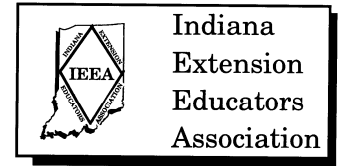


CONSTITUTION AND BY-LAWS INDIANA EXTENSION EDUCATORS ASSOCIATION



CONSTITUTION

ARTICLE I. Name and Purpose

Section 1.

This organization shall be known as the Indiana Extension Educators Association (IEEA).

Section 2.

The purposes of the IEEA shall include the following:

To establish standing committees that will carry out the internal tasks of the Association through promoting recognition of memberships, promote good working relations with other agencies, be fiscally responsible for internal budgets, establish communications within the Extension structure, orient new Educators about the Association, maintain communication with membership, make recommendations for Professional Development Conferences, disperse timely information about Association activities to the memberships, keep current on legislative affairs and benefits that affect the membership and promote professionalism within the organization.

To maintain permanent records of the Association.

To establish ad hoc committees as needed to perform special tasks.

To continually procure new members in IEEA activities.

To provide a liaison connection to the university organizations.

ARTICLE II. Membership Requirements.

Section 2.1. Classes of Memberships.

There shall be three classes of membership: Active member, Associate Member, and Life Member.

Section 2.2. Active Member.

Any employee of the Purdue University Cooperative Extension Service who has the title of "Extension Educator" or "EFNEP Supervisor" is eligible to be an Active Member of this Association, with full rights and privileges thereof, so long as dues are currently paid.

Section 2.3. Associate Member.

Any employee of the Purdue University Cooperative Extension Service who serves as an Interim/District Director or as a county employee in an office of the Purdue University Cooperative Extension Service who has earned the minimum of a Bachelor of Arts or Science degree, has the title of Program Assistant, Learning Center Director, EFNEP or FNP Assistant, and is employed as a professional or semiprofessional Extension worker (with an anticipated employment of at least one year) is eligible to be an Associate Member of this Association so long as dues are currently paid. An Associate Member has the rights and privileges of an Active Member except that an Associate Member may not serve as an Officer, as a member of the Board of Directors, as the President of a Section, or as the Chairperson of a Standing Committee of this Association. Associate Members may serve as the Chairperson of a Special Committee.

Section 2.4. Life Member.

Any retired employee of the Purdue University Cooperative Extension Service, who was previously a member of this Association, is eligible to be a Life Member of this Association so long as dues are paid, one time only, in the amount equal to two times the annual dues of this Association (in the fiscal year the application is made). A Life Member has the rights and privileges of an Active Member except that a Life Member may not serve as an Officer, as a member of the Board of Directors, as the President of a Section, or of a Standing Committee, other than the Retired Educator's Committee. A Life Member may serve as the Chairperson of the Retired Educator's Committee, Special Committee or as an Advisor to the Executive Board of this Association.

Section 2.5. Equal Opportunity.

Membership in this Association is open to all persons regardless of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran and who are in compliance with the above requirements for one of the three membership classes.

ARTICLE III. Officers and Duties.

Section 1.

The officers shall be President, Vice President, Secretary, and Treasurer, all of whom shall be current, active members of the Indiana Extension Educators Association.

Section 2.

The duties of these officers shall be the regular duties as designed by Roberts Revised Rules of Order. The President of each section (Agriculture-Natural Resources, Economic and Community Development, Consumer and Family Sciences, and 4-H Youth Development) shall be the contact person for their respective national association unless otherwise designated. The Vice-President of the Association shall work with the Association committees.

Section 3. Election of Officers.

A nominating committee composed of two educators from each section (plus the immediate past president) shall prepare a slate of nominees. Each section President shall select the two educators to serve on the committee.

There shall be four Educators nominated for Secretary each year, one from each section. The slate shall be presented to the membership present at the Spring Meeting.

Nominations from the floor may be made at the Spring Meeting. Nominations will be closed at that time. Election will take place at the following Professional Development Conference.

All officers shall be elected at the Professional Development Conference and shall hold office for one year or until their successors are elected. All officers, directors, and committee chairpersons shall assume their duties immediately following the Professional Development Conference at which they were elected with the exception of the Treasurer. The newly appointed Treasurer shall take office January 1 following the appointment.

Section 4. Appointment of Treasurer.

The Treasurer shall be appointed from the current Association membership by the Board of Directors at the Professional Development Conference for a two-year term. The Treasurer can serve no more than two consecutive terms. If a vacancy occurs, a replacement will be appointed by the Executive Committee to fill the remaining term. The Treasurer's term shall expire December 31 of the second year. The books shall be audited annually and at the completion of the Treasurer's term.

Section 5. Succession to Office.

The succession of office shall be the Secretary shall become the Vice President, the Vice President shall become President, and the President shall become the Immediate Past President. The new nominee will be for the office of Secretary. Any officer in line of succession at the time of the adoption of this Constitution and By-Laws will be eligible to complete the succession, except for treasurer. All officers' terms are complete at the end of the Professional Development Conference.

Section 6. Vacancy.

In case of vacancy, by death, resignation, or other cause, that should occur with the Secretary, it shall be filled by election from the Association at the next meeting of the Association. The nominating committee shall function as specified in Article III, section 3. Should the vacancy occur in any office other than Secretary, namely the President or Vice President, the office shall be filled by advancement of the officers according to the established procedures.

In the event of multiple vacancies, those officers remaining will be elevated to the highest vacant position. An election will be held at the next scheduled Board of Directors meeting (or Association meeting, whichever comes first). The individual securing the greatest number of votes will assume the highest vacant office. The person securing the second highest will be awarded the highest vacant office. Vacant positions will be filled in order from highest to lowest office via separate vote requiring simply majority.

ARTICLE IV. Executive Committee.

Section 1.

The Executive Committee of the Association shall be composed of the President, Vice President, Secretary, Treasurer, the immediate Past President and the respective section Presidents.

Section 2. Duties

The duties of the Executive Committee shall be to conduct the business of the Association as directed by the Board of Directors and as designated by Roberts Revised Rules of Order.

ARTICLE V. Board of Directors.

Section 1. Membership.

The Board of Directors shall consist of the Executive Committee plus four directors from each of the administrative districts of the state. No county shall have two directors at the same time. No administrative area within an administrative district shall have more than two directors at any time. A member serving in two administrative areas or districts may serve as director of either, but not both, administrative areas or districts per term as long as the number of directors from the administrative areas or districts do not exceed established limits. Directors shall represent only one Extension area per term. The administrative areas must be designated prior to the election of the director and can not be changed during the term of directorship.

Section 2. Duties.

The duties of the Board of Directors shall be to conduct the business of the Association commensurate with the provisions of this Constitution and as directed by the Association.

Section 3. Term of Directors.

Directors elected to the Board of Directors shall be elected for two year terms, to serve no more than two consecutive terms.

Section 4. Election of Directors.

Each administrative area within an administrative district of the state shall elect Directors from the current active members. Directors shall be selected to represent different program areas. This election shall be held prior to June 1 each year, and results submitted to the IEEA Vice President by June 15th.

Section 5. Vacancy

Whenever a vacancy occurs, a new Director shall be elected from that administrative area, where the vacancy occurred, to serve the unexpired term.

Section 6. Responsibility for Area Business.

It shall be the responsibility of the senior Director in each administrative area to conduct necessary Association business within that administrative area and to preside at the election of directors to the Association from that administrative area.

The senior Director is the director of an administrative area who is serving the second year of the current term.

ARTICLE VI. Committees of the Association.

Section 1. Standing Committee Status.

New standing committees of the Association may be formed or current standing committees of the Association may be eliminated by the Board of Directors as the needs of the Association change.

Section 2. Ad Hoc Committees.

Ad Hoc committees of the Association are to be appointed by the President of the Association with the approval of the Board of Directors.

Section 3. Standing Committee Membership.

Membership of the Standing Committees of the Association shall be made up of two Extension Educators per administrative area except Budget and Audit which shall have one Educator per area selected by the Directors of that area. One new member per area will be selected each year for each standing committee. Exception: Budget and Audit which has members from areas 1, 3, 6, 8 and 10 serving a two year term beginning in even calendar years and areas 2, 5, 7, 9, and 11 serving two year terms beginning in odd calendar years. The Liaison Committee will include two members appointed annually by the President of the association. The President shall also annually appoint two members to serve on the Epsilon Sigma Phi Retirees Committee.

No county shall have two members on the same Standing Committee at the same time, except Past Presidents. Association Directors are responsible for enforcing this policy.

Membership on Standing Committees is for a two year term. All new committee members shall assume their duties immediately following the Professional Development Conference. Members on Standing Committees may serve a maximum of two consecutive terms. Committee members must be current members of the Association. The committee chairperson will clarify that only members of that committee shall have voting privileges.

The secretary of a Standing Committee will be elected by the committee at the Professional Development Conference. The vice chairperson shall succeed the chairman of the committee. The outgoing chairman shall serve as advisor to the committee.

Section 4. Vacancies on Committees.

Whenever a vacancy occurs in a leadership position, a new Advisor and/or Chairperson and/or secretary shall be elected from the committee, where the vacancy occurred, to serve the unexpired term.

Section 5.

All committees, Standing and Ad Hoc, are responsible to the Board of Directors.

ARTICLE VII. Meeting and Place of Meetings.

Section 1.

The Association shall hold two regular meetings annually, one of which shall be held in the fall and be designated the Professional Development Conference. The second meeting shall be held in the spring and be designated as Spring Conference. The time and place of these meetings will be determined by the Board of Directors.

Section 2.

Special or other meetings shall be called by the President with the consent of the Executive Committee or on written request of one-fourth (1/4) of the current membership or by majority of the Executive Committee with or without consent of the President.

Section 3.

Consumer and Family Sciences Educators, 4-H/Youth Development Educators, Agriculture Natural Resources Educators, and Economic and Community Development Educators may hold separate business meetings on call from their highest respective officer. Any actions in such meetings that would affect the Association shall be in the form of recommendations to the Association.

ARTICLE VIII. Amendment or Repeal of Constitution.

Section 1.

This Constitution may be amended or repealed by a two-thirds (2/3) vote of the members present at any regular meeting, provided a notice of the intended changes is sent to each member at least fifteen (15) days previous to the regular meeting.

BY-LAWS

ARTICLE I. Dues

Section 1.

The budget committee shall annually determine the amount of dues needed for the State Association. This amount shall be approved at any regular meeting before becoming effective. The total dues of each member shall be the amount required by the State Association plus the amount required for the Educator to be a member of his/her respective National Association.

Section 2.

New Extension Educators entering the Extension Service are considered active members of the Association until their first Professional Development Conference when they will be assessed dues for the following year.

Section 3.

Associate membership in the Association shall become effective upon payment of annual dues, which are the same amount as for active members.

Section 4.

Dues payable shall be received at or before Professional Development Conference. The Treasurer will delegate to the Directors the

responsibility for collecting dues.

Section 5.

Any member named to a committee or the Board of Directors of the Association who fails to join the Association at or before Professional Development Conference will be dropped from the committee or Board membership by the Board of Directors.

Section 6.

The Indiana Extension Educator's Association tenure award (15, 25 year) recipients must have been a member of the Association, or other state association, for a minimum of ten years. The recipient must be a current member of the Association. The Awards Committee will select recipients only from the current membership.

Section 7.

Dues for life membership for persons who have retired from the Extension Service shall be twice the annual dues for active members.

ARTICLE II. Quorum.

Section 1.

One-third (1/3) of the members shall constitute a quorum at the Professional Development Conference or other meetings of the membership. A majority of the Executive Committee shall constitute a quorum in any meeting of the Executive Committee. A majority of the Board of Directors shall constitute a quorum in any meeting of the Board of Directors.

ARTICLE III. Bills

Section 1.

All budgeted bills shall be paid by the Treasurer only on order of the President. Unbudgeted items shall be approved by the Executive Committee or the Board of Directors.

Section 2.

The Treasurer shall carry a fidelity bond and all checks must be co-signed by the Treasurer and any other Association Officer.

ARTICLE IV. National Meetings.

Section 1.

Delegates to meetings of the National Associations shall be selected by the respective sections. The Association will defray partial expenses for an appropriate number of Educators directly dependant on voting delegate numbers to the National Conventions or a maximum of four (4) per section.

ARTICLE V. Committees of the Association.

Section 1.

Functions of the standing committees of the Association shall be as follows:

Budget and Audit - Responsible for the development and submission of the Association's annual budget and for auditing of the Treasurer's books.

Conference - Committee in collaboration with Extension Administration will plan and direct Professional Development Conference; the Indiana Extension Educators Association Executive Committee will organize and host Spring Conference.

Interest - Responsible for professional and personal benefits of Extension Educators. Activities include keeping abreast of current state and federal programs that affect the well being of the Indiana Extension Educators Association membership (i.e., legislative affairs, insurance, retirement, mileage, salary, state and federal budget, etc.).

Liaison - Works for continued communications between Extension Specialists Association, Epsilon Sigma Phi, Indiana Extension Educators Association, Extension Administration, and Campus Administration. This committee may be responsible for hiring a liaison between IEEA and the Indiana State Legislature.

New Educators - Responsible for discussing with new Educators all functions and duties of the state and national associations. Responsible for developing, updating, and distributing "new Educators folder" which contains information about the Extension associations, Purdue University, and the Cooperative Extension Service. Activities include New Educators Breakfast, name tags and conference introductions.

Past Presidents – Responsible for mentoring the IEEA Officers and Directors. The Immediate Past President serves as Chairperson of the Nominating Committee and Chairperson of the bylaws revision committee.

Professional Improvement - Responsible for keeping membership informed of professional improvement opportunities and coordinates the mini-grant process. Promotes professionalism through continued involvement in the Indiana Extension Educators Association.

Public Relations - Responsibilities include promoting Extension logo and Extension image, marketing Extension promotional materials, media involvement, and working in conjunction with the Ag Communications field staff liaison to promote Extension in Indiana. Coordinates relationship between Extension, other agencies and public.

Recognition and Awards - Responsible for promotion, selection, purchasing, and presentation of awards endorsed by the Association.

Technology – The technology committee is responsible for addressing technology and technology educational needs of the field staff, through two members representing each area.

Section 2.

Record of committee activities will be kept in a permanent folder and be held as the responsibility of the committee chairperson. Copies of committee minutes should be retained by the Association Secretary as the permanent record of that committee.

ARTICLE VI. Amendment and Review of By-Laws

Section 1.

The By-Laws may be amended at a regular or called meeting of the Association by majority vote of the members present.

Section 2.

The Constitution and By-Laws shall be reviewed in odd number years or as deemed necessary.

Accepted:

Doug Keenan
(President)

Gary Horner
(Secretary)

Revisions: April 28, 2009
April 24, 2007
October 23, 2003