

# Alaska 4-H Volunteer Leaders Organization *Program of Operations*

Revised (adopted) January 2008

## Article I - Name and Purpose

A. The name of this organization shall be the Alaska 4-H Volunteers Leaders organization, hereafter referred to as the organization.

B. The purpose of this organization shall be to support and enhance the Alaska 4-H program and to involve all districts 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 and advisory capacity to the State 4-H program Leader (chair and the official spokesperson for the 4-H volunteer leaders of the state).
2. To foster communication among 4-H volunteer leaders and 4-H personnel around the state.
3. To coordinate state 4-H activities and events, including the state leaders forum, in cooperation with the state 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

Any adult volunteer leader in the state of Alaska is eligible to be a member of the Alaska 4-H Volunteer Leaders Organization, to attend and participate in the membership meetings.

## Article IV - Officers

A. Membership - the officers of the organization shall consist of the Outgoing President, President, President elect, Secretary and Treasurer.

B. Eligibility - All currently registered 4-H volunteer leaders are eligible to be an officer of the organization. Preferably, no district shall have more than one officer serving.

C. Terms - Treasurer and Secretary will serve 2 year terms voted in on alternate years following annual membership meeting in January or Forum. Treasurer will be voted in on odd years with the secretary voted in on even years. The president elect will be elected yearly with a 3 year term progressing to president and outgoing president.

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 - Shall preside at membership meetings, council and executive committee meetings of the association and upon such other occasions as may be appropriate. The president shall appoint, and be ex-officio member of such standing committees as may be needed for the conduct of business.
2. President elect - shall preside in the absence of the president and fulfill any other responsibility assigned by the president.
3. Outgoing president - shall serve in an advisory capacity to the president.

4. Secretary - shall keep minutes of all regular and special membership meetings, council and executive committee meetings of the organization. The secretary shall furnish a copy of the minutes to the state 4-H Program Leader (chair), each officer, and to each district leaders organization and the district office; shall conduct correspondence as may be necessary; shall be responsible for all notifications to members as requires by the council according to Program of Operations. Copies of dated notifications shall be filed with minutes of a meeting.

5. Treasurer - shall manage all monies for the organization and keep an accurate record of such; shall keep records of all fiscal matters of the organization. An internal audit shall be conducted at the end of each year.

E. Election - Officers shall be elected at the annual membership meeting in January or at Forum by a majority vote of those members present. Nominations can be accepted through any executive

officer, district representative or from the floor must either be present or have given written consent to be nominated.

F. Vacancies - In the event an office is vacated, the president shall appoint a member to fill that office, pending approval of the council at its next meeting with the exception of president elect. President-elect will be reelected.

#### Article V- Executive Committee

A. Membership - the executive committee shall consist of the officers of the organization.

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

#### Article VI - Council

A. Representation:- the organization's council shall consist of the officers of the organization and 2 representatives from each of the 4-H districts with one vote per 4-H district.

B. Eligibility - the representatives must be currently registered 4-H adult leaders living within the district being represented, and willing to assume the responsibilities involved as a representative. At roll call the voting representative for each district will be identified. Any interested person may attend council meetings and speak through their representative. Representative terms and election processes will be determined by each district.

C. Duties - the council shall have the authority over and be responsible for the management of all business and activities of the organization. This shall include coordinating the planning for all organization meetings.

D. Ex-Officio Representatives - the state 4-H/Youth Program Leader (chair) and a 4-H/Youth agent representative, selected by the agents, will be asked to attend meetings as ex-officio members.

#### Article VII - Meetings

##### A. Types of Meetings

##### 1. Membership meetings

a. Annual membership meeting - there shall be an annual membership meeting each 4-H year for the election of officers and the conduct of other business of the organization. The agenda, as determined by the council, and the state officers shall be included in the meeting notice and mailed to all participants 30 days prior to the meeting.

b. Special Membership meeting - A special membership meeting may be called by the president or three officers or five representatives. The only business that can be acted on at the special meeting is that which was announced in the call for the meeting. Members shall be notified ten days prior to a special meeting.

##### 2. Council meetings

Regular meeting - the council shall meet regularly to conduct organization business. The agenda, as determined by the executive committee, shall be mailed to all district representatives and district offices, officers, and state program leader's (chair) office ten days prior to the meeting.

3. Special meeting - a special meeting may be called by the president or three officers or five representatives. The only business that can be acted on at the special meeting is that which was announced in the call for meeting. Members shall be notified ten days prior to a special meeting.

4. Executive Committee - the executive committee shall meet as necessary to plan and handle any emergencies.

##### B. Quorum

1. Membership meetings - a quorum for all membership meetings consists of those members present, provided at least two of the officers and five council representatives are present.

2. Council Meetings - a quorum for all council meetings shall consist of those members present, providing two officers are present.

3. Executive Committee meetings - a quorum for all executive committee meetings shall

consist of three or more members.

C. Voting - Approval of all organization business shall be a simple majority of those voting members present.

1. Membership meeting- all current 4-H leaders are eligible to vote on business at the membership meeting

2. Council meeting - each district represented on the council is eligible to vote on business at the council meeting.

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

D. 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 these Program of Operations.

#### Article VIII - Committees

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

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

C. Duties - the committees shall perform those tasks assigned to them by the president and or the council, and report back to the council upon completion of its assignment.

#### Article IX - Finances

A. Fiscal Year - the fiscal year shall be from October 1 through September 30.

B. Dues - there shall be no dues for members of districts.

C. Expenses - normal operating expenses (excluding travel) will be born by the district extension service as appropriate. Travel expense for members attending organization meetings shall be borne by each individual unless otherwise arranged for.

D. Accounts - the organization may open accounts at an approved bank. Only one signature will be necessary on check and all officers are authorized to sign checks.

E. Fund raising - the forum profits shall be split 50% to the hosting district and 50% to the State Volunteer Leaders Organization. If no district host the forum and the State Volunteer Leader Organization hosts the forum they shall receive 100% of the profits.

F. Scholarship fund shall be established and monies distributed annually based on the annual state budget.

#### Article X - Amendments to the Program of Operation

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

#### Article XI - Civil Rights Compliance

Membership in the Alaska 4-H Leaders Organization is open to all eligible persons without regard to race, color, income level, sex or national origin.

#### Article XII - Effective Date

These program of operations were approved by those 4-H Leaders present at the state leaders meeting on the ## day of December 2008 and become effective immediately.

Outgoing President

President

President Elect

Secretary

Treasurer

# Job Description

## President

1. Runs business of the meeting
2. Plans meeting
3. Set Agenda
4. Resolves conflicts
5. Set date and plans annual meeting
6. Set date and plans board meeting
7. Coach board members
8. Maintain president book
9. Ensures annual treasury audit is conducted

## Job Description

### Outgoing President

1. Advisory capacity
2. Provides information (history) and liaison for present agenda
3. Advise on annual meeting
4. Assist on goal setting
5. Runs meeting in absence of the president and president elect.

## Job Description

### President Elect

1. Assist president in duties assigned
2. Liaison w/board and district reps
3. Runs meeting in absence of president
4. Maintain president elect book

# Job Description

## Secretary

1. Keeps minutes for all regular and special membership meetings
2. Shall furnish a copy of the minutes to the State 4H Program Chair, each officer, district office and to each district leader organization no later than one week after the meeting
3. Conduct correspondence as necessary
4. Be responsible for all notifications to members as required by the council
5. File copies of notifications with minutes of meetings
6. Is responsible for finding someone to take minutes at any meeting when unable to attend
7. Checks president's agenda for any missing old business
8. Maintains hard copy of minutes in annual binder by month
9. Bring hard copy of minutes to meeting
10. Turn hard copy over to 4h state office annually

# Job Description

## Treasurer

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 audit
4. Responsible for payment of bills upon approval of the council
5. Responsible for ensuring that the paperwork is current and complete
6. Ensure E90 postcard is filed every year by May 15th