

# Standard Operating Procedures

(Approved 11/12/2010)

*The Extension and Research Support Staff Association*

## MISSION STATEMENT

*The Extension and Research Support Staff Association* will improve the lives and careers of members by providing one voice to improve the development of Extension and Research across the Southern Region through professional recognition, networking with states, administration advocacy, and professional and personal improvement.

## 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. The membership drive shall be from September 1 – December 31, of each year.

### 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.

The Executive Board shall accept nominations for honorary membership from active and retired members and make the final selection. Honorary membership is not automatically granted each year, only when appropriate.

Active and retired members who have paid annual dues shall be entitled to hold office, serve on committees, and participate in discussions and activities of the association.

Honorary members shall have none of the responsibilities of membership in the association but shall be entitled to all the privileges except those of making motions, voting, holding office, and receiving awards.

### Section 3: Dues

The annual individual membership dues shall support a balanced budget for the association. Dues are due and payable on or before January 1 of each year which will be the beginning of the membership year.

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## *The Extension and Research Support Staff Association*

### 1 Section 4: Voting

2 Voting privileges should be extended to any paid member of *The Extension and Research Support Staff*  
3 *Association* in attendance at any duly called meeting or as requested by mail or by electronic voting.  
4 Passage of motions by the membership requires a simple majority of those voting, whereas changes in the  
5 bylaws require two-thirds of those voting.  
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### 7 Section 5: Meetings

8 One meeting for the total membership shall be held each year. Quorum shall be 50% + 1 members of  
9 those in attendance.  
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## 11 **ARTICLE III: OFFICERS AND THEIR DUTIES**

12 **Section 1:** The officers of the association shall consist of President, Vice President, Recording Secretary,  
13 Membership Secretary, Treasurer (serving 2-year term), Webmaster and Immediate Past  
14 President. Election of Vice President shall rotate from state to state until all states have had an  
15 opportunity to have a representative serve in the capacity of President, if they so desire. Any state  
16 failing to provide a nominee for Vice President during a scheduled rotation will forfeit the  
17 opportunity until the next scheduled turn in rotation. In this event, the nomination will come from  
18 the next state in rotation. The rotation shall be determined by the state of the first elected Vice  
19 President. These officers shall constitute the Executive Committee and will perform the duties as  
20 identified herein.  
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22 **Section 2:** Each officer will serve a one year term with the exception of Treasurer, who will serve a 2-year  
23 term to provide for financial stability in the association, or until a successor is elected. No  
24 members shall hold more than one office at a time. Officers will be installed at the annual meeting.  
25 Terms of office shall begin one month after installation.  
26

27 **Section 3:** Vacancies in an officer position due to resignation during a term of office will be filled by the  
28 Executive Board within 30 days of receiving notice of resignation.  
29

### 30 Section 4: Duties

#### 31 President

- 32 • Presides over all meetings of *The Extension and Research Support Staff Association*, the  
33 Executive Board, and Executive Committee.
- 34 • Serves as the official representative of *The Extension and Research Support Staff Association*.
- 35 • Signs all certificates and documents of the association.
- 36 • Prepares meeting agendas and responsible for arranging meeting dates and locations in cooperation  
37 with other Board members.
- 38 • Serves as Immediate Past President for the following year.
- 39 • Serves as Liaison on each committee.  
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## *The Extension and Research Support Staff Association*

### 1 Vice President

- 2 • Performs the duties of the President in the absence or disability of the President. In the event of
- 3 vacancy in the office of President, shall become President and assume the duties of the office for the
- 4 unexpired term.
- 5 • Assumes the duties of the President the following year.
- 6 • Serves as Chair of the Bylaws Committee.
- 7 • Outgoing Vice President arranges for the Treasurer's records to be audited annually by a qualified
- 8 individual outside of the association. Presents a formal audit report at annual meeting.
- 9 • Shall perform duties and represent the association as the President deems necessary.

10

### 11 Recording Secretary

- 12 • Maintains complete minutes and records of Executive Committee and annual meetings and
- 13 correspondence.
- 14 • Maintains the historic records of the association.
- 15 • Updates letterhead after election of officers; to be distributed to officers at first Executive Board
- 16 meeting.
- 17 • Provides minutes of annual meeting; to be distributed with newsletter. Prepares meeting minutes for
- 18 presentation to membership and Webmaster for inclusion on the website.

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### 20 Membership Secretary

- 21 • Maintains membership roster. Handles all correspondence pertaining to membership, enrollment, and
- 22 renewal.
- 23 • Handles all public relations among state associations for dues and membership drives.
- 24 • Maintains database which includes: active members, retired, honorary members and newsletter
- 25 recipient list. Provides necessary reports as requested by the Board members.
- 26 • Sends out letter of invitation to prospective new honorary member(s) for the annual meeting.
- 27 • Sends letter of invitation and annual meeting registration information to retired members.
- 28 • Shall perform duties and represent the association as the President deems necessary.

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### 30 Treasurer

- 31 • Receives and disburses all funds of *The Extension and Research Support Staff Association*.
- 32 • Receives membership dues and maintains a list of paid members.
- 33 • Co-signs documents, contracts, etc., with the exception of checks for expenditures with the President.
- 34 • Provides reimbursement forms for member expenses.
- 35 • Chairs Finance Committee.
- 36 • Serves on Annual Meeting Committee.
- 37 • Will serve a 2-year term.

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## *The Extension and Research Support Staff Association*

1 **Webmaster**

- 2 • Maintains, updates, and posts newsletters to the website for *The Extension and Research Support*  
3 *Staff Association*. Website should be updated on a quarterly basis.

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### ARTICLE IV: EXECUTIVE BOARD

8 **Section 1:** The elected officers shall constitute the Executive Board.

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10 **Section 2:** The Executive Board shall have general supervision of the affairs of the association between its  
11 business meetings and make recommendations to the association. The Executive Board shall be  
12 subject to the orders of the association and none of its acts shall conflict with actions taken by the  
13 association.

14

15 **Section 3:** The Executive Board shall meet quarterly, with one meeting being at the annual meeting.  
16 Conference calls, correspondence, e-mail and video conferencing will be used when appropriate to  
17 transact the business of the association. A majority of the members of the Executive Board in  
18 attendance shall constitute a quorum.

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### ARTICLE V: EXECUTIVE COMMITTEE

22 **Section 1:** The Executive Committee shall consist of elected officers and committee chairs.

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### ARTICLE VI: COMMITTEES

27 **Section 1: Standing Committees**

28 Unless otherwise designated, the President will appoint chairs in consultations with other officers. All states  
29 will be represented. The President and/or Chair of each committee will then appoint individual committee  
30 members to the respective committee for a one-year term. A majority of the members of any committee shall  
31 constitute a quorum. A report will be submitted by each committee to the membership at the annual meeting  
32 as deemed necessary.

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34 **Awards Committee**

35 Committee shall plan for the annual meeting recognition of members' years of service awards and other  
36 awards as established by the association. The Chair will be appointed by President.

37

38 **Annual Meeting Committee**

39 Committee shall plan the details of the annual meeting.

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## *The Extension and Research Support Staff Association*

1 A. Professional Development Committee for the annual meeting will explore educational opportunities and  
2 professional growth where association membership will be promoted.

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4 B. Activities and Events Committee shall plan social activities for the annual meeting to enhance  
5 professionalism, as well as personal involvement of the association members, and encourage area  
6 activities.

7 C. Consideration will be given to the presiding President as to the location of the annual meeting. The  
8 planning committee will work with the President on suggestions of holding the annual meeting and  
9 opportunities of professional development sessions.

10  
11 D. The Chair will be appointed by the President.

### 12 13 **Nominating Committee**

14 Committee shall secure nominations for the officer positions from the membership. The committee chair will  
15 report on secured nominations at the annual meeting, at which time additional nominations from the floor  
16 shall be permitted. Members nominated from the floor must be present to accept or decline the nomination.  
17 Voting will be conducted by secret ballot. The Chair will be appointed by the President.

### 18 19 **Finance Committee**

20 The Treasurer will serve as Committee Chair. Committee shall be responsible for developing and proposing  
21 the budget.

### 22 23 **Bylaws Committee**

24 The Vice President will serve as Committee chair. Committee shall be responsible for research and review  
25 of proposed changes, recommendations to Executive Committee and/or Executive Board regarding  
26 proposed changes and following approval of any action by vote of membership, Chair of committee will  
27 update the bylaws by submitting to Webmaster for posting on official association website.

### 28 29 **Public Relations Committee**

30 The President will appoint Committee Chair. Committee shall be responsible for compiling and editing  
31 articles for newsletter. This committee shall also be responsible for preparing and distributing newsletter via  
32 webpage/e-mail to membership, including retiree and honorary members.

### 33 34 **Section 2: Special Committees**

35 The President may appoint any special committee deemed necessary. These special committees will report  
36 to the Executive Committee and perform the duties so designated. A majority of the members of any  
37 committee shall constitute a quorum.

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## ARTICLE VII: FISCAL POLICIES

The fiscal year of the board shall be January 1 to December 21.

## ARTICLE VIII: DISSOLUTION

If upon dissolution of the Association, the assets exceed the outstanding obligations, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations suggested and approved by the membership.

## ARTICLE IX: PARLIMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order Revised* shall govern this association unless stated otherwise in the bylaws of the association.

## ARTICLE X: AMENDMENTS

The bylaws may be amended at any annual meeting by a two-thirds vote of those voting provided the amendment(s) has been submitted in writing to all members 30 days prior to the annual meeting.