



4-H SASKATCHEWAN CLUB CONSTITUTION

The points that appear in Italics are policies of the 4-H Saskatchewan and MUST be followed by your 4-H Club. When developing or changing a club constitution, call your Regional 4-H Specialist for assistance.

ARTICLE I – MEMBER, VOLUNTEER LEADER & CLUB REQUIREMENTS

CLUB NAME

1. The name of this club is _____.
2. Changes to the club name must be decided by a majority vote of all 4-H members in the club and then must be reported to the Provincial 4-H Office as soon as possible.
3. *The 4-H name, emblem, pledge and motto are protected by trademark and copyright. Alterations, additions or deletions are expressly forbidden.* The 4-H club will endeavor to use proper 4-H logo usage with any advertising, promotional or club gear. To ensure proper usage of the 4-H logo, information can be obtained from the 4-H Saskatchewan provincial office or found on the 4-H Saskatchewan website.

MEMBERSHIP

i) 4-H MEMBER ELIGIBILITY

1. *To be a member of this club you must be at least 6 years of age and not more than 21 on or before December 31 in any program year.*
2. *A member in this club will register in and participate in one of the following age categories: (As of December 31 of any membership year.)*
 - *Cloverbuds 6-8 years*
 - *Junior 9-12 years*
 - *Intermediate 13-15 years*
 - *Senior 16-21 years*
3. *Youth who are younger or older than the official 4-H age limits cannot register as 4-H members and cannot participate in 4-H activities.*
4. *Future Leader (ages 22 – 25) are not eligible to be traditional club members or take traditional projects. Future Leaders register through the provincial 4-H office and can only complete the Advancing Forward Program.*

ii) 4-H MEMBER EXPECTATIONS:

1. *Only members in good standing are eligible to exhibit at Achievement Day and eligible to participate in 4-H competitions.*
2. *A member in good standing:*
 - a. *has paid the Provincial Council registration fees*
 - b. *is registered in at least one 4-H club*
 - c. *is in alignment with their club constitution*
 - d. *abides by the 4-H Member Code of Conduct*

3. A member must meet all of the following requirements to receive credit for a club year:
- a. *All 4-H members in Saskatchewan must:*
 - *Register in a project*
 - *Participate in the entire program year*
 - *Complete a questionnaire consisting of general 4-H knowledge questions provided by the provincial office and project-related questions provided by the project or general leader*
 - *Exhibit or demonstrate project work*
 - *Participate in public speaking at the club level*
 - *Follow the constitution and/or policies of the club in which they are registered*
 - *Complete and exhibit a completed record book*
 - b. Each 4-H club can set additional requirements for their members in their club constitution. Below are examples of membership expectations that a club may choose to include:
 - Attend a minimum of _____% of club activities
 - Participate in club fundraising by _____ (ex. working the booth for four shifts; sell one lottery ticket book, etc.)
 - Participate in the club community service project by _____ (ex. attending ditch cleaning day, etc.)
 - c. Each 4-H club should consider whether a member living away from home can remain involved in the club, and how the expectations may be different for these members. Below is an example of how a club may choose to address this in their constitution.

A member who lives away from home will be allowed to remain active in this club if the member:

- Meets all of the 4-H member expectations
- Meets all of the club expectations
 - i. If a club expectation cannot be met due to extenuating circumstances, acceptable alternatives can be determined and approved by the club. For example, a member attending school out of province may not be able to meet the attendance rule. To alleviate this, the club determines that the member will need to give an educational workshop to the club instead. Other ideas include writing an essay, organizing an event, assisting at Achievement Day, etc.
- Has approval from their project leader and approval from the club by majority vote. This decision, and any conditions, should be in writing (agreement with member, or captured in the club minutes)

ADULT VOLUNTEER ROLES

i) 4-H LEADER REQUIREMENTS

1. *A 4-H leader will be considered to be in good-standing if he/she:*
 - a. *Has valid 4-H volunteer screening*
 - b. *Completed their annual leader registration form and declaration*
 - c. *Adheres to the 4-H Saskatchewan Policies, the Volunteer Memorandum of Understanding and their club constitution*
 - d. *Positively represents the 4-H movement and abides by the Volunteer Code of Conduct*

ii) SELECTION OF LEADERS

1. *All members have the right to decide who their leaders are, therefore:*
 - a. *A general leader must be elected annually by the general youth membership*
 - b. *Project or assistant leaders may be elected by the 4-H members each year*

iii) 4-H LEADER ROLES

General Leader Duties:

- Serve as the club contact person
- Register the 4-H club
- Be responsible for the administration of the club in line with requirements, including *holding at least three general meetings, a public speaking event and Achievement Day.*
- Work with other leaders and volunteers to ensure there are always two screened volunteers at each 4-H club or project activity.
- With the help of the past president, call the club organizational meeting in the fall
- Prepare an agenda before each meeting with the president and/or secretary
- Support the executive members in their duties (president, vice-president, secretary, treasurer, and any other officially elected roles) and ensure the safekeeping of club files, supplies, and assets.
- Support members in the organization and operation of the club
- Support leaders in their roles and ensure project meetings are being held regularly
- Ensure the club provides opportunities for members to develop effective project and personal skills
- Ensure the club is represented on the district 4-H council and assist with district 4-H events
- Ensure that information is communicated to members, leaders and parents from the Provincial 4-H Office and other levels of 4-H

Assistant General Leader:

- Assistant leader supports the general leader and carries out designated duties as assigned by the general leader or by the club.

Project Leader / Assistant Project Leader Duties

- *A 4-H Project Leader determines what constitutes a completed project.*
- Work with 4-H members to establish learning goals for the year
- Work with general leader to order required project materials for the year before the club registration deadline
- *If using third-party resources (not provided by 4-H Saskatchewan), the project leader should thoroughly review these sources before using them in the program or providing them to members and leaders.*
- Host project meetings and help members to develop their project skills. This may include designing and teaching lessons or arranging and supervising experts/clinicians to lead lessons
- Support and encourage members as they complete project work and record books.
- Work with general leader (or designated committee) to plan achievement day
- Be aware of achievement day requirements and help members prepare for achievement day
- *Ensure there are at least five project related questions on year-end Achievement questionnaires.*

iv) OTHER VOLUNTEER ROLES

A 4-H volunteer is defined as someone in a position of authority and/or is responsible for supervising or transporting youth other than their own. General 4-H volunteers are required to complete the full Volunteer Screening Process.

Two (2) screened leaders and/or screened 4-H volunteers must be present at all 4-H activities. This includes project meetings, fun events, competitions, etc.

CLUB REQUIREMENTS

i) CLUB AUTONOMY

- 1. Each 4-H club in Saskatchewan is an individual entity and is responsible for governing itself within the policies and procedures established by 4-H Saskatchewan.*
- 2. Each 4-H club should create and adopt a constitution. If a club has not formally adopted its own constitution, the club will be governed by the sample constitution available from the provincial office.*
- 3. 4-H club policies can complement and supplement 4-H Saskatchewan policies, but cannot override or contradict 4-H Saskatchewan policies.*
- 4. **Codes of Conduct are to be given to the members, parents and leaders of the club at registration.** The Codes of Conduct are available from the provincial office or can be found on the 4-H website.*

ii) CLUB REQUIREMENTS

- 1. The Saskatchewan 4-H Council's "Program Year" runs from September 1 to August 31. A 4-H Club can operate at any time during the Saskatchewan 4-H Council's "Program Year" so long as they complete all 4-H Member and 4-H Club Requirements*
- 2. Four members are needed to form a club.*
- 3. Must have two or more adults 18 years or older acting as leaders, and who are not registered members.*
- 4. Two screened leaders or screened 4-H volunteers must be present at any 4-H activity.*
- 5. Must hold a minimum of three general meetings per program year.*
- 6. Must hold at least one Achievement Day during the program year.*
- 7. An executive must be elected from the general youth membership. The executive must include, but is not limited to, a president, vice-president, secretary and treasurer.*

iii) REGISTRATION

- 1. A member may register in different clubs and is required to pay a membership fee for each club the member is registered in. Each member must register in at least one 4-H project. If a member registers in more than one project, each of these projects must be different.*
- 2. Members must be registered with the provincial office before participating in any club or project activities.*
- 3. The club will submit a complete and accurate registration form and all membership fees to the Provincial 4-H Office each year. Complete Registration Packages must include:*
 - completed member registration forms for each member*
 - completed leader registration forms for each leader*
 - membership fees*
 - A membership fee is non-refundable once it has been paid to the Saskatchewan 4-H Council.*
 - 4-H clubs may charge fees in addition to the 4-H membership fee to cover club expenses, project supplies, or district fee expenses. Where additional fees are charged, these should be clearly communicated to families before registration.*

- Members should make their membership fee payment to their 4-H club. The club then sends ONE payment for all of the club members' fees to the Saskatchewan 4-H Council for their registration. Cheques are payable to Saskatchewan 4-H Council.
- *Club summary report for previous year (for returning clubs)*
- *Any other forms as required by 4-H Saskatchewan for registration purposes.*
- 4. *4-H clubs will not receive project materials from 4-H Saskatchewan until membership fees are paid.*
- 5. *Complete registration for each club must be submitted to the provincial 4-H office by the registration deadline of November 15.*
- 6. Late Registration: The general and project leader will decide whether late registrations will be accepted for their club and project group depending on the progress at that time of year.
 - a. Late registered members must be able to complete all 4-H member requirements.
 - b. *Those registering after the registration deadline are subject to a late fee. (This includes **members and leaders**).*

ARTICLE II – PURPOSE & OBJECTIVES

This club was formed to advance the following purpose and objectives, and to provide service to the community.

A. PURPOSE

To contribute to the **mission** of 4-H in Saskatchewan and follow the **4-H motto**:

4-H Saskatchewan is a project-based community youth organization. We are dedicated to the growth and development of our members, leaders, volunteers and staff through our motto: "Learn To Do By doing".

To uphold the **4-H Pledge**, which should be said at the beginning of every club function:

I pledge

My HEAD to clearer thinking,

My HEART to greater loyalty,

My HANDS to larger service,

My HEALTH to better living,

For my club, my community, my country and my world.

To dedicate ourselves to providing a **safe, welcoming and inclusive environment**:

4-H in Canada is open to all *without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.**

4-H is dedicated to providing a safe and inclusive environment that allows for universal access and participation. Where barriers to participation are identified, 4-H will, with reasonable accommodation, adapt programs, rules, policies, or expectations to reduce or remove barriers.

Any accommodation, changes or exceptions will be assessed on an individual basis, taking into account the individual experience of the member and their family. The physical safety and emotional well-being of members, leaders, staff and volunteers is 4-H's highest priority, and is the ultimate consideration in final decisions.

4-H Canada and local 4-H organizations consider inclusion a priority. Leaders are encouraged to work with individuals and their families to identify and discuss accommodations as required, and to reach out to provincial or national office staff for help with unresolved concerns.

* This applies to youth members (ages 6-25), volunteers, leaders, staff and professionals.

** Definition of discrimination as per Canadian Charter of Rights and Freedoms

And to strive to live by the **Core Values**:

We respect the importance of family and our 4-H traditions by upholding all of these core values within a safe and caring environment.

- *Honour and Integrity: Treating one another respectfully and fairly*
- *Responsibility: Being dependable and accountable for our actions*
- *Co-operation: Working as a team to achieve our goals*
- *Fun: Creating positive and enjoyable experiences*

B. OBJECTIVES

The 4-H program offers the opportunity for members to:

- Acquire knowledge and skills in specific project areas.
- Develop and learn effective leadership and communication skills.
- Increase their self-esteem and confidence
- Run an effective business meeting.
- Attend events to meet new people and socialize with other youth in Saskatchewan and from across Canada and other countries.
- Apply for opportunities such as scholarships or travel awards.

ARTICLE III – ELECTION PROCEDURES & EXECUTIVE EXPECTATIONS

A. ELECTION AND VOTING PROCEDURE

This club will endeavor to conduct business meetings using Parliamentary Procedure, which requires that only members propose, second and vote on motions during club meetings. All members of the club have equal right to vote, excluding the President, who only votes to break a tie. Leaders and parents do not vote, and should refrain from influencing voters.

1. Voting on routine matters will be done by a show of hands. If requested by a member, general leader, or proclaimed by the president, voting may be done by secret ballot.
2. At the first or second meeting of the club year, election of leaders and the executive will be done by nomination and secret ballot, and voted upon by all members.
3. Leaders and the executive will be elected for a period of one year.
4. At the first meeting of the new club year (reorganization meeting), those eligible to vote are those members who have registered with the club for the upcoming program year.

B. THE EXECUTIVE

This club will elect a president, vice-president, secretary, treasurer, and club reporter. This club executive must be elected from the general youth membership. No member will hold any one executive position for more than two years.

These officers form the executive committee. It is their duty to carry out the wishes of the total club membership and to represent the total club membership without allowing personal or minority group opinions to influence their action.

For executive members who may need assistance, the club may elect / declare a **Club Executive Assistant**. The executive assistant acts as a guide for those executive member(s) needing assistance. This person does **not** have signing authority, and should endeavor to teach the member(s) about their executive position, encouraging the member(s) to Learn To Do By Doing, and eventually do the job on their own. The Club Executive Assistant can be a member, leader or screened 4-H volunteer.

C. DUTIES OF THE EXECUTIVE

1. President

- Conduct orderly and efficient meetings according to parliamentary procedure.
- Prepare an agenda before each meeting with the General Leader and/or Secretary
- Ensure members have adequate notice of upcoming meetings.

2. Vice-President

- In the absence of the president, perform the duties and exercise the powers of the president.
- Assist the president as required.
- Should the president have to leave the club, the vice-president will automatically become the new president.
- Vice President will assist with other Executive duties if another executive member is absent.

3. Secretary

- Help the President and General Leader prepare the agenda.
- Handle all club correspondence and read pertinent items at meetings.
- Record the minutes of each meeting.
- Ensure minutes are available to club prior to next meeting.

4. Treasurer

- Keep an accurate, up-to-date record of club finances and report to the club at each meeting.
- Administer the club finances, issue co-signed cheques and receive and pay bills.
- Receives bank statements.

5. Club Reporter

- Inform radio, newspaper and other news outlets of club activities.

6. Other

- Clubs may add other important roles that can be outlined in this section, including:
 - Club Photographer
 - Club Executive Assistant
 - Recreation & Game Coordinator
 - Parliamentarian
 - Snack Coordinator
 - Social Media Officer, etc.

D. DISTRICT COUNCIL PARTICIPATION

This club is a part of the District # _____ 4-H Council in the _____ Region.

As a member of the District Council, our club will:

- a) *Select two member representatives and two leader representatives to represent the club at district council meetings. Where leaders are not available, another adult can attend as the representative.*

- b) *Pay the club's appropriate District Council Fees*
- c) *Endeavour to participate in district and regional events (hosting and organizing) and abide by the district constitution to maintain good standing.*

E. COMMITTEES

1. The club can appoint and dissolve committees as needed, to carry out a specific matter of business that does not fall under the jurisdiction of the leaders or executive (budgeting, event planning, fundraising, etc.).
2. Each committee should elect a chairperson. The committee chair is responsible for the direction of the work of the committee and will arrange any necessary meetings. He or she will report to the entire club when required.

ARTICLE IV – LIVESTOCK PROJECT (Livestock Clubs only)

Clubs offering livestock and animal projects must follow 4-H Saskatchewan's current **Rules Regarding Animal Projects and Shows**. These can be obtained from the Provincial 4-H Office or your Regional 4-H Specialist.

Clubs may choose to include additional expectations, deadlines, or rules in their constitution. These can supplement or compliment 4-H policy, but cannot contradict it.

ARTICLE V – CLUB RECORDS

A. CLUB FILES

1. Club files and club records are property of the club, and all members and leaders will have access to them if requested.
2. The secretary and treasurer's records will be turned over to the general leader at the end of the club year and retained for the club's future reference.
3. *This club must submit a year-end summary report to the provincial 4-H office before the club will be eligible for registration the following year. The provincial 4-H office will provide the year-end summary report form.*
4. Exiting leaders who are no longer involved with the club will turn all club supplies and materials over to the club.

B. CLUB FINANCES

i) CLUB FINANCIAL RECORDS AND REPORTING

All funds raised in the name of the 4-H club belong to the club, including funds raised for specific project groups, and should be used in the way the club originally intended. Fundraising for 4-H Clubs should be done with a purpose in mind (ie. To purchase club shirts), and never for the sole purpose of "making money".

Any extra funds raised over and above necessity will be designated for another purpose as decided upon by the members. Club funds should never be used for personal gain.

Where the club has received sponsorship or grant funding, someone will be designated to ensure that the proper recognition or reporting is completed.

All club expenses should be approved by the membership of the club by vote, or as a part of an approved budget. The treasurer should record and file all receipts or invoices, and maintain an inventory of club assets. The club should attempt to approve all outgoing cheques.

At each general meeting, the treasurer will prepare and present a financial report including the current balance of all club and project accounts, revenues received and expenses since the last report, and outstanding income or expenses.

This club must have its financial statements audited annually by an individual outside the club. The person reviewing should have suitable financial knowledge and experience to do this properly, but does not need to be an accountant, and should not be an immediate family member to anyone in the club. The auditor will submit a report to the club noting if there are any concerns or missing information.

ii) CLUB ASSETS

If the club owns supplies or equipment, a list of these assets should be maintained by the general leader or the treasurer. For each item, the purchase date, purchase value, and club instructions for storage (when not in use) should be listed. The club membership will vote on any decisions regarding the club’s equipment.

Example: 4-H club pop-up display \$125.00 Stored at general leader’s house

iii) BANKING POWERS

Our club’s bank account is located at:

This club will designate two or three signing authorities. *At least one signing officer for the club account must be an executive member and at least one leader.* Wherever possible, signing authorities should not be from the same family.

Our club signing authorities are:

- 1. _____
- 2. _____
- 3. _____

ARTICLE VI – MATTER CONCERNING THE CONSTITUTION

A. DISTRIBUTION OF CONSTITUTION

- 1. Each new family will receive a copy of the latest revision of this constitution upon entering the club.
- 2. The general leader and president will retain a copy of this constitution and all subsequent revisions.
- 3. After approval by the membership, the general leader will send the latest revision of their constitution to their regional 4-H specialist.

B. AMENDMENT OF CONSTITUTION

1. This constitution will be reviewed, and if necessary revised, by the club each year.
2. Amendments may be made at a selected regular club meeting. A majority of all club members is required to approve any amendment to this constitution.

ARTICLE VII – CLUB CONFLICT, DIVISION OR DISSOLUTION

A. ADDRESSING CONFLICT

In the event of conflict:

1. *The parties involved must make every effort to resolve the conflict at the local level involving the appropriate authority.*
2. *The regional 4-H specialist should be advised of the conflict. The regional specialist may be of assistance in offering advice if a club or district is having difficulty resolving the conflict.*
3. *Attempts to resolve the conflict will utilize the Club or District constitution and/or Codes of Conduct to identify areas of concern and expectations for improvement.*
4. *The Conflict Resolution Procedure or Process for Correcting Concerning Behaviour should be followed when addressing the issue.*
5. *If the complaint involves serious misconduct or criminal activity, the complaint should be directed immediately to the executive director of 4-H Saskatchewan.*

B. REMOVAL OF A 4-H INDIVIDUAL

The Saskatchewan 4-H Council as an organization, at all levels, has the responsibility to ensure the safety and general welfare of 4-H members, volunteers and guests under its jurisdiction. Leaders, volunteers, members or families may be removed from a 4-H club for conduct that is in contravention of the values of the program or for failure to comply with Saskatchewan 4-H Council Codes of Conduct and policies.

Members have the right to add and remove leaders for the benefit of the club, by a majority vote, in accordance with the Removal of a 4-H Individual Policy.

The regional 4-H specialist should be advised in any situation where a 4-H individual is being considered for removal from the club, so that the proper processes can be followed.

C. SPLITTING OF THE CLUB

1. To split a club, the membership must formally decide by a majority secret ballot vote to split into two or more separate clubs.

a. One or more members or families that leave the club on their own accord (without a formal club decision to split the club), are not entitled to any portion of club resources.

b. Upon a formal club decision to split, all club resources (cash, assets or supplies) will be divided in a way determined fair by all parties. If no fair process can be determined, 4-H staff will assist with the split.

- *Upon a formal club decision to split this club, the club that retains the former meeting location will also keep the original club name and accumulated years of club operation. If both clubs remain at the same location, the club with the largest membership during the first year of operation will keep the former name.*
- *All assets or supplies (such as banners, tack boxes, flags, sound systems, club flash drives, club records, social media administrative rights, etc.) will be divided in a way determined*

fair by all parties. If no fair process can be determined, contact your regional 4-H specialist for assistance.

- Club finances will be distributed on a per member ratio to each new club. At the time of the club split, each existing club member should indicate which of the new clubs they will be joining. This number will be used to determine the amount each club will receive.

D. THE DISSOLUTION OF THE CLUB

Upon a formal club decision, by majority secret ballot vote, *to dissolve this club*, all funds in the club’s account will be retained for a two-year period. A representative of the club and an independent consultant will be obtained to watch over the club finances.

In the event of dissolution, and after a waiting period of two years, the property and assets of the club must be donated to the Saskatchewan 4-H Foundation, another 4-H club in good standing, or another charitable organization approved by the district to which the dissolved club belonged.

RESOURCES AND REFERENCES

The Saskatchewan 4-H Council policies govern all 4-H programming in Saskatchewan.

- Club general leaders should be familiar with the policies entitled “4-H Saskatchewan Requirements”. These define 4-H member, leader, and club requirements.
- Other areas of policy that should be referenced for specific situations include, but are not limited to:
 - 4-H Volunteer Screening
 - 4-H Projects (specifically, livestock projects and shows)
 - 4-H Programs and Events (public speaking, judging, club-hosted events)
 - 4-H Opportunities (scholarships and travel)
 - 4-H Brand Usage
 - Addressing Club and/or District Conflict

The regional 4-H specialists and Provincial 4-H Office are available to support clubs, offer resources and workshops (for 4-H topics like record books, public speaking, judging, parliamentary procedure and more), and answer questions. Contact your regional 4-H specialist for more information.

4-H SASKATCHEWAN REGIONAL 4-H SPECIALISTS

Provincial 4-H Office

3830 Thatcher Avenue
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