

**KACAA Spring Business Meeting**  
**Thursday, March 31, 2022**  
**Seward County Activity Center – Liberal, KS**

President Brian Rees called the meeting to order at 9:01 a.m.

Introductions were made by all present at the meeting.

**Previous Minutes**

Chuck Otte moved to dispense with the reading of the minutes from the 2021 KACAA Fall Meeting and approve as emailed. Shad Marston seconded. Motion carried.

**Financial Reports**

Treasurer Cade Rensink presented the general checking account ledger showing a balance of \$18,349.49 as well as a savings account balance of \$20,198.90. General cash assets totaled \$38,548.39 as of March 14, 2022. An income and expense summary was also given. Written reports are attached. Chuck Otte moved to accept the Treasurer's Report and file it for audit. Andrea burns seconded and it passed.

Cade also drew two names of members with two or less years of membership for reimbursement of annual dues (\$75/each). Winners were Chad Guthrie from the Southwind District and Jesse Gilmore of the Wildcat District.

**Director Reports**

**Eastern Region:** Brian Rees reminded the membership that KSRE Administration would like association input and feedback regarding the open State 4-H Leader position. He also announced all of the statewide new ANR hires and transfers including Chelsea Bartels (Flint Hills District), Jim Borgerding (Kiowa County), Amanda Groleau (Frontier District), Sharon Ashworth (Douglas County), Margit Keltenekker (Douglas County), and Shannon Spencer (transfer to Wabaunsee County).

**Central Region:** Cade Rensink reported that the all 2021-22 members have been entered into the national association database. He also said the state association listserv has been fully updated and asked folks to utilize it as much as they can. Cade thanked Chuck for assisting with life member information and encouraged all members to send contact information of retired members they know as well as any deaths. He also thanked everyone for helping revise the committee lists.

**Western Region:** Stacy Campbell reminded everyone about the KACAA hats which are available for sale. He handed out caps to all new members who hadn't received one. Stacy also summarized the association life insurance program and encouraged people to sign up if they hadn't already.

**Standing Council & Committee Reports**

**Search for Excellence:** Chairman Cade Rensink announced there were no entries submitted in SFE. He encouraged folks to apply in 2023 as there are a number of great programs that have been done over the last few years which would qualify.

**Life Member:** Chuck Otte asked that if any members knew of address changes or the passing of any life members to please inform him so that the state and national databases could be kept up to date.

**4-H & Youth:** Lacey Noterman reported the commit had discussed:

- All exhibitors that completed their YQCA training prior to the 22nd needed to print off their certificate. Counties seem to have transitioned well and no major problems.
- Statewide EID tag shortage occurring. Lexie Hayes is still hopefully we will see beef tags in the near future. If you are short tags, please call your neighboring counties for assistance. We can purchase tags from each other.
- All livestock families need to be aware of the new online system for state nominating process. Please do your part to educate them on this! DNA packets will now need to be ordered by the individual family not the agent. Be sure to advise the families to start planning now!

#### District Horse Show

- The District Horse Show's attendance has been dropping over the last couple of years. The South Central District Horse Show has canceled for this year. The district shows closest to the South Central District might see a small increase in their participants.

#### Policy Guide

- It was discussed a few years ago to update the policy guide to allow animals that have been sold through a premium sale to have the opportunity to exhibit at the Kansas State Fair and Kansas Jr. Livestock Show. We discussed it with the current committee and considering more people in the committee disagreed than agreed this topic was dismissed.
- State 4-H Leader Position:
  - Someone who is black and white with his or her decisions. No more gray area! Agents understand they will not always like the decision, but everyone has grown tired of the gray.
  - The committee would like someone who has actual 4-H experience. Someone who has the "grass roots" 4-H experience. Someone that has worked as a county or district agent and moved on from there.
  - They would like the state to slow down on the state requirements on our specialists and agents. There is the feeling that specialists cannot serve agents as well because they are being pulled to the state so much!
  - COMMUNICATION is necessary!
  - The committee would like this position to be livestock-orientated. This person needs to accept livestock projects and shows as educational experiences, not the devil!
  - Have respect for every county in Kansas! Someone that is willing to come and meet all agents. They would like to see this person all over the state and not just in the Manhattan area!!!
  - A 4-H leader who does not need to keep restructuring the state office all the time! Agents need help and the state staff seems to be shorthanded or not even there!

**Professional Excellence:** Keith Van Skike announced the 2022 AA winner was James Coover and Carla Nemecek is receiving her DSA. He encouraged those with less than 10 years to consider applying for the AA and those with 10 or more to submit for DSA this coming winter. Applications need to be sent to him by December 1. Winners must be present at AM/PIC. So, look at dates closely. Keith also applauded Chuck Otte on being nominated for the NC Region Hall of Fame. Rachael Brooke reported there were no poster submissions, but people should think about doing them as they are a great opportunity to showcase your work.

**Communications:** Cade Rensink reported the state applications have been judged. There were 24 entries over 10 categories. Sandra Wick won Feature Story, Fact Sheet, Program Promotional Package, Publication, and Website / Online Content. Shad Marston won Individual Newsletter. Wendie Powell won Personal Column. Cassie Homan was the Video Recording winner. Jeanne Falk Jones won Published Photo. Ariel Whitely-Noll was the winner in Audio Recording. Award checks were handed out along with critique sheets. Those winners not present will be getting checks in the mail. Anastasia

Meyer will have certificates at the fall meeting. She will also be submitting winning entries to the regional level.

**Public Relations & Agricultural Issues:** Emily Bennigsdorf reported that four members were present. Cassie Homan and Alyssa Rippe-May from Communications also joined our group discussion from the Communications Committee. Members discussed the Highly Pathogenic Avian Influenza (AI) and how we may have to change our fairs if it gets spread across the state. Members also discuss the Spotted Lanternfly found from the State Fair last year and how Thomas County handled the press. Emily discussed that she had to keep records of all published articles about it and was in contact with the National Department of Agriculture to set up a search committee to see if there were any other sightings in Thomas County. Everything came back with negative results and nothing else was found. Members discussed the tag shortages and how each agent is handling it within their county. Agents all agreed they are trying to find any tags at farm stores and are waiting/hoping for their EID tags to make it to their counties by weigh-in dates. Lastly, members discussed what to do in a time of need if something happens in their county. Emily discussed reaching out to one another or the committee if anything happens within a county so they don't feel lost during a time of crisis.

**Scholarship:** Applications have been received and the committee will be meeting soon to review those.

**Smixer:** Randy Hein reported Smixer would be held the same as in the past. Details will be coordinated with Nick at McGraws in Manhattan. He also announced that Kyle Grant will be the new committee chair. Kyle and Randy will work together on this year's arrangements.

**Early Career Development:** Marty Gleason reported there were five members present. He said they discussed the "best resource list" for new agents and that there is an established listing of specialists. The new agent coaching team was talked about and Marty explained it has been met with mixed reviews. He said the committee feels there needs to be more direct contact from experienced agents and there should be more networking with new agents to assist with program planning like the old "blocks". James Coover mentioned this will be an expectation. The committee is considering a campus tour for any agent that would like to participate regardless of tenure. Various points were brought up regarding scheduling, structure, and timing. Alicia Boor offered to coordinate a tour for livestock this fall at Annual Conference.

**Policy:** Chuck Otte reported the committee met briefly to talk about needing to increase the first timer AM/PIC travel stipend amount. They also received an update on the KACAA Educational Scholarship.

**Teaching & Educational Technologies:** Marcus Preuninger reported there were seven members present. Jay Wisbey will be joining the committee. The group will be doing a technological needs survey they hope to distribute by the end of the week. This will start with ag agents and then they can send to others once they see the responses. It will be distributed with google forms. They plan to add Adobe Spark to the survey. The committee also talked about social media broadcasting fairs or events (what technology needs are needed for this?). They are considering creating a training Facebook page so that anyone can access it when needed. This will be kept private until it is put together and ready to go live for all to use. Educational videos were brought up with the idea of posting presentations and events online for later viewing. There needs to be training for video editing programs. The committee wants to make sure there is a technology pre-conference session at the next spring meeting with possibly the option of virtual training an option. That way participants are able to go back and view again later. These would be posted on YouTube to retrieve after training starts and make it more

convenient for all. If this goes well, possibly host a training session at Annual Conference for all agents to attend.

**Leadership & Administrative Skills:** Chuck Otte is once again collecting names of members who are or are thinking about attending so that plans can be made for states night out. He said he'd send out an email to the membership asking for names of members who were planning to attend as well as spouses or other family members who may come along.

### **Professional Improvement Council Reports**

**Agricultural Economics and Community Development:** Cade Rensink reported there were two members. The committee discussed the new KSU Office of Farm & Ranch Transition. The director has been hired and they are advertising for an Administrative Assistant. The conferences are being planned for later in 2022 and the Land Link Program is due to launch sometime this year as well. They also discussed KAMS and how the new program will interface with that group. The group also discussed KSRE Community Vitality programs and that they will be hiring a replacement for Trudy Rice in the near future since she is retiring. The focus will be on facilitation.

**Agronomy & Pest Management:** Sandra Wick reported 10 members were present. Topics discussed:

1. Agronomy eUpdate – The members are very pleased with the Agronomy eUpdate and all use information from it to pass on to producers.
2. ZOOM Crop Condition calls – Experienced and new agents benefit greatly from this activity. We especially like the reports of our specialists.
3. Open positions – Gregg Hadley provided us with an update on the current open positions and are hoping to fill most of the positions if possible. But the positions are on a priority list to be hired.
4. KSU Agent Mentorship – Several agents voiced a concern with the NEW KSU Mentorship program. Our concern is the fact that the new agents are not assigned a “mentor” agent, so they do not have a “go-to” agent to call with their questions. Many agents have simply asked a neighboring agent to be a new agent’s mentor outside of the mentor program. However, ALL agents are encouraged to simply call new agents to visit with them and offer to help and guide them. We also felt that our KACAA association should be with part of the KSU mentor team or at least included in a presentation to the new agents.
5. MyFields – Agents were encouraged to “google” and find this resource. Also, to encourage producers to utilize this KSU tool.
6. Trainings – The following list of trainings were recommended for ALL ag agents: basic soils, basic fertility, plant growth and development, TEAMS and PEARS

**Animal Science:** Jared Petersilie said they had 14 members present. He reminded agents to fill out the registration for the PFT meeting coming up on April 12<sup>th</sup>. DeWayne Craghead brought up that Alison Crane is hosting a breakout group for sheep and goats before the livestock PFT meeting, contact her to sign up. They also talked about the new registration for DNA envelopes and nomination process for State Fair and KJLS. Rachael Brooke brought up that the Rookie book is quite large but has all the answers to submitting online. Jared suggested agents should check their emails every 3-4 days to approve families since steers are due May 1st. The BRANDS training will also be offered at the PFT meeting in Manhattan in April, DeWayne brought up there is also a BRANDS for sheep. Members discussed how important is to get feed tests done to be able to provide the most accurate data for community members when using this system. Members discussed the tag shortages and how each agent is handling it within their county. Agents all agreed they are trying to find any tags at farm stores and are waiting/hoping for their EID tags to make it to their counties by weigh-in dates. Jared announced that KSRE is hosting a table at the Great Bend Farm Show, April 7th-9th, if any agents can

help run the booth, please contact him. Alicia Boor said that she will need some agents to help ask questions during a presentation at the farm show.

**Horticulture and Turfgrass:** Kelsey Hatesohl reported they had five members present. They discussed:

- How to support new agents
  - Common questions that clients ask
  - Resources we can send to new agents- "Helpful Diagnostic Questions to Ask" document from Sedgwick County.
- New Agent Welcome Package (Physical packet that would come in the mail)
  - Include PFT directory, what our PFT does, list of listservs to join, etc.
  - Also include document from Ward on soil testing recommendation with results
  - Could create a master document of publications agents like to use from other State Extensions that might still be relevant in KS.
- Mentorship opportunities in our PFT
  - Assign older agents with newly hired agents for shadowing days
  - New Agent Mentoring Program doesn't seem to be effective, too much homework/overwhelming
  - Q & A Session for new agents with a panel of older agents – More opportunities for new agents to ask questions
- Master Gardener Virtual Training
  - Might be too much for new agents (non-hort.) to add to their plates
  - Overall really liking the hybrid format, possibly add activities for agents to lead in their local offices.
- Advocate for Rapid Response Position to be refilled! Used by ALL agriculture agents.
  - Need someone who can answer questions quickly
  - Someone who can answer homeowner grass questions

### **New Business**

**2021-22 Budget:** Cade Rensink presented the association budget for 2021-22. Increases were built in for expenses of meetings, funds to cover more awards, travel stipends for AM/PIC, and bank charges. The balanced budget is attached. DeWayne Craghead moved to approve the proposed budget for 2021-22. Jared Petersilie seconded. Motion carried.

**By-Law Amendments:** Brian Rees said the board had met earlier in the spring to discuss several revisions which were needed in the association constitution and by-laws in order to reflect recent changes in the KSRE system and the way meetings are being conducted as well to "clean up" and modernize a few sections. He proposed numerous amendments as shown in the attached document. Chuck Otte moved to amend Article X: Section 2: Paragraph 3 by striking "\$250.00" and inserting "\$350.00". Aaron Hyland seconded. Chuck said the old dollar amount was set probably thirty years ago and is too low considering today's cost of attending AM/PIC. Motion carried. Chuck moved to approve the constitution and by-laws as amended. DeWayne Craghead seconded and it passed.

**Western Region Director / Vice Director:** Brian Rees said Elizabeth Rogers has been nominated for Western Region Director and Alyssa Rippe-May has been nominated for Vice Director. Both have agreed to serve. He called for any other nominations from the floor. DeWayne Craghead moved nominations cease and to cast a unanimous ballot. Allen Baker seconded and it passed.

**Spring Workshop Rotation:** DeWayne Craghead stated, as the spring workshop rotates through the three regions, it would be good for the location to alternate throughout the region so it's not held in the same vicinity every time a region is due to host. Turnover and an increased number of districts may make that more in the future than it is right now, but it would be good to attempt. DeWayne moved to encourage hosting regions to consider the last location they had and look for an "opposite" site. Kurt Werth seconded. Motion passed.

**Announcements**

Cade Rensink announced the 2023 Spring Workshop will be held in the Central Region and that interest has been expressed to host in Hutchinson. He will be sending an email out to all members in the region to gauge other interest and be having a Zoom meeting in early fall to set a location and approximate date to communicate at the fall meeting.

**Adjournment**

Chuck Otte moved to adjourn the meeting at 11:29 a.m. Andrea Burns seconded. Motion passed.

Respectfully Submitted,

Cade B. Rensink  
KACAA Secretary / Treasurer

## 2021-22 KACAA GENERAL CHECKING ACCOUNT LEDGER

**BEGINNING LEDGER BALANCE AS OF 10/20/21** **\$26,569.59**

<u>DATE</u>	<u>CHECK #</u>	<u>TRANSACTION DESCRIPTION</u>	<u>(DEBIT) / CREDIT</u>	<u>BALANCE</u>
20-Oct	1819	Jeanne Falk-Jones - Communications Award	(\$70.00)	\$26,499.59
20-Oct	1820	Sandra Wick - Communications Award	(\$35.00)	\$26,464.59
20-Oct	1821	Terry Griffin- Communications Award	(\$35.00)	\$26,429.59
20-Oct	1822	Shad Marston - Communications Award	(\$35.00)	\$26,394.59
20-Oct	1823	Cassie Homan - Communications Award	(\$140.00)	\$26,254.59
20-Oct	1824	Anastasia Meyer - AA Reimbursement (See #1886)	\$0.00	\$26,254.59
20-Oct	1825	Justin Goodno - AA Reimbursement	(\$100.00)	\$26,154.59
20-Oct	1826	Chris Long - Delegate Reimbursement	(\$100.00)	\$26,054.59
20-Oct	1827	Brian Rees - Delegate Reimbursement	(\$100.00)	\$25,954.59
20-Oct	1828	Cade Rensink - Delegate Reimbursement	(\$100.00)	\$25,854.59
21-Oct		Deposit - Dues	\$2,315.00	\$28,169.59
21-Oct		Deposit - Dues	\$1,985.00	\$30,154.59
21-Oct		Deposit - Scholarship Auction	\$1,202.50	\$31,357.09
21-Oct		Deposit - Smixer	\$230.00	\$31,587.09
22-Oct	1829	McGraws LLC - Smixer	(\$2,815.00)	\$28,772.09
29-Oct	1830	Cade Rensink - Search for Excellence Award	(\$70.00)	\$28,702.09
3-Nov		Deposit - Dues	\$1,100.00	\$29,802.09
5-Nov	1831	Alliance Agency, Inc. - Treasurer's Bond	(\$100.00)	\$29,702.09
24-Nov		Deposit - Dues, Smixer, Schol. Auction	\$4,430.00	\$34,132.09
15-Dec	1832	Ross Mosteller - Overpaid Dues Refund	(\$35.00)	\$34,097.09
20-Dec		Deposit - Dues	\$590.00	\$34,687.09
20-Dec	1833	NACAA Educational Foundation - Schol. Proceeds	(\$67.50)	\$34,619.59
20-Dec	1834	KSU Foundation - Scholarship Proceeds	(\$1,200.00)	\$33,419.59
23-Dec	1835	NACAA - National Dues	(\$4,200.00)	\$29,219.59
28-Dec		Deluxe - Checks	(\$29.75)	\$29,189.84
3-Jan		Deposit - Dues, Donation	\$220.00	\$29,409.84
24-Jan		BALANCE CORRECTION - CANCEL CK #1811	\$35.00	\$29,444.84
24-Jan	1886	Anastasia Meyer - Reissue #1824	(\$100.00)	\$29,344.84
1-Feb	1887	KS JCEP - State Dues	(\$415.00)	\$28,929.84
2-Feb	1888	NACAA - National Dues	(\$150.00)	\$28,779.84
2-Feb		Deposit - Dues	\$260.00	\$29,039.84
11-Feb	1889	Central Kansas District - JCEP Reg., Hotel	(\$553.15)	\$28,486.69
11-Feb	1890	Cade Rensink - JCEP Mileage, Per Diem	(\$287.20)	\$28,199.49
7-Mar		Transfer to Savings XXX-801	(\$10,000.00)	\$18,199.49
14-Mar		Deposit - Dues, Donation	\$150.00	\$18,349.49

**ENDING LEDGER BALANCE AS OF 3/14/22** **\$18,349.49**  
**OUTSTANDING CHECKS** **\$0.00**  
**ENDING BANK BALANCE AS OF 3/14/22** **\$18,349.49**

**SAVINGS ACCOUNT BALANCE AS OF 3/14/22** **\$20,198.90**

**TOTAL CASH ASSET BALANCE AS OF 3/14/22** **\$38,548.39**

# KACAA FINANCIAL SUMMARY

## INCOME FOR YEAR 2021-22

	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
Dues	8,900.00	7,880	113%
Smixer	2,130.00	2,500	85%
Scholarship Auction	1,267.50	1,000	127%
Spring Meeting	0.00	5,200	0%
Apparel	0.00	60	0%
Reimbursables	0.00	450	0%
Life Insurance	0.00	0	0%
Other	185.01	0	
Interest	1.28	5	26%
<b>TOTAL INCOME</b>	<b>12,297.50</b>	<b>17,095</b>	<b>72%</b>

## EXPENDITURES FOR YEAR 2021-22

	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
Dues to NACAA	4,350.00	4,700	93%
Dues to KS-JCEP	415.00	430	97%
Smixer	2,815.00	3,000	94%
Spring Meeting	0.00	2,500	0%
Awards	0.00	535	0%
Scholarships	67.50	1,000	7%
National Meeting (AM/PIC)	0.00	1,800	0%
PILD / JCEP	840.35	2,500	34%
Treasurer's Bond	100.00	100	100%
Apparel	0.00	400	0%
Life Insurance	0.00	0	0%
Donations / Memorials	0.00	0	0%
Bank Charges	29.75	30	99%
Other	35.00	100	35%
<b>TOTAL EXPENSES</b>	<b>8,652.60</b>	<b>17,095</b>	<b>51%</b>
<b>CHECK</b>	<b>8,652.60</b>		

<b>TOTAL INCOME FOR YEAR</b>	<b>12,297.50</b>
<b>TOTAL EXPENDITURES FOR YEAR</b>	<b>8,652.60</b>
<b>NET PROFIT OR (LOSS)</b>	<b>3,644.90</b>



**KACAA Budget**

**YEAR**

**2021-22**

	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	2021-22 Budget	% Change
<b>Receipts</b>										
Dues	9,312	7,950	7,827	7,950	9,235	7,950	9,235	7,880	7,880	-0.88%
Smixer	2,472	2,500	2,940	2,500		2,500		2,500	2,500	0.00%
Scholarship Auction		1,000	1,265	1,000		1,000		1,000	1,000	0.00%
Spring Meeting	5,878	5,200		5,200		5,200		5,200	5,200	0.00%
Apparel		60		60		60		60	60	0.00%
Reimbursements		450	560	450		450		450	450	0.00%
Life Insurance			2,275					0	0	0.00%
Other Income	250							0	0	0.00%
Interest on Idle Funds								5	5	0.00%
<b>Total Receipts</b>	<b>\$17,912</b>	<b>\$17,160</b>	<b>\$14,867</b>	<b>\$17,160</b>	<b>\$9,235</b>	<b>\$17,160</b>	<b>\$9,235</b>	<b>\$17,095</b>	<b>\$17,095</b>	<b>-0.38%</b>

20 @ \$75 58 @ \$110

**Expenditures**

Dues to NACAA	4,300	4,700	4,500	4,700	4,650	4,700	4,650	4,700	4,700	0.00%
Dues to KS-JCEP	390	430	445	430	445	430	445	430	430	0.00%
Smixer	3,245	3,000	3,331	3,000		3,000		3,000	3,000	0.00%
Spring Meeting	2,056	2,400		2,400		2,400		2,500	2,500	4.17%
Awards	578	500	455	500	455	500	455	535	535	7.00%
Scholarships		1,000		1,000		1,000		1,000	1,000	0.00%
National Meeting	1,400	1,400		1,400	500	1,400	500	1,800	1,800	28.57%
PILD/JCEP	2,132	2,500	1,354	2,500	468	2,500	468	2,500	2,500	0.00%
Treasurer's Bond	103	100	100	100		100		100	100	0.00%
Apparel	405	400		400		400		400	400	0.00%
Life Insurance			2,275					0	0	0.00%
Donations / Memorials					1,000		1,000	0	0	50.00%
Bank Charges		20	8	20	1	20	1	30	30	0.00%
Other	156	100	130	100		100		100	100	0.00%
<b>Total Expenditures</b>	<b>\$14,765</b>	<b>\$16,550</b>	<b>\$12,598</b>	<b>\$16,550</b>	<b>\$7,519</b>	<b>\$16,550</b>	<b>\$7,519</b>	<b>\$17,095</b>	<b>\$17,095</b>	<b>3.29%</b>

Shortfall in Receipts (\$0)

Shortfall in Expenses \$0

# Constitution and By-Laws

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## **KANSAS ASSOCIATION OF COUNTY AGRICULTURAL AGENTS (KACAA)**

### **CONSTITUTION AND BY-LAWS**

Revised ~~10/22/2019~~ 3/31/2022

#### **Article I**

##### Section 1. Name

The name of this non-profit, non-stock corporation shall be Kansas Association of County Agricultural Agents, Inc., hereinafter referred to as "Ag Agents".

##### Section 2. Principal Office

The principal office is the Office of the Riley County Extension Agricultural Agent, 110 Courthouse Plaza, Manhattan, Kansas, 66502.

##### Section 3. Fiscal Year

The fiscal year shall begin on October 1 and end on September 30.

#### **Article II**

##### Section 1. Purpose

The purpose of this association shall be to provide:

- A. Means for improving the status of the county agents.
- B. Opportunity for discussion on common problems of county work.
- C. A method of voice in the general sentiment of the county agents on problems affecting their work
- D. Improvement of all conditions of work.

#### **Article III**

##### Section 1. Membership

KACAA dues should be paid by January 1<sup>7</sup> and are good for the calendar year. Yearly KACAA dues will be determined by the board and organization. A portion of each member's yearly dues will be remitted to the Kansas Joint Council of Extension Professionals (KS-JCEP). KS-JCEP dues will be set annually by the KS-JCEP Executive Board. This fee will cover member's membership into KS-JCEP, with all the rights and privileges of a voting member. **A portion of the full membership dues will also be remitted to the National Association of County Agricultural Agents (NACAA).**

##### Section 2.

Life Membership in the corporation shall be open to any member or former member of the KACAA who has retired or is retiring from the Cooperative Extension Service and who pays dues established for the corporation. Life members shall be entitled to full voting privileges.

**Section 3: Associate Membership is for those individuals who are members of other associations and is authorized to allow for the sharing of information. Associate members will have all rights and privileges of regular membership but will not be members of NACAA.**

#### **Article IV Board of Directors**

##### Section 1. General Powers

The business and affairs of the corporation shall be managed by the Board of Directors. The Directors shall, in all cases, act as a Board and they may adopt such rules and regulations for the conduct of their meetings and the management of the corporation as they deem proper, not inconsistent with these Bylaws and the laws of the State of Kansas.

##### Section 2.

All affairs of the Ag Agents shall be conducted by a maximum of six (6) member Board of Directors elected from the Ag Agent membership. The Board of Directors shall consist of one (1) agent from each of the ~~four (4) K-State Research and Extension Program Areas, plus one agent selected at-large, plus the retiring President of the Kansas Association of County Agricultural Agents.~~ **three (3) K-State Research and Extension Program Regions (East, Central, West), plus one agent from Horticulture, one agent selected at-large, plus the retiring President of the KACAA.** Each Director is elected for a two (2) year term and may be re-elected once but under no circumstances, will a Director be allowed to serve more than four (4) successive years on the Board of Directors.

##### Section 3.

The term of office for each Director shall commence on October 1.

##### Section 4.

In the event of death, resignation or disqualification of a Board of Director member, the Vice Director for the vacant Board position shall fill the vacancy for the remainder of the term left for the resigning Board member.

##### Section 5.

All actions of the Board of Directors shall be decided by a majority vote of the Board members present. A quorum shall consist of a majority of the voting members of the Board.

##### Section 6.

Each District shall select an alternate director called a Vice Director to substitute and fill in for his or her director should the Director not be able to attend.

##### Section 7. Informal Action by Directors

Any action required or permitted to be taken at any meeting of the board of Directors, or any committee thereof, may be taken without a meeting if all members of the Board or



committee, as the case may be, consent thereto in writing and the writing or writings are filed with the minutes of proceedings of the Board or committee, as the case may be. This is authorized by K.S.A. 17-6301(f).

## **Article V Officers**

### Section 1.

The officers of the corporation shall be the President, Vice-President and Secretary-Treasurer/President Elect, elected by the members present at the annual meeting of the Ag Agents. The only members qualified to run and be selected as an officer of the corporation are those who are currently members of the Board of Directors. The officers of the corporation are selected each year and will serve for a one (1) year term. A majority vote of the members present at the annual meeting of the Ag Agents is required to elect an officer. Officers terms will begin October 1 and end September 30 or when their successor is elected.

### Section 2.

The officers shall constitute the executive committee for the transaction of business between Board meetings.

### Section 3.

In the event of death, resignation or disqualification of an officer or officers of the corporation, the Board shall elect another officer to fill the vacancy. The President Elect shall succeed to the office of President in the event a vacancy occurs.

### Section 4. President

The President shall have supervision and management of the business of the corporation and the power to execute, make, and enter into and on behalf of the corporation all contracts and agreements necessary and proper for the carrying out of the purposes for which the corporation has been organized.

### Section 5. Vice-President

The Vice-President shall be responsible for coordinating the KACAA life insurance program and other duties as may from time to time be prescribed by these Bylaws or delegated to him or her by resolution of the Board of Directors.

### Section 6. Secretary-Treasurer/President Elect

The Secretary-Treasurer/President Elect shall record and keep all of the minutes of official meetings. He/she shall see that proper notice is given of all meetings of the Board of Directors and the members, and shall perform such other duties as may be required by said board or by the President. The President Elect shall discharge the duties of the President in his/her absence or disability. The Secretary-Treasurer/President Elect shall also keep proper book accounts of the business of the corporation, pay all necessary expenses of the corporation, make reports to the members at their annual meetings, and submit his/her books for audit. The Assistant Treasurer or Assistant Treasurers, if any, shall have the duties delegated to them by the board of directors.

## **Article VI Meetings**

### Section 1.

At least two (2) general meetings of the Ag Agents shall be held each year, one to be known as the annual meeting and the second to be as the Workshop. **If conditions warrant, a virtual meeting will be deemed an appropriate means to conduct business, but in-person will be the preferred means to conduct business.**

### Section 2.

An annual meeting of the Board of Directors will be held in conjunction with the annual membership meeting.

### Section 3.

Additional Board meetings may be called by the President or the Executive Committee, the number of meetings to be determined by need.

### Section 4. Special Meetings

Special meetings of the membership may be called for any purpose or purposes by the President or by the Board of Directors and shall be called by the President at the request of not less than forty (40) members of the organization.

### Section 5.

A quorum shall consist of those members present at the date and time of a regular meeting.

### Section 6.

At all meetings, members entitled to vote ~~may~~ **must** vote in person. **No proxy voting will be allowed.**

### Section 7.

Each member shall furnish the Secretary with a postal and e-mail address to which notice of meetings and all other notices may be sent, in default thereof, notice shall be addressed to him or her at his or her last known address.

### Section 8.

The notice of the annual meeting shall be given in writing, stating the time and place of holding such meeting, and sent to each member, with postage prepaid thereon by mail or e-mail, at the address as above provided or by advertisement for two (2) successive weeks immediately preceding the time for holding such meeting in a newspaper published in the City of Manhattan, stating the time and place of holding such meeting. Such meeting shall be held by such members as shall attend in person.

### Section 9.

The Board of Directors shall be elected prior to the annual meeting. One (1) Director shall be elected in each of the ~~four (4) K-State Research and Extension Program Areas, plus one~~

~~agent selected at large before the annual meeting, every other year. The Northwest and Northeast shall elect in odd years while the Southwest, Southeast and At Large shall elect in even years.~~ **three (3) K-State Research and Extension Program Regions (East, Central, West), plus one agent from Horticulture, one agent selected at-large, plus the retiring President of the KACAA. The East and West shall elect in even years while the Central, Horticulture and At-Large shall elect in odd years.**

## **Article VII Committees**

### Section 1.

The Executive Committee shall be comprised of the President, Vice-President and the Secretary-Treasurer/President Elect of the Board of Directors. The President shall serve as Chairman of the Executive Committee.

### Section 2.

There shall be such standing committees as designated by the Board of Directors.

## **Article VIII Amendments**

### Section 1.

These bylaws may be revised or amended by two-thirds (2/3) majority of the members present at any regular meeting. A copy of all proposed amendments must be mailed or e-mailed to all members, by the Secretary at least ten (10) days prior to the meeting at which final action will be taken on the proposed amendments.

## **Article IX Annual Reports**

### Section 1.

The Board of Directors shall present to the membership at the annual meeting an annual report highlighting the activities of the corporation during the previous year.

## **Article X Representative to National Meetings**

### Section 1.

The voting delegates sent by this corporation to the NACAA annual meeting shall be selected by a majority vote of the current Board of Directors serving the corporation.

### Section 2.

The corporation shall pay toward the expenses to the NACAA annual meeting, of the following individuals:

- 1) Five (5) Directors or voting delegates to the NACAA Annual Meeting;
- 2) The Distinguished Service awardees;
- 3) The Search for Excellence **National Winner and National Finalist** awardees; and



4) The Achievement awardee(s).

The corporation agrees to cover the first \$250.00 in costs of any of the aforementioned individuals going to the **National Annual Meeting** of the year they receive such a distinction. **First Time attendees to the NACAA Annual Meeting are eligible for a fee reduction from NACAA if attending with less than five years of service as of March 15 of the meeting year. KACAA members that are first timers are also eligible for a travel stipend from KACAA. Only one stipend allowed per attendee per year.**

## **Article XI An Audit**

Section 1.

The accounts of the Treasurer must be audited annually by a special committee appointed by the President. This is to occur prior to the annual meeting.

## **Article XII Dissolution**

Section 1.

Upon dissolution of the Ag Agents, the assets of the Ag Agents remaining after payment of all debts and expenses of dissolution shall be distributed, transferred, conveyed and delivered to an organization qualifying as a Section 501(c)(3) exempt organization. Such a successor organization to receive any remaining funds of the Ag Agents shall be selected by the membership of this corporation.

## **Article XIII Miscellaneous**

Section 1.

This corporation is organized under the general non-profit corporate laws of the State of Kansas. In carrying out its purposes, the corporation shall not have or exercise any power or authority granted to it under such law, nor engage in any activities, that would prevent the corporation from qualifying as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954 as amended, contributions to which are deductible for Federal Income Tax purposes. No part of the assets or net earnings of the corporation shall be used, distributed or inure to the benefit of any private person within the meaning of the prohibition contained in Section 501(c)(3) of the Internal Revenue Code of 1954 as amended. the corporation shall never be operated for the primary purposes of carrying on a trade or business for profit. The corporation shall make no loan or other payment to any officer, Director, member or employee, except as reasonable compensation for services rendered or as a reasonable allowance for authorized expenditures incurred on behalf of the corporation.

Section 2.

Any member, officer or Director may waive any notice required to be given under these Bylaws.

Section 3.

This corporation in fulfilling the purposes for which it is established, shall not discriminate against anyone on the basis of race, color, national origin, sex, age or handicap.