

NORTH CAROLINA ASSOCIATION OF EXTENSION  
PROGRAM ASSISTANTS, ASSOCIATES AND TECHNICIANS

CONSTITUTION AND BYLAWS

ARTICLE I.           NAME

The name of this organization shall be "North Carolina Association of Extension Program Assistants, Associates and Technicians" (NCAEPAAT).

ARTICLE II.           PURPOSE AND OBJECTIVES

Section 1.

The primary purpose of the North Carolina Association of Extension Program Assistants, Associates and Technicians is to promote the personal development of Program Assistants, Associates and Technicians and other Extension employees who do not belong to other associations.

Section 2.

The objectives of the Association are as follows:

1. To advance the status of the Program Assistants, Associates and Technicians involved in North Carolina Cooperative Extension programs.
2. To provide recognition for outstanding service.
3. To encourage and provide personal and career development.
4. To promote and increase interest in Cooperative Extension work as a career.
5. To provide linkage and insure representation within Cooperative Extension Federation.

ARTICLE III. ORGANIZATIONAL STRUCTURE

The Association shall be divided into districts corresponding to the North Carolina Cooperative Extension Administrative Districts and shall change according to any changes in the North Carolina Cooperative Extension Districts. Each district shall elect a director and other officers as they deem necessary.

ARTICLE IV. MEMBERSHIP

Section 1.

Membership in the Association is open to all Program Assistants, Associates and Technicians in North Carolina Cooperative Extension.

Section 2.

Membership in the Association shall be four classifications: Active, Inactive, Honorary and Lifetime.

Section 3.

Active members shall uphold this Association by paying dues, attending meetings, voting, holding office, performing other special assignments, and by upholding the Association's Constitution and Bylaws. New members after submitting membership application shall be granted new member status and entitled to attend meetings, voting, performing other special assignments, and by upholding the Association's Constitution and Bylaws.

Section 4.

Former Association members or those who are no longer employed by North Carolina Cooperative Extension but continue to pay annual dues will be known as inactive members. These members have all the rights and privileges of active membership in the Association, except the rights to vote or hold office.

Section 5.

Honorary Association membership shall be determined by a two-thirds vote of the membership. These non-dues paying members shall have all the rights and privileges of membership in the Association, except the rights to vote or hold office.

Section 6.

Lifetime Association membership shall be awarded to those Program Assistants, Associates and Technicians who retire from service with North Carolina Cooperative Extension and who elect to pay the lifetime membership fee. This fee shall be a one-time fee for which the member is granted for life the rights and privileges of active membership, except the rights to vote or hold office.

## ARTICLE V. OFFICERS AND THEIR DUTIES

Section 1.

The state officers of this Association shall be President, President-Elect, Vice President, Secretary, Treasurer, Treasurer Elect and Parliamentarian.

Section 2.

The President shall:

- a. Preside at all meetings of the Association and Board of Directors
- b. Call special meetings of the Board of Directors at his/her discretion or upon the request of a majority of the Directors.
- c. Appoint annually chair-persons of standing and special committees.
- d. Be responsible for all administrative functions of the organization during the tenure of office.
- e. Serve as ex-officio member of all standing committees
- f. Recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring in state offices or committee chairs.

Section 3.

The President-Elect shall:

- a. Serve as Chair of the Program Committee to plan the annual meeting.
- b. Perform the duties assigned by the President, with the approval of the Board of Directors.

Section 4.

The Vice President shall:

- a. Serve as chair of the Membership Committee.
- b. Preside in the absence of the President.
- c. In the event of a vacancy in the office of the President, the Vice President shall become President and assume the duties of the office for the unexpired term.
- d. Keep a list of all active, inactive, honorary and lifetime members.

Section 5.

The Secretary shall:

- a. Serve as chair of the Awards/Recognition Committee.
- b. Keep an accurate record of the proceedings of the Association and the Board of Directors' meetings and activities.
- c. Keep a copy of all amendments to the Constitution and Bylaws.
- d. Distribute copies of the minutes of all meetings to the Board of Directors and membership.
- e. Receive and file communications and correspondence as directed by the President.

Section 6.

The Treasurer shall:

- a. Serve as Chair of the Finance Committee.
- b. Be responsible for the collection of dues and payment of all bills incurred by the Association.

Section 6a.

The Treasurer-Elect Shall:

- a. Serve as Vice-Chair of the Finance Committee
- b. Be in training for one year at which time he/she will assume the role of Treasurer.

Section 7.

The Parliamentarian shall:

- a. Serve as Chair of the Constitution and Policy Committee.
- b. Govern the meetings according to "Robert's Rules of Order."

## ARTICLE VI. ELECTIONS

Section 1.

State officers shall be elected by the active members of the Association at the annual meeting from the slate of nominees presented by the Election/Nominating Committee or from additional nominations from the floor.

Section 2.

State Officers shall serve a term of one year. No officer shall be eligible to succeed him/herself, except that any officer appointed to fulfill an unexpired term may be elected to regular term in that office.

Section 3.

The President-Elect shall succeed to the office of President; The Treasurer-Elect shall succeed to the office of Treasurer upon recommendation of the Election/Nomination Committee.

Section 4.

All candidates for office must give consent to serve, if elected, before being nominated. 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 session.

ARTICLE VII. BOARD OF DIRECTORS

Section 1.

The Board of Directors shall be composed of the state officers of the Association, the immediate Past President and the Director from each District. Ex-officio members include state committee chairs.

Section 2.

The State President shall serve as Chair of the Board of Directors.

Section 3.

The Board of Directors shall be composed of the state officers of the Association, the immediate Past President and the Director from each District. Ex-officio members include state committee chairs and other positions appointed by the President.

ARTICLE VII. QUORUMS

Section 1.

Those members present at any annual or special meeting of the Association shall be considered a quorum provided the membership is notified of the meeting at least 30 days in advance.

Section 2.

A quorum of the Board of Directors shall consist of not less than a majority.

Section 3.

A quorum of the Executive Committee shall consist of not less than a majority.

ARTICLE IX. MEETINGS

Section 1.

The Association shall have at least one annual meeting for the purpose of furthering the objectives of this Association, receiving reports of offices and committees, electing officers and transacting any other business that may arise.

Section 2.

The Association may hold special meetings at such time and place as may be determined by the Board of Directors.

ARTICLE X. DUES

Section 1.

The annual membership dues of the Association shall be determined by the Executive Committee with approval of the Board of Directors.

Section 2.

The fiscal year of this organization shall be from Annual Meeting to Annual Meeting. Deadline for dues payment will be determined by the Membership Committee.

ARTICLE XI. COMMITTEES

Section 1.

Standing committees shall be as follows: Executive; Election/Nominating; Constitution and Policy; Finance; Membership; Awards and Recognition; Program and Public Relations.

Section 2.

All standing committees shall have a Chair and Vice Chair.

Section 3.

All standing committees shall meet at least once per year or more often if necessary to conduct the business of the Association.

Section 4.

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

Section 5.

Executive Committee:

- a. Members shall be the President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect and Parliamentarian of the Association.
- b. This committee shall meet as necessary to transact the business of the Association.

Section 6.

Membership Committee:

- a. The chair of this committee shall be the Vice President of the Association.
- b. This committee shall have one representative from each district.
- c. This committee shall update the Membership Directory annually and distribute to members.
- d. This committee is responsible for informing eligible extension employees about the Association and its benefits, and encouraging those eligible to become members.
- e. Committee members are responsible for sending cards of welcome to each new member.

Section 7.

Election/Nominating Committee:

- a. The chair of this committee shall be the Past President of the Association.
- b. This committee shall receive nominations for all state offices and draw up a slate of officers for nomination to be presented to the membership at the state meeting.
- c. A nomination form shall be distributed to the general membership prior to the state meeting.
- d. All nominations shall be considered by the Committee for nomination for office.
- e. The slate of nominees shall consist of at least two candidates for each office except President. The President-Elect shall automatically be nominated to become President.

Section 8.

Constitution and Policy Committee:

- a. The chair of this committee shall be the Parliamentarian of the Association.
- b. Committee members shall annually review the Constitution and Bylaws for needed updates, revisions, corrections and changes.
- c. This committee shall receive proposed changes to the Constitution and Bylaws from the members for consideration, presenting these proposed changes to the general membership and distributing this information to the general membership prior to the state meeting.
- d. If the proposed changes are accepted by a two-thirds majority of the membership present at the annual meeting, this committee shall be responsible for revising the document and distributing new revisions to the general membership.

Section 9.

Finance Committee:

- a. The chair of this committee shall be the Treasurer of the Association.
- b. This committee shall develop a balanced budget for the Association for presentation to the Board of Directors for approval. This committee will have access to the previous year's financial statements for reference.

Section 10.

Awards and Recognition Committee:

- a. The chair of this committee shall be the Secretary of the Association.

- b. This committee shall be responsible for planning and executing recognition and awards on behalf of the Association.
- c. This committee is charged with the responsibility to forward award recipients and/or nominees to other Associations or organizations for further recognition.

Section 11.

Public Relations Committee:

- a. The chair of this committee shall be appointed by the President of the Association.
- b. This committee shall write news articles on state association meetings, prior to and following meetings, using pictures with articles as much as possible. This includes news releases related to awards and recognition.
- c. This committee shall inform the Director of Extension of the value of the Association.
- d. This committee shall develop a newsletter for the membership for the exchange of ideas, methods, and special programs. This newsletter shall be distributed to all members of the Association.

Section 12.

Program Committee:

- a. The chair of this committee shall be the President-Elect.
- b. This committee shall be responsible for physical arrangements and programs for the Association's annual state meeting.
- c. This committee shall have the authority to call on members of the Association for assistance in the performance of its duties.

## ARTICLE XII. POWERS

Section 1.

This Association shall have all the powers usually exercised by educational and service organizations and those that may be specifically authorized by the members.

Section 2.

This Association may affiliate with the state, regional, national, and /or other organizations serving the needs of the Extension workers and Cooperative Extension.

Section 3.

This Association may delegate some of its powers to the districts and/or committees to properly and effectively carry out its purpose.

## ARTICLE XIII. RATIFICATION AND AMENDMENTS

This Constitution and/or Bylaws may be ratified or amended by a vote of two-thirds of the members present at any annual or special meeting of the Association, provided the membership is notified in writing of the ratification vote at least 30 days in advance. Said notice shall include a copy of the proposed Constitution and Bylaws or amendments.

\*\*\* North Carolina Cooperative Administrative Council approved Association formation August 23, 1999.

\*\*\* Voted into the North Carolina Federation of Cooperative Extension Associations March 9, 2000

\*\*\* Charter Conference, August 29-31, 2000 - High Point, North Carolina "Together in 2000: A New Beginning"

\*\*\*Revised, State Conference, August 30 - September 1, 2004--Asheville, North Carolina- "Reach for the Pinnacle"