

CONSTITUTION AND BY-LAWS
OF MISSOURI AGRICULTURAL EXTENSION PROFESSIONALS
as amended 11/11/04, 10/10/11 and 10/28/2015

Constitution

ARTICLE I
NAME AND OBJECTIVES

Section 1. Name

This organization, formerly known as Missouri Association of County Agricultural Agents (MACAA), shall be known as Missouri Agricultural Extension Professionals (MAEP). The association is affiliated with National Association of County Agricultural Agents (NACAA).

Section 2. Objectives

The objectives of this Association shall be:

- to encourage and create opportunities for professional improvement for its members
- to encourage high standards of performance
- to encourage loyalty, mutual helpfulness, and esprit de corps among members
- to establish and maintain a close liaison with Extension administration
- to foster good public relations with non-extension individuals and groups
- to recognize outstanding leadership and service.

ARTICLE II MEMBERSHIP AND DUES

Section 1. Members of this Association

A. Any personnel who have a responsibility for University of Missouri Extension or Lincoln University programming, hereinafter referred to as "member" shall be eligible for membership and may become an active member of the Association upon payment of annual membership dues.

B. The Missouri Agricultural Extension Professionals follows the University of Missouri non-discrimination policies pertaining to membership and participation in the association.

Section 2. Membership

A. A member shall be considered in good standing upon payment of annual state membership dues for the current year.

B. Members are encouraged to belong to national professional association(s) of their choice.

C. Members are encouraged to belong to the University of Missouri Extension Association before joining MAEP.

D. The membership dues shall be established by membership at the annual meeting. As the amount for NACAA dues adjusts, MAEP dues will automatically

adjust by the same amount. First-time members of the association may only pay national dues their first year.

Section 3. Associate Members

An active member of the Association, upon retirement, shall be eligible for an associate membership, with all rights and privileges in the Association except as follows; Associate members shall not have the right to vote, hold office, or serve as delegates to national conventions.

ARTICLE III EXECUTIVE COMMITTEE

Section 1. Officers

The officers of the Association shall consist of a President a President-Elect, Secretary and Treasurer. These officers along with the immediate Past President shall be known as the Executive Committee of the Association.

Section 2. Duties of the Executive Committee

- to promote and foster the goals and objectives of the Association
- to coordinate regular business activities
- to appoint necessary committees
- to serve as a budget committee
- to represent the Association with UMEA and other appropriate associations.

Section 3. Terms of Office

1. President, President-Elect and Secretary.

The term of office for the President, President-Elect and Secretary will begin immediately following the annual meeting at which they are elected and run through the end of the next annual meeting.

2. Treasurer.

The Treasurer will be elected to a three-year term beginning with the 1993-94 term. The term of office for the Treasurer will begin following the annual meeting at which the election is held and run for three consecutive annual meetings. The Treasurer will turn over the books and accounts by January 1 following the annual meeting at which a succeeding Treasurer is elected to office.

Section 4. Succession to Office

- A. Members of the Executive Committee shall not succeed themselves in the same office. The Secretary is elected at the annual meeting each year. An upward progression will be used to fill the offices from Secretary, next year to President-Elect, next year to President, next year to Immediate Past-President. A member is eligible to serve in the leadership succession again a minimum of 3 years after their term of Immediate Past-President expires.
- B. The nominating committee will provide the opportunity for association members to approve the upward progression of President-Elect to President and the second and third years of the Treasurers term. If the progression is not approved, an election will be held to fill the offices of President and President-Elect.

Should the removal of the Treasurer be deemed necessary by the members, the nominations committee will seek nominations from the floor so an election may be held to fill the remaining portion of the three- year term.

- C. In the event the President or President-Elect is unable to complete their term of office, the normal progression of officers will be used to fill these vacancies. In the event the Secretary or Treasurer is unable to complete their term, the nominating committee will select a replacement to serve the remaining portion of the term. Appointed replacements will be subject to membership approvals at the next annual meeting, as required for duly elected officers.

Section 5. Voting.

Voting shall be by the method determined by the President with approval at the annual meeting by the members of the Association. Any active member in good standing shall be eligible to vote. For special called meetings of the membership, members unable to attend shall have the privilege to send a personal letter to the Secretary stating their vote

ARTICLE IV COMMITTEES

Section 1. Standing committees shall consist of

- Membership
- NACAA national meeting
- promotion-public relations
- nominations
- other committees necessary to conform with NACAA.

Standing committees shall be appointed by the Executive Committee. Committees shall be appointed for a one-year term, ending following the next annual meeting.

Section 2. Regional representatives are elected by the MAEP members of each region for a two-year term. These representatives will assist the Executive Committee in association business and policy. They will also supervise membership efforts in each region. In the first round of appointments, half of the regional representatives are to be appointed to a one-year term and half are to be appointed to a two-year term.

ARTICLE V MEETINGS

Section 1. There shall be an annual meeting of the Association called by the Executive Committee at a time and place determined by the Executive Committee.

Section 2. Special meetings of the Association may be called by the Executive Committee.

Section 3. At special meetings those present shall constitute a quorum.

ARTICLE VI AMENDMENTS OF CONSTITUTION AND BY-LAWS

Section 1. The constitution may be amended by a two-thirds vote of members present at the annual meeting or any special meeting called for that purpose. One-half of the membership shall constitute a quorum. The membership shall be informed of such

amendments or changes at least ten (10) days in advance of the meeting.

The by-laws may be amended by a majority vote of the executive committee.

FIRST SET OF BY-LAWS ADOPTED BY THE MEMBERSHIP ON OCTOBER 14, 1980. AMENDED SEPTEMBER 9, 1990; AMENDED OCTOBER 12, 1993; AMENDED NOVEMBER 11, 2000; AMENDED MAY 20, 2004; AMENDED OCTOBER 28, 2015; AMENDED OCTOBER 25, 2017 MISSOURI AGRICULTURAL EXTENSION PROFESSIONALS

Bylaws

As directed 10/12/93

Article I – Membership and Dues

Section 1.

- A. Members failing to pay their dues by December 1st of any year will be considered delinquent.

Article II - Officers' Duties

Section 1. President

- A. Presides at all regular and special meetings.
- B. Appoints committees with the advice of the executive committee.
- C. Makes appointments to fill vacancies on committees.
- D. Acts as the official representative of the association.
- E. Ensures a historical record of the association is kept.
- F. Writes the association newsletter.
- G. Works with extension administration in holding summer ISE.
- H. Secures a speaker, Ag. Leaders award plaques and location for the annual meeting and annual banquet. Writes invitation letters to members and guests for the annual meeting and annual banquet. Attends the national leadership development meeting and the regional officers meeting. Represents MAEP on the Governors Ag. Advisory Council.
- J. Arranges for necessary memorials.
- K. Performs other duties as appropriate to the office.

Section 2. President-Elect

- A. Performs the duties of the president in their absence.
- B. Works closely with the President in preparation for assuming the duties of that office.
- C. Edits, duplicates and mails association newsletters.
- D. Submits proposal for the following years ISE.
- E. Appoints state committee chairs who will serve during their term as president.
- F. Attends regional officers meeting.
- G. Performs other functions as assigned by the President.

Section 3. Secretary

- A. Keeps minutes and reports of all meetings of the association and the

executive committee.

B. Submits minutes of the annual meeting to the association for approval.

Section 4. Treasurer

A. Receives and disburses money and renders accounting of all funds.

B. Works with the executive committee to prepare a budget to be approved by the association membership at the annual meeting.

C. Submits treasurers report to the members at the annual meeting.

D. Submits closed books to an internal auditor selected by the executive committee before leaving office. Maintains membership mail list, supplies membership information to National Association and executive committee when requested. Supplies mail list for association mailings.

F. Appoints a membership coordinator in each extension region.

G. Completes other assignments as requested by the executive committee.

Section 5. Past-President

A. Chairs the nomination committee.

B. Assists as requested by president.

Article III – Committees

Section 1. Membership

A. Promote and recruit membership in Missouri Agricultural Extension Professionals.

B. Be responsible for special events held for and by Association members.

C. Membership committee members in each region are to keep the state president informed of times a memorial is required. Memorials will be sent by the president to members or members' families for deaths in the immediate family. The memorial will be \$20.00.

Section 2. National Meeting

Promote and arrange plans for attendance at the annual meeting of NACAA.

Section 3. Promotion and Public Relations

Devise methods to promote Extension programs on a statewide basis through all available means.

Section 4. Nominations committee shall consist of the three latest past presidents.

Section 5. Ad hoc committees May be appointed by the Executive Committee as needed.

Article IV – AA/EEO policy

"Equal opportunity is and shall be provided to all participants in Extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era veteran. This policy shall not be interpreted in

such a manner as to violate the legal rights of religious organizations or military organizations associated with the armed forces of the United States of America."