KAE4-HA

OUR PURPOSE

The primary purpose of the Kansas Association of Extension 4-H agents is to enhance the professional image and competence of extension youth personnel through the following objectives:

1. to encourage professional improvement of all extension 4-H youth personnel.

2. to provide an opportunity for the exchange of ideas, methods, and techniques.

3. to promote extension 4-H youth work as a career.

4. to promote cooperation among all extension personnel.

5. to advance the professional status of extension 4-H youth personnel.

6. to strengthen communications with extension administration.

BY-LAWS OF

KANSAS ASSOCIATION OF EXTENSION 4-H AGENTS

Article I **NAME**: The name of the organization shall be the Kansas Association of Extension 4-H Agents

Article II **PURPOSE**: The purpose of this organization is to enhance the professional improvement of its members; to develop a spirit of good fellowship among members of the organization; to promote professional loyalty among extension workers; and to provide an official channel of communication between its members and administration.

Article III **MEMBERSHIP**:

There shall be 3 classes of membership: Active, Life, and Associate .

Active Members:
Currently employed by the Extension System in professional status or operating under an official agreement with the Extension System in a professional status and assigned responsibility for 4-H youth development or professional interest in promoting and supporting same.

Upon payment of full current dues, active members may vote; hold elected or appointed positions, serve on at least one committee, receive the national newsletter *News & Views*, receive copies of the state newsletter publication and any other rights of membership.

Associate Members:

Extension professionals who are members in another state Extension professional association may join KAE4-HA at a reduced rate by paying KAE4-HA state dues only. This membership includes 4-H Program Assistants and Kansas 4-H Foundation staff. These members will be considered active members with full rights and privileges at the **state** level. Membership in the overall Kansas Extension Agents Association (KEAA) and the National Association of Extension 4-H Agents (NAE4-HA) is offered at full membership rates if desired. However, membership in KEAA is not available for extension specialists at the present time.

Life Members
Life membership is available to members who retire from Extension (not merely move out of a 4-H youth development position). One time dues for life membership is three (3) times the current active member amount. Life members have all rights and privileges of an active member. Active members who retire may complete that membership year as active status, with full membership benefits. If a life member returns to active employment status, they will be required to pay dues as an active member. Life member status would be reinstated without additional payment when Extension employment returns to retirement status.

Current dues are found on the Membership Form on the KAE4-HA website.

Article IV

OFFICERS: Officers of this association shall be President, President-Elect, Secretary, Treasurer, Newsletter Editor, Area Directors (5), Immediate Past President, and KEAA Representative-at Large. President, President-Elect, Past President, and Newsletter Editor shall serve for one-year terms while Treasurer, Secretary, Area Directors and KEAA Representative-at Large shall serve for two year terms with Treasurer and Secretary elected on alternate years.

Officers shall be elected at the spring meeting and assume their duties immediately after installation at the Fall KAE4-HA Annual Meeting, or by December 1.

Article V

DIRECTORS: One Director shall be elected from each of the Extension program areas. One director shall be designated from the state/area/4-H Foundation staff. Directors shall be elected for a two-year term, at the fall meeting on the even numbered years, by members from the respective areas. Unexpired terms shall be filled by the membership in the Extension Area where the vacancy occurred.

Article VI

OFFICERS' DUTIES:

President - Shall have the duties normally associated with the office, shall have the power to appoint committees, and may call a special meeting of the Association, with the approval of the Executive Committee, specifying the purpose of the meeting. During the term, the President shall also serve as association representative to KEAA and shall serve as KEAA VP. If President is ineligible for KEAA membership, another member may be designated to represent the Association as a proxy. Additional duties are outlined in the operational policies document.

President-Elect - Duties are those associated with the office and shall be a member of the Professional Development Committee. This is a one-year term to be followed with a one year term as president. Additional duties are outlined in the operational policies document.

Secretary - Duties are those normally associated with the office. Additional duties are outlined in the operational policies document. Two-year term elected in even years.

Treasurer - Duties are those normally associated with the office and specifically shall keep the financial records of the Association and pay all bills incurred by the Association. The Treasurer shall be the membership committee chair and chair budget committee. Additional duties are outlined in the operational policies document. Two-year term elected in odd years.

Newsletter Editor - Collect publicity/information from area directors, publish quarterly newsletter and provide to membership. September, December, February, and May are suggested months. Serve as state contact for NAE4-HA *News and Views*. Additional duties are outlined in the operational policies document.

Area Director - Serve a two-year term on the Executive Committee representing area membership. Serve on Membership Committee and promote and collect publicity/information for KAE4-HA Newsletter for area. Additional duties are outlined in the operational policies document.

Immediate Past President - Serve as chair of the Nominating Committee and Historian of the Association. Additional duties are outlined in the operational policies document.

KEAA Representative-at large - Represent KAE4-HA at KEAA and report back to KAE4-HA. Term is two years.

Article VII

Meetings: The annual meeting shall be held in the Fall. Special meetings, such as a spring professional development meeting, may be called by request of the President or officers of the Association.

Article VIII

Executive Committee: The President, President-Elect, Secretary, Treasurer, Newsletter Editor, Area Directors, Immediate Past President and Committee Chairs shall constitute the Executive Committee and shall have authority to act in the interests of the Association in matters which require action before a meeting of the Association can conveniently be held. In the event of a vacancy occurring during a term of office, except for Area Directors, the Executive Committee may fill the unexpired term by appointment.

Article IX

COMMITTEE SELECTION: The President-Elect is responsible for initiating committee selection. There are two options available:

1.A list of KAE4-HA committees will be distributed to the total membership. Those wishing to apply rank 1st, 2nd, 3rd choices and return to the President-Elect prior to Fall Meeting.

2. The President-Elect may have a sheet available at Fall meeting to have membership sign-up for committees. The KAE4-HA Executive Committee will assure that committee assignments are filled. President-Elect will oversee chair elect assignments. The past year's chair-elect will become chair. Committee member terms are for one year (Fall Annual meeting to Fall Annual meeting). Any new member who joins the Association after October may be placed on a committee of their choice

Article X

DUES: Annual dues will be payable on a program year basis (Fall Annual meeting to Fall Annual meeting). Deadline for receiving payment is December 1! After December 1, dues will be considered late and late fees as determined by the Association are due. Dues must be paid by December 1, if there is no fall annual meeting. A portion of the dues will cover membership in KEAA, NAE4-HA, and KAE4-HA. Annual dues will be set for the coming year by the Executive Committee by the spring meeting. New membership is available year round. Current dues amounts will be posted on the web.

Article XI

QUORUM: Membership of the Association present at any meeting, in which all members have been notified, shall constitute a quorum for the transaction of business.

Article XII

AMENDMENTS: Amendments to the Constitution and By-Laws may be made at any meeting with a 2/3 vote of the membership present at the meeting with prior written notification.

Article XIII

BUDGET AND AUDIT: A budget will be prepared by the Budget and Audit Committee and submitted for approval at the spring meeting. The Treasurer is authorized to pay expenses incurred within the budget, upon receipt of statements.

These By-Laws, adopted April 24, 2012 Supersedes previous By-Laws

OPERATIONAL POLICIES OF KAE4-HA

The operational policies provide information about the functions and day to day workings of our association. All new members will be directed to the Association website for a copy of By-Laws and Operational Policies.

Changes/Amendments:
Revisions, additions and changes to the operational policies may be made by a majority vote of the membership present at any regular KAE4-HA Business Meeting. It does not require advance written notification. This document should be revised, as necessary, and updated biannually. The dates of adoption of revisions or changes should be listed by the item. The Policy and Resolutions Committee will review the documents annually and post changes on the website.

Roles of KAE4-HA Officers and Directors

DUTIES OF PRESIDENT:

1. See that new officers receive orientation and instructions.
2. Coordinate dates and times for Association meetings.
3. Prepare "President's Message" for each issue of Association newsletter.
4. Serve as liaison to other professional Extension associations.
5. Attend NAE4-HA Conference and North Central Regional JCEP Workshop.
6. Plan and prepare for Association meetings.
7. Appoint parliamentarian for Association business meetings.
8. See that all committee chairs carry out their responsibilities.
9. See to the orderly transfer of duties and materials to successor, and installation of all officers at the Annual meeting.
10. Serve as a representative to KEAA.
11. Work with the Immediate Past President to insure that an appropriate and dignified installation ceremony is held for officers at the fall meeting. Work with the Recognition Committee to recognize outgoing officers.
12. Represent KAE4-HA at state events such as the Emerald Circle Banquet, and

    other similar events.

DUTIES OF PRESIDENT-ELECT:

1. Assist President as requested.
2. Preside at Association meetings in absence of President.
3. Insure that all committees have a chair-elect.
4. Serve as a member of the Professional Development Committee and as ex-

officio member of all other standing committees.

5. Attend NAE4-HA Conference, North Central Regional JCEP Workshop, and PILD.
6 Serve on KEAA board.
7. Meet with committee chairs and chairs-elect on a regular basis to assist them in their efforts, and report to Executive Committee.
8. Assist with orderly transfer of duties and material to successor.

DUTIES OF SECRETARY:

1. Keep minutes of all Association meetings and post on website for all Association members within two weeks of close of meetings.
2. Keep minutes of all Executive Committee meetings and provide copies to appropriate persons within one week of the meetings.
3. Maintain current list of officers, committee chairs, area directors, and committee members and distribute to Association members as needed.
4. Have letterhead available for official communications. Develop a computer based template design that can be used. The letterhead template should include a list of current officers. Utilize the services of the Extension Communications Graphic Designers, or others, for this project. Make the template available to all officers. Review and update annually.
5. Take care of Association correspondence and maintain a file.
6. Maintain updated copies of KAE4-HA by-laws and operational policies on the website and notify members of the location.
7. Assist with orderly transfer of duties and materials to successor. Past records of our Association are placed in Hale Library, KSU. The Secretary shall see that this is done every 5 years. (i.e. 2005, 2010, 2015, etc.)
8. Attend NAE4-HA Conference.

DUTIES OF TREASURER:

1. Keep the financial records of the Association and pay all bills incurred through approved activities.
2. Receive and distribute all funds of the Association.
3. Make payments upon receipt of written request and accompanied by appropriate receipts.
4. Serve as ex-officio member of Budget and Audit Committee (consisting of Treasurer and committee chairs-elect of standing committees).
5. Request budget estimates from officers and committee chairs and assist Budget and Audit Committee in developing tentative budget for spring business meeting.
6. Prepare a report of Association financial standing and submit to officers and committee chairs as requested. This usually is done twice a year at the spring and fall meeting or upon request.
7. Serve as chair of the Membership Committee (consisting of Treasurer and area Directors).

8. Prepare and submit dues information to NAE4-HA. Work with the PR Committee to update and maintain the KAE4-HA list serve at K-State.
9. Assist with orderly transfer of duties and materials to successor immediately following annual fall business meeting, upon completion of two-year term.
10. Attend NAE4-HA Conference.

DUTIES OF IMMEDIATE PAST PRESIDENT:

1. Attend NAE4-HA Conference.
2. Serve as chair of the Nominating Committee (consisting of three most recent Past Presidents and/or selected Association members).
3. Assist President as requested.
4. Solicit qualified persons and present a slate of eligible candidates for each office. Arrange for candidates comments and qualifications to appear in the Association newsletter prior to the election or by other available means.
5. See that the election is carried out in a professional manner. Work with the President and see that a dignified and appropriate ceremony is held for installation of those elected and recognition given to outgoing officers.
6. Serve as Historian of the Association. As Historian: Gather information from all committee chairs and develop an annual report featuring the highlights of the year. Provide copies for all members at the fall meeting and place a file copy with the historian records.
7. Assist with the orderly transfer of materials to successor.

DUTIES OF AREA DIRECTORS:

1. Serve on the Membership Committee. The Treasurer is chair. Duties may include, but are not limited to, recruiting new members by contacting new 4-H Agents and sending promotional flyers to the two-agent counties within the area; promote membership by contacting current members and encouraging them to continue membership. Report any changes in area personnel at the fall annual meeting and the spring professional development meeting.
2. Serve as liaison for Executive Committee to area membership.
3. Serve as the newsletter editor, within the area for news-worthy programs, activities, etc.; and writing news articles.
4. Promote professional development with area staff, including attendance at NAE4-HA Conference.
5. Serve as the social chair for the area. Duties may include, but are not limited to, organizing a social event; welcoming new Extension Professionals into the area by sending a small gift and/or card; sending courtesies to KAE4-HA members during times of personal change, such as births, death of a family member, hospitalization, or retirements.

   Benevolence Policy: Expenses shall be provided by the Association for births,

hospitalization or retirements of a member or death of immediate family member of a maximum of $40 per occurrence (approved Oct. 2009). Immediate family is defined as spouse or child of a married person, and parents of a single person. Directors should invoice Treasurer for this expense.

6. Serve two year term and assist with orderly transfer of duties and materials to successor.

DUTIES OF NEWSLETTER EDITOR:

1. Collect information from officers and members and publish a quarterly newsletter to the membership.
2. Serve as state contact for NAE4-HA NEWS & VIEWS.
3. Encouraged attendance at NAE4-HA Annual Conference through newsletter and participate in *NEWS & VIEWS* Committee Meetings at the Conference.
4. Include information from Association officer candidates in the newsletter published just prior to the election.

DUTIES OF KEAA REPRESENTATIVE-AT LARGE

1. Represent KAE4-HA at meetings and report back to KAE4-HA membership.
2. This is a two- year term
3. Fulfill other duties as requested by President.
4. Additional information about KEAA representation:
   The current President and President Elect are also board members of KEAA. So there are always three KAE4-HA members on the KEAA Board.
   In the KEAA structure, the President of KAE4-HA is called a Vice President in KEAA. The other KAE4-HA representatives are called board members.
   In addition, the offices of KEAA President and KEAA Secretary/Treasurer rotate between all three agents associations (KEAFCS, KAE4-HA and KACAA). When this rotation comes to KAE4-HA, we would have an additional two persons on the KEAA board from our Association.

DUTIES OF EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the elected officers and directors and the appointed committee chairs and shall (1) meet on a regular basis, and prepare for Association meetings and events, (2) discuss the goals and needs of the Association, being sure to represent the desire of all members, and take action to meet those needs, (3) have the power to manage the business affairs of the Association when it is not feasible to convene the entire membership, and (4) fill vacancies according to terms in Article 8 of Constitution and By-Laws.

KAE4-HA COMMITTEE OPERATIONS

The lifeblood of any professional association is found in its committee work. KAE4-HA has seven standing committees and each may have a number of subcommittees and/or task forces to help carry out the designated functions. In addition, the Association Executive Committee maintains several business committees to assist in the conducting of Association business.

Generally, three periods of time are set aside for committee meetings:

1. During Spring Professional Development Meeting (Schedule before, during, and after conference, depending on needs.)
2. At annual professional improvement workshops.
3. During the annual Fall Meeting. (Schedule before, during, and after

conference, depending on needs.)

Committees are urged to take advantage of these times in order to do the necessary face-to-face business of the committee. Committees are also encouraged to use technology to facilitate meetings, communications, and committee functions.

Committee Guidelines:

1. Committees may consider the following ways of communication with Association members:
   - e-mail, phone conference, or use of other technologies
   - Newsletter article
   - Special reports
   - Exhibits at Association activities
   - Seminars at annual conference

2. All committees affect KAE4-HA as a whole. New actions or program activities planned by committees must be submitted for Executive Committee approval before implementation.
3. Committee activities should focus on professional efforts that will be of benefit to the

   membership of KAE4-HA.

Sub-committees and/or Task Force

The committee chair may establish, redirect, or terminate a subcommittee or task force, with the consent of the general committee or task force membership or under the direction of the Association Executive Committee.

The duties of a subcommittee or task force chair are to:

1. Convene and preside over committee or task force meetings.
2. Develop an appropriate agenda for such meetings.
3. Submit budget requests to the proper committee chair.
4. Appoint a secretary/recorder.
5. Clear any proposed actions with the committee chair before going ahead.
6. Provide orientation and orderly transfer of duties and materials to the new subcommittee or task force chair, as appropriate.

KAE4-HA Committee Structure

Committee Chair and Chair-Elect - Selection is made at the meeting of the Association during Annual Extension Conference. Term is for one year following the Fall Association meeting. Elect moves to chair position the following year. The committee chair also serves as the state contact for NAE4-HA information relevant to that committee.

KAE4-HA Members-- Have a responsibility to be aware of what is happening in KAE4-HA committee work and to direct their ideas, needs, and concerns to their appropriate committee contacts.

Responsibilities of KAE4-HA Committee Chair & Chair-Elect

COMMITTEE CHAIR

1. Convene and preside at all committee meetings.
2. Provide budget request to the Association Budget Committee.
3. Provide committee reports and progress of work for distribution.
4. Provide articles for Association newsletter, as needed.
5. Attend all KAE4-HA Executive Committee meetings.
6. Provide orientation and orderly transfer of duties and material to new chair.
7. Keep committee and/or Association handbook up-to-date. Submit 1-2 paragraph summary of committee action and other pertinent committee information for the annual report and submit to Association Historian (Immediate Past President).
8. Participate in Committee meetings at NAE4-HA Conference or designate a substitute.
9. Disseminate information from NAE4-HA Regional Committee to state association members to facilitate and strengthen committee work and to keep members abreast of national action and opportunities.
10. Keep Regional Committee members informed of state's activities and work relating to the committee.

COMMITTEE CHAIR-ELECT

1. Assist chair with responsibilities.
2. Attend all committee meetings.
3. Serve as committee's recorder, maintaining correspondence, member list, etc.
4. Assume chair position at the fall business meeting of the Association.
5. Serve as member of the Budget and Audit Committee.
6. Participate in committee meetings at NAE4-HA Conference or designate a substitute.
7. Serve as liaison to any task forces.

STANDING COMMITTEES:

Diversity

1. Encourage members to become more aware and sensitive of clientele's needs.
2. Provide leadership for membership to incorporate diversity in programs.
3. Further education of diversity to membership through newsletters and activities.

Policy and Resolutions

1. Serve as a study and research committee to the Association Executive Committee on all major policy decisions and thrusts of KAE4-HA.
2. Solicit, receive, and review resolutions from the membership. Develop and present resolutions to the Executive Committee for further action.
3. Discuss and prepare recommendations on long-range objectives and proposals for action by the Executive Committee.
4. Review By-Laws and operational policy annually and revise bi-annually.
5. Undertake specific responsibilities as designated by the President.
6. Submit 1-2 paragraphs for annual report of committee actions to the Association Historian (Immediate Past President).

Professional Development

1. Keep membership aware of professional improvement opportunities, including study tours, summer school, exchange programs, scholarships, etc.
2. Take the leadership in providing strong professional improvement programs for Association members, especially at Association meetings, Annual Extension Conference, etc.
4. Develop a liaison relationship with the Professional Development Committees of KACAA, KEAFCS, and Epsilon Sigma Phi.
5. Encourage membership to subscribe to, submit articles to, and utilize information from the *JOURNAL OF EXTENSION*.
6. Encourage institutions of higher learning to develop the kinds of courses, study tours, etc. which will increase the competency of the Extension 4-H Youth Development professional.

7. Work with Annual Extension Conference Planning Committee to ensure development of strong professional improvement opportunities at the conference.
8. Submit 1-2 paragraphs for annual report of the committee actions to the Association Historian (Immediate Past President).

Program Committee

1. This committee is responsible for analyzing and sharing educational materials, techniques, and methods to assist membership in the performance of their jobs as professionals in 4-H programming. The concept of this committee does not include the development of 4-H programs nor program materials.
2. This committee has the responsibility for Association social activities, including Clover Night at Annual Extension Conference and State's Night Out at NAE4-HA Conference. Take leadership in organizing State Delegation for NAE4-HA Conference. Work with Recognition Committee in planning social for honored delegates including any mementos, cards, etc.
3. Submit 1-2 paragraphs for annual report of the committee actions to the Association Historian (Immediate Past President).

Public Relations and Information and Web

1. All aspects of public relations and information dissemination should be performed by this committee.
2. Develop a membership brochure in coordination with the Membership Committee and the Treasurer. Distribute thru all appropriate channels, to all eligible staff, and include copies for the Extension Operations and Personnel Office to distribute to new staff
3. Work cooperatively with KEAA in promoting Extension.
4. Take responsibility for web page development and maintenance. This may be done thru the committee or it may be contracted out. If contracted, it must be worked into the budget. Work out the coordination and requirements with IET.
5. Maintain association list serve thru IET. Consult with the Treasurer to maintain current list and update as new members join. The current address is: KAE4HA-L@listserv.ksu.edu Members may use this as a way to communicate via email with all Association members. This does not necessarily include all 4-H agents or specialists. Only dues paying members are included on the list serve.
6. Suggested areas of major concern are:
   - Image: 4-H Profession, 4-H Program, KAE4-HA
   - Publicity: KAE4-HA meetings and training, Accomplishments of KAE4-HA members, NAE4-HA Programs
   - Promotion - KAE4-HA , 4-H Organization, NAE4-HA Programs
   - Liaison: With 4-H public, With KAE4-HA public
7. Submit 1-2 paragraphs for annual report of the committee actions to the Association Historian (Immediate Past President).

Recognition

1. Solicit nominations for Distinguished Service Award (DSA), Achievement in Service Award (ASA), Meritorious (MSA), team awards, other national awards, and any other appropriate professional awards. See that appropriate awards and recognition are extended at state events.
2. Organize, facilitate, select and recognize the Communications Awards division for the Association. Provide publicity via the *Tuesday Letter* and other methods as appropriate.
3. Solicit nomination for KAE4-HA Awards - Koons Memorial Scholarship and the Clover Award. These awards are presented at the fall annual meeting
4. In coordination with current President, prepare awards of appreciation and administer recognition of outgoing Association officers.
5. Submit 1-2 paragraphs for annual report of the committee actions to the Association Historian (Immediate Past President).

Lady Cats

1. Be responsible for all planning, promotion and conducting of the 4-H Day with the Lady Cats basketball team.
2. Coordinate receiving of income and paying expenses with KAE4-HA Treasurer.
3. Recommend how proceeds from the event will be utilized by KAE4-HA.

BUSINESS COMMITTEES:

Budget and Audit Committee

The Treasurer (Ex-Officio) and Committee Chairs-Elect form this committee. The Chair will be appointed annually by the President.

1. Solicit budget requests from standing committees and officers.
2. Prepare annual KAE4-HA budget for approval by Association Executive Committee.
3. Present recommended budget for approval by Association membership at Spring meeting.
4. Audit the yearly financial transactions of KAE4-HA and report results to the Association Executive Committee prior to the annual Association business meeting.
5. Report the results of the audit to the membership at the annual business meeting.
6. Spot check the financial records of the Association as requested by the President and report result as committee report.
7. Recommend appropriate financial procedures to the Association Executive Committee for adoption by the Treasurer, including the dues structure.
8. Submit 1-2 paragraphs for annual report on actions of the committee to Association Historian (Immediate Past President).

Membership Committee
The purpose of this committee is to acquaint staff members with the objective of KAE4-HA, extending them an invitation to join, and to carry out the mechanics of membership recruitment. The membership of this committee consists of the Treasurer, as chair, and each Area Director.

1. Contact new staff members and potential staff members. Inform them of the Association and invite them to join. Develop and maintain membership brochure. Provide brochures as requested. Supply necessary forms for dues.
2. Encourage members to pay dues and join the Association
3. Conduct membership induction ceremony, if needed, at the business meeting of the Association.
4. Recommend membership policies to the Association Executive Committee for review and possible adoption.
5. During State's Night Out at National Meeting, facilitate the drawing of a $150 scholarship for a first time national meeting attendee. Winner must have paid current membership dues to be eligible for the drawing. If there are no first timers present who are eligible, the award will not be given. Notify the Treasurer of the winner's name, so that payment may be sent.
6. Submit one to two paragraphs for annual report on committee actions to the Association Historian (Immediate Past President).

Nominating Committee
The Immediate Past President of the Association serves as chair of the committee, and the next two most recent past presidents, who are available, serve as committee members.

1. Solicit qualified and willing nominees for the offices of President-Elect, Treasurer, Secretary, Newsletter Editor, and KEAA Representative–at Large.
2. Select at least two candidates for each office. Provide candidates with appropriate nomination forms.
3. Arrange for candidates comments and qualifications to appear in the Association newsletter prior to the election.
4. Make a Nominating Committee report and present slate of candidates to Association membership at spring meeting.
5. Determine eligibility of voters and conduct election process, including responsibility of ballots, counting of votes and presenting results to the presiding officer.
6. Destroy ballots upon completion of appropriate motion.
7. Encourage qualified member to run for regional and national positions in NAE4-HA.
8. Responsible for Officers' orientation.
9. Submit 1-2 paragraphs for annual report of committee actions to the Association Historian (Immediate Past President).