered in and participate for the entire membership year in one of the following age categories:
  - a) **Pee-Wee:** ages 6 to 8 as of January 1<sup>st</sup>.
  - b) **Junior:** ages 9 to 12 as of January 1<sup>st</sup>.
  - c) **Intermediate:** ages 13 to 15 as of January 1<sup>st</sup>.
  - d) **Senior:** ages 16 to 21 as of January 1<sup>st</sup>.
  - e) **Proven:** ages 22 – 25 as of January 1<sup>st</sup>.
3. Each 4-H member must indicate on the membership form what project(s) they will be working on during a given membership year.
4. Quebec 4-H will not issue refunds for members who drop out.

### **Requirements of 4-H LOCAL CLUBS**

1. Four youth members age 6 - 25 are necessary to form a 4-H Club.
2. Each 4-H club must have one Contact Leader, 21 years or older as of January 1<sup>st</sup> of the membership year, who is not registered as a 4-H member. The Contact Leader is elected annually by the general 4-H youth membership and registered with the Provincial Office.
3. 4-H members, 18 years or older, may be a junior leader.
4. 4-H clubs must endeavour to conduct business meetings using Parliamentary Procedures, which requires that only 4-H members propose, second and vote on motions during the club meetings.
5. A 4-H club executive must be elected from the general 4-H youth membership. The Executive must include, but is not limited to, a President, Vice-President, Secretary and Treasurer.
6. All signing officers must be 4-H members in good standing, at least one must be a club executive member.
7. It is recommended that each 4-H club have their financial statements audited annually by an individual outside of the club.
8. Any club with invoices six months overdue, having been given due notice, will be suspended from participating in provincial activities until payment or other arrangements have been made and accepted.
9. The 4-H membership year extends from January 1<sup>st</sup> to December 31<sup>st</sup>.
10. The deadline to submit membership and leader registration forms and membership fees is February 1<sup>st</sup> of any given year.
11. Each 4-H club must hold at least one Achievement Day during the membership year.
12. Each local club will nominate one 4-H member to the Provincial Board of Directors. Exceptions may be made for clubs who present their case to the Programs and Regulations Committee at the Annual General Meeting.

### **Requirements for ACHIEVEMENT DAY**

1. An Achievement Day must provide an opportunity for each 4-H member to display and/or demonstrate project/activity work.
2. An official report must be submitted to the Provincial Board within 30 days of the event.

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### **Requirements of an ELECTED PROVINCIAL REPRESENTATIVE**

1. A Provincial Director should remain open and unbiased.
2. A Provincial Director must exercise due diligence. He/she should be prepared to best represent the needs and concerns of the organization and act in its best interests.
3. Participation at provincial board meetings is mandatory.
4. If a Director misses two consecutive meetings they may be removed from that position.
5. Assist local clubs in your region when needed.

### **Requirements of the PROVINCIAL BOARD OF DIRECTORS**

1. The Standing Committees of the Provincial Board will be the Executive Committee, Financial Committee, Programs & Regulations Committee and the Advisory Committee.
2. The Executive Director shall sit in on every committee as an observer and/or advisor unless otherwise stated by the board of directors or the committee.
3. The Board of Directors shall select from its members someone to act as chair of its meetings, and someone to record minutes at each meeting.

### **Requirements of the YOUTH ADVISORY COMMITTEE MEMBER**

1. The Youth Advisory Committee (YAC) Member should have above-average knowledge of 4-H in Quebec, and be familiar with national 4-H programs.
2. The YAC member must fulfill the requirements of an elected Provincial Director outlined above.
3. The YAC member must meet the expectations outlined by the Youth Advisory Committee.

### **Requirements of the EXECUTIVE COMMITTEE**

1. The Executive Committee shall be responsible for the affairs of the Association between meetings of the Provincial Board.
2. All decisions made by the Executive Committee shall be reported to the Provincial Board and require ratification.
3. The Executive Committee shall be comprised of the following members: President, Past-President, Vice-President, Executive Director, the chair of the finance committee, and the chair of the programs and regulations committee.
4. The Chair of the Provincial Board of Directors shall be the Chair of the Executive Committee.
5. The Executive Committee shall select from its members someone to record minutes at each meeting.
6. During elections of Executive Committee members, any tie vote shall be resolved by a decision of the incumbent Executive Committee members not in conflict of interest.
7. If a nominee is the only member from his/her club present, he/she may exercise the right to vote on that club's behalf.

### **Requirements of the ADVISORY COMMITTEE**

1. Shall be responsible to meet as they or the Provincial Board of directors see fit.
2. Shall be comprised of a minimum of five (5) people, of which two (2) be selected from the executive members, and the remainder being adult advisors and partner representatives. Additional members can be appointed by the board as necessary.
3. The role of the advisory committee shall be to offer advice to the provincial board on matters of debate. Any questions concerning the policies and by laws of the organization shall go to the advisory committee for review and their response will be submitted to the board.
4. The Advisory Committee shall select from its members someone to act as chair of its meetings, and someone to record minutes at each meeting.

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### **Requirements of the FINANCIAL COMMITTEE**

1. The Financial Committee shall be responsible for administering the finances of the organization. This includes but is not limited to employee salaries, expense account claims and budgets.
2. The Financial Committee shall be comprised of the newly elected President, Vice-president, and three to ten (3-10) other participants nominated to the Financial Committee by the incumbent Board of Directors during the Annual General Meeting.
3. The Financial Committee shall select from its members someone to act as chair of its meetings. This election shall happen during the Annual General Meeting.
4. The Financial Committee shall select from its members someone to record minutes at each meeting.

### **Requirements of the PROGRAMS AND REGULATIONS COMMITTEE**

1. The Programs and Regulations Committee shall be responsible for all Provincial regulations, including but not limited to: Constitution review, Policies and Procedures, Provincial Rally Rules, Activity rules and guidelines.
2. The Programs and Regulations Committee will also be responsible to produce the criteria for different selection processes that arise within the organization.
3. The committee shall be responsible for all programs by preparing proposals for changes to existing programs or for new programs, selecting host clubs and providing direction for the Executive Director. Programs include but are not limited to: Annual General Meeting, Leadership Conference, Senior Weekend, Innovative Ag Tour, Junior Camps and Provincial Rally.
4. The committee shall also be responsible for the selection of delegates to National 4-H Programs. Any committee member submitting their own application must remove themselves from the selection process.
5. Decisions of the Programs and Regulations Committee shall be reported to the Provincial Board of Directors and require ratification.
6. The Programs and Regulations Committee shall be comprised of at least five and no more than fifteen members nominated by the incumbent board of directors. Two committee members must be from the incoming board of directors, but the President and Vice-President are not automatically appointed.
7. The Programs and Regulations Committee shall select from its members someone to act as chair of its meetings. This election shall happen during the Annual General Meeting.
8. The Programs and Regulations Committee shall select from its members someone to record minutes at each meeting.