

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

POLICIES AND PROCEDURES MANUAL

I. 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 Bylaws.

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 cross-cultural understanding.

II. Mission

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

1. Promote world understanding through exchange opportunities,
2. Support and perpetuate the growth of 4-H International Education and other exchange programs,
3. Provide support to returning international exchange participants,
4. Provide financial assistance for exchanges through its affiliated IFYE Foundation of the USA,
5. Provide recognition to groups and individuals who further global awareness and intercultural understanding,
6. Establish a network to further international understanding.

IFYE Association Members are encouraged to participate in state and national associations and/or be involved in cross-cultural learning activities at local, county, state, regional, national and international levels.

III. 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.

IV. Membership dues

The Association shall have annual and life memberships. Annual dues are \$25 per person or \$40 per couple payable at the beginning of each calendar year. Life memberships are \$300 per person or \$400 per couple. Changes in dues shall be recommended by the Board and require the approval of the membership at the Annual Association meeting by a simple majority.

V. IFYE Association Meetings

1. Voting membership shall consist of each dues paying member in attendance at regular Annual Association meetings held during National Conferences.
2. The President or three board members have the discretion to schedule an annual meeting of the Association during the year of a World IFYE Conference. For years of World conferences, a country meeting with all delegates present will be conducted by the Board President or the Vice President (or their designee in case neither can attend).

This meeting will be to collect information and concerns from the membership and discuss issues of concern of the board and membership. Non-binding votes on items discussed may be taken. Within 45 days of the conclusion of the world conference, via the newsletter or other means appropriate for the situation, the total membership will be informed of the

discussions at the world conference. A committee of 5 persons will compose the article for publication. The committee will be 2 board members attending the conference plus 3 general members or additional board members also in attendance. It is at the discretion of this committee if responses are solicited or items published to the membership are brought before the Association Board during their next regular or special meeting. The non-binding vote will be considered by both the 5 member committee and Association Board when final decisions are made.

VI. Provisions for Polling the Membership between Annual Meetings

With the approval of 75 percent of the Board of Directors, questions or issues may be put before the membership for decision, providing notification in conformance with the Bylaws is met. Every member in good standing (life members and annual dues payers) shall be notified in writing via U.S. mail or via E-mail and provided a ballot. The ballot shall state the question, the pros and cons of the issue, and any financial impact an affirmative vote shall have upon the Association. Approval shall require an affirmative of at least 51 percent of members from whom ballots were received. The number of ballots sent and received shall be counted and certified by an independent entity secured by a designee of the Association President.

VII. Board Membership Representation

The eligible state in each region shall select, prior to the annual association meeting prior to the calendar year in which its term begins, a representative to serve three years on the Board of Directors. At the time of the selection the individual chosen to serve on the board must reside 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. If a replacement needs to be found, the state, with assistance from the Board, if needed, will find a replacement.

Section 1: There shall be four regions. Each year the designation of eligible states 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:

Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

REGION D:

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

Section 2: The President of the Association shall notify eligible states to select a board member one year in advance of the year in which they begin their three-year term.

Section 3: A designated state shall have ten (10) days to indicate its intent to proceed and thereafter notify the President of the Association within thirty (30) days of the person appointed. If no appointment is made, the President, 40 days after the initial contact with

the designated state is made, shall notify the next state within the region to make its selection.

Section 4: Any board member who fails to participate in two consecutive meetings, including conference calls, without acceptable reason shall be replaced following Article VII, Section 3.

Section 5: Should a board member resign, a replacement shall be selected as in Article VII, Section 3. Should the state be unable to find a replacement, the President shall contact the state that is next in line.

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

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.

VIII. Duties and Responsibilities of the Board of Directors

1. Attend all meetings and conferences, including the conference preceding their three year term.
2. Attend a board meeting one or two days prior to the National Conference, if such a meeting is called by the President or three board members.
3. Participate actively in the discussions and decisions of the Board.
4. Serve on standing and special committees of the Board of Directors as appointed by the President.
5. Become familiar with the history and important decisions of the National Association.
6. Initiate new ideas with respect to the development of the National Association.
7. 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. Each year the list of state contact persons should be updated and the new list posted on www.ifyeusa.org.
8. Contact annually the state contact persons within the region:
 - a. To review their responsibilities as a state contact.
 - b. To affirm his or her desire to continue (as a state contact person) for another year.Should the state contact person wish to terminate his/her involvement with that position,

the board member assigned to that state is responsible for finding a person to fill the role.

9. Annually update contact information of all members of the IFYE Association of the USA residing in the assigned states. This is to insure that we maintain correct addresses, phone numbers and E-mail addresses of all members of the IFYE Association of the USA. Annually encourage dues payments by the members in their assigned states.

10. Contribute news, articles, or story ideas for the *IFYE NEWS*. Editor shall publish by Jan 10 of each year deadlines for submissions for entire year.

11. Participate in state association meetings and activities. Board members should request to be placed on state newsletter mailing lists.

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.

15. Supply information necessary for the handbook to be given to attendees at each National Conference. (See Conference Guidelines, an attachment to this document.)

IX. Duties of the Officers of the Board of Directors

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

A. Call and preside at all meetings of the Board of Directors and of the Association.

B. Appoint standing and special committees.

C. Be informed and responsible for all work of all committees and officers.

D. Notify the states one year in advance that are responsible for selecting a new board member to represent their region.

E. Insure that the Colorado Secretary of State documents are filed and paid yearly. (See President's Book for details.)

Colorado Secretary of State: www.sos.state.co.us/ValidateCertificate

Certificate ID: 754063

F. Designate a board member to retain an attorney to register the IFYE Logo with the United States Patent and Trademark Office. This filing must take place in the year 2012. Successive filings must be done between the 9th and 10th year period following 2012. (See President's Book for details.)

G. Ask the board to review the specific duties and responsibilities of the Webmaster Contract and the IFYE Shoppe Contract each year in November. Sign contracts with IFYE Webmaster and IFYE Shoppe Manager on or before January 10 of each year.

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

- A. Assist the President in conducting the work of the Association.
- B. In the absence of the President, the Vice President will assume his/her duties.
- C. Chair the Finance Committee.
- D. Be the second signature on checks with the Treasurer.
- E. Chair the Nominating Committee.

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

- A. Keep permanent records of all meetings properly signed and dated. A copy of the minutes of each meeting shall be submitted to all members of the Board of Directors within 21 days of the meeting or conference call.
- B. Handle assigned correspondence necessary to the Association.
- C. Maintain "official-final" copy of membership database.
- D. Correspond with members regarding membership discrepancies.
- E. Inform Newsletter Editor of new addresses 10 days prior to issue deadline.
- F. Inform Treasurer of new addresses sent to Newsletter Editor.
- G. Record all membership changes as received from Treasurer and Newsletter Editor.
- H. Create and maintain an E-mail address roster in national database.
- I. Locate "lost" members via E-mail, internet and state contacts; coordinate with Treasurer to avoid duplication.
- J. Record address updates received from IFYE website.
- K. Quarterly, or as requested, notify appropriate state contact of updated addresses (physical and E-mail) from their state.
- L. Communicate quarterly with Foundation Secretary to update their address records (this will serve as a backup in case of a disaster.)

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

- A. Be responsible for collection of all dues and other monies of the Association.
- B. Pay all bills in timely manner as authorized by the Board of Directors.
- C. Provide quarterly income and expense statements; net worth statements, along with investment income statement (received from Financial Advisor) to the Board of Directors. These reports will include analysis of investments and performance (reported by Financial Advisor). Consult with the Board regarding the nature of reports, investments, and maturities. Work with the Financial Advisor to modify investment to better achieve desired returns.
- D. Be responsible for filing an annual return with the IRS by the May 15 filing date or have filed the appropriate IRS extension.
- E. Recommend the utilization of a bookkeeping service, if desired, to collect and disperse funds and to provide required reports to the board. All dispersal checks shall carry the signature of the Treasurer. (Board action April 3, 2008) Board must approve this service.

- F.** Be responsible for seeing that books are audited annually by someone other than a Board member. (Added as per Board minutes - 7/89) Auditing shall be done within 30 days of the end of the calendar year.
- G.** Issue life member cards and letters of membership and send copy to Secretary.
- H.** Acknowledge receipt of annual dues.
- I.** Send address changes to Secretary 15 days prior to Newsletter deadline.
- J.** Locate "lost" members via email, internet and state contacts; coordinate with Secretary to avoid duplication.
- K.** Perform other duties as directed by the President.

Section 5: Duties of the Newsletter Editor shall be as follows:

- A.** Serve as an ex-officio member of the Board.
- B.** Send submission deadlines for entire year for IFYE News to all Board Members by January 10 of each year.
- C.** Receive address updates from Secretary 10 days prior to deadline date.
- D.** Notify Secretary and Treasurer of postal and E-mail address changes by the 10th of each month.
- E.** Forward any dues received to Treasurer.

Section 6: Duties of the Financial Advisor shall be as follows:

- A.** Serve as an ex-officio member of the Board.
- B.** Invest the life membership dues to meet or surpass the General Investment Policy as outlined in Article XI, B.
- C.** File a quarterly report to the Association Treasurer by the 10th day following the end of the calendar quarter.
- D.** Provide Association Board with financial advice relating to Association business, upon request.

Section 7: 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.

X. Committees

Standing Committees are:

Executive Committee

Finance Committee

Nominating Committee

Committees must report back to the board all work and all decisions within 10 days of each meeting.

XI. Financial Policies and Investment Objectives

A. 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. (See Article III)

1. Checking - Liquid funds available for ongoing operating expenses. This fund is currently supported by annual membership (less the amount set aside for mini-grants) plus miscellaneous contributions and income from the sale of IFYE promotional items, and income from Life Membership Investments. 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.

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

B. Reserves

General Investment Policy

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

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 wise investment of these funds will enable the Association to regain the portion of life membership reserves principal that has been used for operating expenses in the past (see A.-2 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:

- 1.** Money Market Funds be used instead of passbook savings accounts.
- 2.** Assets be invested to meet the yearly budget of the Association. The Association shall, with the majority vote of the board, secure a Financial Advisor to handle the investment portfolio for the Association. The Financial Advisor shall provide reports to the Association Treasurer and/or the board upon request but at least prior to any board meeting. The Financial Advisor shall participate in the board meetings to give a report if requested to do so by the board.

3. 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.

4. 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 account grows to an amount in excess of that for anticipated operating expenses, the Treasurer shall seek advice from the Finance Committee, who may consult with the Financial Advisor, to determine how to invest it to gain the best interest rate.

XII. Reimbursements

1. The expenses of the members of the Board will be paid to a meeting held at times other than the annual National IFYE Conference or a World IFYE Conference subject to current economic conditions.

Board expenses will include commercial coach airfare, double occupancy room rates, and meals stipend up to \$25 per day the board is meeting and a meal is involved. (Added 01/15/10)
Lower stipends shall be determined by the President after conferring with the Treasurer and announced when place and time of meeting is announced. Upgrades of air class, room accommodations, and meals over stipend will be at the board members expense.

2. Room accommodation (double occupancy for one night) will be paid for the time spent at board meetings prior to the start of the annual National Conference. Air fare, conference registration fees, and accommodation during the conference are the board members' responsibility.

3. All invoices for reimbursement must be submitted to the Treasurer of the board within 45 days of adjournment of the meeting. The Treasurer will notify the member of any missing information within 50 days of adjournment. Reimbursement of properly submitted invoices will be made 60 days from adjournment or 30 days after final information is received by the Treasurer, whichever is longer. Any disputed item will be reviewed by the finance committee. If necessary, the finance committee will call a special meeting of the board to resolve the issues.

The purpose of reimbursement is to avoid restricting board participation due to financial conditions. The Association Board expects members to participate and provide leadership for the Association. Board members who wish to refuse reimbursement must submit invoices and indicate in writing that they wish to waive all or a portion of the reimbursement. The Treasurer will grant their request and provide a receipt for a charitable deduction for the

amount waived. Timelines for these transactions are the same as for full reimbursement outlined above.

XIII. IFYE Webpage and Webmaster

The IFYE Website shall be <http://www.ifyeusa.org/> and shall be used for the advancement of the IFYE program and to share information about the States' 4-H International Exchange Programs and other IFYE exchange opportunities. The Webmaster shall be responsible for registering the Domain before each expiration date, submitting proper invoice to Treasurer, and the Treasurer shall reimburse for this expense. The President of the IFYE Association shall be responsible for providing updated material to the Webmaster to be published on the website. The Webmaster shall act as an independent contractor.

XIV. IFYE Shoppe and IFYE Shoppe Manager

The purpose of the IFYE Shoppe is to provide a source of Association board-approved apparel and items for sale to IFYEs, Alumni, and the general public. The IFYE Shoppe Manager shall develop a marketing campaign for the IFYE Association approved products using the following: Annual Conferences, IFYE News, brochure sent to inbound and outbound IFYE delegates, and other appropriate markets. The IFYE Shoppe Manager shall handle all sales transactions for the IFYE Association products and ship orders or notification of delay within one week of order. Shoppe Manager shall complete quarterly reports and submit them to the executive committee of the Association Board. The Shoppe Manager shall operate as an independent contractor.

XV. Procedures to Change Policies and Procedures

A majority vote of the board of directors may change, add, or subtract from the Policies and Procedures manual. (Board action April 3, 2008)

Revised December 8, 2009

Attachment 1 to Policies and Procedures Manual

Past IFYE 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
2009	Connie Fukudome	Marianne Roseberry	Rebecca Grandle,	Art Deisher
2010	Connie Fukudome	Alan Lambert	Sheila Peterson	Art Deisher

- The IFYE Intern took responsibility as Treasurer during those years.

Attachment 2 to Policy and Procedures Manual

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, 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.** Two years prior to conference, if you won bid apply for seed money
- B.** One year prior to conference Submit Service Project outline to Board
- C.** Six to eight months prior to conference Registration information forms published in the IFYE NEWS
- D.** Two days prior to conference IFYE Association Board arrives at conference site
- E.** By last day of conference repay seed money to Association Treasurer
- F.** Three months after conference final conference evaluation, financial statements and committee reports due to President, and winner of bid for conference two years hence
- G.** Within three 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 \$3,000 seed money to a Conference Committee upon acceptance of a bid. The \$3,000 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 is available at website www.ifyeusa.org. (Board action April 3, 2008: Change from \$1000 to \$3000.)

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 three 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 require 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 three 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 numbers)

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.

Attachment 3 to Policy and Procedures Manual

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:

- Registration _____
- Speakers _____
- Facilities _____
- Transportation _____
- Advertising _____
- Postage _____
- Baby-sitters _____
- Entertainment _____
- 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 _____

E-mail address _____

Phone # _____ cell# _____

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

Attachment 4 to Policy and Procedures Manual

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: _____

E-mail 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 requested 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: _____

Person responsible for loan repayment on behalf of state of _____

Date: _____

Signed _____ (Treasurer of IFYE Association USA):

Date _____

Signed _____ (President of IFYE Association USA):

Date _____

Date loan disbursed: _____ Initials of person responsible for state

Date loan repaid: _____ Initials of IFYE Association Treasurer

Please send this application to: Treasurer of IFYE Association USA

Arthur L. Deisher 937-599-2559
3912 County Road 130
Bellefontaine, OH 43311