

INTERNATIONAL FOUR-H YOUTH EXCHANGE (IFYE) ASSOCIATION OF THE USA

POLICIES AND PROCEDURES MANUAL

Purpose of Policies and Procedures

The IFYE Association of the USA Policies and Procedures Manual was formalized in August 1978. It is meant to serve as the working document of the Association and should serve as a ready source for directing future Board and Association business. It is to be used in conjunction with the by-laws.

The International Four-H Youth Exchange Association of the USA, Inc. fosters a continuing commitment of its members, and others interested in 4-H International Programs, to global awareness and inter-cultural understanding.

Mission

The International Four-H Youth Exchange (IFYE) Association of the USA, Inc., in support of its membership, will:

Promote world understanding through exchange opportunities,

Support and perpetuate the growth of 4-H International Education and other exchange programs,

Provide support to returning international exchange participants,

Provide financial assistance for exchanges through it's affiliated IFYE Foundation of the USA,

Provide recognition to groups and individuals who further global awareness and inter-cultural understanding, and

Establish a network to further international understanding.

These obligations will be fulfilled through active participation in state and national associations and/or involvement in inter-cultural learning activities at local, county, state, regional, national and international levels.

STATEMENT OF INVESTMENT POLICY

FINANCIAL POLICIES AND INVESTMENT OBJECTIVES

I. OPERATING FUNDS:

All funds to do with Association business should be handled through the Association records. This is for legal and IRS purposes. No other group, including state associations may use the Association IRS number. If they do, it must be done in the name of the national Association and handled through the Association financial records.

A. Checking - liquid funds available for ongoing operating expenses. This fund is currently supported by annual membership (less amount set aside for mini-grants) plus miscellaneous contributions and income from the sale of IFYE promotional items. It is required that the checking account be reconciled monthly by the Treasurer, quarterly reports need to be sent to all members of the Finance Committee and President no later than one month following the quarter.

B. the Association's goal through wise investment is to eliminate the need to draw any of the principal from life membership reserves

II. Reserves

GENERAL INVESTMENT POLICY

Life Membership Reserves - consist of funds paid to insure perpetual membership privileges in the Association. Interest is available to supplement annual membership dues for ongoing operation support of the Association from Life Membership.

The Life Membership Reserve is to be invested in order to provide maximum growth consistent with a policy of prudent investment and protection of assets. The fund must be built to a level and invested in such a way as to provide sufficient interest together with annual membership dues and contributions to support all ongoing operating expenses of the Association. The Association desires that wise investment of these funds will enable us to regain the portion of life membership reserves principal that has been used for operating expenses in the past (see II.-B above). The Association desires that the Life Membership Fund achieve a Long-term growth rate which will surpass the long run rate of inflation.

It is recommended that:

A. Money Market Funds to be used instead of passbook savings accounts.

B. Assets to be invested to meet the yearly budget of the Association.

C. Outreach Fund Monies (4-H World Understanding Mini-Grants) must be readily available for special short term projects. These monies may be spent for projects deemed worthy by the Board of Directors in accordance with the Guidelines for IFYE Outreach Committee Projects.

D. Short-term investment of Excess Operating Funds.

All income from annual dues and contributions shall be deposited in the checking account to be used for ongoing operating expenses of the Association. In the event that the Money Market operator grows to an amount in excess of that for anticipated operating expenses, the Treasurer shall seek advice from the Financial Committee to determine how to invest it to gain the best interest rate.

IV. REPORTS AND CONSULTATION

A. Reports - The Treasurer will provide quarterly income and expenses statements to the Board of Directors. These reports will include analysis of investments and performance, income and expenditures.

B. The Treasurer will consult with the Board regarding the nature of reports, investments, and maturities.

C. The Treasurer shall be responsible for seeing that books are audited annually by someone other than a Board member. (Added as per Board minutes - 7/89)

V. USE OF IFYE ASSOCIATION ID NUMBERS

Use of IFYE Association Tax ID number and Corporate ID number is restricted to the business of the National IFYE Association and cannot be used by State Associations. States must apply for their own tax exempt status and ID number.

VI. Board membership

Representation: The eligible state in each region shall select, prior to the annual association meeting prior to the calendar year in which their term begins, a three year representative and alternate to the Board of Directors. At the time of the selection an individual selected to serve on the board shall be residing in the state that is designated to name a member of the board. In the event that a board member no longer resides in the state that the member is representing, it shall be a decision of the designating state whether the member shall fill out the term on the board.

Section 1: There will be four regions. The designations of states and areas each year shall be made by alphabetical sequence in a rotating manner within each of the following regions:

REGION A: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia.

REGION B: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia.

REGION C: Indiana, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, World-at-Large.

REGION D: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.

Section 2: The President of the Association will notify eligible states and areas to select a board member and alternate by the annual association meeting prior to the year in which they begin their three-year term.

Section 3: If any designated state or area cannot select a board member, the next state(s) within the region will be notified to make their selection. If within 30 days after notification any designated state or area has not indicated its intent to proceed, then the Board President is to notify the next state or area.

Section 4: Should selected board member, alternate or their designated representative not attend any one of the board meetings at two conferences following selection, the region represented may in conference select a new person to represent that region for the duration of the term.

Section 5: Should a board member resign, and the represented state cannot fill the vacancy, the remaining Board members from that region will name a temporary replacement for the Board of Directors. The permanent replacement will be determined at the appropriate meeting prior to the next meeting of the Association.

Section 6: The Officers of the Association shall consist of the President, Vice President, Secretary, and Treasurer to be selected by the new board members in the month just prior to the calendar year in which they will serve.

Section 7: Officers and new board members of the Association will assume their responsibilities on January 1 of the year in which they will serve.

- Responsibilities of the Board of Directors -

1. To attend the conference immediately preceding and all conferences during which the individual is designated a member of the Board of Directors.
2. To participate actively in the discussions and decisions of the Board.
3. To serve on standing and special committees of the Board of Directors as appointed by the President.
4. To become completely familiar with the history and important decisions of the national Association as reported in the Policies and Procedures Manual.
5. To initiate new ideas with respect to the development of the National Association.
6. Establish and maintain open lines of communication with all states within respective regions. Seek input and feedback from IFYE's in the Board member's region on national Association business. Directors should divide the states in their region to facilitate communication with state IFYE contacts and state international staff personnel.
7. Contribute news or story ideas for the IFYE NEWS.
8. Serve as liaison from Board of Directors in resource development campaigns of the Association
9. Attend state association meetings within region when possible to communicate activities of Board of Directors and to learn of concerns of the state associations. Board members should request to be placed on state newsletter mailing lists.
10. Provide overall guidance and direction for the IFYE Association of the USA
11. Contact, on an annual basis, the state contact persons within the region. The purposes of this contact are:
 - a. To review their responsibilities as a state contact.
 - b. To affirm their desire to continue as a state contact person for another year.Should the state contact person wish to terminate their involvement with that position, the Board is responsible for finding a person to fill the role.
12. Contact, on an annual basis, newly returned 4-H International program participants, to offer assistance and encourage their active membership.
13. Contact group leaders of 4-H International groups before their departure for host countries, offering assistance and encouraging them to inform their groups of the benefits of membership in the IFYE Association of the USA
14. Board members should actively search for appropriate recipients for Association awards and recognition programs.

DUTIES OF THE OFFICERS, BOARD AND MEMBERS

Section 1: The duties of the President shall be as follows:

- A. To call and preside at all meetings of the Board of Directors and of the Association.
- B. To appoint standing and special committees.
- C. To be informed and responsible for all work of all committees and officers.
- D. To notify the states or areas one year in advance who are responsible for selecting a new board member to represent their region.

Section 2: The duties of the Vice President shall be as follows:

- A. To assist the President in conducting the work of the Association.
- B. In the absence of the President. The Vice President will assume his duties.

Section 3: Duties of the Secretary shall be as follows:

- A. Secretary shall keep permanent records of all meetings properly signed and dated. A copy of the minutes of each meeting should be submitted to all members of the Board of Directors and advisors.
- B. Secretary shall handle assigned correspondence necessary to the Association.

Section 4: Duties of the Treasurer shall be as follows:

- A. Treasurer shall be responsible for collection of all dues and other monies of the Association.
- B. Treasurer shall pay all bills in timely manner as authorized by the Board of Directors.
- C. Treasurer shall provide quarterly investment income and expense statements and annual closing statements to the Board of Directors. These reports will include analysis of investments and performance, income, and expenditures.
- D. Treasurer shall perform other duties as directed by the Board of Directors.

Section 5: Duties of the Board members shall be as follows:

- A. To attend conference and such board meetings as called by the President.
- B. To serve on the Committee(s) as may be appointed by the President
- C To serve as liaison between the Board and regional groups.

Section 6: All responsibilities and reports of outgoing officers and committee chairpersons shall be completed and turned over to the newly elected officers and committee chairpersons within 30 days following the end of the calendar year.

COMMITTEES

Section 1: The President shall name a standing audit committee

Section 2: The President with consent of the Board shall name special or Ad hoc committees

Past Association Officers

YEAR	PRESIDENT	VICE PRESIDENT	SECRETARY	TREASURER	IFYE INTERNS
1953	Richard Taylor	William Lefes	Eldora Keske	Eldora Keske	
1954	Liano Thelin	Dick Martin	Betty Stephenson	Betty Stephenson	
1955	Burton Olson	Roger Wenzel	Ruth Proctor	Ruth Proctor	
1956	Fern Johnson	Van Eitel	Ruth Proctor	Ruth Proctor	
1957	Howard Harrison	John Naugle	Dorothy MacLean	Dorothy MacLean	
1958	Lois Hueneman	Fred Henningsen	Joy Swan	Joy Swan	
1959	Edwin Hadlock	Paul Hoffman	Mary Wengryn	Robert Hume	
1960	Robert Hume	Tom Trail	Virginia Rothfus	Marilyn Nickel	
1961	Joy Swan	Don Mitchell	Corinne Hay	Jim Kemp	
1962	Betty Stephenson	Robert Butler	Angelica Simmons	Eldon Aupperle	
1963	Robert Sprunger	Beverly Sheperdson	Bea Gamer	Lois Warfield	
1964	Melvin J. Thompson	V. Alanzo Metcalfe	Shirley Larson	Bob Sprunger	
1965	George Van Nuys	Donald Wissman	Sharon Reinmiller	Bill Svendsgaard	
1966	George Van Nuys	Richard Tenney	Sharon Reinmiller	Bill Svendsgaard	
1967	Richard Tenney	Verle Lanier	Joyce Drewiecki	Augustine Marvin	
1968	Verle lanier	David Pace	Joyce Drewiecki	David Benedetti	
1969	David Pace	John Werner	Elaine Watson	David Benedetti	Mark E. Zeug
1970	John Werner	John Hibbard	Elaine Watson	Mary Kay Munson	Mark E. Zeug
1971	John Hibbard	Kathy Kunkel	Elizabeth Hoffman	Bob Ferguson	Nancy Robinson
1972	Ronald Innes	Terry Hundley	Beth Pond	Norma Evers	Nancy Robinson
1973	Terry Hundley	Gary Murphy	Millie Hacker	Norma Evers	Virginia Warner
1974	Gary Murphy	Norm Bauer	Peggy Chrisman *	Virginia Warner	
1975	Norm Bauer	Sam Swan	JoAnn Trail *	John Wells	
1976	Sam Swan	Bruce Holen	JoAnn Trail *	John Wells	
1977	Sam Swan	Bruce Holen	JoAnn Trail *	Linda Pursley	
1978	Sam Swan	Bruce Holen	JoAnn Trail *	Linda Pursley	
1979	Bruce Holen	Ellen Kirby	Shirley Garrity *	Linda Schultz	
1980	Ellen Kirby	Jean Hibbard	Pam Waugh *	Linda Schultz	
1981	Ed Bishop	Jean Hibbard	Pam Waugh *	Janet Ahlstrom	
1982	Leigh Sims	Pam Waugh	Jane Riemenschneider *	Janet Ahlstrom	
1983	John Litchfield	J. Faulton Hodge	Jane Riemenschneider *	Dan Emarsen	
1984	John Litchfield	J. Faulton Hodge	Marj Loyd *	Dan Einarsen	
1985	John Niska	Jon Roberts	Marj Loyd *	Libbi Garnett	
1986	John Niska	Leroy Stumpe	L. Arthur Warren *	Donna Dunn	
1987	Leroy Stumpe	Tom Benecke	L. Arthur Warren *		
1988	Mary Crave	Tom Benecke	Ann Whitcomb *		
1989	Mary Crave	Alan Lambert	Larry Wachtel *		
1990	Alan Lambert	Farrell Lines	Ginny Warner	Jim Morgan	
1991	Farrell Lines	Ellen Paine	Joelle Snyder	Norm Bauer	
1992	Jim Morgan	Don Campbell	Joelle Snyder	Carolyn Olson	
1993	Kenneth Jones	Dezzi Probst	Jamie Tomek	Carolyn Olson	
1994	Kenneth Jones	Jeanne Moores	Jamie Tomek	Leona Noffsinger	
1995	Jeanne Moores	Gloria Davis	Janell Haggard	Leona Noffsinger	
1996	Robert E. Ellis	Dottie Nelson	Janell Haggard	Dick Tenney	
1997	Robert E. Ellis	Roni Parker	Sandee Prouty	Dick Tenney	
1998	Robert E. Ellis	Roni Parker	Marie Lee	Lillian Larwood	
1999	Marie Lee	Caron Beard	Melvin J. Thompson	Lillian Larwood	
2000	Deryl Waldren	Melissa Haberstroh	Linda Schultz	Lillian Larwood	
2001	Melvin J. Thompson	Deryl Waldren	Toni Frank	William King	
2002	Melvin J. Thompson	Mary Wengryn	Toni Frank	William King	
2003	Melvin J. Thompson	Mary Wengryn	Toni Frank	William King	
2004	David J. White	Mary Kay Munson	Jennifer V. Anderson	Caron Beard	
2005	David J. White	Mary Kay Munson	Sally Narhi	Jennifer Barton	
2006	Roger McCoy	Prudence Holton	Sally Narhi	Beverly Osterberg	
2007	Larry J. Zilliox	Prudence Holton	Rebecca Grandle	Beverly Osterberg	
2008	Larry J. Zilliox	Marianne Roseberry	Rebecca Grandle	Beverly Osterberg	

Conference Guidelines

Bidding Procedures & Timeline

A bid form can be obtained from the IFYE Association website www.ifyeusa.org. The bid must include proposed dates (and place of the conference). Estimated cost of lodging, of registration and special tours must also be included. The proposal must also indicate whether or not the host association will have a service project. Bid form shall be submitted to the IFYE Association President, two years prior to proposed conference or when called for by Board of Directors.

TIMELINE ACTION

- A. 2 years prior to conference, if you won bid apply for **seed money**
- B. 1 year prior to conference Submit Service Project outline to Board
- C. 6-8 months prior to conference Registration information forms published in the IFYE NEWS
- D. 2 days prior to conference Board arrives at conference site
- E. By last day of conference repay seed money to Association Treasurer
- F. 3 months after conference final conference evaluation, financial statements and committee reports due to President, and winner of bid for conference 2 years hence
- G. within 3 months after conference Report to Board on results of Service Project and conference report to President of Association.

FINANCES

1. In planning conference budgets, it should be the goal of the committee to budget for costs incurred for the actual conference and nothing more. Past conference chairpersons recommend budgeting for a moderate, realistic number of attendees. 150 seems to be a good break-even number.
2. The National IFYE Association will make available \$1,000 seed money to a Conference Committee upon acceptance of a bid. The \$1,000 shall be repayable **NO LATER THAN THE FINAL DAY** of their Conference with no interest or any other charges. The Conference Chairperson will need to sign a contract between the hosting state and the Board of Directors in order to receive this money. Seed money application available at website www.ifyeusa.org.
3. When profit is realized on a National IFYE Conference, the profits will be distributed as follows: 80% to the National IFYE Association and 20% to the Conference hosting committee.

4. The conference must include costs in the budget for the **Registration Form** insert in IFYE News and any other promotional materials and or mailing expenses.

CONFERENCE SERVICE PROJECT

Service projects are activities designed to involve conference participants by the contribution of work and/or raising funds. The purpose of the project is to raise the quality of life on a national or international level. Service projects should be in keeping with the IFYE Association of the USA's mission statement. Funds cannot be earmarked for local or state IFYE projects. The service project application must be filed with the Board of Directors for approval by April 15 of the year prior to the year of the conference. The application shall outline how the money is to be raised, who it is to benefit, and shall include a timetable for completion of the project, dissemination of funds, and the persons responsible. Application and approval will take place at the Board of Directors meeting just prior to the annual conference one year in advance. A final report, including an evaluation and financial statements, will be made to the Board of Directors within two months following the project completion.

CONFERENCE PROGRAM

A. Registration - Complete registration information is to be included in the winter issue of the IFYE NEWS prior to the immediate conference. Information about conference registration refunds needs to be printed on the conference registration forms. This information should include last date possible for refund and how refund is to be determined.

B. Fees

The host state should consider the reduction of costs for inbound IFYE delegates to encourage attendance and participation. A cost reduction for early registrations and a cost penalty for late registrations should be used to encourage early registration.

C. Regional Meetings and Annual Meeting:

Allow one and a half hours for regional meetings.

Allow two hours for annual meetings.

The National Board will notify the Conference Planning Committee if additional time is needed for meeting before the conference program is printed or will work it in after the program for the day is completed.

Allow time during a general session for an invitation to next year's conference.

No awards are to be presented at a Conference except by the National IFYE Association unless approved by the National Board.

The IFYE Association president will appoint one of the Board members to assist and encourage the Conference Program Committee to address international issues through activities and to meet the purpose of the Association. This liaison member should receive copies of the tentative program in order to make suggestions to the planning committee.

D. International Banquet

The banquet should not exceed three and one-half hours.

Time should be allowed for introduction of officers, recognition of outgoing board members, presentation of awards at the banquet, and other board requests

Award recipients shall be seated at a place of honor.

E. Miscellaneous

Name tags shall indicate life-time and annual dues-paying members.

Exhibit space shall be available to the bid presenters and other organizations wishing to exhibit

A Parliamentarian should be provided for the annual meeting. This person should not be a member of the IFYE Association of the USA. Expenses will be those of the Conference state.

Compilation and reproduction of handbook for attendees will be at the expense of the conference state. HOWEVER, it is the responsibility of the IFYE Association Board of Directors to supply the information necessary for the handbook.

F. BOARD OF DIRECTORS

The Board of Directors requires housing, meals, and meeting rooms one to two days preceding the Conference.

Rooms and lodging should also be arranged for those people traveling with Board members. These will not be an expense of the Conference Committee.

The Board of Directors will need, in or near its meeting room, the following items:

A room available at all hours that can be locked ..Movable tables
and chairs

computer and printer, LCD projector, easel

Telephone

Duplicating / photocopying machine or services available

CONFERENCE FOLLOW-UP REPORT

- A. Conference report should be forwarded to the President of the IFYE Association.
- B. The report should be submitted no later than two months from the end of Conference. The Conference Chairperson(s) should not let the lack of a committee report or two delay the entire report. Please realize that the next host state needs the report to help them in planning their conference.
- C. The report should contain a statement from each committee containing:
1. Committee chairperson, members, their addresses and phone numbers
 2. Job description
 3. Deadline dates
 4. Problems encountered
 5. Successful ideas
 6. Suggestions for improvement
 7. A financial report

ANNUAL CONFERENCE HANDBOOK

ITEM/ SOURCE:

Welcome Letters: Governor of Host State,
Conference Chairs, Presidents of State and National Associations,
Others as desired.
Board of Directors and Officers (Names, addresses, phone #'s)
IFYE Association Mission Statement
National IFYE Association Committee Chairpersons
(including addresses/phone #'s)
Association Bylaws, Mission Statement,
Responsibilities of Board
Financial Statement (Conference fiscal year)
IFYE Board Vice President (Chair of Finance Committee)
Annual Conference Minutes (previous year) IFYE Board Secretary
IFYE Foundation Board of Directors
IFYE Foundation Financial Report
NOTE: Information must be presented to conference chair in photocopy-ready format.

BID TO HOST THE NATIONAL CONFERENCE

TO: BOARD OF DIRECTORS, IFYE ASSOCIATION OF THE USA

FROM: _____ IFYE ASSOCIATION (State Name)

RE: COST ESTIMATE FOR _____ NATIONAL IFYE CONFERENCE (year)

PROPOSED SITE FOR CONFERENCE: _____

PROPOSED DATES FOR CONFERENCE: _____

LODGING: Total lodging costs for conference _____

MEALS: Total food costs for conference _____

REGISTRATION COSTS:

To include the following items:

- 8. Registration
- 9. Speakers
- 10. Facilities
- 11. Transportation
- 12. Advertising
- 13. Postage
- 14. Baby-sitters
- 15. Entertainment
- 16. Miscellaneous Costs

FIELD TRIPS:

Total field trips' costs (if any): _____

TOTAL CONFERENCE COSTS: _____

CONFERENCE PROJECT:

____ There will be a conference service project as described (attach page).

____ There will not be a conference service project.

Conference Chairperson

Address _____

Email address _____

Phone # _____ cell# _____

DEADLINE FOR SUBMITTING BID: (2 years before conference or when Boards calls for bids)

**INTERNATIONAL IFYE CONFERENCE SEED MONEY LOAN
APPLICATION**

NAME OF ORGANIZATION SPONSORING CONFERENCE

1. LOCATION OF CONFERENCE: _____

2. PROPOSED DATES: _____

3. CHAIRPERSON OF SPONSORING ORGANIZATION: _____

ADDRESS: _____

Email address _____

PHONE: _____ cell # _____

4. AMOUNT OF LOAN REQUESTED: \$ _____

5. BANK NAME, ADDRESS, AND ACCOUNT NUMBER WHERE FUNDS FOR THIS CONFERENCE WILL BE HELD:

Bank Name: _____

Address: _____

Account Number: _____

6. AGREEMENT:

We, the undersigned, agree to be representative to the above-named organization with regard to application for the request funds in item #4 above. It is understood that this money is an interest-free loan for the sole purpose of organizing a National Conference for the IFYE Association of the USA. IT is further agreed that these advanced funds must be repaid no later THAN THE FINAL DAY of the proposed conference, and as such, we agree to be personally responsible for the funds.

Signed: _____

Title: _____

Date: _____

(Chairperson/Pres.)

Signed: _____

Title: _____

Date: _____

(Treasurer)

Date loan approved: Signed: (IFYE Association Treasurer) _____

Date loan reimbursed _____

Sales Manager and Promotional Materials

All Sales items or materials using the 4-H and or 4-H International name, emblem and/or logos must be approved by National 4-H Headquarters.

ASSOCIATION SALES MANAGER

The responsibilities of the Sales Manager include:

1. To develop a marketing campaign for IFYE Association products:
 - a. At annual conference
 - b. Through the IFYE NEWS
 - c. Brochure sent to inbound and outbound IFYES
 - d. Other appropriate markets
2. To handle the sales of IFYE products for the IFYE Association with orders to be shipped within week of receipt.
3. To maintain an inventory of IFYE Association products.
4. To submit an annual report to the Board of Directors.
5. To oversee the development of new products which include:
 - a. Product identification
 - b. Purchase source
 - c. Cost
 - d. Marketability
 - e. Profitability
6. To insure that all items are approved by National 4-H Headquarters.
7. Deposit funds into IFYE Association bank account
8. Association inventory must be insured by sales manager's personal insurance policy. Copy should be sent to President.
9. Contract is renewable annually with thirty (30) days written notice to terminate contract.

BENEFITS TO SALES MANAGER

1. Help promote awareness of the IFYE program and the IFYE Association.
2. The sales manager will receive 10% of all retail sales.

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