

UNIVERSITY OF MANITOBA FUTURE LEADERS 4-H CLUB CONSTITUTION

Article 1: Name

The name of the student group shall be the University of Manitoba 4-H Leaders Club. (U of M 4-H Leaders Club)

Article 2: Purpose of Group

The U of M 4-H Leaders Club allows students to build leadership skills of networking, communications and organizational development through hands-on, mentor based activities on a variety of topics. The U of M 4-H Leaders Club strives to develop innovative community leadership in its members. The club is a registered club within the Manitoba 4-H program.

Article 3: Membership

The club is open to any undergraduate or graduate student of the University of Manitoba; however graduate membership is limited to 1/3 of the club. Students under the age of 25 may join the 4-H club as members and those over 25 are encouraged to join the 4-H club as leaders. Students graduating within the year are eligible to remain a member for current membership year.

Memberships for the group last from September through to August. Members will also be subject to the provincial Manitoba 4-H council fee as set by the Manitoba 4-H council as well as an area fee (subject to change).

Article 4: Compliance with UMSU/SGPAC and Manitoba 4-H Council Policies and Procedures

U of M 4-H Leaders will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

U of M 4-H Leaders will follow the Manitoba 4-H Council Codes of Conduct.

Article 5: Executive Officers and Duties

The following are the Executive officers of U of M 4-H Leaders along with their duties:

President

- Act as a signing authority for the U of M 4-H Leaders Club
- Act as a contact person for the U of M 4-H Leaders Club
- Act as Chair for meetings

Vice President

- Act as signing authority for the U of M 4-H Leaders Club
- Act as Chair for meetings if the president is absent

Treasurer

- Act as a signing authority for the U of M 4-H Leaders Club
- Maintain adequate financial records of the U of M 4-H Leaders Club
- Responsible for organizing a third party review of finances
- Prepare and submit an annual budget for the U of M 4-H Leaders Club

Secretary

- Record all proceedings and motions at U of M 4-H Leaders Club meetings
- Prepare and submit a collection of all meeting minutes annually
- Responsible for the U of M 4-H Leaders Club Historic Records book

Director of Communications External

Act as a spokesperson for the U of M 4-H Leaders Club to the Public
Maintains the U of M 4-H Leaders Club social media platform
To liaise with university administration and external media

Director of 4-H Communications Internal

Reports on activities and opportunities in the larger 4-H community
Represents the U of M 4-H Leaders club at area council meetings and is eligible to vote
Maintains email list of all members and leaders for distribution of electronic newsletters and other information which may be of interest to members and leaders

UMSU Representative

Act as a contact person for UMSU
Submit the yearend report and other necessary documents to UMSU
Maintain adequate records of the grants and sponsorship applied for and received by the U of M 4-H Leaders Club
Coordinate grant/sponsorship applications

Article 7: Executive Elections and Terms of Office

All U of M 4-H Leaders Club elections will be held during the second meeting of the club year.

During the first club meeting an outline of each executive position will be given.

During the election meeting the Head Leaders will lead the elections. This will include the following tasks:

- Ask for nominations for each position on the executive
- Administer the voting ballots
- Hear and decide on any appeals or complaints related to the elections
- Oversee and administer the counting of votes or ballots for the elections
- Announce the results of the elections

Following elections the newly elected UMSU rep will inform UMSU of who this year's Executive will be.

All members and leaders are eligible nominees for executive positions.

Voting for the upcoming year's Executive will be conducted as follows:

1. Nominations for the one of the elected positions will be asked for.
2. Each nominated candidate is allowed to accept or decline the nomination and then proceed to campaign on behalf of themselves by giving a brief 1-2 minute speech during the meeting.
3. Voting will occur once each candidate has had a chance to campaign and the head leader has called for the vote. Members will fill out a ballot in a secure environment. All members and leaders (excluding head leaders) will be adequately informed of election date and time and therefore have equally opportunity to participate in voting.
4. The ballots will be collected by the head leader and counted by other leaders or the head leader; results will be announced immediately following the ballot counting. These steps will then be repeated until the entire executive has been elected.

Article 8: Transition of the Executive

- A. The 4-H motto is “Learn to Do by Doing” as a result the 4-H leaders will work alongside the executive to ensure responsibilities are understood and duties are being completed to a satisfactory level. Members previously on the executive will also provide mentorship in ensuring the new executive understand how to lead the U of M 4-H Leaders Club.
- B. It is the responsibility of the departing Secretary to ensure that the Historic Records along with the record book is forwarded to the incoming secretary.
- C. It is the responsibility of the departing Treasurer to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and Treasurer must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President’s and Treasurer’s names. These tasks are to be completed and their outputs delivered to the new Executive no later than the fourth meeting of the club.
- D. It is the responsibility of the incoming Executive to assume custody of all student group records and materials and accountability for all financial activities of the student group and for all club requirements to the Students’ Union commencing with the election of the new executive.

Article 9: Meetings

The President and Head Leader together may call a club meeting at any time, but must give the members at least 48 hours notice. There may be meetings every two weeks throughout the academic year. In addition to club meetings there will be an executive meeting held at least 24hrs before each club meeting to determine what shall be included in the meeting agenda.

Article 10: Disbandment of Club

In the event the club does not continue for whatever reason, the following steps will be taken:

- A. The previous President or Head Leader will notify the Manitoba 4-H Council and UMSU in writing that the U of M 4-H Leaders club will no longer be active.
- B. The previous signing officers of the U of M 4-H Leader’s Club’s financial account will turn all monies left in the account over to the Manitoba 4-H Council to be held in trust for a period of not more than three (3) years.
- C. If the U of M 4-H Leader’s Club wishes to restart within the three year period, this money will be returned to them to assist in starting their programming and other necessary costs associated.
- D. After being held in trust for three years, if the U of M 4-H Leader’s Club does not restart, the money will be given to the Manitoba 4-H Council for use in their provincial programming and activities.

Article 11: Amendments to the Constitution

Any changes (amendments) to this constitution must be approved by a formal vote at one of the regularly scheduled meetings of the group.

The proposed changes will be discussed during a meeting and at the following meeting (presumably 2 weeks later) a formal vote will be taken. From which 50% of the votes must be in favour in order to pass the amendment. Abstained votes are considered against the motion.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting.