

CONSTITUTION

ARKANSAS ASSOCIATION OF EXTENSION 4-H AGENTS



ARTICLE I - NAME

This organization shall be known as the Arkansas Association of Extension 4-H Agents. Its existence will be perpetual. It shall be a non-profit organization.

ARTICLE II - INSIGNIA

The official Insignia and pin of this organization shall be the standard four-leaf clover design.

ARTICLE III - PURPOSE AND OBJECTIVES

SECTION 1. The primary purpose of the Arkansas Association of Extension 4-H Agents is to promote the profession of Extension 4-H youth work in Arkansas and to encourage professional improvement among all Extension personnel.

SECTION 2. The objectives of this organization shall be:

- a. To promote and improve the welfare and professional status of its members.
- b. To encourage professional improvement through all available educational opportunities.
- c. To increase interest in Extension 4-H Youth Development work as a career.
- d. To provide for exchange of ideas, methods, and techniques with the professional organizations in the Extension fields, and other professional youth organizations.
- e. To promote cooperation among all Extension personnel.
- f. To strengthen communications with Extension administration.

ARTICLE IV - MEMBERSHIP

SECTION 1. Membership in the Association is open to all professional, county, area, state staff members, and paraprofessionals such as 4-H Program Assistants of the Arkansas Cooperative Extension Service who work with the 4-H Youth Development Program regardless of race, color, national origin, religion, gender age, disability, marital or veteran status, genetic information, gender identity, sexual orientation, or any other legally protected status. Affiliate membership is available to other youth development professionals, former NAE4-HA members and NAE4-HA donors and supporters.

SECTION 2. All former active members who have retired shall be eligible for life membership. Life membership consists of all rights and privileges of an active member.

SECTION 3. The Association recommends that its members continue or obtain membership in other Extension associations for which they are eligible.

SECTION 4. Charter members in this Association should be those members that joined the Association through July 1, 1975.

ARTICLE V - OFFICERS

SECTION 1. The officers of this Association shall be: the President, President-Elect, Vice-President, Secretary and Treasurer.

SECTION 2. All officers shall be elected annually, except the Secretary and Treasurer, at the annual meeting and shall serve only one consecutive term in any office, or until their successors are duly elected and qualified. The terms of the Secretary and Treasurer shall be for a two-year period, elected in alternate years. If an officer resigns after being duly elected, a special meeting of the Board of Directors shall be called by the President and/or two members of the Executive Committee to fill this vacancy.

SECTION 3. The Arkansas Association of Extension 4-H Agents shall be divided into the same number of districts as the Arkansas Cooperative Extension Service's districts with the addition of one, this being the State Office. Area specialists or agents who are Association members shall be considered in the district in which their headquarters are located.

ARTICLE VI - EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

SECTION 1. The Executive Committee shall consist of the officers of the Association plus the Past President.

SECTION 2. The Board of Directors shall consist of the Executive Committee and District Vice-Presidents, elected for a two-year term. The appointed chairmen of the standing committees as outlined in the bylaws and the conference coordinators will serve as non-voting members of the Board of Directors. Each district will be allowed one District Vice-President and one Assistant District Vice-President. If a District Vice-President is transferred out of their district or otherwise not eligible to hold that position in the district elected, the Assistant District Vice-President will automatically assume the responsibility as District Vice-President and complete the remaining term. There is no limit to the number of times an individual may serve as District Vice-President. The districts will automatically change if Extension districts change.

ARTICLE VII - MEETINGS

SECTION 1. This Association shall have at least one annual meeting for the purpose of furthering the objectives of the Association, receiving reports of officers and

committees, electing officers and District Vice-Presidents, and transacting any other business that may come before it.

SECTION 2. The Board of Directors shall meet a minimum of one (1) time per year this being prior to the annual meeting and any other meetings of the Board of Directors shall be called by the President.

ARTICLE VIII - POWERS

SECTION 1. This Association shall have all the powers usually exercised by educational and service organizations and those that may be specifically authorized by the membership.

SECTION 2. The Association may affiliate with state, regional, national and/or other organizations serving the needs of the Extension workers and Extension Service.

SECTION 3. This Association may delegate some of its powers to the District Vice-Presidents and/or committees to properly and effectively carry out its purposes.

ARTICLE IX - QUORUMS

SECTION 1. Those members present at any annual or special meeting of the Association shall be considered a quorum.

SECTION 2. A quorum of the Executive Committee shall consist of not less than three (3) officers.

SECTION 3. A quorum of the Board of Directors shall consist of not less than five (5) voting members.

ARTICLE X - LOCATION AND AGENT

SECTION 1. The principal office of the Association shall be located in the U of A Cooperative Extension Service, 2301 South University, Little Rock, and AR 72203.

SECTION 2. The Agent for service shall be Richard L. Poling, 2301 South University, Little Rock, AR 72203.

SECTION 3. This organization shall have and exercise all the power enumerated in Arkansas Non-Profit Corporation Act and in addition thereto shall have the power to receive gifts of money and property without limitation; to convert any property into cash and to invest and reinvest all sums in its hands; to expand the income or principal of all moneys and property of the organization in carrying out the purposes of its existence.

SECTION 4. No loans shall be made to its officers or District Vice-Presidents. No part of its income may be paid to its members or officers, or District Vice-Presidents except for reimbursement of expenses in carrying out the purposes of its existence.

ARTICLE XI - RATIFICATION AND AMENDMENTS

The Constitution and/or bylaws may be amended by a two-thirds majority vote by those present at any annual or special called meeting of the Association. Proposed changes to the Constitution and/or bylaws shall be submitted in writing to each member not less than five (5) days prior to any annual or special meeting wherein the proposed change shall be submitted to the membership. A proposed amendment shall be read at any annual or special meeting of the Association and must be acted on by the membership at that meeting.

Last update approved on 3/31/2015
(Previous update approved on 7/18/2015)

BYLAWS

ARKANSAS ASSOCIATION OF EXTENSION 4-H AGENTS



1. RULES OF ORDER

The rules contained in "Robert's Rules of Order," latest revised edition, shall govern the business meeting of the Association in all cases to which they are applicable.

2. ORDER OF BUSINESS

The order of business at all meetings shall be as follows:

1. Call to order
2. Reading of the minutes
3. Financial statement
4. Communications and announcements
5. Reports of officers and committees
6. Unfinished business
7. New business
8. Adjournment

3. DUES

SECTION 1: Annual membership dues of this Association shall be \$10 above National Dues for regular and affiliate members. First time member dues are $\frac{1}{2}$ the state and national dues. Life member dues are one time payment, three times the current active member amount. Dues will be due thirty (30) days before National dues are due.

SECTION 2: The fiscal year of this organization shall be from annual meeting to annual meeting

4. COMMITTEES

SECTION 1: Standing committees shall be as follows: President's Council, State Relations Team, Finance & Operations Team, Marketing & Outreach Team, Member Services Team, Professional Development Team, Research & Programs Team, and any others that are deemed necessary to carry on the business of the Association.

SECTION 2: The President shall appoint special committees as needed to perform special tasks and shall be dissolved when tasks are completed.

5. NOMINATIONS AND ELECTIONS

SECTION 1: The Nomination Committee shall consist of one representative from each district and two at large members with the immediate Past President serving as chairman.

SECTION 2: Nominations may be made from the floor.

SECTION 3: The Nominating Committee shall present a slate of one officer for the following offices: President-Elect, Vice-President, Secretary and Treasurer.

SECTION 4: Nominations for the offices of President and President-Elect shall be from separate districts.

SECTION 5: Each district will be allowed one District Vice-President and one Assistant District Vice-President. The following districts shall elect District Vice-Presidents in even years: Ozark and Delta. These districts shall elect District Vice-Presidents in odd years: Ouachita and State Office.

6. DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1: President - duties shall be those normally associated with the office and shall have the power to appoint committees, and may call a special meeting of the Association, with the approval of the Board, upon giving due notice to members and specifying the purpose of the special meeting.

SECTION 2: President-Elect - shall be responsible for the program for the annual meeting of the Association, in addition to those duties normally associated with the office.

SECTION 3: Vice-President - duties shall be those normally associated with the office, but shall in addition be the chairman of the Membership Committee and be responsible for membership promotion.

SECTION 4: Secretary - duties are those normally associated with the office and shall include maintaining and updating the permanent file.

SECTION 5: Treasurer - duties are those normally associated with the office and specifically shall keep the financial records of the Association and shall be responsible for the collection of dues and payment of all bills incurred by the Association.

SECTION 6: District Vice-President - assists in determining Association policy, undertakes responsibilities assigned by the President, serves on the Membership Committee, and coordinates district meetings.

SECTION 7: Past President - serves as chairman of the Nomination Committee and coordinates the resources of the Past Presidents.

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