

Bylaws

(Approved November 12, 2010)

The Extension and Research Support Staff Association

ARTICLE I: NAME

The name of the association shall be *The Extension and Research Support Staff Association*.

ARTICLE II: MEMBERSHIP

Section 1: Qualifications

Any person who is in good standing with their institution shall be eligible for membership without regard to race, color, age, sex, religion, disability, or national origin.

Section 2: Classifications

- A. Active Those support staff members who have paid current dues.
- B. Retired Those support staff members who are retired from their state agency who have paid current dues.
- C. Honorary May be bestowed to those who have performed some meritorious service as determined by the Executive Board in the interest of *The Extension and Research Support Staff Association*. An honorary member is a person who is not eligible for membership under any other capacity as stated in sections A and B of this section.

Section 3: Dues

The annual individual membership shall support a balanced budget for the association.

Section 4: Voting

Voting privileges should be extended to any paid member of *The Extension and Research Support Staff Association* in attendance at any duly called meeting or as requested by mail or by electronic voting. Passage of motions by the membership requires a simple majority of those voting, whereas changes in the bylaws require two-thirds of those voting.

Section 5: Meetings

One meeting for the total membership shall be held each year provided there are no budget restrictions. Quorum shall be 50% + 1 members of those in attendance.

ARTICLE III: OFFICERS

Section 1: The officers of the association shall consist of President, Vice President, Recording Secretary, Membership Secretary, Treasurer (serving 2-year term), Webmaster and Immediate Past

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1 President. Election of Vice President shall rotate from state to state until all states have had
2 an opportunity to have a representative serve in the capacity of President, if they so desire.
3 Any state failing to provide a nominee for Vice President during a scheduled rotation will
4 forfeit the opportunity until the next scheduled turn in rotation. In this event, the nomination
5 will come from the next state in rotation. These officers shall constitute the Executive
6 Committee and will perform the duties as identified in Standard Operating Procedures.
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8 **Section 2:** Each officer will serve a one year term with the exception of Treasurer, who will serve a 2-
9 year term.
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11 **Section 3:** Vacancies in an officer position due to resignation during a term of office will be filled by the
12 Executive Board within 30 days of receiving notice of resignation.
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ARTICLE IV: EXECUTIVE BOARD

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18 **Section 1:** The elected officers shall constitute the Executive Board.
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20 **Section 2:** The Executive Board shall have general supervision of the affairs of the association between
21 its business meetings and make recommendations to the association. The Executive Board
22 shall be subject to the orders of the association and none of its acts shall conflict with actions
23 taken by the association.
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25 **Section 3:** The Executive Board shall meet quarterly, with one meeting being at the annual meeting.
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ARTICLE V: EXECUTIVE COMMITTEE

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31 The Executive Committee shall consist of elected officers and committee chairs.
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ARTICLE VI: COMMITTEES

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37 **Section 1: Standing Committees**

38 Standing Committees will consist of the following: Awards, Annual Meeting, Nominating, Finance,
39 Bylaws and Public Relations.

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1 **Section 2: Special Committees**

2 The President may appoint any special committee deemed necessary. These special committees will
3 report to the Executive Committee and perform the duties so designated. A majority of the members of
4 any committee shall constitute a quorum.
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8 **ARTICLE VII: FISCAL POLICIES**
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10 The fiscal year of the board shall be October 1 through September 30.
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14 **ARTICLE VIII: DISSOLUTION**
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16 If upon dissolution of the Association, the assets exceed the outstanding obligations, any funds remaining
17 shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or
18 philanthropic organizations suggested and approved by the membership.
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22 **ARTICLE IX: PARLIMENTARY AUTHORITY**
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24 The rules contained in *Robert's Rules of Order Revised* shall govern this association unless stated
25 otherwise in the bylaws of the association.
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29 **ARTICLE X: AMENDMENTS**
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31 The bylaws may be amended at any annual meeting by a two-thirds vote of those voting provided the
32 amendment(s) has been submitted in writing to all members 30 days prior to the annual meeting.