

**CONSTITUTION**

**AND**

**HANDBOOK**

**of the**

**ARIZONA ASSOCIATION OF EXTENSION 4-H AGENTS**

The Objectives of this Association are:

1. To advance the professional status of Extension 4-H Youth Development workers in Arizona.
2. To encourage the professional improvement of all Extension 4-H Youth Development workers in Arizona.
3. To promote Extension 4-H Youth Development work as a career.
4. To provide Extension 4-H Youth Development workers with opportunities for exchange of ideas, methods, and techniques.
5. To strengthen communications between Extension 4-H Youth Development workers and Extension Administration.
6. To promote cooperation among all Extension personnel.
7. To promote and strengthen the Extension 4-H Youth Development Program.

DATE 1996

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**ARIZONA ASSOCIATION OF EXTENSION 4-H AGENTS**

Adopted: 5/16/72

Revised: 2/14/77    Revised: 8/25/81    Revised: 12/4/96    Revised: 7/19/00    Revised: 4/5/04

**ARTICLE I - NAME**

The name of the Association shall be the ARIZONA ASSOCIATION OF EXTENSION 4-H AGENTS

**ARTICLE II - OBJECTIVES**

The objectives of this Association shall be:

1. To advance the professional status of Extension 4-H Youth Development workers in Arizona.
2. To encourage the professional improvement of all Extension 4-H Youth Development workers in Arizona.
3. To promote Extension 4-H Youth Development work as a career.
4. To provide Extension 4-H Youth Development workers with opportunities for exchange of ideas, methods, and techniques.
5. To strengthen communications between Extension 4-H Youth Development workers and Extension Administration.
6. To promote cooperation among all Extension personnel.
7. To promote and strengthen the Extension 4-H Youth Development Program.

**ARTICLE III - MEMBERSHIP**

Membership in the ARIZONA ASSOCIATION OF EXTENSION 4-H AGENTS shall be open to all currently employed personnel of the University of Arizona Cooperative Extension Program whose responsibilities include working with Extension Youth Development programs.

**ARTICLE IV - OFFICERS**

The officers of the Association shall consist of a President, President-elect, Vice President, Secretary and a Treasurer.

## ARTICLE V - BOARD OF DIRECTORS

The Board of Directors of the Association shall consist of the President, President-elect, Vice President, Secretary, Treasurer, immediate Past-President, and the Representative to the Arizona 4-H Youth Foundation. No more than two members of the Board of Directors may be from the same county. The President shall be the official representative of the ARIZONA ASSOCIATION OF EXTENSION 4-H AGENTS at the National Association of Extension 4-H Agents Annual Meeting. If the President is not attending the meeting, he/she will appoint someone in their place.

The officers of this Association will take office following the Annual Meeting of AAE4-HA.

## ARTICLE VI - MEETINGS

Annual Meeting - The annual meeting of the Association will be held during the University of Arizona Cooperative Extension Annual Conference. In the event there is no Cooperative Extension Annual Conference in a given year, the annual meeting of the Association will be held during the last quarter of the year at a time and place to be determined by the Board of Directors.

Special Meetings - Special meetings of the membership may be called by the President with the approval of the majority of the Board of Directors.

## ARTICLE VII - QUORUM

A quorum at the Board of Directors meeting shall consist of a simple majority of the Board. A quorum at a membership meeting shall consist of a simple majority of the members in good standing.

## ARTICLE VIII - AMENDMENTS

Amendments to this constitution may be made at an annual meeting by two-thirds of the total membership in good standing voting approval of the amendment. Amendments to the handbook may be made at any meeting of the membership by 2/3 of the total membership in good standing voting in favor of approval of the amendments.

# HANDBOOK OF THE ARIZONA ASSOCIATION OF EXTENSION 4-H AGENTS

## 1. RULES OF ORDER

The rules contained in the “Robert’s Rules of Order,” latest revised edition, shall govern all business meetings of the Association and its Board of Directors, in all cases to which they are applicable.

The Order of Business at all business meetings shall be as follows:

- Call to Order
- Reading of Minutes
- Financial Report
- Communication and Announcements
- Reports of Officers and Committees
- Unfinished Business
- New Business
- Adjournment

## 2. DUES

Membership dues in the ARIZONA ASSOCIATION OF EXTENSION 4-H AGENTS shall be \$15.00 payable before December 10<sup>th</sup> of any year. Membership dues to NAE4-HA are in addition to the AAE4-HA dues and are also due December 10<sup>th</sup>. **A \$5.00 penalty will be assessed after December 10th.**

## 3. ELECTION OF OFFICERS

The Officers and Directors of this Association shall be elected at the summer meeting (established by the Board of Directors.) Election will be made by secret ballot prepared by the Nominating Committee. Provisions shall be made on the ballot for additional nominations from the floor and for write-in votes. Eligible electors and candidates shall be members in good standing of the Association. Candidates for the office of President-elect and Vice President must be members of NAE4-HA. The duly elected Officers and Directors shall take office at the Annual Meeting of NAE4-HA.

## 4. TERM OF OFFICE

The Vice President will serve one year in that capacity, one year as President-elect, and then will serve one year as President. Following that year, he/she will serve as Past President. The other Officers and Directors shall be elected for two-year terms. The Secretary and Treasurer shall be elected on alternate years. The schedule for election of office shall be as follows:

### Even-Numbered Years

Treasurer  
Director/4-H Foundation Representative

### Odd-Numbered Years

Secretary

## 5. VACANCIES

A vacancy in the Office of President shall be filled by the President-elect. A vacancy in the office of President-elect shall be filled by the Vice President. A vacancy in the office of Vice President shall be filled by a special election. In the event of vacancies at the same time in the offices of President, President-elect, and Vice-President, the Director holding membership in NAE4-HA and with the most

years of Extension experience shall assume the duties of the President until a special election can be held. Vacancies occurring in offices other than that of President, President-elect, or Vice President shall be filled by the President in counsel with the Board of Directors. Vacancies thus filled will be for the remainder of the unexpired term only.

## 6. DUTIES OF THE OFFICERS AND DIRECTORS

The President shall have the duties normally associated with the office. He/She shall have the power to establish committees, and he/she may call a meeting of the Board of Directors at any time. He/She may call special meetings of the membership with the approval of the majority of the Board of Directors.

In addition, the President shall have the following duties:

- (1) Serve as State Contact and Official Representative to NAE4-HA.
- (2) Serve as Chairman of the AAE4-HA Board of Directors.
- (3) Communicate with Board and membership to keep them aware of news from NAE4-HA.
- (4) Transfer duties and materials to successor.
- (5) Attend the Public Issues and Leadership Development Conference in Washington D.C. paid for by NAE4-HA. If not completely paid for by NAE4-HA then AAE4HA will support the President to go, if funds are available.

The President-elect shall perform the duties of the President in case of his/her absence or disability, and shall serve as chairperson of the Membership Committee.

- (1) Serve as a member of the Board of Directors.
- (2) Transfer duties and materials to successor.
- (3) Appoint the Chairperson and Chairperson-elect of each standing committee with approval of the Board.
- (4) Represent the state at the Western Regional JCEP meeting paid for by NAE4-HA.
- (5) Serve as Chairman of the State Policy and Resolution Committee.

The Vice President shall perform the duties of the President or President-elect in case of his/her absence or disability, and shall assist both the President and President-elect as needed.

The Secretary shall keep full and accurate records of the proceedings of all meetings of the Board of Directors and of the Association; receive all communications, papers, and bills that normally come to such an office; keep a record of the membership; send out notices of meetings; and conduct all necessary correspondence and perform such other duties as usually pertaining to the office.

- (1) Keep record of proceedings of AAE4-HA meetings and send copies to membership.
- (2) Keep accurate records of AAE4-HA Board meetings.
- (3) Keep permanent records of all minutes and committee reports of the AAE4-HA.
- (4) Send information to members as needed.
- (5) Have letterhead stationary and envelopes available.
- (6) Maintain current list of committee chairpersons.

The Treasurer shall keep a full and accurate record of money received and paid out, receive and receipt all membership dues paid for and the date thereof and deliver to his/her successor funds and records

remaining in his/her hands at the expiration of his/her term of office.

- (1) Arrange with a bank for receiving funds for checking and/or savings account. Notify outgoing Treasurer when all is in order and complete transfer of funds.
- (2) Collect annual dues from members.
- (3) Funds should be banked in the name of Arizona Association of Extension 4-H Agents and signed by the Treasurer's name and office.
- (4) Request budget estimate from the Board of Directors and committee chairpersons and prepare budget proposal for presentation to the Board of Directors.
- (5) Submit NAE4-HA dues for National members.
- (6) Prepare and present budget at the AAE4-HA Annual Meeting.
- (7) Prepare Treasurer's report for all AAE4-HA meetings.

The Immediate Past President shall serve as chairperson of the Nominating Committee and as a member of the Board of Directors. The Immediate Past President shall appoint the Nominating Committee with approval by the Board. Throughout the year the Past President shall assist the President in any way the President deems advisable and assists with the orderly transfer of duties to the incoming President.

The Director/State 4-H Foundation Representative shall represent the professional 4-H Youth Development employees on the Board of Arizona 4-H Youth Foundation. As such, he/she shall serve as liaison between the Association and the Foundation and will solicit contributions from 4-H Youth Development Agents on an annual basis.

The Officers, the immediate Past President, and the Director from the Board of Directors of the Association shall determine the policies of the Association. It is the responsibility of each member of this board to attend all meetings of the Association and the Board of Directors.

## 7. AAE4-HA COMMITTEES

The lifeblood of AAE4-HA is found in its committee work. All members of the Association are urged to participate in one of the committees of their choice. NAE4-HA has seven (7) major standing committees - **Professional Development, Policy and Resolution, Public Relations and Information, Members' Recognition, Programs, Diversity, and News and Views**. AAE4-HA will mirror the exact same standing committees as NAE4-HA as long as there are enough members willing to take on the leadership role of each. If not, AAE4-HA will have three standing committees to encompass the seven NAE4-HA's standing committees. They would be: **Professional Development** which will encompass Professional Development, Diversity and Programs; and **Communications and Recognition** that will encompass Public Relations and Information, State Newsletter, and Membership Recognition. The last NAE4-HA standing committee, **Policy and Resolutions** would be the duty of the President-elect along with the AAE4-HA committee on **Membership**. The immediate Past President serves as chairperson of the **Nominating** committee. Each has a specific function as outlined later in this section.

1. All standing committees assume duties at the close of the Annual Meeting of AAE4-HA.
2. A chairman and chairman-elect of each standing committee will be named by the President-elect.
3. Committee reports are prepared and made at all AAE4-HA meetings.
4. Committees prepare budget requests and present them to the Treasurer upon request.

## **PROFESSIONAL DEVELOPMENT**

### **PROFESSIONAL DEVELOPMENT COMMITTEE**

#### **PURPOSE**

The Professional Development Committee is charged with the development of programs and activities which will enhance the professionalism of AAE4-HA members. The two main responsibilities are the Professional Development Conference and promotion of attendance at the NAE4-HA Annual Meeting.

#### **COMMITTEE MEMBER DUTIES:**

1. Develop a liaison relationship with all Professional Development Committees of the other State Agent Associations.
2. Encourage membership to subscribe to, read, and utilize information from Journal of Extension and the NAE4-HA and AAE4-HA newsletters.
3. Keep membership advised of Professional Development opportunities.
4. Encourage institutions of higher learning to develop the kinds of courses, study tours, summer schools, winter schools, etc., which will increase the competency of youth development workers.
5. Work with the Program Committee Chairperson for topics to be included in The Professional Development Meeting.
6. The committee chairperson should provide for orderly transfer of duties, materials, and resources to successor.
7. See that the membership receives information on the interstate exchange program and application deadlines.
8. Encourage AAE4-HA members to utilize the Professional Development Website.  
<http://ag.arizona.edu/extension/profdev/>.

### **PROGRAMS COMMITTEE**

#### **PURPOSE**

This committee is responsible for analyzing and sharing educational materials, techniques and methods to assist the membership in the performance of their jobs as professionals. The concept of this committee does not include the development of 4-H programs for sharing subject matter materials.

#### **COMMITTEE MEMBER DUTIES**

1. Share program ideas with AAE4-HA membership.
2. Bring program needs before the Association as they are identified.
3. Communicate program ideas/newsletters, etc., received from the National program contact to State membership.
4. The committee chairperson should provide for orderly transfer of duties, materials, and resources to successor.

## **DIVERSITY COMMITTEE**

### **PURPOSE:**

This committee will work to make diversity and inclusiveness part of the Association fabric by developing diversity programs which relate to all aspects of the Association. They will encourage AAE4-HA to maintain an active Diversity Committee.

### **COMMITTEE MEMBER'S DUTIES:**

1. To encourage Diversity within AAE4-HA.
2. To develop a resource directory on diversity.
3. Conduct nationwide curriculum search for multi-cultural materials for staff, volunteers, and youth.
4. Design a curriculum review instrument to ensure inclusive programs.

## **COMMUNICATIONS AND RECOGNITION**

### **PUBLIC RELATIONS AND INFORMATION COMMITTEE**

#### **PURPOSE**

The Public Relations and Information Committee is concerned with:

Image	4-H Professional 4-H Program
Publicity	News Releases, TV, etc.
Promotion	4-H Organization 4-H Association
Liaison	With 4-H, public and other organizations

### **COMMITTEE MEMBER DUTIES:**

1. Provide a means for sharing methods and programs to keep Extension visible.
2. Encourage excellence in communications.
3. Serve as a state network for marketing Extension 4-H.
4. Attend to concerns about the image of the profession, its members and its programs.
5. Promote all aspects of public relations and information dissemination.
6. The committee chairperson should provide for orderly transfer of duties, materials and resources to successor.

## **STATE NEWSLETTER COMMITTEE**

### **PURPOSE**

If and when there is an official publication of AAE4-HA, the “Saguaro Journal” is to support and facilitate the purpose and objectives of AAE4-HA through communication. The “Saguaro Journal” can best support and facilitate the Association’s objectives as listed below.

1. To encourage professional improvement of all Extension 4-H Youth personnel.
2. To advance the professional status of Extension 4-H Youth personnel.
3. To provide an opportunity for the exchange of ideas, methods and techniques.
4. To strengthen communications within the Association and with Extension Administration.
5. To promote cooperation among all Extension personnel.

## **MEMBER RECOGNITION COMMITTEE**

### **PURPOSE:**

The purpose/responsibility of this committee shall be the marketing, selection, and administration of State, Regional, and National Association Recognition Programs. Recognition programs will include the American Spirit Award, Communicator Awards, Distinguished Service, Meritorious Service, Achievement In Service, 25-Year, Scholarship Study Tours, Search for Excellence, Diversity, Natural Resources/Environmental Stewardship Award, Beryl Burt Distinguished Educator, and others as approved by the NAE4-HA and AAE4-HA Boards of Directors.

### **COMMITTEE MEMBER DUTIES:**

1. Advertise availability of award programs.
2. Recruit/solicit applications for awards and recognition.
3. Publish calendar of State Application Due Dates.
4. Appoint committee(s) to review applications.
5. Forward completed and/or approved applications to appropriate National Officers.

## **POLICY AND RESOLUTIONS COMMITTEE**

The President-elect will serve as the State Contact for this Committee.

### **PURPOSE:**

This committee should develop and review policies as well as consider submitting resolutions to State and National Associations.

### **COMMITTEE MEMBER DUTIES:**

1. Responsibility of communication between regional contacts and State Association.
2. Serve as a study and research committee on all major policy decisions.
3. Discuss and prepare recommendations on long-range objectives and proposals.
4. Solicit, receive and review resolutions from the membership and present resolutions to the Association.

## **NOMINATING COMMITTEE**

The immediate past president serves as chairperson of this committee.

### PURPOSE:

The Nominating Committee should review the credentials of each member and place the most qualified names in nomination for various offices at each election.

### COMMITTEE MEMBER DUTIES:

1. Assist in the selection of a slate of candidates for state offices.
2. Present the slate of officers and a printed ballot to the association at the annual meeting.
3. Conduct the election of officers.
4. Assist in nominating state association members for national offices.
5. Submit nomination forms for national offices to the appropriate contact by June 15<sup>th</sup>.
6. The committee chairperson should provide for an orderly transfer of duties, materials and resources to successor.

## **MEMBERSHIP COMMITTEE**

The chairperson for membership is the President-elect.

### PURPOSE:

This committee is responsible for acquainting new staff members with the objectives of the organization and extending them an invitation to join. Existing members should be encouraged to retain membership.

### COMMITTEE MEMBER DUTIES:

1. Contact each new prospective faculty and staff person and give them information on the association.
2. When individual memberships are received, respond with membership card and letter to individual plus send to them the Arizona AAE4-HA bylaws and other related information.
3. See that the Board of Directors has a current copy of the membership list.
4. Encourage all potential State and County personnel to join the 4-H Association.
5. The Chairperson should provide for orderly transfer of duties, materials, and resources to successor.