

# Alaska 4-H Youth Development Program, Inc.

dba

Friends of Alaska 4-H

Bylaws

## **Article I: Name and Purpose**

The name of this organization shall be Alaska 4-H Youth Development Program, Inc. dba Friends of Alaska 4-H, (FA4-H). The purpose of this organization shall be to support the Alaska 4-H program.

## **Article II: Organization**

Alaska 4-H Youth Development Program, Inc. is a non-profit organization incorporated under the State Laws of Alaska.

## **Article III: Objectives**

The objectives of this organization shall be:

- To serve as a liaison to the State 4-H Program Leader and serving to represent all supporters of 4-H including volunteer leaders, youths, and FA4-H.
- Create and administer a fund to be used for educational purposes and activities in which 4-H members and leaders are engaged.
- To foster communication among 4-H supporters, 4-H volunteer leaders and 4-H personnel around the state.
- To coordinate with 4-H staff and faculty to provide state level 4-H activities and events.
- To encourage the expansion of the 4-H program.
- To assist in providing training for 4-H volunteer leaders.
- To promote a consistently high standard of achievement in 4-H.
- To support the implementation of Alaska 4-H Procedures.

## **Article IV: Membership**

All Alaska volunteer leaders and volunteers that are considered in good standing\*, current Alaska Cooperative Extension 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 (FA4-H), and may attend and participate in the membership meetings.

## **Article V: Board of Directors**

The Friends of 4-H shall have a Board of Directors (hereafter referred to as the Board) composed of the following membership:

- **4-H Leaders** – one (1) volunteer leaders in good standing, from each of the active state districts. If other districts become active then they are ensured a position on the board. These leaders are elected by the district they are representing. If there is not an active Leaders Organization in a district, then Extension Staff will be asked to recommend a leader to represent that district.
- **4-H Member Youth Representatives** - 1 (14 4-H yrs. or older) selected will be selected annually by application and interview process.
- **Alaska 4-H Program Extension Leader** (nonvoting Director)
- **Alaska 4-H program personnel** 1 or 2, appointed by the Alaska Program Extension Leader

### **Terms:**

- The adult directors will be elected for a term of three (3) years.
- The 4-H Member Youth Representatives on the board will be selected annually by application and interview process. The youth member may serve no more than two terms.
- Each year the term of the outgoing director(s) will be filled as needed.
- No director will be elected or appointed to more than two (2) successive terms of three (3) years each not to exceed six (6) years.
- An appointee will fulfill the term of the director they replace. An appointed director may then be elected for a term of three (3) years. (this means the 2 term limit starts when the person is appointed)

- A director may again be elected to the Board of Directors after a three (3) year period from the date of expiration of his/her preceding term.

### **Duties of the Board of Directors:**

- A director is expected to attend meetings.
- A director may be removed by a majority vote of the Board of Directors then in office if a Director is absent and unexcused from three consecutive meetings of the Board in a twelve-month period. The Board of Directors is empowered to excuse Directors from attendance for a reason deemed adequate.
- The duties of the Board of Directors will be to care for the affairs of the (FA4-H).
- The Board of Directors will keep an accurate record of its proceedings and report same to the members at the next regular meeting.
- The board will authorize such expenditures as are herein provided for.
- To assist in securing finances for the Alaska 4-H program.
- Board of Directors will have a minimum of four (4) meetings a year, quarterly. These meetings are open to the general membership.
- All voting, including election of officers, will be done by the Board of Directors.
- Business between meetings. A request must be made to the President. If a vote is required, the President will distribute information to the board and issue the call for action by the board as needed.

### **Article VI: Officers**

The officers of the organization shall be elected from the adult members of the Board of Directors, and be made up of the President, Vice President, Secretary and Treasurer. All members are eligible to be any officer of the organization, except Alaska 4-H Cooperative Extension personnel who cannot hold the office of Treasurer.

- **Election** – Officers shall be elected by simple majority from those present at the first meeting of the year.
- **Vacancies** – In the event an office is vacated, the president shall ask for a member to fill that office with the approval of the board until the next scheduled election.

## **Article VII: Types of Meetings**

**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 bylaws.

- **Membership meeting** – There shall be 4 membership meetings each 4-H year, the first of those meetings will be for the introduction of the Board of Directors. The Board will then elect officers, set the budget, and conduct other business of the FA4-H. The agenda shall be included in the meeting notice and be sent via email or other means available to all members. Approval of all FA4-H business shall be a simple majority of those board members present provided at least 60% of board members are present.
- **Board meeting** – The Board shall meet as necessary to plan and handle any emergencies. A report of all Board meetings shall be ratified by the membership at the next scheduled meeting. 60% of board members consisting of staff and volunteers must respond to a query for action to be taken.

## **Article VIII: Committees**

- **Appointment** – The president shall appoint with board approval such standing committees as are necessary to conduct FA4-H business. The president and vice president are ex-officio members of all such committees.
- **Eligibility** – All FA4-H members and approved committee members are eligible to serve on committees.
- **Duties** – The committees shall perform those tasks assigned to them by the president and/or the Board, and report back to the membership with written updates and upon completion of its assignment.

## **Article IX: Finances**

- **Fiscal year** – the fiscal year shall be from October 1 through September 30.
- **Dues** – All Alaska 4-H Leaders and volunteers who are active and in good standing shall be considered members of Friends of Alaska 4-H and will not be required to pay dues.

4-H current Extension Staff and youth representatives are also exempt from the requirement to pay dues. All friends and supporters of Alaska 4-H must pay membership dues each year to maintain current membership. Membership dues will be effective for the current 4-H year regardless of when during the year they are paid.

**Membership levels:**

- Head: \$1000 – lifetime membership
- Heart: \$100 – suggested level for business membership annually
- Health: \$50 – household membership, all adult members of a household annually (household is defined as one or more adult and their children living together as one unit)
- Hands: \$25 – single membership annually
- **Expenses** – All expenses must be included in the yearly budget and be voted upon at the annual meeting.
- **Accounts** – The FA4-H may open accounts at approved bank(s). Two signatures will be necessary on checks for the account. The treasurer and designated volunteer leader in good standing to be decided by the Board are authorized to sign checks. 4-H Extension staff will not be on any account.
- **Fundraising** – The Board will be notified of district fundraising projections on a yearly basis to assist with planning. Upon receiving funding, staff or appropriate leader will notify the treasurer and complete a deposit slip that will direct how the funds are to be disbursed.
- **Dissolution** - In the event this organization ceases to exist, the remaining treasury will be donated to the UAF 4-H Foundation non-spendable account, other than any net proceeds remaining from gaming activity under AS 05.15 will be distributed to one or more existing permittees, other than a multiple-beneficiary permittee, in accordance with 15 AAC 160.020(a)(5).

## **Article X: Amendments to the bylaws**

Bylaw changes must come from the Board and will require a majority vote of those Board members present at the first meeting of the year. Those proposed change(s) will be announced at least two weeks before the meeting. Bylaws may not be changed at a special membership meeting.

## **Article XI: Civil Rights Compliance**

Membership in the FA4-H is open to all eligible persons without regard to race, color, sex, creed, national origin, or disability, and in accordance with all applicable federal laws.

## **Article XII: Effective Date**

This program of operations was approved by those FA4-H Board present at the membership meeting and becomes effective (date to be added).

Signed by:

President \_\_\_\_\_ date: \_\_\_\_\_

Vice President \_\_\_\_\_ date: \_\_\_\_\_

Secretary \_\_\_\_\_ date: \_\_\_\_\_

Treasurer \_\_\_\_\_ date: \_\_\_\_\_

## **PROCEDURES OF OPERATION**

### **1) BOARD OFFICERS DUTIES**

#### **A. President, 2-year term**

- a) Runs business of the meeting.
- b) Plans meetings.
- c) Set and send out the agenda 14 days before the next meeting.
- d) Resolves conflicts.
- e) Set dates and plans meetings.
- f) Ensures annual treasury review is conducted.
- g) Will review any correspondence sent on behalf of the FA4-H.
- h) Appoint board vacancies and committee members with Board Approval
- i) Shall be ex-officio member of all committee meetings.

#### **B. Vice President, 2-year term**

- a) Assist president in duties as assigned.
- b) Runs meeting in absence of president.
- c) Will be ex-officio member of all committee meetings.
- d) Will ensure that the required paperwork for the State of Alaska Incorporation is done in a timely manner as needed. This is done in cooperation with the 4-H Extension Program Leader.
- e) Gather names of individuals that are willing to serve on committees and provide it to the President.

#### **C. Secretary, 2-year term**

- a) Keeps minutes for all regular and special meetings.
- b) Shall furnish a copy of the minutes to the FA4-H president 2 weeks before the next scheduled meeting.
- c) Conduct correspondence as necessary.
- d) Responsible for all notifications to members as required by the board.
- e) Keep copies of notifications and minutes of all meetings.

- f) Responsible for finding someone to take meeting minutes if unable to attend a meeting.
- g) Checks president's agenda for any missing old unfinished business.

D. Treasurer, 2-year term

- a) Presents balance sheet 1 week prior to meetings.
- b) Maintains treasurer book w/monthly balance sheets and forms.
- c) Have books prepared at the end of the year for the annual review. The president will appoint one board member and one FA4H member to conduct the review. An exterior review will take place before a new treasurer assumes this position. The external reviewer will be appointed by the board.
- d) Responsible for payment of bills upon approval of the executive committee.
- e) Ensure federal taxes are filed every year by Feb. 15<sup>th</sup>.
- f) Shall chair a committee to create a budget to be voted on at the first meeting of the year.

**2. STANDING COMMITTEES:**

All members of the organization are eligible to serve on any committee.

A. Membership Committee

- a) Consists of the treasurer and other volunteers who will help maintain the membership database. Files will be available on a server such as Google drive and be available to all members on the committee and executive committee as view only.
- b) Shall maintain an up-to-date database of all current and past members, their level of membership and years of membership.
- c) Shall notify members of their upcoming renewal date via email or the best method available.
- d) Shall send a yearly donation appeal with the fiscal report to all members past and present as soon as possible after the annual meeting. This appeal will be sent via

email, through the district newsletters, via state 4-H website, and any other method available.

- e) Shall work closely with the treasurer to maintain an accurate membership list.

#### **B. State Leaders Training and Forums Committee**

- a) A committee will be formed each year at the annual meeting.
- b) An FA4H face-to-face meeting and leader forum shall be planned every other year, on even numbered years. If no host district comes forward, a distance delivery forum could substitute.
- c) The location should rotate among the districts.
- d) 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.

#### **C. Scholarships**

- a) Criteria will be determined by a scholarship committee.
- b) The committee chair shall report to the executive committee on a regular basis.

#### **D. Financial Committees**

- a) **Fundraising committee**
  - I. Will explore means to generate revenue for the organizations and present to the Board to approve. Once approved will take appropriate action to put in place.
  - II. Will send out solicitation letters to donors as needed.
- b) **Gaming Committee (at least 3 members)**

If the board approves the application for a gaming license, then the committee will:

  - I. Investigate operators to assist in conducting gaming activities.
  - II. Submit the gaming application.
  - III. Two of the committee members will take the necessary steps to become the primary and secondary members for the gaming permit,
  - IV. Ensure that all required paperwork is completed in cooperation with the Treasurer,

V. Renew permit on an annual basis as is required by Alaska Department of Revenue, Charitable Gaming.

**E. Investment Committee (3 members)**

- I. Will establish an investment plan for the organization.
- II. Seek out an investment firm to employ for the organization's investments.
- III. Review the performance of the investment at least annually with the financial advisor. Report to Board at each meeting.

**3) DOCUMENT RETENTION AND DESTRUCTION**

The following procedures for the retention and destruction of records must be followed:

Charter	Permanent
By-Laws, Operation Policies, Investment Policy	Permanent
EIN/Gen paperwork	Permanent
990 tax returns	7 years
Annual internal financial reviews	7 years
Bank records	3 years
Donor records and acknowledgement letters	3 year
Grant paperwork	3 years after completion
Minutes	Perpetual
Correspondence	3 years
Yearly program plans	3 years

Copies of all permanent records must be kept on file at the State 4-H Cooperative Extension office. Board officers identify the records that have met their required retention time and shall oversee the destruction. All destruction must be by shredding or other legal deletion.

**4) DEFINITIONS\***

Volunteer Leader and/or Volunteer in Good Standing: This is an individual that has completed the required training and background check as per the Alaska Cooperative Extension Requirements.

Recommend adding here a reference October 1-September 30 being the time frame for fiscal year, 4-H year, and all other references to annual, annually, year or yearly