

Kansas IFYE Association Constitution - Draft

Article I - Name

The name of this organization shall be the Kansas IFYE Association, hereafter Association.

Article II - Purposes

1. To support and assist Kansas 4-H Youth Development in furthering Kansas 4-H International Exchange programs and cross-cultural and global citizenship educational programs contributing to international understanding by:

- A. Serving as a representative organization of 4-H International participants of the USA and other interested persons.
- B. Assisting with the promotion, sponsorship, and coordination of projects, participant selection, orientation, and other activities.
- C. Providing a channel for relationship and liaison between the Kansas IFYE Association, IFYE Association of the USA, States' 4-H International Exchange Programs, and Kansas 4-H Youth Development.
- D. Providing liaison between the Association and similar programs of other areas and countries, where appropriate.

2. To provide leadership and financial support for Association projects and activities.

3. To support and cooperate with other groups in the interest of international understanding, cross-cultural and global citizenship.

Article III - Membership

1. Membership shall be open to all persons interested in Kansas 4-H International Exchange programs, including, but not limited to: IFYE program participants, IFYE host family members. States' 4-H International Exchange Program (S4-H) participants and S4-H family members. Each year the current outbound participants and host families will be invited to join the Association.

2: Payment of the fiscal year dues (or life membership) constitutes active membership. This entitles the member to voting privileges in the Association and receipt of all Association publications and/or e-publications.

3. Association membership is open to all persons without regard to race, color, national origin, creed, religion, age, gender, marital or familial status, sexual orientation, disability, political beliefs, parental status, receipt of public assistance, or protected genetic information.

Article IV - Officers

The officers of the Association shall be: President, Vice-President, Secretary, Treasurer, Media Coordinator(s), and Data Base Manager.

Article V - Meetings

The Association will meet a minimum of one time per year, and other times as deemed necessary and/or appropriate by the officer team. The Association may meet in-person and/or by using technology.

Article VI – Amending Constitution

This constitution may be amended by a simple majority of the membership present at any regular meeting, whether it be in-person and/or by technology. Notice of all proposed

amendments/changes shall have been given at least 10 days advance notice by an appropriate means.

Article VII – Quorum

A quorum shall consist of at least five members present for a regular meeting, whether conducted in-person and/or by technology.

Article VIII - Dissolution Clause

Upon dissolution of the Association by a two thirds majority of the members present at an in-person and/or technology meeting, any remaining treasury funds will be transferred to the Kansas 4-H Foundation, specifically to the Kansas IFYE Association Endowment Fund, #06-4925. Funds shall be transferred within three months of the dissolution. Remaining funds may not be distributed among any Association members participating at the time of the Association's dissolution.

Kansas IFYE Association Bylaws

Article I - Election of Officers

1. On even years, the president, secretary, and media coordinator(s) shall be elected for a term of two years. These officers will assume their duties at the close of the meeting elected.
2. On odd years, the vice-president, treasurer, and data base manager shall be elected for a term of two years. These officers will assume their duties at the close of the meeting elected.
3. Elections shall occur by a secret ballot at a regular Association meeting, whether in-person and/or by technology. The candidate receiving the most votes for each office will be elected (plurality).
4. Officers may not be consecutively elected for more than three terms unless no other candidate may be found. The intent will be to continue looking until a suitable candidate can be found and elected. In the event an officer candidate cannot be found, the current officer may continue until a suitable candidate can be found.
5. Only those members present either in person and/or by technology are eligible to vote.
6. In the event an officer resigns, the president will appoint a suitable candidate to replace the remaining term of the office.
7. Election ties will be broken by the flip of a coin.

Article II - Duties of Officers

(The expectation will be that officers will attend meetings, learn, and perform their duties once elected.)

President - shall preside at all Association meetings, responsible for meeting agenda, appoint standing and special committees, be informed and responsible for all work of all committees and officers, and may call special meetings as needed. The president shall appoint the media coordinator(s), as necessary.

Vice-President - in the absence of the president perform president's duties, assist the president in conducting the work of the Association, and to chair the finance committee, as appropriate.

Secretary - shall keep permanent records/minutes of the Association's meetings; write correspondence pertaining to Association business, record attendance. A copy of the minutes of each meeting/gathering should be submitted to all officers.

Treasurer - shall maintain funds and report to the Association financial records of money received and paid, shall be responsible for collection of all dues and other monies of the Association, and shall pay all bills in a timely manner as authorized by the Association. Also, a

financial summary report, including copies of income and expenses will be submitted to the Thomas County Extension Council, Colby, KS, annually by September 30th. Authorized signatories on all account(s) will be noted in the Association minutes when changes occur.

Media Coordinator(s) - will provide a social media presence, public relations, newsletter programs and media activities/efforts of the Association. The position may be split into more than one office. For example, a Kansas IFYE Newsletter/E-newsletter might be compiled and edited by one coordinator. Another media coordinator could develop, promote, and post Association social media presence using one or more appropriate platforms.

Data Base Manager – shall keep track of current members' contact information including, name, mailing address, phone(s) including mobile number, email address and/or other appropriate social media information addresses, as well as the member's participation involvement, county and year.

Article III - Committees

1. Each Association member will be expected to serve on a committee: standing or special.
2. Standing Committees to be determined by Association. Each standing committee will appoint a chair that will serve the entire year. Suggested Standing Committees: Finance and Fund-raising, Selection and First Orientation, Spring Orientation, and Kansas State Fair Food Sale.
3. Special Committees determined by the Association's immediate needs. Special Committees will be appointed by president. A chair will be appointed and will serve only as long as needed. Suggested Special Committee: Revitalization of the Kansas IFYE Association membership and participation.

Article IV – Dues

Association dues, Kansas State Fair food sale profits, and contributions help provide scholarships for outbound participants and funds for the Kansas IFYE Newsletter.

Please provide name, program/county/year (if appropriate), mailing address, town, state and zip code, e-mail address and mobile phone to the treasurer when paying dues.

Current Dues Costs:

Kansas & National Dues - \$34.00

Kansas dues only - \$4.00

Kansas dues for national life members - \$3.00

Kansas family membership - \$5.00

Kansas family with national dues—couple - \$45.00

Kansas lifetime dues - \$75.00

Article V - Order of Business

Suggested agenda outline: 1. Call to order; 2. Roll call; 3. Minutes, reading and approval; 4. Communications; 5. Reports of Officers; 6. Committee Reports, standing and special; 7. Unfinished business; 8. New business; 9. Announcements; 10. Adjournment.

Article VI – Current Calendar of Events

1. Selection of Delegates. Currently held in Junction City, in November. 6-8 members are needed to help interview in teams, assist with the first outbound orientation and to help with the catered meal for participants, family members and committee members.
2. Late Winter/Early Spring Orientation. This on-going orientation is often held in the Salina-area over a Friday – Saturday or Saturday – Sunday based on when outbound individuals are available. An Association meeting is often held on the Saturday evening. 6-8 members are

needed to assist with facilitating snacks/lunch, teaching part of the 2-day orientation and promotion of the Association.

3. Kansas State Fair Food Sale. The Association still sells the 4-H members' food exhibits taken to the Kansas State Fair on the Thursday and Friday after Labor Day. 10-12 members are needed to repackage foods, label with prices and to sell foods to judges/the public from 10 a.m. Thursday through 5 p.m. Friday in the Encampment Building and 4-H Centennial Hall located on the KSF grounds in Hutchinson. Often an Association meeting is held during the Kansas State Fair, usually the first Saturday morning or afternoon.

4. Kansas IFYE Association Newsletter/E-Newsletter is currently published in late January and late July annually.

Article VII - Financial Reporting

Annually before September 30th the Association treasurer will submit its financial summary report, including copies of income and expenses to the Thomas County Extension Council, Colby, KS, per the existing Memorandum of Agreement (MOA) between the Association and Thomas County Extension. This reporting allows the Association to operate as a bona fide 4-H entity conducted/sponsored by K-State Research and Extension.

Article VIII - Rules of Order

Robert's Rule of Order shall govern the meetings of the Association.

Article IX - Quorum

A quorum shall consist of at least five members present for a regular meeting, whether conducted in-person and/or by technology.

Article X - Amending Bylaws

The bylaws may be amended by a simple majority of the membership present at any regular meeting, whether it be in-person and/or by technology. Notice of all proposed amendments/changes shall have been given at least 10 days advance notice by an appropriate means.

Adopted on _____ at _____.

Last updated on February 13, 2024