

Appendix E

National Association of Community Development Extension Professionals

Constitution and Bylaws

Article I: Name

This organization shall be known as the: National Association of Community Development Extension Professionals (NACDEP).

Article II: Objectives

The objectives of this Association shall be:

- To bring community and economic development extension professionals together to discuss issues, needs and opportunities of mutual interest; and to facilitate information sharing.
- To promote cooperation on community development issues and educational and training efforts between the various states and regions, as well as between governmental agencies, private community development groups, related organizations and other community development professionals.
- To discuss, develop, sponsor, and promote educational and training programs and activities that advance sound community development practices.
- To provide support and promote activities and programs at the national level that advance community and economic development, education, training, and diversity in the work force.
- To advance the professional status of community and economic development extension professionals by encouraging professional self-improvement.
- To strengthen communication with Extension Administration.
- To see expanded investments in applied social science research that is critical to the generation of knowledge needed to undergird the development of timely, high priority Extension community development education programs.
- To promote the importance of community and economic development through education, advocacy, and coordination within the land grant system

Article III: Membership and Dues

Section 1. Membership.

The membership of this Association shall be comprised of the extension professionals in each state, Washington, D.C./Extension Service USDA, and the territories of Guam, Puerto Rico, and the U.S. Virgin Islands who are actively engaged in, or have a strong commitment to, community development educational programs and issues. There will be two classes of membership: 1)

Active; 2) Life. Active Members are currently employed by the Cooperative Extension Service (CES) with an appointment, responsibilities or strong interests in community and economic development. They may vote, hold elected or appointed positions, and must annually pay the full current dues amount. Life Members must have retired from the Cooperative Extension Service having held an appointment and/or had responsibilities in community and economic development. Dues for Life Membership are payable on a one-time basis and are set at an amount equal to four times the current annual rate of Active Members dues. Life Members have all the rights and privileges of Active Members. If a Life Member returns to active employment status, he/she will be required to pay dues as an active member until retirement status is resumed. Life Member status would be reinstated without additional payment when Extension employment returns to retirement status. There shall be no limit to the maximum number of members within the Association or either of its membership classes. Any person meeting the membership requirements stated above may become a member by submitting an application for approval by the Executive Committee and payment of the annual dues. The Executive Committee will notify the applicant of approval. The Association shall conduct an annual enrollment of members. The membership year shall be from January 1 to December 31. However, persons may be admitted to membership at any time during the membership year, with approval and submission of full dues. Only Active and Life Members in good standing (current dues paid) of the Association shall be eligible to vote or hold elected or appointed positions in the association. Membership in the Association shall be available without regard to race, color, creed, religion, gender, age, national origin, sexual orientation, disability, marital status, public assistance status, or veteran status.

Section 2. Dues.

Each member in the Association will maintain membership by payment of annual dues to the Association as established by the Executive committee. Members who reach retirement status may be allowed Lifetime Membership in the Association upon payment of a one-time fee equal to four times the then current annual dues for Active Members.

Article IV: Officers and Executive Committee

Section 1. Officers.

The officers of the Association must be members in good standing and shall be a President, a President-Elect, a Treasurer, Secretary, and Regional Representatives. Officers will serve a term of one year from January 1 through December 31, and be elected as set forth in Article IX Elections. With the exception of the President and President-Elect, officers may succeed themselves in office.

Section 2. Duties of the President.

The President shall serve as the Executive officer of the Association; preside at all Executive Committee and General Membership meetings; and appoint all standing and all select committees unless otherwise directed by the motion creating the committee. The President and the Secretary or any other officer of the Association authorized by the Executive Committee, shall sign any contract or other instrument which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to

some other officer or agent of the Executive Committee. In general, the President is a voting member and shall perform all duties incident to the office of President and such other duties which shall from time to time be assigned by the Executive Committee.

Section 3. Duties of the President-Elect.

The President-Elect shall serve as President in the absence of that official and shall become President in the event that official cannot continue as President for any reason. The President-Elect shall not be authorized to sign documents unless the Executive Committee specifically gives written authorization to do so. The President-Elect shall assist the President in the performance of the President's duties and shall have such other duties and authority as is granted from time to time by resolution of the Executive Committee. The President-Elect will be responsible for scheduling the Annual Meeting, working with the Annual Meeting Committee to develop the Annual Meeting program, and notifying the membership of that meeting.

Section 4. Duties of the Treasurer.

The Treasurer shall collect the annual dues, receive other funds accruing to the Association and shall disburse funds as directed by resolution or an order of the Executive Committee. The Treasurer shall prepare a statement for submission at the Annual Meeting showing receipts and disbursements. The Treasurer shall prepare for approval of the Executive Committee and distribution to the membership, guidelines for the reimbursement of expenses. All expense payments will be approved by the Treasurer in accordance with these guidelines. Anticipated expenses shall be pre-approved by the Treasurer to insure sufficient funds. The Treasurer shall have charge and custody for or appoint the President to have charge and custody for receipts for money due and payable to the Association from any source whatsoever and assure deposit of all monies in the name of the Association, in such bank or other financial institution as shall be selected by the Executive Committee and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Executive Committee. The duties of the Treasurer will be completed upon the submission of all financial accounts, funds and records pertaining to the office to the newly elected Treasurer. The new Treasurer may request a formal audit by the Audit Committee of the financial records of the Association covering the calendar year ending 31 December.

Section 5. Duties of the Secretary.

The Secretary shall take, prepare, distribute and keep records of all Executive and general membership meetings of the Association, or shall be responsible for such action. The Secretary shall maintain a list of current members. He/she shall be responsible for distributing meeting minutes to all Association members. The Secretary shall also see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; be custodian of the Association records; keep a register of the name and address of each member; and tally election results. The duties of the Secretary will include completing the processing and distribution of the official business conducted at the Annual Meeting (i.e., resolutions, motions, directives, etc.), and will be completed before the incoming secretary assumes total responsibilities.

Section 6. Duties of the Regional Representatives.

Five regional representatives, one each from the Northeast, North Central, Southern, Western, and 1890/1994 areas, shall be elected by the members in their respective regions.

Section 7. Executive Committee.

The officers, the Immediate Past-President and four regional representatives elected by the membership of the Association shall constitute an Executive Committee which shall have the authority to act for the Association and to decide all matters requiring attention during and between regular meetings and to ensure that arrangements for annual meetings and special meetings are made. The regional representatives will be elected by the members in their respective regions to provide representation from each geographic area encompassed by the Association. These regions are Northeast, North Central, Southern, Western, and 1890/1994, as delineated by ES-USDA. They will be elected for one-year terms, from January 1 to December 31 as specified in Article IX Elections.

Article V: Meetings and Attendance

Section 1. Annual Meetings.

Upon sixty days written or electronic notice to all members of record, the Annual Meeting of the Association shall be held at such time and place as determined by the Executive Committee. Conducting such meetings via telecommunications is acceptable when feasible and applicable.

Section 2. Special Meetings.

Special Meetings shall be held upon thirty days notice to all members, as called by the President with agreement of the Executive Committee, or by the Executive Committee, or at the call of the President on the written request of ten members. Special Meetings shall be held at which time and place as determined by the Executive Committee. Conducting such meetings via telecommunications is acceptable when feasible and applicable.

Section 3. Annual Meeting Attendance.

Attendance at annual meetings shall be open to the following: (1) Active and Life members of the Association. (2) Such persons engaged in community/economic development or related work in the employment of land grant universities, governmental agencies, or other community development professionals.

Section 4. Business and Special Meetings Attendance.

The business meeting is that part of the Annual Meeting held to conduct the Association's business. Voting at business meetings and special meetings shall be limited to members of the Association. The Executive Committee may invite others into the meeting to discuss matters of importance with the Association.

Article VI: Quorum

One-fourth of the membership shall constitute a quorum at any Association Annual, Special or Business meeting. Two-thirds of the Executive Committee shall constitute a quorum at any Executive Committee meeting. Two-thirds of the members of any standing or select committee shall constitute a quorum at that meeting.

Article VII: Voting

Section 1. Members.

Voting shall be limited to members in good standing (paid-up dues) with one vote for each member.

Section 2. Decisions by Simple Majority.

Any question or issue other than an amendment to the Bylaws shall be determined by a simple majority vote of those present.

Section 3. Procedure for Simple Majority Votes.

The Executive Committee may submit any question by mail, email or FAX to the membership. Except for amendments to the Bylaws (Article XIII) or policy statements (Article VIII), such questions shall be returned within thirty days of the submission of the question to the entire membership.

Article VIII: Policy Statements

Section 1. Definition.

Policy statements are those motions or resolutions passed by the Association that express the attitude and wishes of the Association, legislation or other political activities. They shall supplement the Bylaws and shall serve as Directives to the officers in conducting the affairs and expressing the official stand or opinion of the Association.

Section 2. Procedures.

Policy statements may be proposed at any time and submitted to the President in writing. The President shall turn the statements over to the Committee on Resolutions and Policy. The Committee will submit the statement to the membership by mail for adoption or rejection. Upon receipt of the affirmative vote of at least two-thirds of the membership, the Policy statement shall be declared adopted, and the membership so notified. For policy statements received within sixty days prior to the Annual Meeting, the Committee may elect to discuss the statements during the Annual Meeting, prior to mailing the ballot for adoption or rejection.

Section 3. Committee on Resolutions and Policy.

The Committee on Resolutions and Policy shall annually review existing policy statements and present any new policy statements for consideration at the Annual Meeting. New and/or proposed policy statements will normally be in the form of resolutions and will be documented in the minutes.

Section 4. Policy Statement Presenters.

Policy statements shall in no way bind an individual member when expressing the opinion of the Association.

Article IX: Elections

Section 1. Procedure.

Elections for all members of the Executive Committee shall be held annually by vote of the membership conducted in the following manner: The Nominations Committee shall select candidates for each office to be filled. Additional nominations shall be solicited electronically. Members may nominate persons from either within or outside their region to serve as officers. Members may nominate persons from their region to serve as regional representative on the Executive Committee. Nominations will only be accepted from a member in good standing of the Association. Persons nominated for election must be members of the Association. Following the close of nominations, the Committee shall certify that all nominations received are valid, and that all nominees are willing to accept the position if elected. A nominee may be placed on the ballot for only one position. If nominated for more than one position, the nominee will be allowed to select the position for which he/she will run for election. The Secretary shall develop an election ballot. Election ballots shall be sent out by the Secretary to all voting members in accordance with each member's regional area. The closing date of elections shall be 30 days after ballots are mailed. Ballots shall be tallied by the Secretary and two other members of the Association as appointed by the President. The candidate for each office receiving the largest number of affirmative votes from the ballots cast by the membership shall be elected. In the event of a tie, the elected officer shall be determined by a random draw held by the President. Within thirty days following the close of elections, members shall be notified of election results.

Section 2. Office of President.

The President-Elect will succeed to the office of President.

Section 3. Regional Representatives.

Five regional representatives, one each from the Northeast, North Central, Southern, Western, 1890/1994 areas, shall be elected by the members in their respective regions for no more than one consecutive term.

Section 4. Assumption of Office.

The term of office for all members of the Executive Committee shall commence on January 1 and continue until December 31.

Section 5. Re-election.

While it is the general policy of the Association to effect a change of membership on the Executive Committee, a given officer--except for the President--may be re-elected to succeed himself/herself. An individual may serve more than one term in the office of President and President-Elect, but not successive terms.

Article X: Vacancies

In the event of a vacancy in the office of President, the President-Elect shall assume the duties of the President and the office of the President-Elect shall be filled by appointment of the Executive Committee. Both shall hold their respective offices until the installation of officers at the next election. Vacancies in any other position shall be filled by appointment of the Executive Committee. Such appointees shall hold office until the next election. If any officer or Executive Committee member is separated from CES, or voluntarily submits their resignation for an elected office, the Executive Committee, shall appoint a replacement for the remainder of that individual's term. The appointed replacement shall be eligible to run for a full term in that office at the time of the next regular election.

Article XI: Committees

Section 1. Types of Committees.

The following types of committees will be utilized by the Association in conducting its affairs. Standing Committees: Committees appointed to consider topics of a continuous or recurring nature. The services of these committees are needed year after year and the committee is deemed permanent as long as the topic needs consideration and the Executive Committee approves it. Standing committees will have subcommittees when the topic makes such delegation appropriate. Standing Committees shall include an Audit Committee, a Nominations Committee, Committee on Resolutions and Policy, and any other committees approved by the Executive Committee. Select Committees: These are committees appointed to consider topics on an ad hoc basis. The life of each committee shall continue until the specific assignments are completed. The topic area covered is usually not one covered by a standing committee. The objectives, activities and organization of committees shall be defined by their individual charters (described in Section 2, as follows).

Section 2. Committee Establishment.

Each Standing and Select Committee can be established or abolished by the Executive Committee. The membership can request new committees. Members requesting a new committee be created must submit a proposed charter and petition containing the signatures of at

least ten members in good standing to the President. The Executive Committee must vote on the proposal at its next regular meeting following submission of the petition. No member may be restricted from participating on any committee.

Section 3. Committee Membership.

Using forms prepared and distributed by the Secretary, Association members will indicate each year the committees on which they have an interest in serving. The Secretary will supply a potential membership list for each committee, as compiled from this information, to the President. The President shall be responsible for appointments to all committees and for appointing the Chairs for each committee. All committee members are appointed from a one-year term, but can be re-appointed annually with no restrictions on number of terms served. The number of persons assigned to the committees shall be at the discretion of the President. Every attempt will be made to attain geographic distribution. Subcommittees and subcommittee chairs will be appointed by the committee chairs as needed.

Section 4. Charters.

Charters for Standing and Select Committees shall be developed by the Executive Committee. Each charter shall provide as a minimum: 1) the need for and mission of the committee; 2) the primary contacts and liaison; and 3) general goals. Committee chairs shall review charters annually to determine whether changes are needed. The President and/or Executive Committee should strive to provide specific charges to committees annually, consistent with committee charters.

Section 5. Annual Work Plans.

Committee chairs shall prepare an annual work plan for their committee based on current issues and interests within their purview. The annual work plans shall detail specific short-term objectives and planned activities to meet those objectives. Work plans are to be submitted to the President and approved by the Executive Committee.

Section 6. Committee Report.

Committee chairs shall present a written annual report on committee activities and accomplishments to the Executive Committee at the end of each calendar year. Interim reports may be requested by the Executive Committee.

Article XII: Governance

Unless otherwise directed by resolution, or Bylaws, the duties of officers and the conduct of meetings shall be governed by the latest edition of Robert's Rules of Order.

Article XIII: Amendments

The Bylaws of the Association may be amended by a two-thirds majority vote of the members voting at the annual meeting where a quorum is present, or by e-mail or FAX through an affirmative vote provided at least a quorum of the membership responds. The ballot shall include a copy of the proposed amendment and the portion of the Bylaws that are affected. Ballots must be sent to all members at least thirty days in advance of the close of balloting.

Article XIV: Strategic Partnerships

The Association should build partnerships by seeking reciprocal relationships that lead to activities such as, but not limited to, sharing information, communications, conference notifications and joint professional development opportunities.