



Albany County 4-H Council Operating Guidelines Adopted October 1st, 2024

Name:

Albany County 4-H Council

Purpose:

The objective of the Albany County 4-H Council shall be to strengthen and unify the work of the Albany County 4-H Clubs. The organization brings together volunteers, serves as a venue for volunteer leader training and an organizing mechanism in providing volunteer and financial support for county level educational opportunities for 4-H members and 4-H volunteers. The organization consists of 4-H volunteer leaders and may include 4-H members, who are the voting members. The role of the Albany County 4-H Council is:

Assist in Conducting Supplemental County Level Programs for Youth

- Works with the 4-H/Youth Educator to assess the needs of the county 4-H program.
- Establish educational opportunities for youth beyond the club level.
- Support volunteer development and education through training, financial support, and promotion of opportunities.

Raise Funds and Manage a Budget to Support 4-H Youth Development Work

- Develop and manage a budget that supports 4-H Youth Development work.
- Fundraise to support these budgets.

Coordinate County Level Recognition

- Develop meaningful recognition for young people and volunteers.

Advocate for 4-H Youth Development

- Maintain personal contact with stakeholders including elected officials for understanding of the benefits of 4-H.
- Advocate the value of 4-H Youth Development Programs in the Albany County
- Market and promote 4-H programs.

Provide input on new 4-H Youth Development opportunities and youth and volunteer needs

- Explore new 4-H youth development opportunities and challenges.
- Provide advice on youth and volunteer needs and issues.

- Work to ensure that all youth participating in Extension youth groups have equal access to 4-H Youth Development programs including 4-H community clubs, after-school groups, and others.

Accountability:

- The Albany County 4-H Council is a non-profit organization with 501c3 status. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.
- The Albany County 4-H Council functions under the direction of the 4-H Educator in Albany County.
- The Albany County 4-H Council, 4-H members, 4-H leaders, and 4-H clubs of the Albany County 4-H program will follow the Wyoming 4-H Policies.

Non Discrimination:

The Albany County 4-H Council must comply with all federal and state laws including those regarding non-discrimination. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact their local UW CES office. To file a complaint, write to the UW Employment Practices/Affirmative Action Office, University of Wyoming, Department 3434, 1000 E. University Avenue, Laramie, WY 82071.

Membership:

- Membership is open to 4-H members and adult volunteers enrolled in the Albany County 4-H program. 4-H members and volunteers must be in compliance with UW State 4-H Policies.
- The 4-H Educators for Albany County are ex-officio members of the Albany County 4-H Council.

Leadership:

- The officers of the Albany County 4-H Council shall be President, Vice-President, Secretary, Treasurer, and Public Relations Officer, and shall be elected by voice or ballot at the annual meeting in October.
- All screened adult leaders who are presently active and have been active at least 2 years in the Albany County 4-H Program shall be eligible to hold office.
- The officers of the County Council shall be elected for a term of two years. Council officers shall serve beginning November 1. The President and Secretary shall be elected on the even years and the Vice President, Treasurer and Public Relations Officer shall be elected on the odd years to be in effect. No officers may hold office more than two consecutive terms, unless there is no other eligible person nominated, or willing to fill the open office.
- No club shall have more than one adult leader elected to office, unless there is no other eligible person nominated, or willing to fill the open office.
- A majority of all votes cast is necessary to elect any officer.
- In case of a vacancy in any office, the nominating committee shall present the name of a nominee at the next regular meeting of the Albany County 4-H Council to be voted on by the Council membership.

Executive Board:

- The Executive Board shall be composed of the President, Vice- President, Secretary, Treasurer, and Public Relations Officer.
- The Executive Board shall have supervision over all business of the County Council between scheduled meetings and shall keep a record of all proceedings to be reported at the next Council meeting. The Executive Board may appoint regular standing committees.
- The Executive Board shall meet at the call of the Council President or at the request of two members of the Executive Board.

The President:

- Shall preside at all meetings of the Albany County 4-H Council and oversee the preparation of agendas.
- Shall perform such other duties as usually pertain to the office of President.
- Shall serve as liaison to the Albany County 4-H Educator.

The Vice-President:

- Shall preside at all meetings of this Council in the absence of the President.
- Shall fill vacancies in standing committees.
- Shall ensure the filing of the *Wyoming 4-H Committee, Council, or Group End of the Year Report*.

The Secretary:

- Shall keep accurate minutes of all meetings of this Council.
- Shall keep a record of meeting attendance.
- Shall read and write all correspondence.
- Shall supply a copy of the meeting minutes to the Albany County 4-H Educator to be published in the *FootNotes* and filed.

The Treasurer:

- Shall present a financial report to the Albany County 4-H Council at each meeting.
- Shall make deposits and completes check requests approved by the Albany County 4-H Council.
- Shall provide a written report of all accounts to be reviewed immediately following the annual meeting.
- Shall deposit all monies in a bank designated by the 4-H Council Executive Board.
- Shall complete and file annual documentation required by the UW 4-H group chartering process including the *Annual Financial Report, Annual Inventory Report, and Annual Financial Review Form*, which are found in the *Wyoming 4-H Annual Treasurers' Report*, with the UW 4-H Educator.

The Public Relations Officer:

- Shall be responsible for promotion of 4-H events, including but not limited to: National 4-H Week, Project Exploration, Carnival, Albany County Fair, Fund Raising events and enrollment.

Committees:

- All Committees are a part of the 4-H Council and shall make a written or oral report to the County Council at each council meeting. A written yearly report must be submitted to the 4-H Council at the annual meeting in October.

- The standing committees of the 4-H Council shall be: Awards Committee, Carnival Committee, Fund Raising, Member Activity, Nominating Committee, Record Book Committee, and Ag Banquet Committee.

Meetings:

- Nine regular meetings of the Council shall be held in January, February, March, April, May, June, September, October, and November. Meetings will be held at 5:30pm unless noted in the 4-H *FootNotes* newsletter the month before.
- Emergency and special meetings may be called by the Council President when deemed necessary or when requested by two members of the Executive Board.
- The council will publish minutes of the past Council meeting in the 4-H *FootNotes* newsletter prior to the meeting. All 4-H members and/or leaders are welcome and encouraged to attend meetings, provide input, and offer future agenda items.
- A quorum at regular, annual, and special meetings of the Albany County 4-H Council shall consist of those active members who attend the meeting provided the meeting has been properly called and unless otherwise specified in the operating guidelines. No meetings or business shall be transacted without a quorum.

Representation:

- The voting membership of the County Council shall consist of two individuals from each club. These voting delegates may be leaders, parents, members, or junior leaders of said club. Each club is encouraged to attend the council meeting.
- The President shall vote only in the case of a tie.

Amendments:

- These operating guidelines and policies & procedures may be amended by a two-thirds vote of eligible council members in attendance at any regular Council meeting, provided a notice of amendments has been sent out at least thirty (30) days prior to the meeting.
- The operating guidelines and policies of the Albany County 4-H Council shall be reviewed every three years by a committee appointed by the executive committee.

Parliamentary Authority:

- The rules contained in *Robert's Rules of Order (newly Revised)* govern this 4-H Council when not stated in these Operating Guidelines or 4-H Policies.

Finances:

- The Treasurer will use the *Wyoming 4-H Treasurer's Report* to keep accurate records of the Council's finances. The Albany County 4-H Council will create a budget each year that will be approved at the annual meeting. Expenses listed in the approved budget do not need prior council approval. All other expenses that are not part of the budget must be approved at a council meeting. The Council budget must be approved by the Albany County 4-H Educator.
- This Council will comply with annual reporting including using, completing, and filing the *Wyoming 4-H Annual Treasurers' Report, Annual Financial Report, Annual Inventory Report, and Annual Financial Review Form*, with the Albany County 4-H Educator.

Dissolution:

- The officers of the Albany County 4-H Council are directed, in case of dissolution of the organization, to assign all assets of the Albany County 4-H Council to the Wyoming State 4-H Foundation for the purposes of betterment of the 4-H program.