

**ALABAMA COOPERATIVE EXTENSION SERVICE
EMPLOYEES ORGANIZATION, INC.
BY-LAWS**

ADOPTED—May 1992
REVISED—May 1987
REVISED—May 1980
REVISED—May 2009

1. Rules of Order

Roberts Rules of Order shall govern the business meetings of the Alabama Cooperative Extension Service Employees Organization, Inc. in all cases.

2. Order of Business

The order of business meetings of the corporation shall be:

Call to Order
Roll Call
Reading of Minutes
Communications and Announcements
Treasurer's Report
Committee's Report
Unfinished Business
New Business
Adjournment

3. Dues

Section A

Annual membership dues of this corporation shall be fifty dollars (\$50.00) for all active members, including retired members.

Section B

The Board of Directors may recommend a change in annual membership dues to the membership at its annual meeting. The membership can change dues at its annual meeting by a two-thirds vote by the members.

Section C

All dues are payable on or before the first day of February each year.

4. Committees

Section A

Standing committees shall be **Program, Welfare, Social, Membership, Historical and Research, Auditing, Nomination, Awards, Constitution, Alabama Education Association**, and any other committee deemed necessary to carry on the business of the corporation.

Section B

The President shall appoint special committees as needed to perform special tasks and shall be dissolved when tasks are completed. The President has oversight of all committee activities.

Section C

All committees are directly responsible to the official Board of Directors of the organization. The Board may not release reports considered confidential for publication.

Section D

A report of each committee shall be submitted at the annual meeting of the organization. A written copy shall be given to the Secretary for the organization's files. Copies must also be made available to the membership.

5. Nomination and Election

Section A

The nomination committee shall consist of one representative from each of the three Districts. They shall meet as necessary prior to the annual meeting. (Check present guidelines for election of officers.)

Section B

The nominating committee shall present a slate of officers for the following positions: **Vice-President, Recording Secretary, Financial Secretary, Treasurer, Parliamentarian, Reporter, Sergeant-at-Arms, and Chaplain.**

The officers may succeed themselves for two consecutive terms, except the Vice-President.

Section C

Qualified members of the organization may make nominations from the floor during the annual business meeting for election of officers.

Section D

In order for members to hold office in this corporation, such person must have been a member of the Alabama Cooperative Extension Service Employees Organization, Inc. for five consecutive years and be a current paid member.

Section E

A Senior Director and Junior Director shall be elected from each Cooperative Extension Service District. The Junior Director for each district shall be elected by members of the respective district at the annual meeting. The Junior Director shall automatically advance to the position of Senior Director. In the event the Senior Director is transferred from the district where elected, or resigns from Extension during the elected term, the Junior Director will automatically assume the duties of the Senior Director, and the members from that District who serve on the Board of Directors and the President shall appoint a new Junior Director.

Section F

If an officer resigns from Extension, the Board of Directors shall appoint a new officer to fill the remainder of the term.

6. Officers

Section A

The corporation shall have a **President, President-Elect, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Parliamentarian, Reporter, and Chaplain.**

The officers shall be elected by the membership-at-large at the Annual Meeting by a majority vote and shall serve a one-year term. The Vice-President will be elected annually and will become President-Elect the following year. The Recording Secretary, Financial Secretary, Treasurer, Parliamentarian, Reporter, Sergeant-At-Arms, and Chaplain are eligible to succeed themselves until their successors are elected, but no more than two consecutive terms. If an officer resigns, the Board of Directors shall appoint a

new officer to fill the remainder of the term except for the President and President-Elect. In order for members to hold office in this corporation, such person must have been a member of the Alabama Cooperative Extension Service Employees Organization, Inc. for five consecutive years and be a current paid member.

7. Duties of Officers

Section A

President — The President shall preside at all meetings of the corporation and shall have the power to appoint committees. The President shall be an Ex-Officio of all Standing Committees, except the Nomination Committee.

Section B

President-Elect — The President-Elect shall perform the duties of the President in the absence of the President or at the request of the President. Upon the resignation of the President, the President-Elect shall assume the office of the President for the remainder of the term. The President-Elect shall serve as Chairman of the Program Committee.

Section C

Vice-President — The Vice-President shall replace the President-Elect during an unexpired term. The Vice-President shall be Chairman of the Welfare Committee, coordinate all activities of the Junior and Senior Directors, and perform all other duties as requested by the President.

Section D

Recording Secretary — The Recording Secretary shall keep a true record of all meetings of the Board of Directors and of the corporation and have custody of the books and papers of the organization, except the Treasurer's books of account.

Section E

Financial Secretary — The Financial Secretary shall perform the duties of the Recording Secretary in the absence of or at the request of the Recording Secretary. The Financial Secretary shall collect all official correspondence, prepare and forward all reports required by the corporation, notify the members of the Board of Directors of all meetings and the membership-at-large of special and annual meetings at the direction of the President. All applications for membership in the corporation shall be received by the

Financial Secretary. The Financial Secretary shall be responsible for collecting all fees and dues and shall remit same to the Treasurer, taking proper receipt thereof.

Section F

Treasurer — The Treasurer shall be responsible for all funds of the corporation and place the same in reputable financial institutions as may be approved by the Board of Directors. Such money shall only be withdrawn by check signed by the Treasurer and President and for the payment of such bills as shall have been approved by the Board of Directors. The Treasurer shall keep an accurate record of all transactions and render a detailed report with vouchers at any meeting of the Board of Directors when requested, and a detailed report shall be presented to each member at the corporation's Annual Meeting. The treasurer shall be bonded.

Section G

Sergeant-At-Arms — It shall be the duty of the Sergeant-At-Arms to see that all members maintain themselves in an orderly manner during meetings.

Section H

Reporter — The Reporter shall prepare materials for mass media of activities for the corporation as the Board of Directors deem necessary.

Section I

Parliamentarian — It shall be the duty of the Parliamentarian to interpret and advise the presiding officer on the parliamentary conduct and procedures of all meetings.

Section J

Chaplain — The Chaplain shall plan and conduct the invocation at all meetings of the corporation.

8. Duties of Junior and Senior Directors

Section A

The directors of the corporation shall be two from each Cooperative Extension district consisting of one Senior Director and one Junior Director. The **Junior Director** for each district shall be elected by members of the respective district at the Annual Meeting. The Junior Director shall automatically

advance to the position of Senior Director. In the event that the Senior Director is transferred from the district where elected, or resigns from

Extension during the elected term of office, the Junior Director will automatically assume the duties of the Senior Director, and the members of the Board of Directors from that district and the President will appoint a new Junior Director.

Section B

The **Senior Director** shall preside at all respective district meetings and be responsible for presenting matters of action to members of the district. The Senior Director shall serve as liaison between the district and the corporation, and be responsible for leading the election to fill the Junior Director position during the Annual Meeting. Junior Directors shall recruit members within their respective districts and submit membership applications to the Financial Secretary.

9. Standing Committees

The Standing Committees shall be: (1) **Program**, (2) **Welfare**, (3) **Social**, (4) **Membership**, (5) **Historical and Research**, (6) **Auditing**, (7) **Nomination**, (8) **Awards**, (9) **Constitution**, and (10) **Alabama Education Association**. The President shall appoint the members of the Social, Membership, Historical and Research, Auditing, Awards, Constitution, and Alabama Education Association committees with all standing committees having representation from each of the Extension districts. The nomination committee shall be selected by the Board of Directors. The President-Elect shall serve as Chairman of the Program Committee and the Vice-President shall serve as Chairman of the Welfare Committee.

10. Board of Directors

Section A

The Board of Directors shall consist of all officers, District Directors, Standing Committee Chairpersons, and immediate Past President.

Section B

The Board of Directors shall be responsible for the general supervision of all activities of this corporation, and shall have the authority to enforce the by-laws governing such activities.

Section C

The Board of Directors shall have a minimum of two meetings per year or as often as necessary.

Section D

Two-thirds of the Board of Directors shall constitute a quorum.

11. Voting

Section A

The membership present and registered at the Annual meeting shall conduct all business and elections of the corporation.

Section B

No member of the corporation in arrears at the first business session of the Annual Meeting shall be eligible to vote or enjoy any of the privileges or benefits offered by this corporation.

Section C

The corporation's fiscal year shall be from January 1 through December 31.

Section D

Membership within each district shall elect the Junior Director.

12. Meetings

Section A

The corporation shall hold an Annual Meeting for the purpose of carrying out the objectives of the corporation, receiving reports of officers and committees, electing officers and directors, and transacting any other business that may come before it. The membership shall be notified of the Annual Meeting at least thirty (30) days prior to the Annual Meeting.

Section B

The Board of Directors shall meet a minimum of two times per year prior to the Annual Meeting. Any other meetings of the Board of Directors shall be called by the President or petition by 51% of the membership by survey.