

KAE4-HA

OUR PURPOSE

The primary purpose of the Kansas Association of Extension 4-H Agents is to enhance the professional image and competence of extension youth personnel through the following objectives:

1. to encourage professional improvement of all extension 4-H youth personnel.
2. to provide an opportunity for the exchange of ideas, methods, and techniques.
3. to promote extension 4-H youth work as a career.
4. to promote cooperation among all extension personnel.
5. to advance the professional status of extension 4-H youth personnel.
6. to strengthen communications with extension administration.

BY-LAWS OF

KANSAS ASSOCIATION OF EXTENSION 4-H AGENTS

Article I

NAME

The name of the organization shall be the Kansas Association of Extension 4-H Agents.

Article II

PURPOSE

The purpose of this organization is to enhance the professional improvement of its members; to develop a spirit of good fellowship among members of the organization; to promote professional loyalty among extension workers; and to provide an official channel of communication between its members and administration.

Article III

MEMBERSHIP

There shall be 4 classes of membership: Active, Associate, Life and Affiliate.

Active Members

Currently employed by the Extension System in professional status or operating under an official agreement with the Extension System in a professional status and assigned responsibility for 4-H youth development or professional interest in promoting and supporting same.

Upon payment of full current dues, active members may vote; hold elected or appointed positions, serve on at least one committee, receive the national newsletter, electronic communications, receive copies of the state newsletter publication online and any other rights of membership.

Associate Members

Extension professionals who are members in another state Extension professional association may join KAE4-HA at a reduced rate by paying KAE4-HA state dues only. This membership includes 4-H Program Assistants and Kansas 4-H Foundation staff. These members will be considered active members with full rights and privileges at the **state** level. Membership in the overall Kansas Joint Council of Extension Professionals (KSJCEP) and the National Association of Extension 4-H Youth Development Professionals (NAE4-HYDP) is offered at full membership rates if desired.

Life Members

Life membership is available to members who retire from Extension (not merely move out of a 4-H youth development position). One time dues for life membership is three (3) times the current active member amount. Life members have all rights and privileges of an active member. Active members who retire may complete that membership year as active status, with full membership benefits. If a life member returns to active employment status, they will be required to pay dues as an active member. Life member status would be reinstated without additional payment when Extension employment returns to retirement status.

Affiliate Membership

Other Youth Development Professionals and former KAE4-HA members can be KAE4-HA affiliate members. Affiliate membership includes upon payment of full current dues, active members may vote; hold elected or appointed positions, serve on at least one committee, receive the national newsletter, electronic communications, receive copies of the state newsletter publication online and any other rights of membership.

Current dues are found on the Membership Form on the KAE4-HA website.

Article IV

OFFICERS

Officers of this association shall be President, President-Elect, Secretary, Treasurer, Newsletter Editor, Regional Directors, Past President, and three KSJCEP representatives (two-at large positions), and Public Relations Coordinator. President, President-Elect, and Past President, shall serve for one-year terms while Treasurer, Secretary, Newsletter Editor and Public Relations Coordinator, Regional Directors and KSJCEP Representatives serve for two year terms with Secretary & Newsletter Editor and Treasurer & Public Relations Coordinator elected on alternate years. KSJCEP will be represented by three delegates, two at large with two year terms elected in even and odd years and the President with a one-year term. Officers shall be elected at the spring meeting and assume their duties immediately after installation at the Fall KAE4-HA Annual Meeting, or by December 1.

Article V

DIRECTORS

One Director shall be elected from each of the KSRE Extension program regions. One director shall be designated from the state/area/4-H Foundation staff. Directors shall be elected for a two-year term, at the fall meeting on the even numbered years, by members from the respective areas. Unexpired terms shall be filled by the membership in the KSRE Extension Region where the vacancy occurred.

Article VI

OFFICERS' DUTIES

President

Shall have the duties normally associated with the office, shall have the power to appoint committees, and may call a special meeting of the Association, with the approval of the Executive Committee, specifying the purpose of the meeting. During the term, the President shall also serve as association representative to KSJCEP and shall serve as KSJCEP Vice-President. During their term, the President shall also serve as an association representative to the Kansas Joint Council of Extension Professionals (KSJECP) for a one-year term as a member, to serve as part of the representative team for communicating between KAE4-HA and KSJCEP. Additional duties are outlined in the operational policies document.

President-Elect

Duties are those associated with the office and shall be a member of the Professional Development Committee. This is a one-year term to be followed with a one-year term as president. Additional duties are outlined in the operational policies document.

Secretary

Duties are those normally associated with the office. Additional duties are outlined in the operational policies document. Two-year term elected in even years.

Treasurer

Duties are those 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 be the membership committee chair and chair budget committee. Additional duties are outlined in the operational policies document. Two-year term elected in odd years.

Newsletter Editor

Collect publicity/information from regional directors, publish quarterly newsletter and provide to membership. September, December, February, and May are suggested months. Serve as state contact for NAE4-HYDP newsletter. Additional duties are outlined in the operational policies document. Two-year term elected in even years.

Public Relations Coordinator

Duties are as outlined in the operational policies document. Two-year term elected in odd years.

Regional Director

Serve a two-year term on the Executive Committee representing area membership. Serve on Membership Committee and promote and collect publicity/information for KAE4-HA Newsletter for area. Additional duties are outlined in the operational policies document.

Past-President

Serve as chair of the Nominating Committee. Additional duties are outlined in the operational policies document.

Kansas Joint Council of Extension Professionals Representatives: Terms coincide with membership year

KAE4-HA will have three KSJCEP representatives:
KAE4-HA President serves a one-year term.

Two representatives at large from KAE4-HA; one elected in even years and one elected in odd years.

Even Year Election

- Representative at large will serve a two-year term as Vice-President of KSJCEP.
- Serve as part of the KAE4-HA representative team for communicating between KAE4-HA and KSJCEP.

Odd Year Election

- Representative at large will serve a two-year term as member of KSJCEP.
- Serve as part of the KAE4-HA representative team for communicating between KAE4-HA and KSJCEP.

Past KSJCEP representative opportunities

- President and President-elect election – a one-year term for each that is an open election annually where all partner associations may submit a candidate. President-elect progresses to President.
- Secretary/Treasurer - A three-year term elected in an open election where all partner associations may submit a candidate.

Article VII **MEETINGS**

The annual meeting shall be held in the Fall. Special meetings, such as a spring professional development meeting, may be called by request of the President or officers of the Association.

Article VIII **EXECUTIVE COMMITTEE**

The President, President-Elect, Secretary, Treasurer, Newsletter Editor, Regional Directors, Past President, Public Relations Coordinator, and Committee Chairs shall constitute the Executive Committee and shall have authority to act in the interests of the Association in matters which require action before a meeting of the Association can conveniently be held. In the event of a vacancy occurring during a term of office, except for Regional Directors, the Executive Committee may fill the unexpired term by appointment.

Article IX **COMMITTEE SELECTION**

The President-Elect is responsible for initiating committee selection. There are two options available:

Option 1

A list of KAE4-HA committees will be distributed to the total membership. Those wishing to apply rank 1st, 2nd, 3rd choices and return to the President-Elect prior to Fall Meeting.

Option 2

The President-Elect may have a sheet available at Fall meeting to have membership sign-up for committees. The KAE4-HA Executive Committee will assure that committee assignments are filled. President-Elect will oversee chair elect assignments. The past year's chair-elect will become chair. Committee member terms are for one year (Fall Annual meeting to Fall Annual meeting). Any new member who joins the Association after October may be placed on a committee of their choice.

Article X **DUES**

Annual dues will be payable on a program year basis (Fall Annual meeting to Fall Annual meeting). Deadline for receiving payment is December 1! After December 1, dues will be considered late and late fees as determined by the Association are due. Dues must be paid by December 1, if there is no fall annual meeting. A portion of the dues will cover membership in KSJCEP, NAE4-HYDP, and KAE4-HA. Annual dues will be set for the coming year by the Executive Committee by the spring meeting. New membership is available year round. Current dues amounts will be posted on the web.

Article XI **QUORUM**

Membership of the Association present at any meeting, in which all members have been notified, shall constitute a quorum for the transaction of business.

Article XII **AMENDMENTS**

Amendments to the Constitution and By-Laws may be made at any meeting with a 2/3 vote of the membership present at the meeting with prior written notification.

Article XIII **BUDGET AND AUDIT**

A budget will be prepared by the Budget and Audit Committee and submitted for approval at the spring meeting. The Treasurer is authorized to pay expenses incurred within the budget, upon receipt of statements.

**These By-Laws, adopted October 22, 2013
Revision adopted October 22, 2019
Revision adopted October 26, 2020
Supersedes previous By-Laws**

OPERATIONAL POLICIES OF KAE4-HA

The operational policies provide information about the functions and day to day workings of our association. All new members will be directed to the Association website for a copy of By-Laws and Operational Policies.

Changes/Amendments

Revisions, additions and changes to the operational policies may be made by a majority vote of the membership present at any regular KAE4-HA Business Meeting. It does not require advance written notification. This document should be revised, as necessary, and updated biannually. The dates of adoption of revisions or changes should be listed by the item. The Policy and Resolutions Committee will review the documents annually and post changes on the website.

ROLES OF KAE4-HA OFFICERS AND DIRECTORS

Duties of President

1. See that new officers receive orientation and instructions.
2. Coordinate dates and times for Association business and executive meetings.
3. Prepare "President's Message" for each issue of Association newsletter.
4. Serve as liaison to other professional Extension associations.
5. Attend NAE4-HYDP Conference and JCEP Leadership Conference.
6. Plan and prepare for Association business and executive meetings communicating with Active, Associate, Life and Affiliate members.
7. Appoint parliamentarian for Association business and executive meetings.
8. See that all committee chairs carry out their responsibilities.
9. See to the orderly transfer of duties and materials to successor, and installation of all officers at the Annual meeting.
10. Serve as a representative to KSJCEP as a member for a one-year term.
11. Work with the Past President to ensure that an appropriate and dignified installation ceremony is held for officers at the fall meeting. Work with the Recognition Committee to recognize outgoing officers.
12. Represent KAE4-HA at state events such as the Emerald Circle Banquet, and other similar events.

Duties of President-Elect

1. Assist President as requested.
2. Preside at Association business or executive meetings in the absence of President.
3. Ensure that all committees have a chair-elect.
4. Serve as a member of the Professional Development Committee and as ex-officio member of all other standing committees.
5. Attend NAE4-HYDP Conference, JCEP Leadership Conference, and PILD.
6. Meet with committee chairs and chairs-elect on a regular basis to assist them in their efforts, and report to Executive Committee.
7. Assist with orderly transfer of duties and material to successor.

Duties of Secretary

1. Keep minutes of all Association meetings and post on website for all Association members within two weeks of close of meetings.
2. Keep minutes of all Executive Committee business and executive meetings and provide copies to appropriate persons within one week of the meetings.
3. Maintain current list of officers, committee chairs, regional directors, and committee members and distribute to Association members (Active, Associate, Life, and Affiliate) as needed.
4. Have letterhead available for official communications. Develop a computer based template design that can be used. The letterhead template should include a list of current officers. Utilize the services of the Extension Communications Graphic Designers, or others, for this project. Make the template available to all officers. Review and update annually.
5. Take care of Association correspondence and maintain a file.
6. Maintain updated copies of KAE4-HA by-laws and operational policies on the website and notify members of the location.
7. Assist with orderly transfer of duties and materials to successor. Past records of our Association are placed in Hale Library, KSU. The Secretary shall see that this is done every 5 years. (i.e. 2020, 2025, 2030, etc.)
8. Attend NAE4-HYDP Conference.

Duties of Treasurer

1. Keep the financial records of the Association and pay all bills incurred through approved activities.
2. Receive and distribute all funds of the Association.
3. Make payments upon receipt of written request and accompanied by appropriate receipts.
4. Serve as ex-officio member of Budget and Audit Committee (consisting of Treasurer and committee chairs-elect of standing committees).
5. Request budget estimates from officers and committee chairs and facilitate Budget and Audit Committee in developing tentative budget for spring business meeting.
6. Prepare a report of Association financial standing and submit to officers and committee chairs as requested. This usually is done twice a year at the spring and fall meeting or upon request.
7. Serve as chair of the Membership Committee (consisting of Treasurer and Regional Directors).
8. Prepare and submit dues information to NAE4-HYDP. Work with the Public Relations Coordinator to update and maintain the KAE4-HA listserv.
9. Assist with orderly transfer of duties and materials to successor immediately following the annual meeting.
10. Attend NAE4-HYDP Conference.

Duties of Past-President

1. Assist President as requested.
2. Attend NAE4-HYDP Conference.
3. Serve as chair of the Nominating Committee (consisting of three most recent Past Presidents and/or selected Association members).
4. Solicit qualified persons and present a slate of eligible candidates for each office. Arrange for candidates' comments and qualifications to appear in the Association newsletter prior to the election or by other available means.
5. See that the election is carried out in a professional manner. Work with the President and see that a dignified and appropriate ceremony is held for installation of those elected and recognition given to outgoing officers.
6. Assist with the orderly transfer of materials to successor.

Duties of Regional Directors

1. Serve on the Membership Committee. The Treasurer is chair. Duties may include, but are not limited to, recruiting new members by contacting new 4-H Youth Development Professionals (Agents, Program Managers/Assistants) and sending promotional flyers to all extension staff within the region; promote membership by contacting current members and retirees encouraging them to continue membership. Report any changes in area personnel at the fall annual meeting and the spring professional development meeting.
2. Serve as liaison for Executive Committee to regional membership.
3. Assist the newsletter editor by submitting regional news-worthy programs, activities, etc. and writing news articles.
4. Promote professional development with regional staff, including attendance at NAE4-HYDP Conference.
5. Serve as the social chair for the region. Duties may include, but are not limited to, welcoming new Extension Professionals into the region or organizing a regional wide social event.
6. Serve two-year term and assist with orderly transfer of duties and materials to successor.

Duties of Newsletter Editor

1. Collect information from officers and members and publish a quarterly newsletter to the entire membership.
2. Collect publicity/information from regional directors, publish quarterly newsletter and provide to membership. September, December, February, and May are suggested months. Submit newsworthy articles to the North Central NAE4-HYDP Regional Director.
3. Encourage attendance at NAE4-HYDP Annual Conference.
4. Work with Past President to publish candidates' comments and qualifications to appear in the newsletter prior to the election.
5. Include information from Association officer candidates in the newsletter published just prior to the election.

Duties of KSJCEP Representative-at-Large

1. Represent KAE4-HA at the KSJCEP meetings and report back to KAE4-HA membership.
2. Serve a two-year term. Even year – Vice-President of KSJCEP; Odd year – Member of KSJCEP.
3. Fulfill other duties as requested by President.
4. Additional information about KSJCEP representation:

Three KAE4-HA members will represent the association on the KSJCEP Board. In the KSJCEP structure the KAE4-HA representative elected in the even years will become a Vice-President of KSJCEP and hold a two-year term. The President shall serve on KSJCEP as a board member for a one-year term. The KAE4-HA representative elected in the odd years will serve as a member of KSJCEP.

KSJCEP President and President-elect are elected annually through open election process where all partner associations may submit a candidate. Secretary/Treasurer elected for a three-year term through an open election where all partner associations may submit a candidate.

Duties of Public Relations Coordinator

1. Serve as chair of the Membership Committee (consisting of Treasurer and Regional Directors).
2. All aspects of public relations and information dissemination should be performed by this Officer position.
3. Develop a membership brochure in coordination with the Membership Committee and the Treasurer. Distribute through all appropriate channels, to all eligible staff, and include copies for the Extension Operations and Personnel Office to distribute to new staff.
4. Work cooperatively with KSJCEP in promoting Extension.
5. Take responsibility for web page development and maintenance. Work out the coordination and requirements with IET.
6. Maintain association listserv through K-State Information Technology Services. Consult with the Treasurer to maintain current list and update as new members join. The current address is: KAE4HA-L@listserv.ksu.edu. Members may use this as a way to communicate via email with all Association members. This does not necessarily include all 4-H youth development professionals or specialists. Only dues paying members are included on the listserv.

Duties of Executive Committee

The Executive Committee shall consist of the elected officers and directors and the appointed committee chairs and shall:

1. Meet on a regular basis and prepare for Association business and executive meetings and events. Meet at least quarterly with executive committee to stay up-to-date on Association business.
2. Discuss the goals and needs of the Association, being sure to represent the desire of all members, and take action to meet those needs.
3. Have the power to manage the business affairs of the Association when it is not feasible to convene the entire membership.
4. Fill vacancies according to terms in Article 8 of Constitution and By-Laws.

KAE4-HA COMMITTEE OPERATIONS

The lifeblood of any professional association is found in its committee work. KAE4-HA has seven standing committees and each may have a number of subcommittees and/or task forces to help carry out the designated functions. In addition, the Association Executive Committee maintains several business committees to assist in the conducting of Association business.

Generally, three periods of time are set aside for committee meetings:

1. During Spring Professional Development Meeting (Schedule before, during, and after conference, depending on needs.)
2. At annual professional improvement workshops.
3. During the annual Fall Meeting. (Schedule before, during, and after conference, depending on needs.)

Committees are urged to take advantage of these times in order to do the necessary business of the committee. Committees are also encouraged to use technology to facilitate meetings, communications, and committee functions.

Committee Guidelines

1. Committees may consider the following ways of communication with Association members:
 - e-mail, phone conference, or use of other technologies
 - Newsletter article
 - Special reports
 - Exhibits at Association activities
 - Seminars at annual conference
2. All committees affect KAE4-HA as a whole. New actions or program activities planned by committees must be submitted for Executive Committee approval before implementation.

3. Committee activities should focus on professional efforts that will be of benefit to the membership of KAE4-HA.

Sub-committees and/or Task Force

The committee chair may establish, redirect, or terminate a subcommittee or task force, with the consent of the general committee or task force membership or under the direction of the Association Executive Committee.

The duties of a subcommittee or task force chair are to:

1. Convene and preside over committee or task force meetings.
2. Develop an appropriate agenda for such meetings.
3. Submit budget requests to the proper committee chair.
4. Appoint a secretary/recorder.
5. Clear any proposed actions with the committee chair before going ahead.
7. Provide orientation and orderly transfer of duties and materials to the new subcommittee or task force chair, as appropriate.

KAE4-HA COMMITTEE STRUCTURE

Committee Chair and Chair-Elect

Selection is made at the meeting of the Association during Annual Extension Conference. Term is for one year following the Fall Association meeting. Elect moves to chair position the following year. The committee chair also serves as the state contact for NAE4-HA information relevant to that committee.

KAE4-HA Members

Have a responsibility to be aware of what is happening in KAE4-HA committee work and to direct their ideas, needs, and concerns to their appropriate committee contacts.

RESPONSIBILITIES OF KAE4-HA COMMITTEE CHAIR AND CHAIR ELECT

Committee Chair

1. Convene and preside at all committee meetings.
2. Provide budget request to the Association Budget Committee.
3. Provide committee reports and progress of work for distribution.
4. Provide articles for Association newsletter, as needed.
5. Attend all KAE4-HA Executive Committee meetings.
6. Provide orientation and orderly transfer of duties and material to new chair.
7. Keep committee and/or Association handbook up-to-date.
8. Participate in Committee meetings at NAE4-HYDP Conference or designate a substitute.
9. Disseminate information from NAE4-HYDP Committee to state association members to facilitate and strengthen committee work and to keep members abreast of national action and opportunities.

10. Keep regional Committee members informed of state's activities and work relating to the committee.

Committee Chair-Elect

1. Assist chair with responsibilities.
2. Attend all committee meetings.
3. Serve as committee's recorder, maintaining correspondence, member list, etc.
4. Assume chair position at the fall business meeting of the Association.
5. Serve as member of the Budget and Audit Committee.
6. Participate in committee meetings at NAE4-HYDP Conference or designate a substitute.
7. Serve as liaison to any task forces.

STANDING COMMITTEES

Diversity

1. Encourage members to become more aware and sensitive of clientele's needs.
2. Provide leadership for membership to incorporate diversity in programs.
3. Further education of diversity to membership through newsletters and activities.

Policy and Resolutions

1. Serve as a study and research committee to the Association Executive Committee on all major policy decisions and thrusts of KAE4-HA.
2. Solicit, receive, and review resolutions from the membership. Develop and present resolutions to the Executive Committee for further action.
3. Discuss and prepare recommendations on long-range objectives and proposals for action by the Executive Committee.
4. Review By-Laws and operational policy annually and revise bi-annually.
5. Undertake specific responsibilities as designated by the President.

Professional Development

1. Keep membership aware of professional improvement opportunities, including study tours, summer school, exchange programs, scholarships, etc.
2. Take the leadership in providing strong professional improvement programs for Association members, especially at Association meetings, Annual Extension Conference, etc.
3. Develop a liaison relationship with the Professional Development Committees of KACAA, KEAFCS, KACDEP, and Epsilon Sigma Phi.
4. Encourage membership to subscribe to, submit articles to, and utilize information from the *JOURNAL OF EXTENSION* and *Journal of Youth Development*.
5. Encourage institutions of higher learning to develop the kinds of courses, study tours, etc. which will increase the competency of the Extension 4-H Youth Development professional.
6. Work with Annual Extension Conference Planning Committee to ensure development of strong professional improvement opportunities at the conference.

Program

1. This committee is responsible for analyzing and sharing educational materials, techniques, and methods to assist membership in the performance of their jobs as professionals in 4-H programming. The concept of this committee does not include the development of 4-H programs nor program materials.
2. This committee has the responsibility for Association social activities, including Clover Night at Annual Extension Conference and State's Night Out at NAE4-HYDP Conference. Take leadership in organizing State Delegation for NAE4-HYDP Conference. Work with Recognition Committee in planning social for honored delegates including any mementos, cards, etc.

Recognition

1. Solicit nominations for Distinguished Service Award (DSA), Achievement in Service Award (ASA), Meritorious (MSA), team awards, other national awards, and any other appropriate professional awards. See that appropriate awards and recognition are extended at state events.
2. Organize, facilitate, select and recognize the Communications Awards division for the Association. Provide publicity via the *Tuesday Letter* and other methods as appropriate.
3. Solicit nomination for KAE4-HA Awards - Koons Memorial Scholarship and the Clover Award. These awards are presented at the fall annual meeting.
4. In coordination with current President, prepare awards of appreciation and administer recognition of outgoing Association officers.

4-H Day with Wildcat Women's Basketball

1. Be responsible for all planning, promotion and conducting of the 4-H Day with the Wildcat Women's Basketball team.
2. Coordinate receiving of income and paying expenses with KAE4-HA Treasurer.
3. Recommend how proceeds from the event will be utilized by KAE4-HA.

Research and Evaluation Committee

1. Serves as the study and research committee for KAE4-HA on all major research and evaluation decisions and priorities of NAE4-HYDP.
2. Solicit members to provide feedback on research and evaluation needs and current practices for further action.
3. Provide progressive levels of professional development, specifically to research and evaluation.
4. Elevate the quality of youth development work through scholarship, research and practice.
5. Advocate for the 4-H youth development profession.
6. Facilitate networking throughout the association and youth development profession.

BUSINESS COMMITTEES

Budget and Audit Committee

The Treasurer (Ex-Officio) and Committee Chairs-Elect form this committee. The Chair will be appointed annually by the President.

1. Solicit budget requests from standing committees and officers.
2. Prepare annual KAE4-HA budget for approval by Association membership at Spring meeting.
3. Present recommended budget for approval by Association membership at Spring meeting.
4. Audit the yearly financial transactions of KAE4-HA and report results to the Association Executive Committee prior to the annual Association business meeting.
5. Report the results of the audit to the membership at the annual business meeting.
6. Spot check the financial records of the Association as requested by the President and report result as committee report.
7. Recommend appropriate financial procedures to the Association Executive Committee for adoption by the Treasurer, including the dues structure.

Membership Committee

The purpose of this committee is to acquaint staff members with the objective of KAE4-HA, extending them an invitation to join, and to carry out the mechanics of membership recruitment. The membership of this committee consists of the Treasurer, as chair, and each Regional Director.

1. Contact new staff members and potential staff members. Inform them of the Association and invite them to join. Develop and maintain membership brochure in coordination with the Public Relations Coordinator. Provide brochures as requested. Supply necessary forms for dues.
2. Encourage members to pay dues and join the Association
3. Conduct membership induction ceremony, if needed, at the business meeting of the Association.
4. Recommend membership policies to the Association Executive Committee for review and possible adoption.

Nominating Committee

The Immediate Past-President of the Association serves as chair of the committee, and the next two most recent past-presidents, who are available, serve as committee members.

1. Solicit qualified and willing nominees for the offices of President-Elect, Treasurer, Secretary, Newsletter Editor, KSJCEP Representative-at-Large, and Public Relations Coordinator.
2. Select at least two candidates for each office. Provide candidates with appropriate nomination forms.
3. Arrange for candidates comments and qualifications to appear in the Association newsletter prior to the election.

4. Make a Nominating Committee report and present slate of candidates to Association membership at spring meeting.
5. Determine eligibility of voters and conduct election process, including responsibility of ballots, counting of votes and presenting results to the presiding officer.
6. Destroy ballots upon completion of appropriate motion.
7. Encourage qualified member to run for regional and national positions in NAE4-HYDP.
8. Responsible for Officers' orientation.