

New York State Association of County Agricultural Agents Constitution and By-Laws

ARTICLE I - Name

The name of this association shall be: New York State Association of County Agricultural Agents

ARTICLE II - Purposes

Section 1 - The purpose of this Association shall be to promote the professional improvement of members; to elevate professional standing of members; promote the general welfare of members of the Association; and develop and promote a spirit of good fellowship and understanding among members.

Section 2 - This Association shall be affiliated with the National Association of County Agricultural Agents.

ARTICLE III - Membership

Section 1 - The following shall be eligible for membership:

A. Active members:

1. University staff with extension responsibilities or who prepare and conduct educational programs in agriculture or related fields.
2. Any exempt or non-exempt extension employee who prepares and conducts educational programs in agriculture or related fields.

B. Life members:

3. Former members of this Association may become Life members without voting power.
4. Active members with ten or more years of continuous active membership will automatically become life members of the state and national association upon retirement.

C. Associate members:

1. Regular members of the New York State Association of Family and Consumer Science, the New York State Association of 4-H Agents, the New York State Association of Coastal Extension Professionals or NYS Natural Resources Extension Professionals may become associate members. Associate members have all privileges of state membership, but cannot hold state office.

D. Affiliate members:

5. Any non-exempt extension employee who assists with conducting educational programs or performs diagnostic services in agriculture or a related field. This includes program aids, assistants, technicians, diagnosticians, or any other so called "para professionals".

Affiliate members have all privileges of membership except for NACAA awards and professional improvement opportunities.

Section 2 - Dues

- A. Annual dues shall be established at the discretion of the Board of Directors.
- B. For new or first time members, the state's share of dues will be paid by NYSACAA.

ARTICLE IV - Officers

- Section 1 - The officers of this Association shall consist of president, vice-president, secretary and treasurer who shall be elected annually with the exception of the treasurer who is elected for a three-year term. Officers may not succeed themselves.
- Section 2 - Officers shall perform the duties prescribed by Robert's Rules of Order. Additional duties shall be defined by the Board of Directors.
- Section 3 - Officers shall be elected and take office at the annual meeting of the Association.
- Section 4 - Officer vacancies shall be filled by appointment by the Board of Directors (President). The appointment shall run until the next annual meeting of the Association.

ARTICLE V - Meetings

- Section 1 - The annual meeting shall be held on a date designated by the executive committee of the Board of Directors. Special meetings may be held at the call of the President.
- Section 2 - District groups shall be organized and shall meet regularly. The Board of Directors shall designate the names of the Districts after consultation with the individual groups. Additional groups may be formed by action of the Board of Directors. Officers of each group shall be elected by its members at a regular meeting during the last quarter of each year. The chair of each group shall be one who has been a member of this Association for at least two years.
- Section 3 - A quorum shall consist of a majority of active members present at any regular or special meeting.

ARTICLE VI - Board of Directors

- Section 1 - The Board of Directors shall consist of the executive committee and one director from each of the districts. Directors shall be elected at the annual meeting. Each district director shall be elected for a term of two years. No director shall serve more than two consecutive elected terms. To be eligible for the office of director, one should have been a member for at least five years and be a current member of this Association.
- The Association President shall appoint a Historian to be responsible for the maintenance of the historical records of this Association. The historian shall have no vote in Association business.
- Section 2 - The Board of Directors shall manage the business and affairs of the Association. It shall meet at least twice a year at a location determined by the Board. A two-thirds majority of the Board members must be present to conduct business.
- Section 3 - If a Director moves to another district, or if the office of the Director becomes vacant for any other cause, the district represented by that Director shall elect a new Director to fill the unexpired term. In the case of a temporary vacancy, the district chair appoints an acting Director.
- Section 4 - Members or Directors shall receive no compensation. Reimbursement for expenses incurred in conducting business of the association shall be determined by the Board of Directors and provided for in the annual budget submitted to the membership. Distinguished Service Award (DSA) and Achievement Award (AA) winners will receive a stipend to partially defray the registration cost to attend the national meeting.

ARTICLE VII - Committees

- Section 1 - The executive committee shall consist of the four elected officers (president, vice-president, secretary and treasurer) and the immediate past president.
- Section 2 - The nominating committee shall consist of one member selected by each district, plus a chair, appointed by the president. The Chair shall be a former president.
- Section 3 - the Board of Directors establishes some standing committees. They are: Initiation and Orientation, Publication and Past Presidents. For other standing committees, the state association will adopt similar committee structure to the National Association of County Agricultural Agents.
- Section 4 - Committee Rotation
The Board of Directors will recruit and appoint a chair for each standing committee.
- Section 5 - the president with the approval of the Board of Directors may appoint special committees.

ARTICLE VIII - Procedures

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Association in all cases to which they are not consistent with the By-Laws and any special rules of order the Association may adopt.

ARTICLE IX - Delegates to National Meeting

Official delegates and alternate delegates to the annual meeting of NACAA shall be appointed by the Board of Directors with priority consideration given to the officers, directors, national committee members and state committee chairs. The National Association shall designate the number of official delegates. A stipend will be offered to delegates to defray part of the registration cost to attend the meeting.

ARTICLE X - Amendments

These by-laws may be amended by a two-thirds vote of the active members present at any meeting of the Association. A notice of proposed changes shall be mailed distributed to each active member at least 15 days prior to the meeting.

ARTICLE XI – Dissolution

If upon dissolution of this association, the assets exceed the liabilities to creditors, such excess of balance shall be distributed to another not-for-profit corporation with a similar purpose designated by the Board of Directors.