UMEA CONSTITUTION & BY-LAWS
(Approved October 15, 1974)
(Revised October 2003; last updated November 2011)

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 receive communications including the newsletter, attend the annual meeting and take part in discussion without the right to vote or hold office.
Section 4. Complimentary membership shall be given to all potential members 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 assessed annually with the amount being set by the board. 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, vice-president, secretary, treasurer, and past president (as ex-officio). They shall constitute the executive board 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 board 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 encourage the maintenance of records of historical value to the association, kept by the secretary.
G. Provide ongoing 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 finance committee.
E. To work closely with the president in preparation for assuming the duties of that office.

**Duties of the 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.
C. Assemble and make available new member packets for membership recruitment.
D. Submit membership information to the association through the newsletter and other appropriate memos.
E. Plan for new member recognition at the annual meeting.

**Duties of the Secretary**
A. Serves a two-year term in office.
B. To keep minutes and reports of all meetings of the association and board of directors.
C. Correspond as directed by officers and board of directors.
D. To receive and keep properly filed all communications.
E. To serve as member of the finance committee.
F. To maintain records of historical value to the association, with assistance of the president and treasurer.

**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 finance committee.
D. To deposit and/or invest funds of the association as authorized by the executive board and/or board of directors.
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, including life members.

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 campus, standing committee chairpersons, and the state presidents of ESP (Epsilon Sigma Phi), MAE4HYW (Missouri Association of Extension 4-H Youth Workers), MAEP (Missouri Agricultural
Extension Professionals), MEAFCS (Missouri Extension Association of Family and Consumer Sciences), and UECRDA (University Extension Community Resource Development Association). 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 vice president and alternate years for secretary and treasurer.
Section 2. A succession of officers will be 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 two representatives, each to a two-year term on alternate years, with a designated alternate (one per region) for the board of directors and standing committees. These board members, alternates, and committee members should be elected regionally, prior to the UMEA annual business meeting. If a board member moves from the extension region or is no longer a member of UMEA, the alternate shall assume the duties.
Section 5. State presidents of ESP, MAE4HYW, MAEP, MEAFCS, and UECRDA 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 campus and regional membership. The board members in each region shall take the lead to insure all UMEA elections, activities, and business are properly conducted and encourage membership within 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. The committee shall:
A. Professional Improvement:
   1. Administer the UMEA professional development scholarship program, with funding amount for the year set at the time the budget is developed.
      a) Set policy for disbursement of professional development funds and help set criteria for funding eligibility.
      b) Review funding request applications.
   2. Provide opportunities for members to determine needed professional improvement and ways of initiating them.
B. Staff Benefits:
   1. Evaluate member benefits and recommend means of removing deficiencies. The committee is a clearinghouse for member's wishes and complaints relative to staff
benefits, working conditions, and similar problems. The committee will share concerns with the UMEA executive board that in turn will make recommendations to university administration.

Section 2. The Finance 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 an annual budget.
B. Recommend to the UMEA board of directors for approval any increases in dues.
C. Make recommendations to improve or impact the budget; in particular, provide recommendations on investment strategies of association funds.
D. Participate with the treasurer in any and all audits.

Section 3. The Awards Committee shall be composed of one elected representative from each extension region and one representative from campus. 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, and achievement awards.
C. Implement appropriate presentation of same and coordinate publicity with professional improvement and staff benefits committee.

Section 4. The Nomination Committee shall be chaired by the immediate past president and composed of one board member from each extension region and campus. The committee shall:
A. Conduct the nomination and election of officers.

Article IX. Special Committees (May be selected by the executive board 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, may 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 or University of Missouri-related program determined by the board and voted upon by the membership.

**UMEA WORKING POLICIES**
(Adopted August 1974)
(Updated October 2003, November 2011)

**Preface.** UMEA action is governed by:
1. Constitution and by-laws
2. Job description (otherwise referred to as guidelines) for officers, members of board, committee chairpersons who are included in the constitution and by-laws.
3. 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 $50 donation to an appropriate memorial and sending a card to the family. In case of a death of immediate family members of a UMEA member, a sympathy card will be sent to the member. The immediate family is identified as the spouse/significant other, children, or parents. The membership shall notify the treasurer or secretary when this situation occurs.
2. When approved by the president or treasurer, members’ expenses for association business, with the exception of the annual meeting, will be paid at rates established at the annual budget meeting.
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. The fiscal year is October 1 to September 30. The finance committee will meet in advance of the annual meeting to prepare a budget to be presented at the annual meeting and be voted upon by the membership.
6. Committees will select a chair-elect who will become chair the following year.
7. Newsletter will be sent electronically to all Extension employees. Other e-mail correspondence regarding UMEA business will be sent exclusively to members.
8. President-elect will coordinate any UMEA workshops, annual meeting, and in-service training conferences.
9. The Galaxy Conference committee shall be chaired by an appointee of the president (in most cases, the appointee will be the past president) and made up of Extension professional association presidents.
10. Legislative Day shall be chaired by an appointee from UMEA and coordinated with the MU Alumni Alliance. Registrations for Extension council members and volunteers, including fees, are handled by UMEA.

11. State and national association award recipients or contest winners will be recognized at the UMEA awards program.

12. New UMEA members will be recognized at annual meeting.

13. Alternate board members and committee members may attend meetings as a replacement for those not able to attend.

14. Items to be included in new employee packets are: a letter of welcome, UMEA constitution and by-laws, UMEA policies, UMEA brochure, and a UMEA newsletter.

15. 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.

16. The designated webmaster will be responsible for maintaining the UMEA website, including the membership list (including life members) for e-mail distribution.

17. Guidelines for UMEA regional and campus representatives:
   a. Order new member packets from vice-president.
   b. Contact new employees as soon as possible and present them with the new member packet.
   c. Urge new employees to contact representatives for assistance concerning the organization whenever necessary.
   d. Keep faculty informed of important facts concerning UMEA. Alert members to decisions to be presented at the board meeting for their opinion. Suggestions:
      1. Report at regional meetings.
      2. Ask committee members to get suggestions from the regions and follow-up.
   e. Submit articles to the vice-president for inclusion in the UMEA newsletter.
   f. Assume the responsibility for electing board members and committee members, and recruiting officer nominees from the region.

18. Guidelines for President:
   a. Incoming and outgoing presidents, treasurer 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 meeting agendas, minutes, treasurer’s reports, list of officers and committee members, printed program for annual meeting, annual meeting awards and recognition, investment and banking documents, etc.
   b. Assume the responsibility for seeing that officer handbooks are updated each year. Revise and copy sections as necessary.
   c. Maintain effective liaison with state administration and represent UMEA at Program Leadership Council (PLC), Off-Campus Operations (OCO), and state Extension council meetings.
   d. Answer all letters received from UMEA members.
   e. Coordinate annual meeting with president-elect.
   f. Send news items to vice-president for inclusion in the newsletter.
   g. Approves expense accounts and forwards to treasurer.
19. Guidelines for President-Elect:
   a. Help coordinate committee work at first board meeting; specifically, prepare for upcoming/emerging issues.
   b. Send copy of all correspondence to president.
   c. See that committee reports are prepared for newsletters, board meetings, and annual meeting.
   d. With the president, coordinate the activities of UMEA.
   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.
   f. Prepare annual meeting program with the president and standing committees.
   g. Send news items to vice-president for inclusion in the newsletter.

20. Guidelines for Vice-President:
   a. Compile addresses into an e-mail distribution list for the newsletter and other correspondence.
   b. Send copies of all correspondence to president and president-elect.
   c. Assemble and make available new-member packets for membership recruitment.
   d. Submit membership list to the webmaster for inclusion on the UMEA website.
   e. Plan for new member recognition at the annual meeting.

21. Guidelines for Secretary:
   a. Update electronic letterhead for correspondence.
   b. Send copies of minutes all UMEA members via e-mail and ensure posting on website by webmaster. File one copy in the secretary's notebook and one in the permanent file.
   c. Send copy of all correspondence to president and president-elect.
   d. Send summary of board meeting to vice-president for inclusion in the newsletter.

22. Guidelines for Treasurer:
   a. Secure a bond for the treasurer.
   b. Submit paid membership list to the contact persons for each national association and to the webmaster for posting on the UMEA website.
   c. Prepare expense vouchers and submit to webmaster to be posted on the UMEA website.
   d. Send copy for all correspondence to president and president-elect.
   e. Update the treasurer’s report at least quarterly; monthly is preferred. Present report at UMEA meetings.
   f. Send treasurer’s report to webmaster for posting on the UMEA website. File one copy of treasurer's report in treasurer's file and in permanent file.
   g. Send treasury summary to vice-president for inclusion in newsletter.