

Kenai Peninsula 4-H Council Order of Operation

Adopted December 2008

Article I. Name

The name of this organization is the Kenai Peninsula 4-H Council.

Article II. Purpose

The purpose of the 4-H Council is to provide 4-H members the opportunity and experience of helping plan and conduct the 4-H youth work on the Kenai Peninsula. The 4-H Council provides for and protects the right of every 4-H club and group to be represented in the decisions that shape and mold these policies and programs.

Article III. Membership

Membership in the Kenai Peninsula 4-H council shall consist of 1 adult and 1 youth delegate from each club with a current 4-H enrollment. Each club should choose an alternate to serve in the absence of a regular delegate. Independent groups are also eligible to select members as delegates to the 4-H Council at the rate of 1 adult and 1 youth per 10 independents. Current council officers and council members serving their second year on 4-H and Youth Committees are also members of council even though they are not delegates from 4-H clubs or groups. All delegates shall have full privileges of council membership regardless of sex, race, religion, national origin or disability.

Everyone is encouraged to attend Council meetings and to give input during these meetings.

Article IV. Order of Operation and standing rules of order

1. Officers (also known as Executive Board)

The officers of the Kenai Peninsula 4-H council shall consist of a President, Vice President, Treasurer, Secretary, and Information officers. The President and Treasurer shall be at least 21 years of age at the time of election. Duties of the officers are outlined in, but not limited to, Appendix A.

2. Term of office

- a. Adult officers will serve a 2 year term voted in on odd years. Youth positions (sec./vp/information officers) are elected yearly.
- b. The terms of office for all officers shall be from October to October.
- c. Officers shall assume office at the time of election and may serve no more than two consecutive terms in the same office.
- d. The President of the executive board may appoint members

of the council to fill vacancies that may occur on the committee until elections of officers.

e. Election committee will receive nominations for council officers, confirm willingness to run, and prepare election ballots for the election. Committee will also count ballots and announce results at the annual business meeting

f. Officers shall be elected from a list of candidates selected by the election committee and must have a one year current membership.

3. Annual meetings and election of officers

Officers and committee chairmen shall give reports of the work they have done during the year at the annual business meeting held in October. Officers shall be elected at the annual meeting.

Election of officers is open to the general 4-H youth and adults with current membership. The Executive Board shall prepare annual activities calendar and financial report, which will be published in Decembers copy of the Peninsula Pledger. The financial records shall be presented for audit on an annual basis.

Article V. Money paid out and received

The treasurer shall receive, hold and disperse all funds belonging to the Kenai Peninsula 4-H council. All discernments must be approved by council, noted in the minuets, and paid by check signed by the treasurer. The outgoing treasurer shall, after the annual business meeting and election of the new Treasurer, turn over to the new Treasurer money, books and papers of the Kenai Peninsula 4-H Council in her/his custody.

Article VI. Standing committees

Standing committees shall include Events & Activities; Awards & Recognition; Promotion & Communication; Fund-Raising and Budget & Finance. Each committee shall consists of a chairperson appointed by the President of the 4-H council and consisting of no less than 2 adults and 1 youth member. Committee delegates shall be from current 4-H membership enrollment. Duties of the standing committees are outlined.

Article VII. Council Members

The Executive Board shall appoint council committees when the need arises. The President will be responsible for defining the committee's assignment, and appoint the chairperson of each committee. The president is an ex officio (automatic) member of each committee appointed.

Article VIII. Meetings

1. The 4-H Council shall meet monthly with the times and dates to be established at the annual business meeting. Special meetings may be called by an Extension Agent, Council President or by 3 or more members of the Executive Board. Regular meetings may be canceled by common consent of the board members.

2. Any member missing three (3) consecutive meetings without good cause will be replaced by appointment of the Executive Board President.

Article IX. Voting Body

The voting body shall consist of the two delegates from each 4-H Club or group, independent groups and the officers of the Executive Board.

Article X. Quorum

A quorum must be in attendance before official business of the 4-H council can be conducted. A quorum shall be declared when at least 2/3 of the executive board and club representatives are present.

Article XI. Duties of the Executive board

The Executive Board shall act for the Kenai Peninsula 4-H Council between regularly scheduled meetings on all matters pertaining to 4-H youth programs. The board shall work with the Extension staff in developing 4-H policies and shall assist the staff in planning and conducting peninsula wide programs and events.

Article XII. Parliamentary Authority

The rules contained in the Robert's Rules of Order, Newly Revised, Shall govern the council in all cases where they are not inconsistent with these order of operation for the Kenai Peninsula 4-H Council and any special rules the council may adopt. Alternative-(decision by consensus shall be considered appropriate for the majority of work conducted by the council; however, any member in good standing may call for the rules contained in the Robert's Rules of Order, Newly Revised, as the authority in all cases where they are not inconsistent with these Order of Operation and any special rules the council may adopt.)

Article XIII. Amendments

1. Any proposed change or amendment in the Order of Operation shall be disrupted to members 30 days prior to action on the proposed amendments by the 4-H council.

2. This Order of Operation may be amended by a majority vote of members at regularly scheduled 4-H council meetings.

Appendix A

Duties of the President

1. Is familiar with the council programs and checks on arrangements for meeting in advance.
2. Works with the Cooperative Extension Office, agent, and other council officers to develop an agenda for the meeting.
3. Presides at all council meetings and keeps it running at a good pace.
4. Calls the meeting to order on time.
5. Is familiar with Robert's Rules of Order, Newly Revised, and decides points of order fairly.
6. Casts the deciding vote in case of a tie.
7. Appoints committees and committee chairpersons.
8. Is familiar with duties of other officers.
9. Follow-ups on work of committees.

Duties of the Vice President

1. Learns the duties of the President and performs these duties in case of the President's absence or disability.
2. Assists the President in developing the meeting agenda.
3. Contacts officers and members and sees that they are ready to do their part on the agenda.
4. Contacts Club and Independent representatives to remind them of 4-H council meeting.
5. May be asked to introduce guests and serve as chair for committees formed.
6. Be alert to activates and program ideas that will benefit the council.

Duties of the Secretary

1. Keeps the permanent record of the 4-H council in the Secretary's Record Book.
2. Calls roll at the request of the President and records attendance.
3. Takes notes on discussion and business.
4. After meeting, writes the official record of what has been done in the meeting. This report is "the Minutes of the Meeting." Provide a copy of the minutes to the Cooperative Extension Office so they can be printed in the Peninsula Pledger.
5. Minutes of the last meeting are usually read at the beginning of the regular meeting. If approved as read, they become a part of the permanent record of

the Kenai Peninsula 4-H council correct minutes as requested.

Duties of Treasurer

1. Keep an accurate record of all money and from whom received and to whom paid out. Keep a record of this in the Treasure's Book that is provided.
2. File and date receipts of all financial transactions.
3. Balance checkbook monthly to bank statement.
4. Pay bills by a vote of the council noted in the minutes.
5. Give a treasure's report at each meeting.
6. Prepare a yearly written financial report and turn into cooperative Extension Office at the end of the 4-H year. Due in October it covers the 4-H year from October 1 to September 30.
7. Present treasury records to the council at the end of the year.
8. Serves as member of the finance committee.
9. Helps develop council budget based on planned expenses and expected income.
10. Prepares and submits tax form E-90 to the IRS in January.

Duties of the Information Officer

1. Works with VP to make sure council members know about upcoming meetings by email or by phone calls.
2. Write news articles and submit them to the newspaper about council/district sponsored events such as rally days, 4-H awareness day, public presentations, 4-H camp and any other articles the council directs you to .
3. Clip stories form the newspaper and make a historical scrapbook, including photos of the events etc.
4. When asked to do so, write letters and thank you notes Read aloud letters and other correspondence received by the council.



Mission Statements Associated with the Alaska 4-H Program:

University of Alaska System

The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples.

University of Alaska Fairbanks

The University of Alaska Fairbanks, the nation's northernmost Land, Sea and Space Grant University and international research center, advances and disseminates knowledge through teaching, research and public service with an emphasis on Alaska, the circumpolar North and their diverse peoples. UAF-America's Arctic University—promotes academic excellence, student success and lifelong learning.

College of Rural and Community Development

The College of Rural and Community Development (CRCD) is committed to education through which all Alaskans, particularly Alaska Natives and rural residents, may protect and enrich the quality of their lives and cultures.

Cooperative Extension Service

The Cooperative Extension Service Mission is to interpret and extend relevant research-based knowledge in an understandable and useable form; and to encourage the application of this knowledge to solve the problems and meet the challenges that face the people of Alaska; and, to bring the concerns of the community back to the university.

