

BYLAWS OF
THE IDAHO ASSOCIATION OF EXTENSION 4-H AGENTS

Revised: April 4, 2016

Preamble

The current version of the Idaho Association of Extension 4-H Agents' bylaws were adopted on April 4, 2016.

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ARTICLE I – NAME AND PURPOSE

Section 1. Name: This Association shall be known as the “Idaho Association of Extension 4-H Professionals” (IAE4-HP), and it is sometimes referred to in these bylaws as the Association.

Section 2. Purpose: The purpose of this Association shall be to:

- ◆ advance the professional status of the Extension 4-H Youth Development personnel
- ◆ encourage professional improvement of all Extension 4-H Youth Development personnel
- ◆ increase interest in Extension 4-H Youth Development work as a career
- ◆ provide exchange of ideas, methods, and techniques
- ◆ strengthen communications with UI Extension Administration
- ◆ promote cooperation among all UI Extension personnel

ARTICLE II - MEMBERSHIP AND DUES

Section 1. Membership. There shall be three classes of membership in the Association: (1) Active, (2) Student, (3) Life.

Active Members - two categories:

- a. State and National (NAE4-HA) members. State and National members may vote, hold elected or appointed positions, and apply for scholarships at both levels.
- b. State-Only Members. State-Only membership in the Association is available without joining the national organization. While eligible to participate fully within the State Association, these members are not eligible to serve as the President, President-Elect, Vice-President or Past-President, hold national elected or appointed positions, apply for national scholarships and awards, or vote at the national level, they may hold the position of district representative.

Student Members - two categories:

- a. State members. Will pay a discounted fee as set by the Association. State members may attend all State Association meetings, apply for state scholarships and have voting privileges. They are not eligible to hold elected offices or appointed positions.

- b. State and National members. Will pay one-half current National dues amount plus a discounted fee as set by the Association. Student members may attend all State and National Association meetings, apply for state scholarships and have voting privileges. They are not eligible to hold State Association elected offices or appointed positions.

Life Members - two categories:

- a. Life -A life member must meet all requirements for NAE4-HA Life membership. Life members are eligible to participate fully within the State and National Association. If a retired individual has been an active member for at least 5 years, the Association may choose to pay all or part of the NAE4-HA Lifetime Membership fee on behalf of the individual.
- b. NAE4-HA Presidents' Life Membership - Upon completion of term of office the NAE4-HA President will be awarded an active membership into the State and National Association for as long as they are employed by Extension. Then upon leaving, will receive a Life Membership.

Section 2. Eligibility.

- a. Membership is open to all individuals currently employed by the UI Extension in professional status with an assigned responsibility for 4-H Youth development, or professional interest in promoting and supporting same. (For the purpose of the Association, this shall include Extension administrators, specialists, educators, and state or county-funded coordinators and assistants.) Student membership is available to any individual who is currently attending a college/university with full-time student status.
- b. Membership in the Association shall be available without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Section 3. Dues: The Association shall conduct an annual enrollment of members. The membership year shall run from January 1st to December 31st. Persons may be admitted to membership at any time during the membership year. The right of a member to vote and all rights, title and interest in or to the Association shall cease on the termination of membership.

Section 4. Rights of Members. Annual dues of this Association shall be as set forth by the membership. Dues for the current year shall be submitted to the Association treasurer by January 15th.

ARTICLE III –MEETINGS

Section 1. Annual Meetings. The time and place of Association annual meeting shall be determined by the Executive Committee, or upon request of at least fifty percent (50%) of the membership.

Section 2. Conduct and Order of Business. The rules contained in the current edition of Roberts' Rules of Order, Newly Revised shall govern all meetings of the members in all cases to which they are applicable.

Section 3. Notice of Annual Meeting. All Association members shall be notified, either personally or by mail, or electronically, not less than 10 days before the meeting as to the time, place and purpose(s) of said meeting.

Section 4. Quorum. A quorum for general membership meetings shall consist of at least fifty percent (50%) of the membership.

ARTICLE IV - OFFICERS

Section 1. Elected State Officers. The officers of this Association shall be the President, President-Elect, Vice-President, Secretary, and Treasurer.

Section 2. Qualifications and Term of Offices. A Vice-President shall be elected annually. The Vice-President shall assume the President-Elect position upon recommendation of the Organizational Stewardship Committee and approval of the membership. The President-Elect automatically shall assume the President position under normal conditions. The secretary shall be elected for a two-year term (term to begin in odd-numbered years) and the treasurer shall be elected for a two-year term (term to begin in even-numbered years). Only the Secretary and Treasurer can serve consecutive terms in the same office. Terms shall run from November 1st through October 31st or from the annual meeting elected until the next annual meeting.

Section 3. District Elected Offices. District Representatives shall be elected by the membership with four geographic UI 4-H Extension Districts for a two-year term. The four geographic 4-H districts being Northern, Southern II, Southern III and Eastern. Counties included in Northern are: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce and Shoshone. Southern II; Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley and Washington. Southern III; Blaine, camas, cassia, Gooding, Jerome, Lincoln, Minidoka and Twin Falls. Eastern; Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power and Teton. District Representatives from Northern and Southern III shall be elected for terms beginning in even-numbers years and District representatives from Southern II and Eastern for terms beginning in odd-numbered years.

Section 4. Executive Committee Membership. The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, and the immediate Past-President

- a. The quorum for Executive Committee shall be two-thirds (2/3) of the committee.
- b. The Executive Committee may have additional meetings other than those held in connection with the regular annual meeting, but shall meet at least once per year.

Section 5. Duties. The duties shall be those normally associated with the respective office, plus any additional duties as may be assigned by the President. The President, President-Elect, Vice President, immediate Past President, and Treasurer will be authorized to sign the Association checks; all checks require two signatures.

Section 6. National Delegate. The President, or a member selected by the Executive Committee, shall serve as the official Association delegate to National meetings.

Section 7. Resignation and Vacancies:

- a. Resignation. Any member of the Executive Committee may resign at any time by giving written notice of such resignation to the Association President or President-Elect.
- b. Vacancies. An eligible member appointed by the Executive Committee may fill any vacancy in the Executive Committee occurring during the year for the un-expired portion of the term.

ARTICLE V – ELECTIONS

Section 1. Nominations. The Organizational Stewardship committee shall present a slate at the annual meeting of at least one candidate for each office. Further nominations can be made from the floor.

Section 2. Elections. Elections shall be held at the time of the annual meeting, if a quorum is present. If an Annual meeting is not held, or a quorum is not present, the Organizational Stewardship committee report will be sent to membership in the form of a ballot, with space for write-in candidates. Ballots are to be returned by to the Organizational Stewardship chair for tabulation. They will then notify the membership of the election results.

Section 4. Vote. Officers of the Association shall be elected by a majority vote of those members in good standing present at the annual meeting (or by ballot as outlined above). District Representatives shall be elected by a majority vote of those members within that respective district present at the annual meeting (or by ballot as outlined above).

ARTICLE VI- COMMITTEES

Section 1. Appointed Committees. There shall be the following appointed committees within the Association. (The President may appoint other ad hoc committees as needed):

- Audit & Budget
- Membership
- Professional Development Conference

a. Audit & Budget. The Association shall audit financial records of the Treasurer annually. The President shall appoint this committee, to include the immediate Past-President, the current Treasurer, and at least one additional non-officer member. This committee shall prepare an audit report and proposed budget for consideration at the Annual meeting.

b. Membership. This committee shall be comprised of the Association Treasurer and the District Representatives, with the Treasurer serving as the chair. This committee shall see that a National Association of Extension 4-H Agents brochure, a copy of the Association Bylaws, and a letter of invitation to join the Association is sent to every new UI Extension employee who has any 4-H Youth Development responsibility.

Section 2. Standing Committees. The President shall appoint active State and National Members as Association Contacts for the following Standing Committees, consistent with NAE4-HA committees. These contacts shall serve as a liaison between NAE4-HA and the Association membership, carrying out the function of and chairing these respective committees:

- Diversity
- Member Recognition
- Policy and Resolutions
- Professional Development
- Programs
- Public Relations and Information
- Research and Evaluation
- Organizational Stewardship

- a. Diversity. Work to insure that diversity and inclusiveness is incorporated in all aspects of the Association. Inform membership of diversity resources and multi-cultural materials for staff, volunteers and youth.
- b. Member Recognition. The committee chair shall be appointed by the President, and will be responsible for selecting three additional committee members resulting in one representative for each geographic Extension 4-H district. This committee shall be responsible for nominating/selecting current NAE4-HA members within the state association for the Achievement in Service Award, Distinguished Service Award, Meritorious Service Award and 25 Year Service Award. They shall also be responsible for selecting and forwarding state winners in other member recognition categories to the appropriate NAE4-HA committees for regional/national consideration by the established deadlines.
- c. Policy & Resolutions. As designated by the President, review all major policy recommendations; study and recommend policies and long-range objectives; solicit and review resolutions from the membership; prepare any resolutions from the Association for submission to the appropriate organization.
- d. Professional Development. Encourage membership to subscribe to, submit and utilize information from the Journal of Extension and Journal of Youth Development. Keep members informed and encourage them to participate in scholarships, grants, professional development opportunities (study tours, summer school, winter school, exchange programs, etc.); encourage higher learning institutions to develop courses, study tours, etc. that increase competency of Extension 4-H Youth Development professionals.
- e. Programs. Responsible for advocating, supporting, partnering and communicating the use of up-to-date methodologies, techniques and educational materials to members within the Association.
- f. Public Relations and Information. Conduct activities that inform others of the roles of 4-H Youth Development professionals and the accomplishments of the 4-H Program locally and statewide, that promote a positive image. Create publicity materials and maintain positive relationships with the various publics.
- g. Research and Evaluation. Creates awareness of existing research and resources to document effectiveness of youth development programs, and identify emerging research needs to strengthen the youth development profession. Encourage 4-H Youth Development professionals to submit articles to the Journal of Youth Development and the Journal of Extension.
- h. Organizational Stewardship. The Organizational Stewardship committee will present a slate of officers at the annual meeting. The District Representatives and the immediate Past President shall constitute the Organizational Stewardship committee; the immediate past president shall chair the committee. The committee will tabulate the votes and inform members of the election results.

ARTICLE VII – AMENDMENTS

Section 1. Amendments. Amendments to the Bylaws may be made at any regular meeting with the approval of a two-thirds vote of members present, provided a quorum is present. Notice of the proposed amendments must be submitted by the Executive Committee to the membership at least thirty (30) days prior to the annual meeting or a special meeting called for that purpose.

Section 2. Emergency Amendments. In an emergency (as determined by Executive Committee) the Bylaws may be amended if approved by two-thirds of the membership who return a ballot by mail. Notice of the proposed amendment must be printed and submitted with the ballot at least thirty (30) days prior to the due date for the ballots to be returned.

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The following description of Officer Duties is not a part of the official IAE4-HP bylaws but is listed here for Reference Purposes only.

IAE4-HP Officer Duties

Duties of the President

The President shall have the duties normally associated with the office and shall have the power to appoint committees, and may call special executive meetings. The President shall set the dates for the fall and spring meetings. The President shall preside at meetings, provide orientation for new committee chairs, work with IAE4-HP secretary to establish meeting agendas, attend the annual Joint Council of Extension Professionals Leadership training, attend the Public Issues Leadership Development training in Washington D.C., attend the annual NAE4-HA Conference and serve as a member of the Idaho Joint Council of Extension Professionals committee and the Idaho Extension Advisory Committee.

Duties of the President-Elect

The President-Elect will assume the President position upon the recommendation of the Organizational Stewardship Committee and approval of the membership. The President-elect will preside at meetings in the absence of the President. The President-Elect will ensure the budget and audit report is prepared for the annual meeting, attend the Joint Council of Extension Professionals Leadership training—and attend the annual NAE4-HA Conference. The President-elect will assist with orderly transfer of duties and materials to successor.

Duties of the Vice President

The Vice President shall serve as a member of the Membership Committee. The Vice President will assume the President-elect position upon the recommendation of the Organizational Stewardship Committee and approval of the membership. The Vice President will work with the immediate Past-President to prepare a semi-annual IAE4-HP newsletter (*should this be retained?*) and attend the annual NAE4-HA Conference. The Vice President will record the memorials needed for NAE4-HA, reporting them to the immediate past president of NAE4-HA. The Vice President will assist with orderly transfer of duties and materials to successor.

Duties of the Secretary

The Secretary shall record and distribute minutes of all meetings and send copies of minutes to all IAE4-HP members within 30 days following the meetings. The Secretary shall work with the President to prepare meeting agendas, maintain current list of all committee chairs and chair-elects, prepare the annual election ballot as instructed by the Organizational Stewardship Committee and distribute to all current IAE4-HP members. They will also send correspondence to any of the families of former 4-H professionals who have passed. The Secretary shall assist with orderly transfer of duties and materials to successor.

Duties of the Treasurer

The Treasurer shall keep the financial records of IAE4-HP, pay bills as directed by the President and by the budget established by a majority of IAE4-HP members. The Treasurer shall serve as a member of the Audit Committee. The Treasurer shall send an annual membership application to all members and send completed applications to NAE4-HA, keep a current list serve of all IAE4-HP members and serve as the chair of the Membership Committee. The Treasurer shall assist with orderly transfer of duties and materials to successor.

Duties of the Immediate Past-President

The Immediate Past-President shall serve as the chair of the Organizational Stewardship Committee and as a member of the Audit Committee. Upon becoming the Immediate Past-President, the individual will assist with the orderly transfer of duties of the incoming President, **work with the Vice-President to prepare a semi-annual newsletter (*should this be retained?*)** and be ready to assist the President in any way the President deems advisable. Serve on the Idaho Joint Council of Extension Professionals committee.

Duties of the District Representative

The District Representative shall serve as a member of the Organizational Stewardship and Membership Committee. The District Representative shall prepare an annual district report to the Association of district activities and of new members.

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