



## UMEA CONSTITUTION & BYLAWS

(Approved October 15, 1974; Revised October 23, 2019)

### Article I. **Name**

The name of this association shall be "University of Missouri Extension Association" (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 de corps.
4. Promote the general welfare of association members.

### Article III. **Membership**

Section 1. Faculty and staff who are full time with at least a 50% extension appointment with the University of Missouri 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, attend the annual meeting, and take part in discussion without the right to vote or hold office.

Section 4. A one-year complimentary membership shall be given to all eligible members (as defined in Article III. Section 1.). Anyone hired within the last six months of the membership year will be given a complementary membership to complete the current year, extending through the next twelve month year of membership.

Section 5. UMEA abides by the University of Missouri Extension's EEO statement: *University of Missouri Extension provides equal opportunity 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 race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.*

Section 6. The Association reserves the right to terminate the membership of any member upon the recommendation of the executive board and by a two-thirds vote of the membership.

## Article IV. **Dues**

Section 1. Members shall be in good standing with payment of annual membership dues.

Section 2. Dues shall be assessed annually with the amount being set by the board. A year is defined as January 1<sup>st</sup> through December 31<sup>st</sup>. 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 the immediate past-president. They shall constitute the executive board and shall have the power to conduct necessary business between regular meetings, approve committee appointments, and conduct the business and programs of the association.

Section 2. When the board or committee determines an action is required, unanimous consent shall be obtained when votes are cast face-to-face, or via mail service, email, or other electronic means. The minimum required vote to take action shall be an affirmative vote of a quorum from the voting members on the committee or board.

### **A. Duties of the president:**

1. To preside at all regular and special meetings.
2. To appoint committees with advice of the executive board and approval of the board.
3. To make appointments to fill vacancies on committees.
4. To be the official representative of the association or duly authorize a representative.
5. To perform other duties appropriate to the office.
6. To encourage the maintenance of records of historical value to the association, kept by the secretary.
7. To manage all communication on behalf of UMEA.
8. To maintain effective liaison with the University of Missouri Extension administration and represent UMEA at Program Leadership Council (PLC) and State Extension Council meetings.
9. To coordinate the annual meeting with the president-elect.
10. To appoint a member to serve as webmaster.

### **B. Duties of the president-elect:**

1. To perform the duties of the president in his or her absence.
2. To assume other duties as assigned by the president.
3. To serve as coordinator of all standing committees.
4. To serve as a member of the finance committee.

5. To work closely with the president in preparation for assuming the duties of that office.
6. To coordinate the annual meeting with the president.

**C. Duties of the vice-president:**

1. To perform the duties of the president in the absence of the president and president-elect.
2. To update the UMEA membership brochure.
3. To plan for new member recognition at the annual meeting.
4. To communicate complimentary memberships with regional board members, treasurer, secretary, webmaster, and new members.

**D. Duties of the secretary:**

1. To keep minutes and committee reports of all meetings of the association and the executive board.
2. To serve as member of the finance committee.
3. To maintain records of historical value to the association, with assistance of the president and treasurer.
4. To distribute copies of minutes to all UMEA members via email and ensure posting on website by webmaster. To file one copy in the secretary's notebook and one in the permanent file.

**E. Duties of the treasurer:**

1. To receive and disburse money and render an accounting of all funds as handled.
2. To serve as chair of the finance committee.
3. To deposit and/or invest funds of the association as authorized by the executive board.
4. To have books audited biannually before the first board meeting following the annual meeting by the out-going treasurer or whenever a treasurer leaves office.
5. To update the treasurer's report monthly and submit to membership for use during executive board, full board, and annual meetings, or as directed by the president.
6. To keep an accurate list of members and member information, including life members.
7. The treasurer shall be bonded at the University of Missouri Extension county extension councils' recommended guideline of 125% of funds for which the officer will be accountable at any one time.
8. To contact non-renewing members to encourage payment of dues following each annual meeting.

9. To submit a paid membership list to the webmaster for posting on the UMEA website.
10. To update the travel and expense form annually and submit to webmaster to be posted on the UMEA website.
11. To send treasurer's report to webmaster for posting on the UMEA website.
12. To file one copy of treasurer's report in the treasurer's file and one in the permanent file.

**F. Duties of the immediate past-president:**

1. To serve as chair of the nomination committee.
2. To prepare ballots for election at annual meeting.
3. To serve on MU Extension conference committee or as chair of Galaxy Conference.
4. To work closely with president as an advisor.
5. To review Bylaws and Working Policies prior to annual organizational meeting to identify need for updates or revisions.

**G. Duties of the regional and campus board representatives:**

1. To contact new employees within the region or campus as soon as possible and present them with the new member brochure.
2. To share new employees' information with vice-president.
3. To keep extension faculty and staff informed of UMEA business.
4. To assume responsibility for electing board members and committee members, and recruiting officer nominees, for the region or campus.

Section 3. The full board 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 MACEDEP (Missouri Association of Community and Economic Development). If a state professional association president is not a 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, each serving a term of one year, will be: vice-president to president-elect; president-elect to president; and president to immediate past-president. A term runs concurrent with the membership year

from January 1 to December 31. During the months following the election, current and newly elected officers will transition together so the new officers are prepared for January 1.

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 and campus shall elect: two representatives for the board, each to a two-year term on alternate years, with a designated alternate (one per region and campus); two representatives for the Professional Improvement and Staff Benefits committee, each to a two-year term on alternate years, with a designated alternate (one per region and campus); and one representative for the Awards committee, each to a one-year term, with a designated alternate (one per region and campus). The alternates will attend meetings only when the elected board or committee member is not able to attend. The board members, committee members, and alternates will be elected regionally, prior to the annual organizational meeting. If a board or committee 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 MACEDep serve as board representatives for the said association for the one-year of their presidency only.

## Article VII. **Standing Committees**

Section 1. There shall be four standing committees: Professional Improvement and Staff Benefits; Finance; Awards; and Nominations.

A. The **Professional Improvement and Staff Benefits Committee** shall be composed of two elected representatives from each Extension region and campus. The committee shall:

1. Administer the UMEA professional development scholarship program.
2. Recommend the professional development funding amount to the board for the budget at the annual organizational meeting.
3. Determine professional development needs and make recommendations to the executive board.
4. Identify staff benefit needs and/or requests and share those items with the executive board who in turn will make recommendations to the University of Missouri Extension administration.
5. Select a chair-elect at the annual organizational meeting who will become chair the following year.

B. The **Finance Committee** shall be chaired by the treasurer and composed of the following members: president-elect, secretary, treasurer, and two appointed board members. The committee shall:

1. Develop an annual budget and present to the full board for approval at the annual organizational meeting.
2. Recommend to the executive board for approval any increases in dues.
3. Make recommendations to improve or impact the budget; in particular, provide recommendations on investment strategies of association funds.
4. Participate with the treasurer in all audits.

C. The **Awards Committee** shall be composed of one elected representative from each extension region and campus. The committee shall:

1. Establish definite guidelines for all awards with the approval of the executive board.
2. Establish procedures for nominating and selecting eligible UMEA members for service recognition, leadership, and achievement awards.
3. Implement appropriate presentation of awards and coordinate publicity with the Professional Improvement and Staff Benefits committee.
4. Select a chair-elect at the organizational meeting who will become chair the following year.

D. 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:

1. Conduct the nomination and election of officers.

## Article VIII. **Special Committees**

Section 1. A special committee may be appointed by the president, with advice of the executive board and approval of the full board, as needed.

## Article IX. **Meetings**

Section 1. There shall be an annual meeting of the association.

Section 2. Special meetings of the association or the full board may be called at the discretion of the president or when requested to do so by a majority of the members of the executive board. At least 10 business days' notice shall be given of a special meeting.

Section 3. A majority of the board or committee shall constitute a quorum.

Section 4. For a full membership meeting, a quorum shall be one third of total members.

Section 5. There shall be no voting by proxy.

Section 6. Voting may be conducted at face-to-face meetings or electronically, at the discretion of the president or committee chair.

#### **Article X. 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 XI. 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 will be approved by the executive board.

Section 2. Amendments and revisions shall become effective immediately.

#### **Article XII. Dissolution**

Section 1. Should the members of this association vote to dissolve this association, the funds will go direct to a non-profit organization or the University of Missouri Extension-related program determined by the full board and voted upon by the membership.

# **UMEA WORKING POLICIES**

(Adopted August 1974; Revised October 28, 2015)

## **Preface**

1. UMEA action is governed by its constitution and by-laws. Duties of the officers, board members, and committees are included in the constitution and by-laws.

## **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. 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 organizational meeting.

3. 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.

4. The webmaster will maintain the UMEA website and the email distribution list of membership (including life members).