

Constitution and Bylaws

Missouri Association of Community and Economic Development Extension Professionals (MACEDEP)

Article I Name and Purpose

Section 1. NAME

The name of this organization shall be the Missouri Association of Community and Economic Development Extension Professionals, hereinafter referred to as MACEDEP.

Section 2. PURPOSE

There purposes of MACEDEP shall include, but not be limited to the following:

- a. To encourage and support the application of the principles of community and economic development through University of Missouri Extension in the State of Missouri.
- b. To encourage, support and create opportunities for the professional and personal improvement of its members.
- c. To recognize extraordinary service to MACEDEP, to University of Missouri Extension and to the people of the State of Missouri.
- d. To provide opportunities for productive interaction between Extension community resource development professionals, including those in the fields of business development, community development, and continuing education.

Section 3. AFFILIATION

This organization is a charter of the National Association of Community Development Extension Professionals, a non-profit organization, and shall operate in a manner not inconsistent with the NACDEP Bylaws. (Added July 12, 2010).

Section 4. GOVERNANCE

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

Article II Membership and Dues

Section 1. MEMBERSHIP CLASSIFICATIONS

There shall be two classes of membership:

- A. Active: Any person who is employed, either full or part-time, by University of Missouri Extension in Missouri may become an Active Member of MACEDEP upon submitting a membership application and paying the annual membership fee.
- B. Life: Employees of University of Missouri Extension (or any named version of Cooperative Extension) who have retired from service may become Life Members, with all the rights and privileges of Active Members. Fees for Life Members are payable on a one-

time basis and are set at an amount equal to four times the current annual dues of Active Members.

Section 2. NEW HIRES

New hires with University of Missouri Extension shall receive a complementary first year membership in MACEDEP. The term of the membership is from the date of hire until the conclusion of the next MACEDEP annual meeting. In the case of individuals hired shortly before the annual meeting, the President shall have the authority to waive the membership fee until the next year's annual meeting.

Section 3. HONORARY MEMBERSHIPS

MACEDEP may, from time to time, name honorary members of MACEDEP and specify the conditions for such membership.

Section 3. OTHER ORGANIZATIONS

Members of MACEDEP are encouraged to join and participate in other professional organizations, but such other memberships are not a condition of membership in this organization.

Section 4. MEMBERSHIP FEES (DUES)

The annual membership fee and any other fees necessary for the successful operation of MACEDEP shall be set annually by the Executive Committee and approved by the members at the annual meeting.

Section 4. AUTHORIZED USE OF FUNDS

All expenses shall be approved in advance by the Executive Committee, and in accordance with the stated purposes of this organization. Requests for reimbursement must be received in a timely manner and accompanied by a legitimate receipt.

Article III
Committees

Section 1. COMMITTEE APPOINTMENT

The president may appoint, with the approval of the Executive Committee, such committees as shall be necessary to further the purposes of MACEDEP.

Section 2. AWARDS COMMITTEE

The Awards Committee shall be the responsibility of the Vice-President, who shall select/appoint committee members each year during the annual meeting.

Section 3. NOMINATION COMMITTEE

The Nomination Committee shall be the responsibility of the President, who shall select/appoint committee members each year at least two months prior to the annual meeting.

Section 4. ANNUAL MEETING COMMITTEE

The President shall be responsible for organizing all aspects of the annual meeting, and may, at his/her discretion, select/appoint additional members to a committee to assist.

Article IV
Officers and Executive Committee

Section 1: OFFICERS

There shall be three officers: president, vice-president, and secretary-treasurer. The Executive Committee shall consist of the three officers and the immediate past-president. Officers must be members in good standing.

Section 2: DUTIES OF OFFICERS

- A. President: The officer shall preside at all General Membership and Executive Committee meetings; appoint committees; and in general, perform all the duties of the office of President. The President will be the chair of the Annual Conference Committee.
- B. Vice-President: The officer shall perform the duties of the President in the absence of that official, and shall become President in the event that the President cannot complete his/her term. The Vice-President shall serve as the chair of the Awards Committee. The President may assign additional responsibilities and tasks to the Vice-President.
- C. Secretary-Treasurer: The officer shall collect annual dues, receive other funds accruing to the association, disburse funds approved by the Executive Committee, maintain a list of members, take the meeting minutes, and generally be responsible for all finances and records of the organization. He/she shall prepare financial and membership reports for all General Membership meetings, and as requested by the President.

Section 3. TERM OF OFFICE

The term of office shall be for one year. Terms begin at the conclusion of the annual meeting in which the individuals are elected, and continue until the conclusion of the following annual meeting. There is no limit on consecutive terms.

Section 3. DUTIES OF THE EXECUTIVE COMMITTEE

The duties of the Executive Committee shall include:

- a. To develop programs and activities which will promote the principles and practice of community and economic development.
- b. To manage the business of MACEDEP in a prudent manner.
- c. To represent MACEDEP with other University of Missouri Extension organizations and other groups as appropriate.
- d. To decide all matters requiring attention between General Membership meetings.
- e. To keep the General Membership informed of any news or decisions impacting the organization.

Section 4: REMOVAL

An officer or other member of the Executive Committee may, for cause, be removed by a two-thirds majority vote of the General Membership. No Executive Committee member shall be removed unless in

the notice of such meeting it has been stated that his/her removal is to be considered. A hearing shall be given to the member under consideration, in person or by representation at the meeting.

Article IV **Nominations and Elections**

Section 2. NOMINATION OF OFFICERS

A nominating committee shall be selected by the president of MACEDEP no later than two months prior to the date of the annual meeting to prepare a slate of candidates. All reasonable attempts shall be made to ensure that the programmatic categories represented by MACEDEP members are represented in the leadership of the organization, including rotating the office of President between program categories. At the annual meeting of MACEDEP, the nominating committee shall present a slate of candidates for the positions of president, vice-president, and secretary-treasurer.

Section 4. ELECTION OF OFFICERS

Voting for officer candidates shall be on ballots prepared for that purpose by the nominating committee, who shall also tally the ballots and announce the results of the election. Those elected to positions on the Executive Committee shall assume their duties at the conclusion of the annual meeting.

Section 5. VACANCIES

In the event of a vacancy in the office of President, the Vice-President shall assume those responsibilities for the remainder of the term, and the Executive Committee shall appoint a new Vice-President until the next election. Vacancies in the office of Secretary-Treasurer shall also be filled by an Executive Committee appointment until the next election.

Article V **Meetings and Voting**

Section 2. ANNUAL MEETING

The Annual Meeting of MACEDEP shall be held at a time and place conducive to the majority of the members. The President is responsible for planning all aspects of the Annual Meeting.

Section 3. SPECIAL MEETINGS

Special meetings may be called by the Executive Committee or upon the written request of forty percent of the current members in good standing.

Section 3. GENERAL MEMBERSHIP MEETINGS

A minimum of two General Membership meetings shall be held during the year, not including the Annual Meeting. These meetings may be held via web conferencing, telephone conferencing, or other electronic meeting platform.

Section 4. QUORUM

At any regular or special meeting of MACEDEP or its committees, a quorum of that body shall consist of fifty percent of its members plus one member.

Section 5. VOTING

Voting shall be limited to Active and Life Members in good standing, with one vote per member. There shall be no proxies.

Unless stated otherwise in these bylaws, a simple majority will determine the decision of votes.

In-between General Membership meetings, the Executive Committee may call for a vote of the General Membership to be taken via e-mail or other electronic means. The vote and its outcome shall be recorded in the minutes of the Executive Committee.

Article VI **Dissolution**

Section 1: DISBURSEMENT OF ASSETS

In the event of dissolution of MACEDEP, the Executive Committee shall, after all debts and liabilities of the Association have been paid, dispose of the assets of the Association in a manner consistent with the stated purposes of MACEDEP. Any such assets not so disposed of shall be transferred to the University of Missouri Extension Association (UMEA) to be used for that organization's purposes or be disposed of in a manner consistent with those purposes.

Article VII **Amendments to the Bylaws**

Section 1. AMENDMENT PROCEDURE

These bylaws may be amended by an affirmative vote of two-thirds of the members present at the Annual Meeting or at any special meeting called for the purpose of amendment. Amendments may be proposed by any member in good standing. Members shall be informed in writing by the secretary-treasurer no later than ten days prior to any meeting at which an amendment(s) is to be considered. After the bylaws are amended, an updated copy shall be provided to all members by the secretary-treasurer.

RECORD OF AMENDMENTS

Terminology updated April 2, 2010

Article I amended July 10, 2010

Bylaws amended to reflect name change from UECRDA to MACEDEP, October 30, 2012

Bylaws updated with multiple revisions, October 22, 2014