

# 4-H Quebec - CONSTITUTION

Finalized Jan 14, 2021

## Section 1: Name

The name of the association shall be Association 4-H du Québec / Quebec 4-H Association herein referred to as 4-H Quebec.

## Section 2: MISSION

4-H Quebec is a community-based organization, which is dedicated to developing life skills such as leadership, cooperation, responsibility and independence for the English-speaking rural youth of Quebec through achievement and skill development.

## Section 3: PURPOSE

1. The 4-H Quebec shall be a non-profit association.
2. The purpose of the association shall be to promote the personal development of English-speaking youth aged 6 to 25 in agricultural and rural and urban communities.
3. A further purpose shall be to foster positive relations with French speaking rural youth.
4. A further purpose shall be to explore and encourage possibilities for exchange with youth in Quebec, Canada and the world.
5. A further purpose shall be to maintain a mutual understanding and good working relationship with the 4-H community and the Canadian 4-H Council.

## Section 4: MEMBERSHIP

The membership of Quebec 4-H will consist of all those members in good standing of local clubs in the province of Quebec who are aged 6 to 25 inclusive as of January 1<sup>st</sup> of the current calendar year. Other membership stipulations may be set by a majority vote at the Annual General Meeting.

## Section 5: MEMBERSHIP FEES

Annual membership fees shall be set by majority vote of the Annual General Meeting. The membership year will run from January 1<sup>st</sup> to December 31<sup>st</sup> of any given year.

## Section 6: PROVINCIAL BOARD

1. Membership of the Provincial Board of Directors will be made up of a minimum of 10 and a maximum of 15 members representing local clubs, and up to 5 non-voting members.
2. The Board of Directors will be responsible for determining the process for electing Directors that represent the local clubs. There may be no more than 2 Directors elected from each local club.
3. The Board of Directors will appoint the non-voting members yearly.
4. The Board of Directors will elect, from within their membership, the following officers: President and Vice-President.
5. If an elected Director cannot attend a Provincial Board of Directors meeting, members from their club can attend to present the club's views, or they may forward their concerns on to another Director or the Provincial Office. An absent elected Director cannot transfer their power to vote to another Director or member at Provincial Board of Directors meetings. If they are absent, they do not receive a vote.
6. A person may hold the office of President no more than two consecutive one-year terms.
7. All Directors and Executive Members, with the exception of the Chair and Executive Director, have a vote on the board.

8. If a director is elected to an Executive position, then the club they represent can elect a replacement Director.
9. The Provincial Board of Directors will be responsible to oversee the affairs of Quebec 4-H in coordination with its committees (Executive Committee, Financial Committee, Programs and Regulations Committee).
10. The Executive Committee shall be comprised of the following members: The President, Vice-President, immediate Past-President, Chair of the Financial Committee, Chair of the Programs and Regulations Committee, and the Quebec 4-H Executive Director.
11. The Youth Advisory Committee member will sit on the Provincial Board of Directors. They have the right to vote. In the case that this member is also a Director, then the club they represent can elect a replacement Director. In the case that this member sits on the Executive Committee, they shall only receive one vote.
12. The Youth Advisory Committee member will be selected using recommendations outlined by the Canadian 4-H Council Youth Advisory Committee and will hold the position until the end of their term on the Committee.
13. All meetings of the Board of Directors shall be open to all members, Quebec 4-H Leaders and invited guests.

**Section 7: COMMITTEES**

1. Quebec 4-H will have the following committees
  - i. Executive Committee
  - ii. Financial Committee
  - iii. Program and Regulations Committee
  - iv. As well as any additional committees as the Provincial Board of Directors sees fit.
2. All committees must report and have their reports approved by the Provincial Board of Directors.
3. Roles and Responsibilities of these committees are to be outlined in the Policies and Guidelines of the organization.

**Section 8: PROVINCIAL OFFICE**

The Provincial Office will act as the link between all levels of the organization.

**Section 9: ANNUAL GENERAL MEETING**

1. The Quebec 4-H business year will be from April 1<sup>st</sup> to March 31<sup>st</sup>.
2. The Annual General Meeting (AGM) will be held in the months of October, November or December on a date to be set by resolution of the Provincial Board of Directors not later than 90 days before the AGM. (adjust if required)
3. The AGM is open to the general public.

**Section 10: AUDIT**

The AGM shall appoint a professional auditor to audit the affairs of Quebec 4-H and submit a report to be adopted at the following AGM.

**Section 11: GENERAL MEETINGS**

The President may call a general meeting of the membership as the need arises. A general meeting must be called on presentation of a petition so demanding, provided it carries the signatures of at least fifty (50) members in good standing.

**Section 12: BYLAWS, POLICIES, AND PROCEDURES**

The AGM and/or Provincial Board of Directors may from time to time decide to adopt bylaws, policies or procedures to define how Quebec 4-H will function and what will be the specific roles and responsibilities of its Officers, Directors and Committees. These decisions will be separate and subservient to this constitution.

**Section 13: AMENDMENTS**

1. This constitution defines the essential elements of 4-H Quebec.
2. If these require change, any member in good standing may submit a resolution to the Programs and Regulations Committee at least sixty, (60) days prior to the AGM.
3. Programs and Regulations Committee will present all constitutional changes, and possible proposed amendments at least thirty (30) days prior to the AGM
4. Constitutional amendments will require the approval of 2/3 majority of the members present in order to be adopted at the AGM.
5. The Provincial Board of Directors shall review the Constitution every three years.

**Section 14: QUORUM**

A quorum at the Provincial Boards of Directors will be two-thirds (2/3) of voting members.

**Section 15: REMOVAL FROM OFFICE AND IMPEACHMENT**

1. If a petition signed by 50 percent plus one of the Provincial Board of Directors is received supporting the impeachment of a member of the Provincial Board or one of its committee members, it will be put on the agenda for a special Board of Directors meeting to be convened within 15 days after the receipt of the petition.
2. In order to be considered valid, the petition must prove that the member in question willfully violated the rules and regulations of this Constitution or one of the other pertinent documents concerning governance of the organization.
3. At the Board of Directors meeting each side will be given a chance to plead their case and then there will be a vote on the impeachment. The vote will be done by secret ballot and there must be a "yes" vote cast by 2/3 of the Directors in order to impeach the member.