

Friends of Alaska 4-H

(Formerly known as Alaska 4-H Volunteer Leaders Organization AVLO)

Program of Operations

Article I - Name and Purpose

- A. The name of this organization shall be the Friends of Alaska 4-H, (FA4H)
- B. The purpose of this organization shall be to support and enhance the Alaska 4-H program and to involve all districts and supporters of 4-H in the decisions and the activities taking place at the state level.

Article II - Objectives

The objectives of this organization shall be:

1. To serve in an advisory capacity to the State 4-H Program Leader and be the spokesperson for all supporters of 4-H including volunteer leaders, youths, staff and Friends of 4-H.
2. To foster communication among 4-H supporters, 4-H volunteer leaders and 4-H personnel around the state. Districts may be redefined for our purposes, i.e. districts with no way to generate income with which to pay entrance fees (purpose will be explained on Pg 8) may be combined into one unstructured district.
3. To coordinate state 4-H activities and events, including the state leaders forum, in cooperation with the 4-H staff.
4. To encourage expansion of the 4-H program.
5. To assist in providing training for 4-H volunteer leaders.
6. To promote a consistently high standard of achievement in 4-H.
7. To foster continuity among 4-H projects and uniformity throughout the state.

Article III - Membership

All current Alaska volunteer leader, 4-H personnel, and those who are current in their dues to the Friends of Alaska 4-H will be considered a member of the Friends of Alaska 4-H, and may attend and participate in the membership meetings.

Article IV - Officers

- A. The officers of the organization shall form the executive committee and be made up of the President, Vice President, Secretary and Treasurer.
- B. Eligibility - All members are eligible to be an officer of the organization. Preferably, multiple districts in the state will be represented.

C. Terms - Treasurer will serve a (3 or 4 year ?) term. All other officers will be elected from those attending the first meeting of each year, that year will correspond with the 4-H year.

D. Duties -It shall be the duty of each officer to maintain a permanent record of the office, which shall be turned over to the successor. This record shall include duties, activities for the year and other relevant information.

1. President:

a. shall preside at all meetings.

b. shall appoint, and be ex-officio member of such standing committees as may be needed for the conduct of business.

c. Shall serve on the board of Alaska 4-H Youth Development Programs, Inc. [501(c)(3)].

2. Vice President: shall preside in the absence of the president and fulfill any other responsibility assigned by the president.

3. Secretary :

a. Shall keep minutes of all meetings of the organization.

b. Shall furnish a copy of the minutes, within two weeks after the meeting to the FA4H president.

c. Shall conduct correspondence as may be necessary.

d. Shall be responsible for all notifications to members as required by the Program of Operations. Copies of dated notifications shall be filed with minutes of a meeting.

4. Treasurer :

a. shall manage all monies for the organization and keep an accurate record of such; shall keep records of all fiscal matters of the organization.

b. An internal review shall be conducted at the end of each year.

c. Shall serve on the board of Alaska 4-H Youth Development Programs, Inc. [501(c)(3)].

d. Will chair a committee for budget to be handed out at the first membership meeting.

E. Election - Officers shall be elected by simple majority from those present at the first meeting of the year.

F. Vacancies - In the event an office is vacated, the president ask for a member to fill that office.

Article V- Executive Committee

A. Membership - The executive committee shall consist of the officers of the FA4H.

B. Duties - The executive committee shall meet for planning purposes, and to handle emergencies that might arise between membership meetings. All actions of the executive committee must be ratified by the membership at the next meeting.

Article VII – Types of Meetings

A. Membership meetings

1. Membership meeting - There shall be 4 membership meetings each 4-H year, the first of those meetings will be for the election of officers, to set the budget, and to conduct other business of the FA4H. The agenda shall be included in the meeting notice and emailed to all members.

2. Executive Committee - The executive committee shall meet as necessary to plan and handle any emergencies. A report of all executive meetings shall be shared with the membership at the next scheduled meeting.

C. Quorum

1. Executive Committee- the executive committee shall meet as necessary to plan and handle any emergencies. Three of the four executive members must respond to a query for action to be taken.

2. Membership meetings - a quorum for all membership meetings consists of those members present, provided at least three of the officers are present.

D. Voting - Approval of all FA4H business shall be a simple majority of those members present.

1. Membership meeting- all current members are eligible to vote on business at the membership meeting.

2. Executive Committee meeting - all members of the executive committee are eligible to vote on business at the executive committee meeting.

E. Procedures - Meetings shall be conducted according to the Robert's Rules of Order Newly Revised in all cases in which they are applicable and in which they are not inconsistent with this Program of Operations.

Article VIII - Committees

A. Appointment - the president shall appoint such standing committees as are necessary to conduct FA4H business subject to the approval by the executive board. The president is an ex-officio member of all such committees.

B. Eligibility - All FA4H members are eligible to serve on committees.

C. Duties - the committees shall perform those tasks assigned to them by the president

and /or the executive board, and report back to the membership upon completion of its assignment.

Article IX - Finances

- A. Fiscal Year - the fiscal year shall be from October 1 through September 30.
- B. Dues – 4-H volunteer leader registration fees shall be considered dues. All Friends and Supporters of Alaska 4-H shall *pay (How Much? \$10? Or more?) membership dues each year to maintain current membership. There will be membership levels, like Head-??, Heart??, Health??, Hands?? With the exact amount of each level to be determined.*
- C. Expenses - Travel expense for members attending FA4H meetings shall be borne by each individual unless otherwise arranged for.
- D. Accounts - The FA4H may open accounts at an approved bank. Only one signature will be necessary on checks. The president, vice president and treasurer are authorized to sign checks.
- E. Fund raising – All fundraising shall be approved by the executive board.
- F. *What happens to the treasury if this organization ceases to exist???*

Article X - Amendments to the Program of Operations

Program of Operations changes will require a two-thirds majority vote of those voting members present at the annual membership meeting at which the proposed change(s) were announced at least 30 days before the meeting. Program of Operations may not be changed at a special membership meeting.

Article XI - Civil Rights Compliance

Membership in the FA4H is open to all eligible persons without regard to race, color, income level, sex or national origin.

Article XII - Effective Date

This program of operations was approved by those FA4H members present at the annual membership meeting and become effective immediately. Signed by:

President _____ date: _____

Vice President _____ date: _____

Secretary _____ date: _____

Treasurer _____ date: _____

PROCEDURES OF OPERATION

I. Executive officer job descriptions

A. President Job Description

1. Runs business of the meeting
2. Plans meeting
3. Set and Send Agenda 14 days before the next meeting
4. Resolves conflicts
5. Set date and plans meeting
6. Maintain president book
7. Ensures annual treasury review is conducted
10. Will review any correspondence sent on behalf of the FA4H
11. Shall serve on the board of 11. Alaska 4-H Youth Development Programs, Inc. [501(c)(3)]

B. Vice President Job Description

1. Assist president in duties assigned
2. Runs meeting in absence of president

C. Secretary Job Description

1. Keeps minutes for all regular and special meetings
2. Shall furnish a copy of the minutes to the FA4H president 2 weeks before the next scheduled meeting.
3. Conduct correspondence as necessary
4. Responsible for all notifications to members as required by the board
5. Keep copies of notifications and minutes of all meetings
6. Responsible for finding someone to take meeting minutes if unable to attend a meeting.
7. Checks president's agenda for any missing old unfinished business

D. Treasurer Job Description

1. Presents balance sheet 1 week prior to meeting
2. Maintains treasurer book w/monthly balance sheets and forms
3. Have books prepared at the end of the year for the annual review. One executive board member and one FA4H member will conduct the review.
4. Responsible for payment of bills upon approval of the executive council.

5. Responsible for ensuring that the paperwork is current and complete
6. Ensure 990-NE postcard is filed every year by Feb. 15th
7. Shall serve on the board of Alaska 4-H Youth Development Programs, Inc. [501(c)(3)]
9. Will chair a committee for budget to be handed out at the first meeting of the year.

II. State Leaders Training and Forums

- A. Preferably a FA4H face-to-face meeting shall be planned every other year, on even years. If no host district comes forward, a distance delivery forum could substitute.
- B. The location should rotate among the districts.
- C. The forum profits shall be split 50% to the hosting district and 50% to the FA4H. If no district hosts the forum and the FA4H does host the forum, they shall receive 100% of the profits.
- D.

III. State Presentation Contest: Each district shall be assessed a fee based on the number of entrants. That fee will be decided each year based on the actual cost of the contest.

IV. State 4-H member record book contest: Each district shall be assessed a fee based on the number of entrants. That fee will be decided each year based on the actual cost of the contest.

V. Scholarships: policies to be determined by a scholarship committee.