Maryland 4-H All Stars, Inc.
Standard Operating Procedures

Article I. PURPOSE

Section 1.01 The purpose of this instrument is to standardize operations of the State and County All Star organizations and to supplement the Maryland 4-H All Star Constitution.

Article II. MEETINGS

Section 2.01 Annual Conference shall be held at a time and place decided upon by the Executive Committee. Annual Conference is for the initiation and consecration of new members, the election of officers, and conducting other business as required.

Section 2.02 Semi-Annual Conference shall be held to accept and vote on nominations for membership and conducting other business as required and held at a time and place decided upon by the Executive Committee.

Section 2.03 Order of Meeting
- (a) Call to order
- (b) Secretary's report
- (c) Treasurer's report
- (d) Committee reports
- (e) District reports
- (f) Old business
- (g) New business

Section 2.04 All counties shall meet to nominate, scout and select new candidates.

Article III. COMMITTEES

Section 3.01 Executive Committee shall consist of a President, Vice President, Secretary, Treasurer, Membership Coordinator, District Representatives, Past President (for 1 year), a State 4-H representative, and all Committee Chairmen (standing or ad-hoc)

(a). This committee shall meet as necessary to carry out the business of the organization, but at least on a quarterly basis. The executive committee may use email or online voting when a decision is needed between scheduled meetings.

Section 3.02 Standing Committees
- (a) Constitution
  - (i) Shall interpret and formulate into clear and concise form proposed amendments to the Constitution in accordance with the wishes of the membership

(ii) Shall study all proposed changes in the Standard Operating Procedures and present the same to the Executive Board.

(b) Future Plans Committee – study and propose any long-range policies or commitments of the organization.

(c) Audit Committee – The Treasurer's books shall be audited at least bi-annually.

(d) Membership Committee – The Membership Coordinator shall serve as chairman of this committee, which shall review all nomination forms from the counties, accepting those that have met all the requirements of both the Constitution and this document. The committee shall consist of the District Representatives or their appointed representatives.

(e) Initiation and Consecration Committee – shall help with planning and organizing Initiation and Consecration ceremonies at the Annual Conference.

(f) History Committee – shall keep the history of the Maryland 4-H All Stars, Inc. organization up to date.

Article IV. JOB DESCRIPTIONS

Section 4.01 President

(a) Shall preside at all formal meetings and conferences

(b) Shall appoint all committees, committee chairmen, as well as non-executive officers, with the advice and consent of the Executive Committee

(c) Shall be an ex-officio member of all standing and ad-hoc committees

(d) Shall be responsible for sending out invitations to contact all nominees for Regular and Honorary membership, who have been duly selected

(e) May authorize disbursement of All Star funds in the absence of the Treasurer

(f) Shall conduct both the Consecration and Initiation ceremonies

(g) Shall attend Maryland 4-H Foundation meetings as the All Star Representative, or select someone to serve in that capacity

Section 4.02 Vice President

(a) Shall assist the President in all executive duties at the discretion of the President

(b) Shall preside over the meeting in the absence of the President

(c) Shall assist on committees as needed

(d) Shall find a location and arrange all details for the Annual Conference

(e) Shall be the custodian of all All Stars property, both real and personal.

Section 4.03 Secretary

(a) Shall keep a written record of all formal meetings and conferences, copies of which shall be sent to all members of the Executive Committee

(b) Shall notify all Executive Committee members of upcoming meetings

(c) Shall keep a record of all motions that are still in effect
(d) Shall prepare any correspondence requested of the Secretary.

Section 4.04 Treasurer
(a) Shall keep a careful account of all dues, receipts and disbursements
(b) Shall keep a careful record of all assets and liabilities
(c) Shall keep a record of names, addresses, telephone numbers and dues status of the regular and honorary members of the Maryland 4-H All Stars, Inc.
(d) Shall supply a complete list of paid-up members to each county at the start of the scouting process
(e) Shall observe a fiscal year of July 1 to June 30
(f) Shall be responsible for the assignment of dues to new members
(g) Shall review the financial condition of the organization
(h) Shall recommend any change to the dues structure to the Executive Committee.

Section 4.05 Membership Coordinator
(a) Shall be chairperson of the Membership Committee
(b) Shall be responsible for all new member nominations
(c) Shall prepare the nomination form to be used for candidates
(d) Shall receive all nomination forms
(e) Shall initial and date all forms as received and record receipt date or postmark
(f) Shall validate all signatures on nomination forms
(g) Shall hold a Membership Committee meeting before the Semi-Annual Conference to:
    (i) Verify membership qualifications for all nominees according to the Constitution and this document
    (ii) Accept or reject nomination forms based on completeness and qualifications
    (iii) Note “accepted” or “rejected” on all nomination forms, and the specific reason for any rejected nominations
(h) Shall present all accepted names to the general membership at Semi-Annual Conference
(i) Shall be responsible for the orientation of nominees at the Annual Conference
(j) Shall inform each county of the acceptance or rejection of their nominees
(k) Shall retain all nomination forms for a period of five (5) years from the voting date, after which the forms will be disposed of in an appropriate manner.

Section 4.06 District Representative
(a) Shall represent the counties of their District on the Executive Committee, attending all meetings or sending a representative
    (i) Western District – Allegany, Garrett and Washington Counties
    (ii) Central District – Frederick, Howard and Montgomery Counties

(iii) Northern District – Baltimore City, Baltimore, Carroll and Harford Counties
(iv) Southern District – Anne Arundel, Calvert, Charles, Prince George's and St. Mary's Counties
(v) Upper Shore District – Cecil, Kent and Queen Anne's Counties
(vi) Central Shore District – Caroline, Dorchester and Talbot Counties
(vii) Lower Shore District – Somerset, Wicomico and Worcester Counties

(b) Shall act as an information conduit between the State and County organizations
(c) Shall maintain a list of names, addresses and phone numbers of County chairs
(d) Shall contact County chairs before each Executive Committee meeting and report County activities and concerns to the Executive Committee
(e) Shall report back to counties following the Executive Committee meeting
(f) Shall preside at a district screening committee meeting prior to the State screening committee meeting to:
(i) Review nomination forms for completeness, minimum requirements, proper signatures and content
(ii) Recommend improvements to the scouting process to Membership Coordinator
(g) Shall recommend individuals to represent the District on standing committees.

Article V. MEMBERSHIP

Section 5.01 The President shall send at least two (2) nomination forms to each county 4-H All Star organization on or before January 1st.

Section 5.02 Each county organization shall contact the appropriate 4-H Extension Educator for help in the preparation of a list of individuals who meet membership qualifications as outlined in the Constitution.

Section 5.03 A list of prospective nominees shall be presented for review at an open and previously announced meeting of the county organization.

Section 5.04 Each county shall adequately scout prospective nominees to determine their qualifications for membership.

Section 5.05 Following scouting, each county organization shall meet to select nominees for membership.

Section 5.06 All nominations for membership must be in the hands of the Membership Coordinator or postmarked on or before March 15th.

Section 5.07 Copies of the Honorary and the Regular membership nomination forms for the Maryland 4-H All Stars, Inc. are attached and made a part of this document.

Section 5.08 Procedures for voting on candidates for All Star membership are as follows:

(a) Votes may be cast only by active members as described in Article IX Section 2 of the Constitution
(b) Candidates' names shall be read aloud by the Membership Coordinator at the first formal meeting of the Semi-Annual Conference
(c) Voting shall be by secret ballot at the 2nd meeting of Semi-Annual Conference
(d) The Membership Committee shall act as tellers in the vote.

Section 5.09 Any person duly nominated, consecrated and initiated into the State organization shall be construed as a member of the Maryland 4-H All Stars, Inc.

Section 5.10 A member must be current in their dues to be in good standing.

Section 5.11 If a member has not paid their dues in three years and become an Archived member, they may reinstate their Active Membership by paying the current Life Membership dues to the Treasurer, including all their current contact information: mailing address, email address, home phone number and cell phone number. This information will NOT be shared with others, except in the duties of the Maryland 4-H All Stars business. Once payment is received, the Treasurer will acknowledge payment and update the Maryland 4-H All Stars database, moving the member from Archived to Active.

Section 5.12 A person from a 4-H All Star organization in another state may apply for membership in the Maryland Chapter of 4-H All Stars by:

(a) Providing proof of being an All Star in another state
(b) Requesting membership in writing
(c) Paying dues
(d) Being accepted by a vote of the Executive Committee.

Section 5.13 To become a member, an individual must:

(a) Be nominated by their home county or city
(b) Receive a 75% vote for regular nominees or 90% vote for honorary nominees of those members in good standing at the county nominating meeting
(c) Have their nomination form accepted by the State Membership Committee
(d) Receive the required 75% or 90% vote at Semi-Annual Conference.

Section 5.14 Resubmit policy (for individuals unable to attend the Conference following membership invitation)

(a) For those who respond they to the membership invitation that they are unable to attend:
    a. The county must resubmit the nominee's name before the scouting deadline, submitting only the first page of the nomination form with the

date of the original scouting report and the appropriate number of signatures of members in good standing:

b. 10 signatures required for honorary nominees
c. 3 signatures required for regular nominees
d. Resubmission must occur within five (5) years, after which the nominee must be re-scouted.

(b) For those who do not respond to the membership invitation:

a. The candidate is ineligible for a five (5) year period, but can then be re-scouted by the county.

Section 5.15 Any member convicted of misconduct or other illegal activities may be removed from membership in the Maryland 4-H All Stars, Inc.. All such issues shall be handled discretely on a case-by-case basis at the county level, for final action by the Maryland 4-H All Stars, Inc. Executive Committee. Any membership identification and materials are to be returned to the Maryland 4-H All Stars, Inc. Executive Committee.

Article VI. MISCELLANEOUS

Section 6.01 Members shall be encouraged to wear white for the Consecration ceremony in keeping with tradition.

Section 6.02 The county hosting the Semi-Annual Conference may request the use of monies up to $500 as advance money.

Section 6.03 Committee membership is limited to active members as described in Article IX Section 2 of the Constitution.

Article VII. DUES

Section 7.01 Dues are $20 annually. Lifetime dues are $50

Section 7.02 If a member has not paid their dues in three years and become an Archived member, they may reinstate their Active Membership by paying the current lifetime dues to the Treasurer, including all their current contact information: mailing address, email address, home phone number and cell phone number.

Article VIII. CEREMONIES

Section 8.01 The President shall send to each nominee who has been elected to the membership a letter of invitation to the Annual Conference for the purpose of consecration and initiation into the Maryland 4-H All Stars, Inc.

Section 8.02 Each nominee elected to membership shall be received into the circle in accordance with the ritual of the Consecration ceremony.

Section 8.03 Each nominee who has been consecrated must be initiated in accordance with the ritual of the Initiation ceremony.

Section 8.04 The retention of copies of the Consecration and Initiation ceremonies shall be the responsibility of the Membership Coordinator.

Article IX. ACCEPTANCE AND AMENDMENTS

Section 9.01 Acceptance of this document shall require a two-thirds (2/3) vote of the Executive Committee, at an executive committee meeting.

Leo Wolff Jr. 30 Nov 1987
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