

PREFACE

This Handbook was developed for members of the Colorado Association of Extension 4-H Youth Agents by the Policy and Resolution Committee. It is hoped that this Handbook will clarify responsibilities of officers and committees of CAE4-HA and in so doing will strengthen the Association.

The Bylaws pertain to the Articles of Incorporation of the Colorado Association of Extension 4-H Youth Agents dates October 2, 1980 and the Amendments to the Articles of Incorporation dated September 25, 1984 and filed with the Secretary of State in the State of Colorado as a non-profit Corporation as described by the Internal Revenue Service Code 501(c) (3).

The Bylaws and standard operating procedures of the Colorado Association of Extension 4-H Youth Agents herein outlined are compatible with the provisions recommended by the National Association of Extension 4-H Agents.

PREAMBLE

The Association's purpose is to serve those Colorado State University Extension personnel who are doing 4-H and youth development programs. The Association does not discriminate on the basis of race, color, religion, national origin, sex or handicap. The benefits of this Association are available to all Extension personnel regardless of title, training, or position, who are trying to do their best for the people they serve and Extension. The commitment of all Extension personnel, regardless of with whom or where they work, is important to the Association. This commitment is strengthened through additional professional improvement opportunities which are provided through Association membership.

BYLAWS

ARTICLE I – NAME

The name of the corporation shall be “Colorado Association of Extension 4-H Youth Agents,” hereinafter referred to as the Association.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1. The primary purpose of the Association is to strengthen the Extension 4-H and youth profession and programs.

Section 2. The objectives are as follows:

- A. To advance the professional status of the Extension personnel involved in 4-H and youth development work.
- B. To encourage professional improvement of all its members.
- C. To increase interest in Extension 4-H youth development work as a career.
- D. To provide exchange of ideas, methods, and techniques.
- E. To promote cooperation among all Extension workers.
- F. To promote program development directly relating to the enrichment of the quality of life of all youth.

ARTICLE III – MEMBERSHIP

Section 1 – Qualification

Membership in the Association is open to all Colorado Extension personnel interested in promoting and/or working with youth development programs. The Association does not discriminate on the basis of race, color, religion, national origin, sex or handicap.

Section 2 – Dues

Annual dues will be payable at the fall meeting. Membership will run October 1 to September 30. Members paying anytime during the year will be paid up for that year only. Any person whose dues are not paid will not be eligible to vote. Annual dues of the Association shall be determined by the membership on an annual basis.

ARTICLE IV – OFFICERS

Section 1 – Composition

The officers of the Association shall be President, President-Elect, Vice-President, Secretary and Treasurer.

Section 2 – Duties

Duties will be those normally associated with the office and/or as described in the Association's Handbook.

Section 3 – Term of Office

The term of office for all officers shall be one year or until their successors are elected. Officers shall take office at the close of the fall meeting. An officer may be re-elected to the same office for no more than two consecutive terms.

Section 4 – Nominations

The immediate past president, or as designated by the Association, shall appoint a nominating committee which shall consist of all of the Association Regional Representative There shall be a maximum of seven on the committee. The immediate past president shall be the chair. The nominating committee report shall be sent to the membership at least fifteen (15) days prior to the fall meeting. Nominations may be made from the floor by any member.

Section 5 – Election

The President-Elect automatically becomes President. All other officers shall be elected at the fall meeting by a majority vote of the members present.

Section 6 – Vacancy

In the event a vacancy occurs in the office of President, the President-Elect shall fill the unexpired term of the President in addition to the office for which he/she was elected. In the case of a vacancy of any other officer, the position may be filled by appointment of the President with approval of the Executive Committee.

Section 7 – Financial Accountability

All Association bank accounts, certificates of deposit and investment instruments will carry two signatures, with one signature required to transact business. The signatures will be Association treasurer and the president-elect in the year (even years) when the treasurer is elected. The signatures are scheduled to change every two years.

ARTICLE V – MEETINGS OF MEMBERS

Section 1 – Annual Meeting

This Association shall meet annually in the spring and fall at a time and place to be determined by the Executive Committee.

Section 2 – Special Meetings

Special meetings of the members of this Association may be called at any time by order of the Executive Committee or upon written request of fifty (50%) of the membership and by giving fifteen (15) days notice to members and specifying the purpose of the meeting.

Section 3 – Quorum

A quorum at any annual or special meeting must be at least twenty (20) members.

Section 4 – Voting

Each member of the Association shall have one vote. No proxy or absentee votes will be allowed. The members present shall conduct all business and elections of the Association by a majority vote except where noted elsewhere in these Bylaws. Voting by any electronic means available is allowed when the membership has been given prior notice of the issue to be voted on and there is a quorum.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1 – Composition

The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer and the immediate Past-President as an ex-officio, non-voting member.

Section 2 – Duties

The Executive Committee shall have and may exercise the powers in the management of the business and affairs of the Association in accordance with the Bylaws and the Standing Operating Procedures of

this Association as set forth in this Handbook. They shall also set the time and place of the annual meeting and special meetings.

Section 3 – Meetings

The Executive Committee shall meet at the discretion of the President.

ARTICLE VII - REGIONAL REPRESENTATIVES

Section 1 – Composition

There shall be two Regional Representatives from each of the State Extension Administrative Regions. Representatives must be members of the Association.

Section 2 – Term of Office

Regional Representatives are elected to a two (2) year term by members of the Association within each of their respective regions. Each region shall establish its own election procedure. However, it is suggested that terms be staggered so that all representatives do not vacate their positions simultaneously.

Section 3 – Duties

The Regional Representatives are to direct Association business and issues from within their region to the Executive Board and in turn from the Board to the members. The Regional Representatives serve on the Nominating Committee and Membership committees and are eligible for nomination to an office and if elected, the Representative's position shall be filled as a regular vacancy. Representatives assume their duties at the close of the fall meeting.

ARTICLE VIII – COMMITTEES

The Association shall have the following standing committees:

- | | |
|-----------------------------|------------------------------|
| a. Membership | e. Member Recognition/Awards |
| b. Professional Development | f. Diversity |
| c. Policy and Resolutions | g. Communications |
| d. Finance | |

The President shall appoint ad hoc committees as needed.

Section 1 – Composition

Refer to Association Handbook for membership eligibility. A chair of each standing committee shall be named by the President during or after the fall meeting.

Section 2 – Duties

Duties shall be those normally associated with the committee and/or as described in the Association's Handbook. All standing committees assume these duties at the close of the fall meeting.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in "Roberts Rules of Order" latest revised edition shall govern the business meetings of the Association in all cases to which they are applicable.

ARTICLE X– AMENDMENTS

Amendments to the Bylaws may be made at any annual or special meeting with the approval of a two-thirds (2/3) vote of the active members present, providing notice of requested amendments are submitted to the Executive Committee and to the membership at least fifteen (15) days prior to the annual meeting or a special meeting called for the purpose.

ARTICLE XI TERMINATION AND DISSOLUTION

The Association shall be terminated and dissolved as prescribed in the Amendments to the Article of Incorporation dated September 25, 1984.

STANDING OPERATING PROCEDURES OF THE ASSOCIATION

MEETINGS

Order of business at all CAE4-HA meetings:

- A. Call to order
- B. Business agenda
- C. Attendance report
- D. Reading of minutes
- E. Financial statement
- F. Correspondence
- G. Reports of officers and committees
- H. Unfinished business
- I. New business
- J. Announcements
- K. Adjournment

OFFICERS' DUTIES

PRESIDENT

The President shall have the duties normally associated with the office and shall have the power to appoint committees and CAE4-HA representatives as requested. The President may call a special meeting of the Association with approval of a majority of the Executive Committee or upon written request of fifty percent (50%) of the membership and giving fifteen (15) days notice to members and specifying the purpose of the special meeting. In case of vacancy of any board member, the President may, with approval of the Executive committee, appoint a replacement to serve out the unexpired term of that person.

In addition, the President shall have the following duties:

1. Serve as state contact person for the NAE4-HA.
2. Serve as chair of the Executive Committee.
3. Serve as a member of the Joint Board of the Colorado Extension Agents Associations (Leadership of the Joint Board is the responsibility of the CAE4-HA President every fourth year).
4. Serve as ex-officio member of the Professional Development and Policy and Resolutions Committee.

Time line of duties:

1. Assume duties of the President at the close of the fall meeting.
Take care of all duties as requested by the NAE4-HA Western Regional Director.
2. Attend the National Professional Development Conference and the Officer's Workshop of the NAE4-HA national meeting.
3. Attend JCEP

PRESIDENT-ELECT

The President-Elect shall have the duties normally associated with the office. In addition, the President-Elect shall have the following duties:

1. Serve as a member of the Executive Committee
2. Serve as a member of the Joint Board.
3. May attend PILD if the Association President does not.
4. Serve as CAE4-HA Banquet Coordinator.
5. Attend JCEP

Timeline of duties

1. Assume duties of the President-Elect at the close of the fall meeting.
2. Attend the National Professional Development Conference and the Officer's Workshop of the NAE4-HA national meeting.
3. Attend JCEP

VICE PRESIDENT

The Vice President shall have the duties normally associated with the office. The Vice President is a member of the Executive Committee, ex-officio of all committees and serves as a representative of CAE4-HA as requested by the President.

Time line of duties

1. Assume duties of Vice President at the close of the fall meeting.
2. Promote membership whenever possible.
3. See that each new member is able to access the CAE4-HA Handbook online.
4. Serve on the Membership Committee
5. Serve as Colorado's NAE4-HA Conference Coordinator, including State's Night Out.

SECRETARY

The Secretary shall have the duties normally associated with this office and shall, in addition, serve as a member of the Executive Committee.

1. Assume duties of the Secretary at the close of the fall meeting.
- Throughout the year
2. Keep record of proceedings of CAE4-HA meetings and send copies to membership within thirty (30) days.
3. Keep accurate record of CAE4-HA Executive committee meetings.
4. Keep permanent records of all minutes and committee reports of the CAE4-HA.
5. Handle all CAE4-HA correspondence as requested by the President.
6. Keep supply of letterhead stationary and send to officers and committee chair as requested.

Serve as Historian for the Association. The Historian will insure that:

- a. The immediate past President shall write a one or two page brief of the highlights of his or her presidency and place in the file.
- b. Other officers shall place necessary records of proceedings of the Corporation, and committee reports in the file.
- c. An archival file for the organization shall be maintained by direction of the secretary to the web master of the CAE4-HA website

TREASURER

The Treasurer shall have the duties normally associated with the office and specifically shall keep the financial records of the Association and pay all bills incurred by the Association. The Treasurer shall serve as a member of Executive Committee. The Treasurer shall be bonded. In addition, the Treasurer shall have the following duties:

1. Assume office of Treasurer at the close of the fall meeting.
2. 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. Contact 4-H Foundation for updates on Capital Fund Account.
3. Collect annual dues from members and Colorado State University via Forum registration after fall meeting.

4. Funds should be banked in the name of Colorado Association of Extension 4-H Youth Agents and signed by the Treasurer's name and office.
5. Prepare budget proposal for presentation to the Executive Committee and the Association membership at the fall meeting.
6. Maintain membership list electronically with NAE4-HA. Send information to the NAE4-HA membership chair and CAE4-HA Membership chair. Pay NAE4-HA dues for paid members.
7. Prepare books for audit every two years prior to the fall meeting, at the end of the two year term or when a new treasurer takes office.
8. Check with the State 4-H Office contact and update the non-profit status.
9. Prepare Treasurer's report for all CAE4-HA meetings.
10. Send congratulatory letters and checks to awards winners who attend NAE4-HA.
11. Request receipts and reimburse President and President Elect for attending JCEP and either the President or President-Elect for attending PILD.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve as a member of the Executive Committee, the Joint Board and as an ex-officio member of the Policy and Resolutions Committee as well as chair of the Nominating Committee. The immediate Past President shall chair the nominating committee which shall include the Regional Representatives. The committee's report shall be sent to the membership at least fifteen (15) days prior to the fall meeting. Throughout the year, the Past President assists the President in any way the President deems advisable and assists with the orderly transfer of duties to the incoming President.

JOINT BOARD

It shall be the purpose of the Joint Board to coordinate activities and business concerning the joint efforts of the Colorado County Agents Association; the Colorado Extension Association of Family and Consumer Sciences; the Colorado Association of Extension 4-H Youth Agents and the Colorado Extension Specialists Association. Membership of Joint Board from CAE4-HA shall be the President, President-Elect and Immediate Past President as stated in Bylaws of the Joint Board. Leadership of the Board rotates among the Specialists, 4-H agents, Family Consumer Science Agents, and County Agents' Association President.

CAE4-HA COMMITTEES

The lifeblood of CAE4-HA is found in its committee work. All members of the Association are urged to participate in one of the committees of their choice. Our Association's standing committees are: Membership, Professional Development, Policy and Resolution, Finance, Membership Recognition/Awards, and Communications. Each has a specific function as outlined later in this section.

1. All standing committees assume duties at the close of the fall meeting.
2. A chair of each standing committee will be named by the committee, or the Association President.
3. The Vice President coordinates all other committee appointments and committee work.
4. Committee reports are prepared and made available to each member at CAE4-HA meetings or electronically.
5. Committees prepare budget requests and present them to the Treasurer upon request.

PROFESSIONAL DEVELOPMENT COMMITTEE

Membership

Members volunteer on the basis of interest. There is no limit to membership on this committee.

Responsibilities

The Professional Development Committee is charged with the development of programs and activities which will enhance the professionalism of CAE4-HA members. The two main programs are the spring meeting and promotion of the I NAE4-HA professional development conference. Additional responsibilities of the committee include:

1. Coordinate the Spring Conference
2. Develop a liaison relationship with all Professional Development Committees of the other Agent Associations.
3. Encourage membership to read, and utilize information from the "Journal of Extension" and the state and national Association websites.
4. Keep membership advised of professional development opportunities.

POLICY AND RESOLUTION COMMITTEE

Membership

The committee will consist of five (5) voting members with the Past President and President serving as ex-officio members.

Responsibilities

1. Undertake specific responsibilities as designated by the President.
2. Serve as a study and research committee to the Executive Committee and membership on all major policy decisions and thrusts of the CAE4-HA.
3. Receive and review resolutions from the membership and develop and present resolutions to the Executive Committee for further action.
4. Anytime during the year, upon written complaint and supportive material presented to the Policy and Resolutions Committee, the committee can recommend to the Association that any officer be removed from office. Removal from office will require at least two-thirds (2/3) vote of the total membership. The vote can be by mail, email or faxed ballot coordinated by the Policy and Resolutions Committee.

MEMBER RECOGNITION/AWARDS COMMITTEE

Membership

Anyone can be a member of the committee. There is no minimum or maximum membership required for the committee.

Responsibilities

1. This committee will be responsible for all awards of the CAE4-HA or for which the CAE4-HA may nominate, to include but not be limited to; the 25 Year Award, TYRO, Alton Scofield and F.A. Anderson Distinguished Service Awards, NAE4-HA service awards, NAE4-HA specialty awards, NAE4-HA communicator awards, NAE4-HA professional development awards, and the Friend of 4-H Award. It is the responsibility of the awards committee to have members nominated for each award available. The Awards Committee will provide information of award and scholarship opportunities to the membership and select and/or manage the selection process for CAE4-HA awards recipients/nominees.

2. A complete list of all awards available to the membership will be prepared and sent to the membership. The nominating and selection process will be mailed or emailed with the information on the awards. In order to encourage participation, no signatures will be required on any nomination form. The Awards Committee will check the eligibility of all nominees. All members whose nominations have been accepted will receive written notification from the committee regarding their eligibility. Members may contact the committee concerning the status of their own nominations. After this is done, the committee will proceed with the selection process. Signatures will be required on all final forms/ballots to check voting eligibility. Awards will be selected on a simple majority basis. This committee will handle presentation of CAE4-HA awards at the appropriate Association meeting.

FINANCE COMMITTEE

Membership

The committee will consist of three (3) members at large from the membership of CAE4-HA, the current Treasurer, and the Immediate Past Treasurer for a total of five (5) members.

The Immediate Past Treasurer will serve as chair. In the event the Past Treasurer is not able to serve, the chair would be appointed by the President of the Association

The current Treasurer serves as Vice-Chair of the Finance Committee.

Responsibilities

1. The Committee has the primary responsibility of managing the Association's assets in a manner to secure maximum returns consistent with generally acceptable non-profit and tax exempt organizational investment practices.
2. The Committee is directly responsible to the CAE4-HA Executive Committee.
3. To consider on a yearly basis how much interest should be reinvested back to the capital fund. The amount of interest for designation to the capital fund shall be at least fifteen percent (15%) of the previous year's interest, dividend, or other investment yield.
4. The recommendation of reinvestment percent and amount will be made to CAE4-HA Executive Committee.
5. Provide a statement of expected projected revenues in amount and date of availability annually to the CAE4-HA Executive Committee prior to preparation of the budget that is presented to the Association at the fall meeting.

PROCEDURES

1. The fiscal year shall be October 1 to September 30.
2. The location of the interest bearing account and checking account will be the current Treasurer's choice.

MEMBERSHIP COMMITTEE

Membership

A chair will be selected from the committee. The committee will consist of the Association's Regional Representatives, the Vice President and additional members as needed.

Responsibilities

1. This committee is responsible for recruiting new Extension staff members with 4-H responsibilities to become members of the Association and recruiting retirees to become life members.
2. The Regional Representatives will follow up with prior members who have not paid membership fees for the current year.
3. The committee is responsible for a simple initiation ceremony at the annual awards banquet.

COMMUNICATIONS COMMITTEE

Membership

Membership is voluntary and unlimited.

Responsibilities

1. This committee is responsible for marketing CAE4-HA, the 4-H program and the 4-H Youth Development profession.
2. This committee is responsible for maintaining and enhancing the CAE4-HA web site.

NOMINATING COMMITTEE

Membership

The immediate Past President, or as designated by the President shall convene a nominating committee of the Regional representatives. There shall be a total of seven on the committee. The chair of the committee shall be the immediate Past President.

Responsibilities

1. The committee shall prepare a proposed slate of officer candidates with a minimum of one (1) person per office. Any person nominated must give their consent to the nomination.
2. The Committee report shall be sent to the membership at least fifteen (15) days prior to the fall meeting and shall include a short biographical sketch of each person nominated. Nominations will be accepted from the floor prior to the election of each officer. Nominating speeches will be limited to five (5) minutes per candidate, if given. No seconding speeches will be given. Officers will be elected by secret ballot on a simple majority vote of the members present if there are two or more candidates running for the office. Officers may serve only two consecutive terms in the same office.

DIVERSITY COMMITTEE

Membership

Membership is voluntary and unlimited.

Responsibilities

1. Work to make diversity and inclusiveness part of the Association fabric by developing diversity programs which relate to all aspects of 4-H youth development programming in Colorado.
2. Report on successful and innovative diversity efforts from Colorado and other states.
3. Encourage members to apply for the NAE4-HA Diversity Award.

AUDIT COMMITTEE

Membership

Membership is appointed by the President.

Responsibilities

The Association shall audit the financial reports of the Treasurer every other year and whenever a new treasurer takes office. The audit should be done immediately before the Treasurer's books are given to the new Treasurer. The audit report shall be given at the fall meeting.