



# Constitution and By-Laws

## OF FLORIDA ASSOCIATION OF EXTENSION 4-H AGENTS

### ARTICLE I - NAME

This organization shall be known as the Florida Association of Extension 4-H Agents.

### ARTICLE II - PURPOSE

Section 1: The primary purpose is to promote the Extension 4-H profession and programs.

Section 2: The objectives are as follows:

- To advance the professional status of Extension personnel involved in 4-H youth programs.
- To encourage professional improvement of all its members.
- To increase interest in Extension 4-H youth development work as a career.
- To provide a medium for exchange of needs, ideas, methods and techniques.
- To promote understanding and cooperation among all Extension workers.

### ARTICLE III – MEMBERSHIP AND DUES

Section 1: Any professional Extension employee working with 4-H programs is eligible for membership and may become an active member of the Association upon payment of annual membership dues. Membership in the Association is available without regard to race, creed, color, national origin, sex or age. The Regional Specialized 4-H Agents shall hold membership and voting rights as do the other on campus staff and faculty.

Section 2: Any new Florida professional Extension employee working with 4-H will be offered free state membership for a period of one year following employment.

Section 3: Any retired member shall be eligible for life membership. Life membership consists of all rights and privileges of membership in the FAE4-HA except the right to vote or hold office.

Section 4: Honorary membership shall be extended to those persons as determined by the Board of Directors. Nomination for honorary membership shall be presented by the Awards Committee. Honorary membership consists of all rights and privileges of membership in the FAE4-HA except the right to vote or hold office.

Section 5: A student who is currently enrolled as a college student is eligible for membership into the Association upon payment of annual membership dues.

Section 6. State dues will be set by the Executive Committee with approval of the membership.

## ARTICLE IV – BOARD OF DIRECTORS, OFFICERS, EXECUTIVE COMMITTEE AND VACANCIES

Section 1. The Board of Directors shall be the governing body of the Association. The Board of Directors shall consist of the Executive Committee and fourteen (14) elected non-officer member Directors, one from each of the 13 Extension 4-H Districts, and one from the State 4-H Office.

Section 2. The officers of the Association shall be: President, President-Elect, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer.

Section 3. The Executive Committee shall consist of the President, President-Elect, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Immediate Past President.

Section 4. In the event the office of President is vacated, the President-Elect will serve the remainder of the term of the President. Vacancies in the offices of President-elect, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer or Directors shall be filled by appointment by the President for the remainder of the term of office, subject to the approval of the Board of Directors.

Section 5. The officers will assume their duties upon adjournment of the annual meeting at which they are elected.

## ARTICLE V - DUTIES OF EXECUTIVE COMMITTEE

Section 1. The duties of the Executive Committee are to formulate policy and transact business of the Association.

## ARTICLE VI - DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Association and Board of Directors. The President shall appoint all standing committees with the approval of

the Board of Directors, and is empowered to appoint, when needed, special committees that are not specifically provided for herein. He/she may serve as ex-officio member of all committees with the exception of the Nominating Committee.

Section 2: The President-Elect shall be responsible for the program of work of committees, coordinate the delegation Attending the National meeting or appoint an alternate coordinator with the President's approval, serve as ex-officio member of all standing committees, and preside at the meeting in the absence of the President. The President-elect shall assume the office of the President the year following the annual meeting when elected.

Section 3: The 1<sup>st</sup> Vice-President shall be responsible for membership notices of dues and fees payable to the Treasurer, and shall assume any other duty that may be assigned by the President. The 2<sup>nd</sup> Vice President will assist in duties of membership as assigned by the 1<sup>st</sup> Vice President, in addition to any other duties assigned by the President. Upon completion of a one year term, the 2<sup>nd</sup> Vice President shall assume the duties of the 1<sup>st</sup> Vice President.

Section 4: The Secretary shall give notice of all meetings of the association to the membership and shall record and keep minutes of such meetings. Following each meeting, the Secretary shall be custodian of all official correspondence of the organization. It is the responsibility of the Secretary to provide the President with a list of postponed or tabled motions and unfinished business in advance of each meeting so that it may be included in the agenda.

Section 5: The Treasurer shall be custodian of the Association's funds, shall receive and disburse them when authorized to do so, and will be responsible for the statement of the Association's finances at each meeting and submit the books for audit at the annual meetings. The Treasurer will send invoices for dues to all eligible persons prior to the annual meeting and collect membership dues.

Section 6: The Immediate Past President shall serve as Chairman of the Nominating Committee and as Historian.

## ARTICLE VII - ELECTIONS

Section 1. Elections of Officers and Directors shall be held prior to and announced at the annual meeting of FAE4-HA. Ballots shall be prepared by the Nominating Committee and mailed to the membership at least 30 days prior to the annual meeting.

Section 2. The Nominating Committee shall solicit at least two names for each office and formulate a slate of officers and Directors for consideration by the membership.

Section 3. The Nominating Committee shall be Chaired by the Past President and it's membership made up of one representative from each Extension Administrative District elected at the annual meeting of FAE4-HA.

## ARTICLE VIII - DIRECTORS

Section 1: Directors shall serve a two year term. Directors from even numbered 4-H districts will be elected in the even years; and directors from the odd numbered 4-H Districts will be elected in the odd years.

Section 2. Directors shall be elected by ballot voting by Association members of their Districts.

## ARTICLE IX - DUTIES OF DIRECTORS

Section 1. Duties of the directors other than those associated with serving on the governing board may vary from year to year depending on the program emphasis and responsibilities assigned by the President.

Section 2: The Directors shall divide responsibilities, conduct district meetings, serve as members of Membership Committee, attend Board Meetings, and encourage membership in the Association.

## ARTICLE X - COMMITTEES

Section 1. Committees and their nature and extent of their duties shall be such as the Board of Directors deems necessary to further the purpose of the Association. Standing Committees shall be either National, those dealing with relations of NAE4-HA committee work, or State, those created to further the purpose of FAE4-HA. The general membership shall serve on standing committees based on their interests where possible. The President shall appoint all committee chairs and members. The President-elect shall appoint all committee vice chairs, who will rotate in to the committee chair roles the following year.

Section 2. Special or ad hoc committees shall be appointed by the President as needed to perform specific tasks, and shall be dissolved upon completion of their tasks.

Section 3. All standing committees shall assume their duties upon appointment by the President following the Annual Membership meeting.

Section 4. A committee vice-chairman will be appointed by the President-Elect who will assume the position of committee chairman the following year, except for those determined by office.

Section 5: Standing committee reports will be given at the Annual Meeting.

## ARTICLE XI - MEETINGS

Section 1: There shall be an Annual Meeting of the Association as determined by the Executive Committee.

Section 2: Special meetings can be called by the President as requested by the Board of Directors or 50% of the membership. A three week notification to the membership is required for a special meeting.

Section 3: The Board of Directors shall meet at least one time other than the Annual Meeting at a time selected by the President.

Section 4: The Executive Committee can meet any time as requested by the President.

## ARTICLE XII - QUORUM

Section 1. A majority (more than 50%) of the membership of any meeting body, including General Membership, Board of Directors, and Executive Committee, must be present to constitute a quorum.

## ARTICLE XIII - AMENDMENT PROCEDURE

Section 1: The articles of the Constitution may be amended by a two-thirds vote of members present at any annual meeting or special meetings called for that purpose.

Section 2: Notice of proposed changes in the constitution must be sent to the membership thirty days prior to the meeting when such changes shall be voted upon.

Section 3: Any amendment or change in the constitution shall become effective immediately upon passage by the membership.

## ARTICLE XIV -VOTING

Section 1. Each member in good standing of the Association present at general membership meetings shall have one vote in all matters coming before the Association.

Section 2. All members of the Board of Directors and Committee Chairs shall have voting privileges at Board meetings.

Section 3. A Quorum must be present at all General Membership, Board of Directors and Executive Committee meetings in order for any items of business, including amendments to the Constitution and By-Laws, coming before the meeting body to be voted on.

## ARTICLE XV - PARLIAMENTARY AUTHORITY

Section 1: Roberts Rules of Order will govern the Association in all cases except when they are inconsistent with the constitution of the Association.

*Revised and approved August 2008.*