

UMEA CONSTITUTION & BY-LAWS
(Approved October 15, 1974)

Last Updated: October 2003

Article I

Name

The name of this association shall be "University of Missouri Extension Association, Incorporated" (UMEA).

Article II

Objectives

The objectives of this Association shall be to:

1. Encourage and create opportunities for professional improvement and maintain high standards for professional ethics and efficiency.
2. Recognize leadership and achievement.
3. Promote fellowship and develop esprit d' corps.
4. Promote the general welfare of Association members.

Article III

Membership

- Section 1 All persons with Extension educational programming responsibility shall be eligible for membership.
- Section 2 Membership shall carry with it the privilege of holding office and of voting on all matters of business of the Association.
- Section 3 Life membership is offered to those Association members *retiring* in good standing for a one-time fee. Life membership shall carry with it the right to attend all meetings, have one voting member on the Board, and take part in all discussion without the right to hold office.
- Section 4 Complimentary membership shall be given to all Extension faculty and paraprofessionals employed after September 30th for that membership year.

Article IV

Dues

- Section 1 Members shall be in good standing with payment of annual membership dues.
- Section 2 UMEA encourages membership in national and state associations and shall collect said dues and forward them to the appropriate association.
- Section 3 Dues shall be \$30 per year. A year is defined as October 1st until September 30th the following year. Life members (retirees only) shall pay a one-time fee of \$100. No refunds shall be granted.

Article V

Officers and Board

- Section 1 The officers of the Association shall consist of the President, President-Elect, 1st Vice-President, 2nd Vice President, Secretary, and Treasurer. They shall constitute the Executive Committee and shall have the power to conduct necessary business between regular meetings.

Duties of the President

- A. To preside at all regular and special meetings.
- B. To appoint committees with advice of the Executive Committee and approval of the Board.
- C. To make appointments to fill vacancies on committees.
- D. To be the official representative of the Association or duly authorize a representative.

- E. To perform other duties appropriate to the office.
- F. To assist with the maintenance of records of historical value to the Association, kept by the secretary.
- G. Provide monthly communication with the membership.

Duties of the President-Elect

- A. Perform the duties of the President in its absence.
- B. To assume other duties as assigned by the President.
- C. To serve as coordinator of all standing committees.
- D. To serve as a member of the Budget Committee
- E. To work closely with the President in preparation for assuming the duties of that office.
- F. Serve, in conjunction with the University of Missouri Alumni Alliance, to coordinate Extension's role and activity at Legislative Day in Jefferson City.

Duties of the 1st Vice-President

- A. Perform the duties of the President in the absence of the President and President-Elect.
- B. To serve as editor of the newsletter and coordinate other monthly communication to the membership.

Duties of the 2nd Vice-President

- A. Assemble and make available new-member packets for membership recruitment.
- B. Submit membership information to the Association through the newsletter and other appropriate memos.
- C. Plan for new staff recognition at the annual meeting.
- D. Keep an official list of Life Members for the association.

Duties of the Secretary

- A. To keep minutes and reports of all meetings of the Association and Board of Directors.
- B. Correspond as directed by officers and Board of Directors.
- C. To receive and keep properly filed all communications.
- D. To submit reports of Board activity to the membership through the newsletter or other appropriate means.
- E. To serve as member of the Budget Committee.
- F. To maintain records of historical value to the Association, with assistance of the President.

Duties of the Treasurer

- A. Serves a two-year term in office.
- B. To receive and disburse money and render an accounting of all funds as handled.
- C. To serve as Chair of the Budget Committee.
- D. To serve as Chair of the Professional Development Committee.
- E. To have books closed and audited biannually by the first board meeting following the annual meeting by the out-going Treasurer or whenever a treasurer leaves office.
- F. To submit Treasurer's reports to the membership through the newsletter or other appropriate means.
- G. Keep an accurate list of members and member information.

- Section 2 The Board of Directors shall consist of the officers of the Association; two elected representatives of the membership from each Extension Region; and two elected representatives from campus based staff.
- Section 3 Board membership will also include the state presidents of MAE4-HA (Missouri Association of Extension 4-H Agents), MAEP (Missouri Agricultural Extension Professionals), MEAFCS (Missouri Extension Association of Family and Consumer Sciences), UECRDA (University Extension Community Resource Development Association) and ESP (Epsilon Sigma Phi). If the president is not an UMEA member, then the group will name a person to serve on the UMEA Board who is a member of both UMEA and the state association affiliate.

Article VI **Election and Term of Office**

- Section 1 Elections will be held at the annual meeting for 2nd Vice-President and Secretary and alternate years for Treasurer.
- Section 2 A succession of officers will be 2nd Vice President to 1st Vice-President, 1st Vice-President to President-Elect; President-Elect to President.
- Section 3 If a vacancy should occur; the President shall appoint a successor, with Board approval, to serve until an election that would occur at the next annual meeting.
- Section 4 Each extension region shall elect its own two-year, one-year, and alternate for the Board of Directors and Standing Committees. These Board members, alternates, and committee members, as well as officer nominees for the succeeding year should be elected regionally, prior to the UMEA Annual Business meeting.
- Section 5 The term of office for each elected Board member and Standing Committee members shall be for two years or until their successors are elected and qualified. After a board member has served two consecutive parts or full terms they cannot be re-elected as a board member until one year has elapsed. The Alternate is to be elected or re-elected each year. If a Board member moves from the extension region or is no longer a member of UMEA, the alternate shall assume the duties.
- Section 6 State presidents of MEAFCS, MAEP MAE4-HA,UECRDA and ESP serve as Board representatives for the said association for the one-year of their presidency only.

Article VII **Board of Directors**

- Section 1 The Board of Directors shall approve committee appointments and carry on the business and programs of the Association.
- Section 2 The elected Board member shall represent the extension region or campus-based specialists. The two-year Board member in each region shall take the lead to insure all UMEA elections, activities, and business are properly conducted within their region.
- Section 3 Two Board members shall be appointed to serve on the Budget Committee.
- Section 4 The two-year Board member from each extension region and campus-based specialists shall be responsible for encouraging membership in their region.

Article VIII **Standing Committees** (There shall be four standing committees).

- Section 1 **The Professional Improvement and Staff Benefits Committee** shall be composed of two elected representatives from each Extension region and two representatives from campus-based specialist. The committee shall:

- A. Provide opportunities for members to determine needed professional improvement and ways of initiating them.
- B. Encourage members of the Association to assume responsibilities and take an active part in their Association.
- C. Encourage members to maintain high standards of professional ethics and efficiency.
- D. Develop and improve public relations with individuals and groups that affect the Association.
- E. Encourage members of the Association to send articles to the various news media.
- F. Promote fellowship of the members and develop esprit de corps.
- G. Recommend to the Board of Directors ideas for improving public relations of UMEA and the total University, in particular, its extension effort.
- H. Implement publicity of all committees and Association activity.
- I. Evaluate member benefits and recommend means of removing deficiencies. It is a clearinghouse for member's wishes and complaints relative to staff benefits, working conditions, and similar problems. It will make recommendations to the University Administration and counsel Association members as directed by the Board.
- J. Review objectives of the Association using a procedure, which allows participation of members and reflects their attitudes.

Section 2 The Budget Committee shall be composed each year of the following members: President-Elect, Secretary, Treasurer, two appointed Board members, and the retiring Treasurer will be ex-officio. The committee shall:

- A. Develop plans for the annual membership drive and collection of dues.
- B. Develop a balanced budget.
- C. Develop ways to promote membership.
- D. .

Section 3 Nominations and Awards Committee shall be composed of two elected representatives from each extension region and two representatives from campus-based specialists. The Committee shall:

- A. Establish definite guidelines for all awards with the approval of the Board of Directors.
- B. Establish procedures for nominating and selecting co-workers for service recognition, leadership, achievement awards, and officer nominees
- C. Implement appropriate presentation of same and coordinate publicity with Professional Improvement and Staff Benefits Committee.
- D. Conduct the nomination and election of officers.

Section 4 Professional Development Committee shall be composed of the Treasurer (chair), 2nd Vice-President, Secretary, and two appointed Board Members. This committee shall:

- A. Assist UMEA members in furthering their Professional Development.
- B. Set policy for disbursement of professional development funds and help set criteria for funding eligibility.
- C. Review funding request applications.

Article IX - Special Committees (May be selected by the Executive Committee or Board of Directors as needed).

- Article X **Meetings**
- Section 1 There shall be an annual meeting of the Association called by the President with the concurrence of the Board of Directors.
- Section 2 Special meetings of the Association or the Board may be called by the President at their discretion or when requested to do so by a majority of the members of the Board. At least 10 days notice shall be given of a special meeting.
- Section 3 A majority of the members present in good standing shall constitute a quorum. There shall be no voting by proxy.
- Article XI **Parliamentary Authority**
- Section 1 Appropriate parliamentary procedures shall govern the Association in all cases in which they are applicable.
- Section 2 The President, with the approval of the board, shall appoint a parliamentarian.
- Article XII **Amendments**
- Section 1 This Constitution and By-Laws may be amended or revised by a two-thirds vote of the members of the Association present at the annual meeting, provided a notice of the intended changes is sent to each member at least 15 days prior to such meeting. Amendments and revisions of the Working Policies may be approved by the said Association’s Board of Directors.
- Section 2 Amendments and revisions shall become effective immediately.
- Article XIII **Dissolution**
- Section 1 Should the members of this Association wish to dissolve this Association, the funds will go direct to a non-profit organization.

UMEA WORKING POLICIES
(Adopted August 1974)
(Updated October 2003)

Preface - UMEA action is governed by:

- A. Constitution and By-Laws
- B. Job Description (otherwise referred to as guidelines) for officers, member of board, committee chairpersons who are included in the Constitution and By-Laws.
- C. Statement of policies developed by official action or from custom.

Policies

1. In case of a death of a member the Association is to express sympathy by making a \$20 donation to an appropriate memorial and sending a card to the family. In case of a death of immediate family members of an UMEA member a sympathy card will be sent to the member. The immediate family is identified as the spouse, children, or parents.
2. When approved by the President or Treasurer, members expenses for Association business, with the exception of the annual meeting, will be paid as following: auto travel at 20 cents a mile when traveling alone and 30 cents for two persons or more. UMEA members may claim actual motel expenses up to \$35 per night (receipt required) if their office is 250 miles or more (at least 500 miles round trip) from the meeting location. Meals are not to exceed \$10.00 per day. The above rates will apply when funds are available. If funds are not available, expenses will be pro-rated.
3. The Treasurer will be bonded in the amount of \$20,000.
4. The checking account will be held at a location convenient for the Treasurer, and selected based upon fees and services provided by the financial institution.
5. Committees will select a chair-elect from the two-year members who will become chair the following year.
6. Newsletter will be sent as follows: first and last issues of each year will be sent to all field staff. Other editions will be sent only to UMEA members. Newsletters are now sent electronically via e-mail.
7. President-Elect will coordinate any UMEA workshops, annual meeting, and in-service training conferences.
8. All bills shall be submitted three weeks prior to the annual meeting.
9. State and national association award recipients or contest winners will be recognized at the UMEA Awards Program and will receive a gift or certificate from the said state or national association.

10. All planned committee activities shall be submitted to the Board in a written report prior to implementation.
11. The Executive Committee shall meet during fall workshop.
12. New Board members and officer nominees shall attend the Board meeting held immediately prior to annual meeting.
13. Hold membership drives each fall.
14. All new faculty and paraprofessionals will be recognized at annual meeting.
15. Procedure for handling member complaints, inquires, etc.
 - a. Direct inquiries to Professional Improvement and Staff Benefits Committee.
 - b. Letters may be signed or unsigned. (Inquiries desiring a personal reply need to be signed). The inquirer's identity will be kept confidential.
 - c. The sub-committee chair will refer all inquiries to the appropriate state personnel in charge of the area of concern, for information and action. Replies to inquiries of general interest will be published in the newsletter. Inquiries of a personal nature will be handled individually and confidentially.
16. Alternate Board members and committee members may attend meetings as a replacement for those not able to attend.
17. Items to be included in new employee packets are: a letter of welcome, UMEA Constitution and By-Laws, UMEA Policies, Accomplishments of UMEA, and a UMEA Newsletter.
18. Collection of monies in excess of professional organization dues, by the UMEA Treasurer for member's state and national associations shall be paid from the treasury at one time (annual meeting) except collections from delinquent members shall be paid monthly to the state/national association Treasurer.
19. Guidelines for UMEA Board Members:
 - a. Order new member packets from 2nd Vice-President.
 - b. Contact new employees as soon as possible. Telephone them within two weeks, or see them personally within six weeks to present them with the packet.
 - c. Go through the packet, designating the importance of each piece of material.
 - d. Urge new employees to contact you for assistance concerning the organization whenever necessary.
 - e. Keep faculty informed of important facts concerning UMEA. Alert members to decisions to be presented at board meeting for their opinion.

Suggestions:

 1. Hold regional meetings.
 2. Circulate minutes and treasurer's report.
 3. Write informational letters.
 4. Ask committee members to get area suggestions and follow-up by informing them of accomplishments.

- f. Submit articles to the 1st Vice-President for inclusion in the UMEA newsletter.
 - g. Assume the responsibility for electing Board members, officer nominees, and committee members for your region.
20. Guidelines for President:
- a. Incoming and outgoing Presidents and current Secretary of UMEA seek out information for the permanent year-end file of each Association year and add to it items of historical importance including minutes, list of officers and committee-printed program for workshop, annual meeting awards and recognition, etc., and program of work plus report of accomplishments.
 - b. Assume the responsibility for seeing that officer handbooks are updated each year. Revise and copy sections as necessary. Include in handbook enough vouchers for one year's board and other meetings.
 - c. Maintain effective liaison with state administration and represent UMEA at VPO&DE meetings.
 - d. Answer all letters received from UMEA members.
 - e. Coordinate workshop and annual meeting with President-Elect.
 - f. Send news items to 1st Vice-President for inclusion in the newsletter.
 - g. Approves expense accounts and forwards to Treasurer.
21. Guidelines for President-Elect:
- a. Prepare committee workshop program with the President. Responsible for sending program to all committee members.
 - b. Send copy of all correspondence to President.
 - c. See that committee reports are prepared for newsletter, Board Meeting, and Annual meeting.
 - d. With the President coordinate the activities of UMEA with the administrative staff.
 - e. Assume the responsibility for seeing that committee handbooks are updated each year. Compiles and writes the Committee instruction sheets. Copies and revises Committee Report forms. Revises and copies additional sections in the Handbook as necessary. Includes in Handbook enough vouchers for all Committee members.
 - f. Prepare annual meeting program with the President and standing committees.
 - g. Send news items to 1st Vice-President for inclusion in the newsletter.
26. Guidelines for 1st Vice-President:
- a. Compile addresses into an e-mail distribution list for the newsletter. First and last issue mailed to entire field staff. Other issues are mailed/e-mailed to UMEA members only.
 - b. Send copies of all correspondence to President and President-Elect.
27. Guidelines for 2nd Vice-President:
- a. Assemble and make available new-member packets for membership recruitment.
 - b. Submit membership to the Association through the newsletter and other appropriate memos.
 - c. Plan for new staff recognition at the annual meeting.
28. Guidelines for Secretary:
- a. Order letterhead supplies (stationery and envelopes). Responsible for distribution and having additional supplies printed as need arises.

- b. Send all national related correspondence to the appropriate State Contact Person for that association.
- c. Send copies of minutes all UMEA members via electronic mail. File one copy in the Secretary's file and one in the permanent file.
- d. Send copy of all correspondence to President and President-Elect.
- e. Send summary of Board meeting to 1st Vice-President for inclusion in the newsletter.

29. Guidelines for Treasurer:

- a. Secure a bond for the Treasurer.
- b. Submit paid membership list to the Contact Persons for each national association, the Nomination and Awards Committee, the President, Secretary, and President-Elect.
- c. Prepare expense vouchers and give copies to President-Elect to insert in Committee Chair handbooks (enough for all committee members) and copies to President to insert in Officer and Board handbooks (enough for all officers and Board members.)
- d. Send copy for all correspondence to President and President-Elect.
- e. Send all national related correspondence to the appropriate State Contact Person for that association.
- f. File one copy of Treasurer's report in Treasurer's file and in permanent file.
- g. Send Treasury summary to 1st Vice-President for inclusion in newsletter.