

# COOPERATIVE EXTENSION SERVICE EMPLOYEES PROTECTIVE ASSOCIATION

## BYLAWS

### Article I. NAME

The name of this organization shall be COOPERATIVE EXTENSION SERVICE EMPLOYEES PROTECTIVE ASSOCIATION.

### Article II. PURPOSE

The purpose of this association is to bind members by mutual agreement for the protection of beneficiaries by providing immediate cash assistance in the event of the death of any member while employed by the Arkansas Cooperative Extension Service.

### Article III. MEMBERSHIP

Qualifications - Membership is open to all regularly appointed Extension employees (salaried employees who receive 50 percent of salary from the Cooperative Extension Service, University of Arkansas). Membership shall be open to all eligible persons without regard to race, color, religion, national origin, sex, age, or disability.

Suspension - Members who fail to pay assessments within 30 days of the due date will be automatically be suspended. Reinstatement will be automatic upon payment of the amount owed. Members on leave of absence without pay for a period of 12 consecutive months will be suspended. Reinstatement will be automatic upon return of duty

Termination - Membership in the association will be terminated automatically upon resignation, retirement, or other termination of employment with Arkansas Cooperative Extension Service.

### Article IV. OFFICERS AND EXECUTIVE COMMITTEE

Officers - Officers of the association shall be president, vice president, and secretary-treasurer.

Executive Committee - The executive Committee shall consist of the elected officers.

#### Duties:

- \* The president shall preside at all meetings, appoint committees, and oversee association operations.
- \* The vice president shall assume the duties of the president in his/her absence and perform other duties as directed by the president.
- \* The secretary-treasurer shall keep a full and complete record of all regular and special meetings of the membership and the Executive Committee, receive all money belonging to the association, make payments as authorized by the Executive Committee, and maintain membership and financial records.
- \* The Executive Committee shall direct the general affairs of the association and conduct normal business operations.

### Article V. MEETINGS

Annual Business Meeting - The annual business meeting of the membership shall be held at such time and place as the Executive Committee shall determine and announce in the notice thereof.

Special Meetings - Special meetings may be called as necessary by the Executive Committee.

Quorum-Members present at a meeting shall constitute a quorum.

## **Article VI. ELECTIONS**

Time of Election - Officers shall be elected at the annual business meeting and shall serve until the next annual business meeting.

Interim Vacancies - Interim vacancies shall be filled by the remaining members of the Executive Committee. Officers thus elected shall serve until the next annual business meeting.

Nominating Committee - The president shall appoint a nominating committee at least 60 days prior to the annual business meeting. The Nominating Committee shall present a slate of one or more candidates for each officer position.

Ballots - Elections shall be by secret ballot unless there is only one candidate for the office. Election requires a majority vote of those present and voting.

## **Article VII. BENEFITS**

In the event of the death of any active member, the designated beneficiary shall receive immediately upon verification the sum of \$2,500 from the funds of the association.

## **Article VII. FINANCES**

Membership Fee - Each member shall pay an initial membership fee of \$25.

Assessments - The association fund balance will be maintained at a minimum of \$5,000. Members will be assessed as needed to maintain the minimum fund balance. The amount of assessments, when required, will be determined by the Executive Committee.

Financial Records - The financial records of the association shall be audited by a committee appointed by the president within 60 days prior to the annual business meeting.

Depository - Funds belonging to the association shall be deposited with the Cooperative Extension Service Federal Credit Union. Members of the Executive Committee shall be authorized to make deposits and withdrawals as needed.

## **Article IX. DISSOLUTION**

The association shall cease operation and be dissolved when membership falls below 100 active members. In this event, any funds on hand in the treasury shall be distributed equally to the remaining members.

## **Article X. ORDER OF BUSINESS**

The order of business of meetings of the association shall be determined by the president. Roberts' Rules of Order will apply.

## **Article XI. AMENDMENTS**

These articles may be amended by a two-thirds vote of the membership in attendance at the annual business meetings. Proposed amendments must be submitted to the membership at least 30 days prior to the annual business meeting.

## **Article XII. EFFECTIVE DATE**

These articles supersede all previously adopted articles and bylaws of the association and shall be effective on January 1, 2002.