

CONSTITUTION AND BY-LAWS

WEST DISTRICT COOPERATIVE EXTENSION SECRETARIES ASSOCIATION (WDCESA)

ARTICLE I - NAME

Section 1: This Association shall be known as the North Carolina Cooperative Extension Secretaries Association - West District.

ARTICLE II - PURPOSE AND OBJECTIVES

Section 1: The primary purpose of this Association is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and the North Carolina Cooperative Extension.

Section 2: The objectives of the Association shall be as follows:

- First, and most important, we shall strive to always perform our duties with conscientious dignity to help make the North Carolina Cooperative Extension the best in the nation.
- To be recognized in our profession as professionals.
- To request state administration to provide opportunity for professional improvement.
- To exert much effort to have County Extension Secretaries classified under one unified system.
- To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, etc. so that we will always stay abreast of the latest in Extension.
- To continue our aim to avail the general public with the many services offered by the Cooperative Extension.
- To improve working relationships and communication between agents and secretaries in regard to planning time and work.

ARTICLE III - MEMBERSHIP

Section 1: The membership of the Association shall be composed of:

- A. All office support staff working in county offices; and
- B. NCSU Research Station field locations that support Cooperative Extension programs, regardless of the employee's source of salary funding. (who have partial or full Extension funded salaries.)

Section 2: Membership in this Association shall be three classifications:

- A. Active
- B. Associate
- C. Honorary

Section 3: Active members shall be secretaries currently employed in any North Carolina Cooperative Extension Office who have paid annual dues into the District and State Associations. Active members shall be entitled to vote, hold office, and participate in discussions and activities of the Association.

Section 4: Associate members shall be former active members who have retired and who have paid annual dues into the District and State Associations. Associate members shall have all privileges of active members.

Section 5: Honorary membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Board of Directors. The Board of Directors, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

Guidelines: Recommendation for members and nonmembers shall be made in writing to the Board of Directors using the following guidelines:

1. Cooperation
2. Participation
3. Contributions
4. Leadership
5. Approval by district members

ARTICLE IV - OFFICERS AND THEIR DUTIES

Section 1: The elected officers of this Association shall be President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer.

Section 2: The President shall: (1) preside at all meetings of the Association and Board of Directors; (2) call special meetings of the Board of Directors at his/her discretion or upon the request of a majority of the Directors; (3) appoint annually chairmen of standing and special committees; (4) serve as an official representative of the Association at meetings of groups working for the advancement of Extension and this Association; (5) be an ex-officio member of all committees except the Nominating Committee; and (6) recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring on the Board of Directors between elections, except that of President.

Section 3: The 1st Vice-President shall perform the duties assigned to her/him by the President with the approval of the Board of Directors and preside in the absence of the President. In the event of a vacancy in the office of President, the 1st Vice-President shall become President and assume the duties of the office for the unexpired term.

Section 4: The 2nd Vice-President shall perform the duties assigned her/him by the 1st Vice-President, with the approval of the Board of Directors, and preside in the absence of the 1st Vice-President. In the event of a vacancy in the office of 1st Vice-President, the 2nd Vice-President shall become 1st Vice-President and assume the duties of the office for the unexpired term.

Section 5: The Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to the minutes, he/she shall file into the Official Minute Book: (1) a copy of all amendments to the Constitution and By-Laws; (2) all resolutions which are adopted by the Association. She/he shall search the records for information requested by officers or members. She/he shall mail copies of the minutes of all meetings of the Board of Directors within six weeks after the conclusion of the meeting. She/he shall conduct the correspondence of the Association as directed by the President and/or Board of Directors.

Section 6: As Treasurer, she/he shall be responsible for receiving the funds of the Association and shall disburse as directed by the President and the Executive Board. The accounts of the Treasurer shall be audited at the close of the calendar year by a Committee on Audit, such committee to be appointed by the President.

ARTICLE V - ELECTIONS

- Section 1:** District officers shall serve a term of one year and shall take office on October 1 of the year elected.
- Section 2:** The officers will advance in office with only the election of a Secretary and a Treasurer upon recommendation of the Nominating Committee.
- Section 3:** Election of officers will be held at the fall meeting.
- Section 4:** Before a candidate's name is submitted in nomination, the candidate must agree to serve if elected. If nominations are made from the floor, the candidate's qualifications and consent to serve must be presented to the committee by the person making the nomination prior to the voting sessions.
- Section 5:** No person shall be nominated for state office before she/he has served as a district officer.
- Section 6:** Nominations of officers shall be made through a Nominating Committee composed of three persons. This committee is to be appointed by the Executive Board.

ARTICLE VI - DISTRICT EXECUTIVE BOARD

- Section 1:** The Executive Board of this Association shall consist of the President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer.
- Section 2:** This board shall meet as necessary to transact the business of this Association. Three members shall constitute a quorum.
- Section 3:** The Executive Board shall be included in the composition of the Board of Directors.
- Section 4:** The retiring President shall serve as Advisor to the Executive Board.

ARTICLE VII - MEETINGS

- Section 1:** The Association shall hold two district meetings at such time and place as may be determined by the Executive Board before the annual state meeting.
- Section 2:** The Association may hold special meetings at such time and place as may be determined by the Executive Board.

- Section 3:** Members should be notified in writing at least two weeks prior to date of each meeting.
- Section 4:** The Association shall reimburse lodging expenses of officers and official delegates to attend Executive Board Meetings. Reimbursement will not be made if reimbursement is made from local funds or from the State Association.
- Section 5:** At each fall meeting a dollar amount will be decided upon to be divided equally among those attending the State Association meeting. This amount will be shared only by those who have paid their association dues and cannot exceed expenses paid or if receiving funds from local government or the State Association.

ARTICLE VIII – DUES

- Section 1:** The annual district Association dues shall be state dues plus \$15 for district per person. State dues will be paid from this amount.
- Section 2:** Dues shall be paid to the District Treasurer at or before the fall meeting.

ARTICLE IX – COMMITTEES

- Section 1:** The standing committees of this Association shall be:
- 1) Membership
 - 2) Public Relations
 - 3) Nominating
 - 4) Rules and By-Laws
 - 5) Hospitality
 - 6) Finance
 - 7) Professional Improvement
- Section 2:** Appointment to committees shall be made by the Executive Board.
- Section 3:** The Chairperson of each committee will make a report of committee activities at each meeting.
- Section 4:** Any committee shall have the privilege of functioning by e-mail.
- Section 5:** A majority of the members of any committee shall constitute a quorum.

ARTICLE X – QUORUM

Section 1: Members presented at each meeting shall constitute a quorum for the transaction of business. A majority of the members of the Board of Directors, or any appointed committee, shall constitute a quorum for the transaction of business.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Section 1: The rules contained in Robert's Rules of Order, Revised, shall govern the Association in all instances in which they are not inconsistent with the Constitution.

ARTICLE XII – AMENDMENTS

Section 1: Amendments to these by-laws may be made at any meeting of the general membership by a two-thirds vote of those present after notification in writing to each member at least two weeks before the meeting at which the voting is to take place; or if the emergency of the measure so dictates, by a two-thirds vote to written ballots returned.

Adopted 4/95

Updated 8/2008