Bylaws
(Approved September 25, 2013)

The Extension and Research Support Staff Association

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.

Section 2: Classifications
A. Active Those support staff members who have paid current dues.
B. Retired Those support staff members who are retired from the 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.

Section 3: Dues
The annual individual membership shall support a balanced budget for the association. Annual dues are to be paid no later than March 31 each year for membership beginning January 1st through December 31st each year.

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

ARTICLE III: OFFICERS

Section 1: All dues are to be current in order to be nominated for an office.

Section 2: The officers of the association shall consist of President, Vice President, Recording Secretary, Membership Secretary, Treasurer (serving 2 –year term), Webmaster and Immediate Past President. Election of Vice President shall rotate from state to state until all states have had an opportunity to have a representative.
serve in the capacity of President, if they so desire. Any state failing to provide a nominee for Vice President during a scheduled rotation will forfeit the opportunity until the next scheduled turn in rotation. In this event, the nomination will come from the next state in rotation. These officers shall constitute the Executive Committee and will perform the duties as identified in Standard Operating Procedures.

Section 2: Each officer will serve a one year term with the exception of Treasurer, who will serve a 2 year term.

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

ARTICLE IV: EXECUTIVE BOARD

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

Section 2: The Executive Board shall meet quarterly, with one meeting being at the annual meeting.

ARTICLE V: EXECUTIVE COMMITTEE

The Executive Committee shall consist of elected officers and committee chairs.

ARTICLE VI: COMMITTEES

Section 1: Standing Committees
Standing Committees will consist of the following: Awards, Annual Meeting, Nomination, Finance, Bylaws and Public Relations, and should be consisting of members with dues currently paid.

Section 2: Special Committees
The President may appoint any special committee deemed necessary. These special committees will report to the Executive Committee and perform the duties so designated. A majority of the members of any committee shall constitute a quorum.

ARTICLE VII: AWARDS

Three awards will be given yearly.

1. Above & Beyond the Call of Duty
The TERSSA Above and Beyond the Call of Duty may be awarded to any paid member who meets the guidelines set forth by the Awards Committee. Winner will receive an engraved plaque and a cash award to be determined by the Awards Committee depending on budget allowances. Winner cannot be nominated again until 5 years have elapsed since their award.
2. **Award of Excellence**
The TERSSA Award of Excellence may be awarded to any paid member who meets the guidelines set forth by the Awards Committee. Winner will receive an engraved desk clock and a cash award to be determined by the Awards Committee depending on budget allowances. Winner cannot be nominated again until 10 years have elapsed since their award.

3. **Executive Board Award**
The TERSSA Executive Board Award may be awarded to any paid member who meets the guidelines set forth by the Awards Committee. Winner will receive an engraved plaque and a cash award to be determined by the Awards Committee depending on budget allowances. Winner cannot be nominated again until 5 years have elapsed since their award.

4. Membership in TERSSA would be recognized in 5 year increments in the program at the annual conference.

**ARTICLE VIII: FISCAL POLICIES**

The fiscal year of the board shall be October 1 through September 30, with a working budget presented by the finance committee and voted on at each yearly meeting for the upcoming year.

**ARTICLE VIII: MEETINGS**

**Section 1:**
The Association shall hold an annual meeting in the Fall of each year. Quorum shall be 50% + 1 members of those in attendance. The state that is responsible, if viable, can combine the TERSSA annual meeting with their State’s annual meeting.

Hosting state will follow the same rotation as President, so the President will be hosting in their home state. The invitation shall be extended to the entire membership at the annual meeting by the upcoming year’s hosting state. The host state will provide a planned educational activity and/or seminar to promote professional improvement.

In the event that the host state is small in number, they may, if they wish combine with another state or request all states to assist with meeting needs.

**Section 2:**
The Association may hold special meetings at such time and place as determined by the Board of Directors.

**Section 3:**
Members should be notified in writing (letter or email), at least 30 days prior to the date of each meeting.
Section 4:
In the event that an annual meeting of the Association cannot be held as stated in Article VIII, Section 1, the business of the Association shall be conducted via Elluminate, or other web based application available, with total membership being invited to attend.

ARTICLE IX: 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 X: 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 XI: 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.