

**EXAMPLE CONSTITUTION AND BY-LAWS OF ESTABLISHING A STATE ASSOCIATION
OF COUNTY AGRICULTURAL AGENTS**

CONSTITUTION

Article I. - Name and Objective

- Section 1 This association shall be known as the _____ Association of County Agricultural Agents.
- Section 2 The objectives of this organization shall be to assist members in securing additional opportunities for furthering educational advantages; to encourage a high standard of professional performance among Extension workers; to promote a high degree of cooperation and loyalty among Extension people; to assist in furthering of the ways and means of improving the effectiveness of the Cooperative Extension work; to advance the basic importance and position of American agriculture, 4-H work, and community development in our national economy; and to cooperate in carrying out the policies and programs of the Land Grant Colleges in _____ to the limit of our capabilities.

Article II. - Membership

- Section 1 Any County Extension Agent, County Extension Director, State Extension Specialist, Extension Associate or State Extension Administrator who possesses a Baccalaureate or higher degree in agriculture, forestry or related field who subscribes to the NACAA and _____ aims and purposes may become a member of this association by paying the annual membership dues and upon approval of the Executive Committee.
- Section 2 *(Reserved for more explanation of membership criteria)*

Article III. - Officers and Directors

- Section 1 The officers of this association shall be a President, President Elect, Vice President, a Secretary, a Treasurer, and the immediate Past President. *(Past President is optional)*
- Section 2 The President, President Elect, and Vice President shall be elected at the annual meeting of this association and each shall hold office for one year. A Secretary and a Treasurer shall be elected at the annual meeting of the association and will serve a two year term and can succeed themselves. The officers' terms will commence on the first day of the month following the annual meeting of the NACAA following their election.

- Section 3 The President shall perform such duties as usually pertain to this office. This person shall have the power to call meetings of the Executive Committee and Board of Directors and shall preside at such meetings; also the President shall have the authority to call a meeting of the entire membership upon approval of the Executive Committee or at the written request of 10% of the membership. The President shall also be a member, ex-officio, of all committees.
- Section 4 The President Elect shall perform the duties of the President in case of absence or disability. The President Elect shall assume the duties of Annual Meeting and Professional Improvement Conference Chair and shall assume any other obligation that may be assigned by the President or Board of Directors.
- Section 5 The Vice President shall perform the duties of the President and President Elect in case of absence or disability. The Vice President shall assume the duties of Fund Raising Chair and shall assume any other obligation that may be assigned by the President or Board of Directors.
- Section 6 The President, President Elect, Vice President, Secretary and Treasurer shall be elected from the full membership.
- Section 7 The Secretary shall keep full and accurate records of the proceedings of all meetings of the Executive Committee, Board of Directors, and the Association. This person shall receive all communications and papers that normally come with such an office, keep a record of the membership, send out notices of meetings and conduct all necessary correspondence and perform such other duties as usually pertain to the office. This person shall keep full and complete records of all membership and the date thereof and deliver to his or her Successor all records remaining in the Secretary's hands at the expiration of the elected term of office. The Secretary's term of office will be for two (2) years and they can succeed themselves.
- Section 8 The Treasurer shall keep full and complete records of money received and paid out. This person shall send out all notices of unpaid dues, receive and receipt all membership fees, keep an account of the membership fees paid for and the date thereof. This person shall deliver to his or her Successor all funds and records remaining in the Treasurer's hands at the expiration of the elected term of office. He or she shall receive and pay all bills and receive and deposit monies of the _____. The Treasurer will be audited by a committee of at least three (3) members or an independent auditor at least once a year. This committee will be selected by the President and shall have at least one person from the Executive Committee unless an independent auditor shall be selected by the Executive Committee. The Treasurer's term of office will be for two (2) years and they can succeed themselves.

Article IV. - Manner of Nominating, Voting and Electing

- Section 1 Election of officers and directors shall be by majority vote of the membership at the regularly scheduled annual meeting.
- Section 2 Nomination of candidates for offices of this Association shall be made by nominating committee appointed by the President . Following a presentation of the nominations from the floor of the convention, where more than one nominee is presented for any office, election shall be by majority vote.

Article V. - Meetings and Places for Meetings

- Section 1 There shall be at least one Annual Meeting and Professional Improvement Conference of the Association on a date and at a time and place designated by the Executive Committee. The President Elect will be the Chair of the Annual Meeting and Professional Improvement Conference.
- Section 2 The fiscal year of the Association shall be the first day of the immediate month following the NACAA annual meeting.
- Section 3 The call of the annual meeting shall be sent by the Secretary to all members at least 30 days before the date of said meeting.

Article VI. - Committees

- Section 1 The Executive Committee of this Association shall consist of the elected officers, directors and the immediate Past President (optional). This committee shall be vested with the authority to conduct the business affairs of the Association as outlined by the Constitution and By-Laws.
- Section 2 Committees, chairpersons and vice-chairpersons shall be appointed by the approval of the Executive Committee.
- Section 3 All committees are directly responsible to the Executive Committee for their activities.

Article VII. - Fees

- Section 1 Each member shall pay an annual membership fee as determined by the association Executive Committee.

Article VIII. - Quorums

Section 1 Members present shall constitute a quorum at any regular or called meeting of the Association which has been announced.

Article IX. - Order of Business

Section 1 Roberts Rules of Order shall apply in all meetings of the Association.

Article X. - Amendments

Section 1 This Constitution and By-Laws, which are now adopted, or any hereafter adopted, may be amended, revised or repealed at any “announced meeting” of this Association by an affirmative vote of two-thirds of the membership present or voting by absentee electronically, provided that proper and sufficient notice of the proposed changes have been furnished to the membership not less than thirty days prior to the opening date of said “announced meeting.”

Section 2 All amendments or revisions so made shall go into effect upon adoption.

BY-LAWS

Article I. - Membership

Section 1 Any County Extension Agent, County Extension Director, State Extension Specialist, Extension Associate or State Extension Administrator who possesses a Baccalaureate or higher degree in agriculture, forestry, or related field and who subscribes to the NACAA and _____ (*local association name*) aims and purposes set forth in the Constitution and By-Laws shall constitute membership of the SCACAA. Any member can continue to be an active member after “retirement,” upon payment of dues, in order to fulfill prior leadership obligations in either the state or national organization, pending approval of the Executive Committee.

Section 2

Any County Extension Agents, County Extension Directors, State Extension Specialists, Extension Associates or State Extension Administrators who have been regular members as listed in Section 1, Article I, shall be considered life members of the Association upon payment of one life membership fee as determined by the membership of the Association, without voting privileges and without being required to pay annual dues.

Article II. - Officers and Directors

Section 1 Any officer, director, or committee member resigning or retiring from the position of County Extension Agent, County Extension Director, State Extension Specialist, Extension Associate or State Extension Administrator shall automatically vacate the office held at the time of resignation or retirement, except as noted in Article I, Section 1.

Section 2 The Executive Committee shall be responsible for the approval of bills to be paid by the Treasurer.

Article III. - Vacancies

Section 1 In absence or inability of the President, President Elect, Vice President, Secretary or Treasurer to serve, that office in either case shall be filled until the first Annual Meeting and Professional Improvement Conference thereafter through appointment by the remaining members of the Executive Committee.

Article IV. - Committees

Section 1 Prior to the Annual Meeting and Professional Improvement Conference of the SCACAA the President Elect shall appoint, subject to the approval of the Executive Committee, various committees that will function during the coming year and adhere to the National Committees as closely as possible. Special committees may be appointed by the President at any time during the year in order to execute more adequately the work of the Association. Committee Chairs will be installed at the Annual Meeting and Professional Improvement Conference. The Committee terms will commence on the first day of the month following the annual meeting of the NACAA following their election.

Section 2 All such committees are directly responsible to the officers and Executive Committee of this Association. Committee reports shall not be released until they have been voted on and approved by the members of the Association. Committee reports considered as being confidential by the officers will not be released for publication.

Article V. - Fees

Section 1 Annual membership fees shall be set by the association Executive Committee prior to the membership drive for that year. Dues will be paid directly to the Treasurer and are due on a date determined annually by the Executive Committee. From each member's dues, national dues will be sent to the National Association and the remainder used for furthering the objectives of the local association.

Article VI. -Administrators

Section 1 All Extension administrative personnel who meet the membership requirements as outlined in Article I, Section 1 of the By-Laws, may become members with voting privileges upon payment of the annual membership fee.

[Revised March 28, 2024]