

**OPERATING PROCEDURES
OF THE
GEORGIA 4-H ADVISORY COMMITTEE**

ARTICLE I - Aims and Purposes

- Section 1. The Georgia 4-H Advisory Committee holds the following as its aims and purposes in its vital role in the development and implementation of 4-H programs in this state:
- A. To advise The University of Georgia College of Agricultural and Environmental Sciences Cooperative Extension Service, on behalf of the citizens of Georgia, in the planning of 4-H programs which meet the needs of Georgia youth and in developing Extension curricula which enhance the 4-H partnership with the formal educational system.
 - B. To conduct liaison activities in support of the Georgia 4-H Foundation, including but not limited to identification of prospective donors; developing plans for keeping donors informed about and involved in 4-H activities; assisting with 4-H budget development; nominating donors for special recognition; and recruitment of new donors.
 - C. To assist the UGA College of Agricultural and Environmental Sciences/Cooperative Extension Service, in planning for the maintenance and improvement of existing 4-H facilities, as well as to determine need and engage in long range planning for development of additional facilities.
 - D. To aid in communicating to the state at large and its leadership the value and accomplishments of 4-H programs in Georgia and the need for increasing emphasis upon 4-H and Youth Development Programs.
- Section 2. As a group which serves the UGA College of Agricultural and Environmental Sciences/Cooperative Extension Service, this Committee subscribes to and supports the aims and purposes of these entities and shall engage in no activity for pecuniary gain; nor shall this Committee engage in any activity which violates the commitment to non-discrimination of either of these bodies.

Article II-Membership

- Section 1. Membership on this Committee shall be by invitation extended to Georgians who support the aims and purposes of the Committee.
- Section 2. The Committee shall consist of approximately 50 members, subject to determination by the Membership Subcommittee and approval by the membership.
- Section 3. Membership on this Committee shall be for a term of up to three years, subject to reappointment. The Dean and Director of the UGA College of Agricultural and Environmental Sciences, the Associate Dean for Extension, the State 4-H Leader and the Associate State 4-H Leader shall be Ex-officio members. Representatives of supporting organizations shall be appointed as regular members of the Committee as vacancies occur. One third of the membership will be elected each year.

Article III - Officers

- Section 1. The affairs of this Committee shall be governed by a Chairperson, Vice Chairperson and Secretary, elected from the membership.
- Section 2. These officers shall have the duties and functions normally associated with such offices.
- Section 3. Officers shall serve two year terms, which begin and expire at the fall committee meeting. Meetings shall be held quarterly.

Article IV - Executive Board

- Section 1. Between meetings of the membership of the Committee, the affairs of this Committee shall be conducted by an Executive Board consisting of the Chairperson, Vice Chairperson, immediate past Chairperson and Secretary of the Committee, plus the State 4-H Leader.
- Section 2. The act of the Executive Board shall be the act of the Committee when the Committee is not convened. The Committee will be asked to ratify any action at the next meeting.

Article V - Election of Membership

- Section 1. Membership Elections shall occur each year at the fall meeting, except in the case of an election to fill a Chairperson's unexpired term.

Section 2. Unexpired terms of Vice Chairperson or Secretary shall be filled by appointment of the Chairperson. The Committee shall ratify such appointment at the next meeting. The unexpired term of a Chairperson shall be filled by special election after nominations from a subcommittee appointed by the Vice Chairperson.

Section 3. The Executive Board shall name a nominating subcommittee at the last meeting prior to the fall meeting in years when the terms of the officers are to expire.

Article VI - Voting and Quorum

Section 1. Members who have been duly invited and attend shall constitute a quorum of the Advisory Committee or any of its subcommittees.

Section 2. The vote of a majority of those present shall be the vote of the membership of this Committee or any of its subcommittees.

Article VII - Meetings

Section 1. This committee shall hold at least two meetings per year.

A. One in the spring, subject to the call of the Chairperson and the State 4-H Leader.

B. One in the fall, subject to the call of the Chairperson and the State 4-H Leader.

C. Additional meetings as needed shall be called by the Chairperson and the State 4-H Leader.

Section 2. Meetings of the Executive Board shall be subject to the call of the Chairperson.

Article VIII - Subcommittees

Section 1. Ad hoc subcommittees shall be appointed by the Chairperson as in his/her judgement appropriate for terms not to exceed his/her own office.

Section 2. Standing subcommittees shall consist of those named on the attached list.

1. Membership Subcommittee. This group shall consist of the Chairperson of the Advisory Committee, State 4-H Leader, and three other members appointed by the Chairperson. The Membership Subcommittee shall review the existing membership and recommend reappointment where

they deem appropriate in addition to recommending replacement members or additional members. Their recommendations shall be subject to approval of the Executive Board and confirmed by the total membership.

2. Education Subcommittee. This group shall be appointed by the Chairperson, with no limit on number, to carry out those aims and purposes described in Article I, Section 1a.
3. Donor Relations Subcommittee-Fund Raising and Special Events This group shall be appointed by the Chairperson, with no limit on number, to carry out those aims and purposes described in Article 1, Section 1b. (Possible further description: To assist the Executive board and the State 4-H Office in securing additional funds for the Georgia 4-H program.)
4. Facilities subcommittee. This group shall be appointed by the Chairperson, with no limit on number, to carry out the aims and purposes described in Article I, Section 1c. This group may be further subdivided by the Chairperson to allocate subcommittee responsibilities by individual camp.
5. Communications Subcommittee. This group shall be appointed by the Chairperson, with no limit on number, to carry out the aims and purposes described in Article I, Section 1d. Additionally, this group shall assist members of the State 4-H staff in developing methods to retain 6th graders in the 4-H program and seek ways to better provide services in the Urban area.

The Chairperson shall appoint these subcommittees, subject to the approval of the Executive Board.

Article IX - Revisions and Amendments

- Section 1. These operating procedures may be revised or amended on the vote of a quorum of the Advisory Committee at any of the regular meetings.