

CONSTITUTION

DISTRICT 6 TEXAS ASSOCIATION OF EXTENSION 4-H AGENTS

ARTICLE I - NAME

The name of this association shall be "District 6 Texas Association of Extension 4-H Agents."

ARTICLE II - PURPOSE

The primary purpose of the District 6 Texas Association of Extension 4-H Agents is to promote the profession of Extension 4-H youth work and provide representation for the district. The objectives of the association are as follows:

- 1) To advance the professional status of Extension personnel involved in 4-H youth work.
- 2) To promote and increase interest in Extension 4-H youth development as a career.
- 3) To provide a medium for the exchange of ideas, methods of teaching techniques as they relate to planning and implementing the Extension 4-H youth development program within Texas; and to further provide the same opportunities with Extension 4-H youth workers throughout the nation, through affiliations with the TEXAS ASSOCIATION OF EXTENSION 4-H AGENTS.
- 4) To encourage professional improvement and improve professionalism among its members.
- 5) To promote understanding and cooperation among Extension workers and establish and maintain a close line of communication with the Administration of Texas A&M AgriLife Extension Service and with other Extension associations.

ARTICLE III - MEMBERSHIP

1) Membership in the association is open to all professional (an individual who holds a minimum of a bachelor degree and is employed full time) staff members of the Texas A&M AgriLife Extension Service and the Prairie View A&M University Cooperative Extension Program who promote and/or work with the 4-H youth program. Membership is also open to all para-professionals/program assistants who promote and/or work with the 4-H & Youth Development Program.

Membership in the association is open to **Affiliate Members**. This includes adult professionals employed in youth development other than Extension; former NAE4-HA dues paying members who were Active members but do not currently qualify for Life membership; NAE4-HA donors and sponsors. Membership dues for Affiliate members will be the same as for Active members. Affiliate members would not be allowed voting privileges. The Affiliate member cannot apply for Recognition Awards unless they are on a team with current Active members.

Membership in the association is open to **Student Members**. Student members are individuals who are currently attending a college/university with full-time student status. Their dues are one-half the cost of the current dues amount. Student members may participate in annual meeting activities but would not be allowed voting privileges. The Student member cannot apply for Recognition Awards unless they are on a team with current Active members.

2) Said active members shall uphold this Association by attending meetings, paying dues, voting, performing other special assignments, and by upholding the association's constitution and bylaws.

3) Members of the Texas Association of Extension 4-H Agents who reach retirement status may be allowed life time Association Membership in the Association upon the payment of a one-time fee of triple the current annual membership dues.

4) Upon termination as an employee of Extension, other than retirement, the member shall automatically cease to be a part of this organization.

ARTICLE IV - OFFICERS

1) The officers of this association shall be Director, Associate Director, Secretary, and Treasurer.

2) All members of the District 6 Texas Association of Extension 4-H Agents are eligible to hold positions as an officer, provided they meet the following qualifications:

- Must be an active member in good standing

- * An active member is one who has currently paid dues at district level.

3) The officers shall be elected at the Spring District meeting of the association and shall serve their terms beginning immediately following the annual meeting of the state association.

- The Director and Associate Director shall serve for a period of two years. The Director and Associate Director shall be elected in even numbered years.
- The Associate Director automatically becomes director under normal conditions.
- The secretary and treasurer shall serve terms of two years. The secretary and treasurer shall be elected in odd numbered years.
- In all cases, officers will serve until their successors are duly elected and qualified. No officer shall be eligible to succeed himself or herself except that an officer appointed or elected to fulfill an unexpired term may be elected to a regular term in that office.

4) District Association members shall have voting privileges at said meeting. Each member will have 1 vote. There will be no voting by proxy at regular meetings.

ARTICLE V - MANNER OF ELECTION

1) Any vacancy occurring among the offices of the alternate director, secretary or treasurer will be filled by appointment by the director. At the completion of the appointed term, the said vacated office/offices will be filled by district membership election at the next regular meeting. In the event that the office of the alternate director is held by an appointed member to fulfill an unexpired term, the offices of the director and alternate director will be filled by a district membership election at the next regular meeting.

ARTICLE VI - DUTIES OF OFFICERS and EXECUTIVE COMMITTEE

- 1) The District Director shall preside at district meetings of the association and shall be responsible for all administrative functions of the district association during tenure of office.

The District Director shall, as a member of the Board of Directors of the state association, serve as liaison between the district and state association.

The District Director shall be responsible for presenting matters from the state association for the information and action of the members.

The District Director shall be responsible for providing programs for district meetings.

The Director may delegate parts of his or her responsibility to other members within the district.

- 2) The Alternate Director shall serve in absence of the District Director and shall assume any other duties assigned by the Director.
- 3) The Secretary shall keep records of the proceedings of all meetings and send copies of the minutes to the district association membership. The Secretary shall receive and file communications and correspondence as directed by the president.
- 4) The Treasurer shall keep the financial records of the association and shall be responsible for the collection of dues, payment of bills and be accountable to the district association membership for all receipts and disbursements.
- 5) When time required for a decision is not sufficient or warranted to wait until the next regular district meeting, the District Director is given the authority to call for a special vote, by e-mail, of the district membership. This e-mail voting session must have a 50% response rate and members must have a minimum of 5 business days to respond with a vote. Each member is entitled one vote.
- 6) The Executive Committee shall consist of the District Director, Associate Director, Secretary, and Treasurer.

ARTICLE VII - MEETINGS

- 1) The district association shall meet two times annually. These meetings will typically be in May and September.
- 2) The district will be responsible for hosting the State Association Conference and Annual Meeting each 12 years when the rotation is due.

ARTICLE VIII - AMENDMENTS

This constitution and attached bylaws may be amended by a two-thirds vote of the members present at the regular district meeting, provided a notice of the intended changes or additions are sent to each member at least 30 days previous to the regular district meeting.

ARTICLE IX - QUORUMS

- 1) Those members present at any regular district or special meeting of the district association shall be considered a quorum, provided the membership is notified of the meeting at least 30 days in advance.

ARTICLE X - TERMINATION OF ORGANIZATION

- 1) In the event the association should terminate its existence, all funds remaining in the district association's treasury and any properties owned by the district association after all financial obligations are met, shall be donated to the Texas 4-H Foundation to be used for scholarships for 4-H members from District 6.

BYLAWS

DISTRICT 6 TEXAS ASSOCIATION OF EXTENSION 4-H AGENTS

I. RULES OF ORDER

The rules contained in "Robert's Rules of Order," last revised edition, shall govern the business meetings of the association in all cases in which they are applicable.

II. ORDER OF BUSINESS

The suggested order of business at all meetings shall be as follows:

1. Call to order
2. Reading of minutes
3. Financial statement
4. Bills and accounts
5. Communication and announcements
6. Reports of officers and committees
7. Unfinished business
8. New business
9. Adjournment

III. DUES

1) Membership in the association is open to all professionals (Professional - a person who holds a minimum of a bachelor degree and works 40 hours weekly) staff members of Texas A&M AgriLife Extension Service and the Prairie View A&M University Cooperative Extension Program who promote and/or work with the 4-H youth program.

Membership is also open to all para-professionals funded at the county or state level who promote and/or work with the 4-H & youth program. Annual membership dues in this association shall be set by the board and announced when membership forms are distributed for the Texas Association and such National Association dues as deemed necessary. All national dues shall be forwarded to the National Association of Extension 4-H Agents to assure individual membership in the National Association.

2) District 6 may levy additional dues to further the purpose of the association at the district level if so desired by the membership of the district association.

3) The fiscal year of this association shall be from September 1 through August 31. Dues shall be paid by deadline set for current year in accordance with National & State association dues.

4) Membership dues paid after the beginning of the NAE4-HA membership year deadline set for the current year will be sent on to NAE4-HA and membership will become active for the current year. However, these members will not be included in determining the number of service awards Texas will be allotted for the current year. Persons employed after the National membership deadline has past may submit dues for NAE4-HA and TAE4-HA membership to allow them to attend the State Meeting. Dues will be forwarded to NAE4-HA upon receipt. Such members will have voting privileges at the State Meeting.

IV. COMMITTEES

The Director shall appoint special committees as needed to perform tasks and these committees shall be dissolved when the tasks are completed.

V. NOMINATIONS AND ELECTIONS

The officers shall be elected at a district association meeting by a majority vote of the members present.

VI. DELEGATES TO BOARD OF DIRECTORS MEETINGS

- 1) The District Director may, when necessary, appoint a member in good standing to represent the district at regular or special board meetings of the state association.

VII. FINANCES

- 1) No debts shall be contracted or liabilities incurred by the association in excess of the current balance of the association.
- 2) All disbursements shall be approved by the membership at a regular or special meeting of the executive committee.