

TEXAS EXTENSION SPECIALISTS ASSOCIATION

Texas A&M AgriLife Extension Service
Prairie View A&M University Cooperative Extension Program
The Texas A&M University System

CONSTITUTION

Revised July 31, 2013

ARTICLE I

Name

The name of this association shall be known as Texas Extension Specialists Association, hereinafter referred to as the Association.

ARTICLE II

Purposes

The purpose of this Association shall be:

Section 1. To promote professional improvement for its members.

Section 2. To provide a forum for the exchange of ideas.

Section 3. To secure benefits collectively that cannot be obtained individually.

Section 4. To voice a collective opinion for recommended courses of action, changes or needs to administrative staffs of the Texas A&M AgriLife Extension Service and the Prairie View A&M University Cooperative Extension Program, both of the Texas A&M University System.

Section 5. To strengthen the Texas A&M AgriLife Extension Service and the Prairie View A&M University Cooperative Extension Program, both of the Texas A&M University System.

ARTICLE III

Membership

Section 1. Active membership in the Association is voluntary and is available upon payment of dues, to any and all Texas Extension Specialists, Extension Assistants/Associates attached to a department or program unit; Regional Program Directors; and Department Heads with Extension appointments. Other System employees that serve in roles similar to, or in support of, Extension are also eligible for membership.

Section 2. Retiree membership is available to retired members with all privileges of active membership except holding offices of the Association

Section 3. Life membership is available to retired members who were in good standing prior to retirement with the same privileges as active members, except holding offices of the Association. Good standing shall mean having been a paid member at least 3 of the 5 years prior to retirement. Upon retirement, members shall be allowed to pay back dues to obtain good standing and therefore Life membership.

ARTICLE IV

Chapters

Section 1. To maintain effective representation and to conduct the affairs of the Association, chapters of the Association shall be established in Extension districts, at Prairie View A&M University, at College Station for members stationed on the campus of Texas A&M University, and a Retiree/Life Member chapter. Retiree and Life members may choose to be members of a District or Campus Chapter rather than the Retiree/Life Member Chapter.

Section 2. Organization of each chapter shall be determined by chapter members.

ARTICLE V

Board of Directors

Section 1. A Board of Directors shall consist of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, Historian and one (1) representative from each chapter.

Section 2. The Executive Committee shall consist of the elected officers and the immediate Past-President.

Section 3. The officers of the Association shall consist of a President, President-Elect, Secretary, Treasurer and Historian.

Section 4. The term of office for President, President-Elect, Secretary, and Historian shall be one year commencing with installation at the annual meeting. After serving a term in the office of President-Elect, the President-Elect succeeds to the office of President. After serving a term in the office of President, the President serves as Immediate Past President.

Section 5. The term of office for Treasurer shall be two years commencing with installation at the annual meeting in even numbered years.

Section 6. Elected chapter representatives shall serve a term of two (2) years as members of the Board of Directors.

ARTICLE VI

Meetings

There shall be at least one meeting annually of the Association, and members must be given at least thirty (30) days notice of the impending meeting. Meetings may occur in person or via distance technology (including e-mail, conference call, video conference, etc.).

ARTICLE VII

Amendments

Amendments may be made to the constitution and by-laws at any meeting of the Association by a two-thirds vote of members present and voting provided written notices of proposed amendments are sent to all active members at least thirty (30) days before the meeting.

TEXAS EXTENSION SPECIALISTS ASSOCIATION

BY-LAWS

Revised July 31, 2013

ARTICLE I

Duties of Board of Directors

Section 1. Directors elected to represent chapters shall express majority opinion of chapter members they represent, shall attend all regular and called meetings, shall keep informed about affairs of the Association, shall serve as advisor to committees as requested by the President or Board, shall support Board actions, shall inform chapter members of Board actions, and shall encourage all eligible persons to become active members of the Association.

Section 2. The Executive Committee shall have the power to take action which they deem necessary and to the best interest of the Association and when there is not sufficient time or circumstances for a meeting of the Board of Directors and/or membership.

Section 3. The President shall preside at all meetings of the Association, Executive Committee and Board of Directors. The president shall exercise general supervision over the affairs of the Association. The President shall represent the Association at all appropriate occasions; participate as requested in annual meetings of other Extension Associations and act as liaison with other Extension Associations and the Administrative Staffs of the Texas A&M AgriLife Extension Service, the Prairie View A&M University Cooperative Extension Program, and the Texas A&M University System. The President shall perform such duties that are incident to the office such as approve bills and expenditures and approve minutes of Executive Committee and Board Meetings. The President shall appoint a Parliamentarian, with approval of the Board of Directors, to serve during the President's term of office. The President shall have authority to appoint and remove chairs of standing and special committees with approval of the Board of Directors. The President shall be an ex-officio member of all committees and other bodies of the Association. The President shall keep the President-Elect informed about executive affairs of the Association to assure continuity of leadership. The President shall keep the Board of Directors informed of actions and concerns.

Section 4. The President-Elect shall assume the duties of the President in the absence of the President. The President-Elect shall be an ex-officio member of all committees and other bodies of the Association. The President-Elect shall monitor activities of standing and special committees and advise these committees if needed. The President-Elect shall attend all meetings of the Board of Directors and Executive Committee and shall keep informed about the affairs of the Association to assure continuity of leadership.

Section 5. The Secretary shall keep accurate and complete records of the proceedings of all meetings of the Association, Board of Directors and Executive Committee and carry on necessary correspondence of the Association. The Secretary shall distribute copies of minutes of Board of Directors meetings to all Board members and chairmen of standing committees. The Secretary shall distribute copies of minutes of Executive Committee meetings to members of the Executive Committee. A list of policy decisions made by the Association shall be maintained by the Secretary and distributed to members of the Board. The Secretary shall maintain a current directory (names and addresses) of Board members and committee chairs. A supply of Association letterhead stationery, envelopes and stamps shall be maintained and distributed as needed by the Secretary. The Secretary shall inform Board members and committee chairs of correspondence and mailing procedures. The Secretary, in consultation with the President, shall send get well notes or notes of sympathy to Association members as requested by the Board. The Secretary shall send or arrange for a memorial to the appropriate family in the event of death of an Association member.

Section 6. The Treasurer shall receive and disburse funds, present a report of financial business of the Association at each Board meeting, an audited report at the annual business meeting of the Association, and maintain funds of the Association in a bank authorized by the Board of Directors. The Treasurer shall maintain a list of paid members of the Association. The Treasurer shall keep accurate up-to-date records of the Association's financial activities. The Treasurer shall keep officers and Board of Directors informed regarding financial conditions of the Association. The Treasurer shall annually file IRS documentation for the Association. The Treasurer shall serve as an ex-officio member of the Budget Committee.

Section 7. The Historian shall prepare a narrative account of the Association's activities during the term of office and obtain a copy of the minutes of all minutes of all meetings of the Association, Board of Directors and Executive Committee. When approved by the Board of Directors, the narrative and minutes shall become a permanent part of the Association's official history. The responsibilities of the Historian would further be to receive historical materials from the previous Historian, to keep said materials and to see to the orderly transfer of said materials to the next elected Historian.

Section 8. The Past President shall prepare and distribute a newsletter to members when deemed necessary to keep the membership informed. Copies of the newsletter shall be sent to other Extension Association newsletter editors. The Past President shall serve as advisor, chairman or member of the Nominating Committee and as advisor to other committees or bodies of the Association when needed.

* Administrative Guidelines provide details of duties and responsibilities of officers and standing committees.

ARTICLE II

Election of Officers and Board Members

Section 1. A nominating committee appointed by the President and approved by the Board will annually nominate candidates for President-Elect, Secretary, Treasurer and Historian.

Section 2. Nominations for President-Elect, Secretary, Treasurer and Historian may be made from the floor at the board meeting after the report of the nominating committee. Further nominations may be made as write-in candidates on the election ballot.

Section 3. Election of the President-Elect, Secretary, Treasurer and Historian will be conducted by mail-in and/or electronic ballot and results announced at the annual business meeting. The candidate receiving a majority of all votes cast for each office shall be declared elected. In case no candidate receives a majority of the mail-in votes, a run-off election will be conducted by written ballot by those in attendance and voting at the annual meeting. The candidates in the run-off will be the two candidates receiving the most votes on the mail-in and/or electronic ballot for each office.

Section 4. Each chapter shall elect representatives to the Board of Directors as outlined in Article V, Section 1 of the Constitution. If the chapter fails to elect a director, the President shall appoint a person from the chapter to fill the position. When an elected board member is unable to attend a regular or special board meeting, the chapter may select an alternate to attend that meeting, having temporary powers and responsibilities of the original board member.

Section 5. One-half of the Board of Directors shall be elected each year. Board members are to be elected for a term of two (2) years. Chapter elections should be conducted no later than July 1.

Section 6. Succession to the office.

(a) President: A vacancy in the office of President shall be filled by the President-Elect.

(b) President-Elect: In the case of the President-Elect assuming the office of the President, this position shall remain vacant until the next general election. When a vacancy occurs because of resignation or death, the position shall be filled by special election of the Association membership.

(c) Secretary, Treasurer and Historian: A vacancy occurring in these offices shall be filled by special election of the Association membership.

(d) Chapter Directors: Vacancies among chapter directors shall be filled for the remainder of the term by special chapter election. If the chapter fails to elect a director, the President shall appoint a person from the chapter to fill the remainder of the term.

Section 7. Elected and appointed officers and Board members shall assume office at the conclusion of the annual meeting.

Section 8. Procedures for conducting special elections shall be determined by the Board of Directors.

ARTICLE III

Dues

Section 1. Dues shall be assessed annually for active and retiree memberships. New employees eligible for membership in the Association shall be offered a complimentary membership for the first year of employment, or portion thereof. The Membership year shall be January 1 to December 31.

Section 2. Dues will be payable on or before January 1st of each calendar year and are non-refundable.

Section 3. Any changes in dues shall be recommended by the Board of Directors for approval by the membership.

ARTICLE IV

Business Year

The fiscal year for the Association shall be January 1 to December 31.

ARTICLE V

Meetings

Section 1. At least one (1) business meeting will be held each year. The time and place shall be determined by the Executive Committee.

Section 2. Special meetings may be called by the Executive Committee with the provision that thirty (30) days written notice be given all members.

Section 3. Special meetings must be called by the Executive Committee within thirty (30) days upon a petition being presented to the President or President-Elect signed by at least fifty (50) members or twenty-five (25) percent of the membership whichever is the lesser number.

Section 4. Members present shall constitute a quorum at any regular or called meeting of the Association or Board of Directors which has been properly announced.

Section 5. Meetings of the Board of Directors shall be called by the President as deemed necessary with reasonable advance notice. The President shall provide Board members a written agenda for a meeting prior to the meeting.

Section 6. Meetings of the Executive Committee shall be called by the President as deemed necessary with reasonable advance notice and actions attributable to the Executive Committee shall require a consensus of the Executive Committee.

ARTICLE VI

Order of Business

The order of business and rules governing all meetings shall be according to most current revision of Robert's Rules of Order. The Parliamentarian shall advise the President, other officers, committees and members on parliamentary procedure. Any vote taken on major issues facing the Association shall be taken by written ballot when requested by any member present.

ARTICLE VII

Committees*

Section 1. The chair or co-chairs of the following standing committees shall be appointed annually by the President and approved by the Board:

- (a) Membership
- (b) Financial
- (c) Nominating
- (d) Awards

Other committees will be created as needed, with the Chair appointed at the discretion of the President.

Section 2. Appointment shall be made following officer installations and no later than the winter Board meeting. Committee chairs and members assume responsibilities following appointment and approval.

Section 3. One Board member shall serve on each standing committee as liaison between the committee and Board.

Section 4. The previous year committee chair of each standing committee or a person who has served on the committee shall serve as committee advisor.

Section 5. The Committee chair or co-chairs shall select active Association members (representative of membership) to serve on the committee as soon as possible after appointment.

Section 6. Chairs or co-chairs will regularly inform membership of committee action or activity.

Section 7. Special committees may be appointed by the President, Executive Committee or Board of Directors as deemed necessary to carry out the work of the Association.

* Administrative Guidelines provide details of duties and responsibilities of standing committees.

ARTICLE VIII

Travel

Section 1. Travel of the Executive Committee and Board of Directors to special meetings will be paid from Association funds upon approval of the Board of Directors.

Section 2. Travel of official representatives to regional and national meetings will be paid from the Association funds upon the approval of the Board of Directors. Selection of official representatives will be made and approved by the Board.