

**Kansas Association of Community Development Extension
Professionals
Constitution and Bylaws
Revised October 2018
Revised October 2019**

Article I: Name

This organization shall be known as the: Kansas Association of Community Development Extension Professionals (KACDEP)

Article II: Objectives

The objectives of this Association include, but are not limited to the following:

- To represent the Kansas community development extension professionals regarding issues, needs and opportunities of mutual interest.
- To discuss, develop, sponsor, and promote educational and training programs and activities that advance sound community development practices.
- To promote the importance of community development through education, advocacy, and coordination within the land grant system.
- To foster partnerships between governmental agencies, private community development groups, related organizations and other community development and leadership professionals.
- To advance the professional status of community development professionals by encouraging professional self-improvement.
- To encourage and support the selection of members to committee membership and leadership positions of the National Association of Community Development Extension Professionals (NACDEP) and other regional and national associations in developing and conducting cooperative regional educational initiatives.
- To strengthen communication with Extension administration and facilitate cooperation among members with federal and other state agencies, and with industry and others in the planning, financing and performance of Extension and education related activities.

Article III: Membership and Dues

Section 1. Membership

The membership of the Association shall be comprised of education professionals in Kansas who are actively engaged in, or have a strong commitment to, community development educational programs and issues.

There will be four classes of membership:

- 1) Active. Active Members are currently employed as extension professionals with at least a 25% extension appointment with responsibilities or strong interests in community development. Active members will automatically be members of the Kansas Joint Council of Extension Professionals with full rights and privileges of that organization.

(revised 10/2018)

- 2) Life. Life Members must have retired from the Cooperative Extension Service having held an appointment and/or had responsibilities in community development. Dues for Life Membership are payable on a one-time basis and are set at an amount equal to four times the current annual rate of Active Members dues. Life Members have all the rights and privileges of Active and Affiliate Members.
- 3) Affiliate. Affiliate Members are not employed by Cooperative Extension Service but have an interest in community development education, outreach or research work with the Cooperative Extension Service. Extension professionals who hold active (primary) membership in another extension professional association may join KACDEP as an affiliate member. Affiliate membership doesn't not include membership in NACDEP or Kansas JCEP, but have all the rights and privileges of active membership.
- 4) Student. Student members are graduate or undergraduate students interested in exploring community development as a potential career.

There shall be no limit to the maximum number of members within the Association or any of its membership classes. Any person meeting the membership requirements stated above may become a member by payment of the annual dues. The Association shall conduct an annual enrollment of members. The membership year shall be approximately 12 months between K- State Research and Extension Annual Conference; however, persons may be admitted to membership at any time during the membership year with submission of full dues. Active, Affiliate and Life Members in good standing (current dues paid) of the Association shall be eligible to vote or hold elected or appointed positions in the Association and are hereinafter referred to as 'eligible members'. Membership in the Association shall be available without regard to race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity and expression, religion, creed, age, ancestry, disability, genetic information, familial status, public assistance status, military status or veteran status.

Section 2. Dues

Each member in the Association will maintain membership by payment of annual dues to the Association as established by the Executive Committee. Members who reach retirement status may be allowed Lifetime Membership in the Association upon payment of a one-time fee equal to four times the then current annual dues for Active Members. Affiliate membership dues will be assessed as the difference between active KACDEP membership dues and NACDEP dues. Dues will be paid to the KACDEP organization, which serves as fiscal agent for the annual budget and treasury of KACDEP. KACDEP will be responsible for submitting the national dues to NACDEP on an annual basis for each member. Kansas Joint Council of Extension Professionals (KS-JCEP) membership eligibility and dues will be determined by KS-JCEP with payment of dues on a yearly basis from KACDEP member dues.

(revised 10/18)

Section 3. Disallowed Activities

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be

authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the objectives clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article IV: Officers and Executive Committee

Section 1. Officers

The four officers of the Association must be eligible members in good standing and shall be a Chair, Chair-Elect, Past Chair, and a Secretary/Treasurer. Officers are elected as set forth in Article IX Elections, and will serve a term of one year beginning at the end of the annual meeting. With the exception of the Chair, Chair-Elect, and the Past Chair, officers may succeed themselves in office.

Section 2. Elections and Procedure

Elections for members of the Executive Committee (except Chair and Past-chair) shall be held annually by vote of the eligible membership present at the annual meeting. The Chair Elect automatically becomes the Chair for a full term. The Chair automatically becomes the Past Chair for a full term.

The Nominations Committee shall select candidates for each remaining office to be filled. The Nominations Committee shall accept nominations only from eligible members. Candidates for Chair-elect, and Secretary/Treasurer, shall be nominated by any eligible member. Candidates must be life, active or affiliate members of the Association. A nominee may be placed on the ballot for only one position. The candidate for each office receiving the largest number of affirmative votes from the ballots cast by the eligible membership shall be elected. In the event of a tie, the elected officer shall be determined by a random draw held by the Chair.

Section 3. Office of Chair

The Chair-Elect will succeed to the office of Chair.

Section 4. Office of Past-Chair

The Chair will succeed to the office of Past-Chair.

Section 5. Assumption of Office

The term of office for all members of the Executive Committee shall commence at the end of the annual meeting and will continue to the end of the next annual meeting.

Section 6. Re-election

While it is the general policy of the Association to effect a change of membership on the Executive Committee, an officer – except for the Chair, Past Chair, and Chair-Elect – may be re-elected for numerous terms, which may be consecutive. An individual may serve more than one term in the office of Chair and Chair-Elect, but not successive terms.

Article V: Vacancies

In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the duties of the Chair and serve the remainder of his/her term plus the full term as Chair. The office of the Chair-Elect shall be filled by appointment of the Executive Committee and shall hold that office until the next election. Vacancies in any other position shall be filled by appointment of the Executive Committee. Such appointments shall hold office until the next election.

Section 1. Duties of the Chair

The Chair shall serve as the Executive officer of the Association; preside at all Executive Committee and General Membership meetings; and appoint all standing and all select committee chairs with the advice and consent of the Executive Committee, unless otherwise directed by the motion creating the committee.

Section 2. Duties of the Chair-Elect

The Chair-Elect shall serve as Chair in the absence of that official and shall become Chair in the event that official cannot continue as Chair for any reason. The Chair-Elect shall also serve as the membership coordinator, working closely with the KACDEP membership committee and KACDEP Treasurer. In this role the Chair-Elect shall take an active role in the recruitment of new members. In cooperation with the KACDEP Treasurer, the Chair-Elect shall prepare statements for submission at the Annual Meeting showing receipts and disbursements and the financial condition of the organization. Upon complete submission of all financial accounts, funds and records pertaining to the office these duties will then be transferred to the newly elected Chair-Elect. The Chair-Elect will also assist the Chair in the performance of the Chair's duties. The Chair-Elect shall be chair of the Annual Meeting Committee.

Section 3. Duties of the Past Chair

The Past Chair shall sit on the Executive Committee and be chair of the Nominating Committee. The Past-Chair shall advise the current Chair on duties, programs, commitments, protocols and activities consistent with the goal of maintaining continuity of administration.

Section 4. Duties of the Secretary/Treasurer

The Secretary/Treasurer shall take, prepare, distribute and keep records of all Executive and general membership meetings of the Association, or shall be responsible for such action. He/she shall be responsible for distributing meeting minutes to all Association members. The Secretary/Treasurer shall also see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; be custodian of the Association records; shall see that a register of the name and address of each member is kept; and shall be responsible for distributing, counting and reporting the results of election ballots.

The Secretary/Treasurer shall maintain a list of current members, verifying paid membership rosters with the KACDEP Chair-elect. In cooperation with the KACDEP Chair-Elect, the Secretary/Treasurer shall prepare statements for submission at the Annual Meeting showing receipts and disbursements and the financial condition of the organization.

The Secretary/Treasurer may serve successive terms.

Section 5. Executive Committee

The four officers shall constitute an Executive Committee. The Executive Committee shall have authority to act for the Association and to decide all matters requiring attention during and between regular meetings and to ensure that arrangements for annual meetings and special meetings are made.

Article VI: Meetings and Attendance

Section 1. Annual Meetings

Upon thirty days written or electronic notice to all eligible members of record, the Annual Meeting of the Association shall be held at such time and place as determined by the Executive Committee. Conducting such meetings via telecommunications is acceptable when feasible and applicable.

Section 2. Special Meetings

Special Meetings shall be held upon a thirty-day notice to all eligible members; as called by the Chair with agreement of the Executive Committee or by the Executive Committee. Special Meetings shall be held at which time and place as determined by the Executive Committee. Conducting such meetings via telecommunications is acceptable when feasible and applicable.

Section 3. Annual Meeting Attendance

Attendance at annual meetings shall be open to the following: (1) Active, Life, Affiliate and Student members of the Association. (2) Such persons engaged in community/leadership development or related work in the employment of land grant universities, governmental agencies, or other community development organizations.

Section 4. Business and Special Meetings Attendance

The business meeting is that part of the Annual Meeting held to conduct the Association's business. Voting at business meetings and special meetings shall be limited to active, life and affiliate members of the Association. The Executive Committee may invite others into the meeting to discuss matters of importance with the Association.

Article VII: Quorum

One-fourth of the eligible membership shall constitute a quorum at any Association Annual, Special or Business meeting. Three members of the Executive Committee shall constitute a quorum at any Executive Committee meeting. A simple majority of the eligible members of any standing or select committee shall constitute a quorum at that meeting.

Article VIII: Parliamentary Authority

The emphasis in all meetings shall be an orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

Article IX: Voting

Section 1. Eligible Members

Voting shall be limited to active, life and affiliate members in good standing (paid-up dues) with one vote for each member.

Section 2. Decisions by Simple Majority

Any question or issue other than an amendment to the Bylaws shall be determined by a simple majority of those voting in the manner or forum determined by the Executive Committee.

Article X: Policy Statements

Policy statements are those motions or resolutions passed by the Association that express the attitude and wishes of the Association. They shall supplement the Bylaws and shall serve as directives to the officers expressing the official stand or opinion of the Association. Policy statements shall in no way bind an individual when expressing the opinion of the Association.

Article XI: Committees

Section 1. Types of Committees

The following types of committees will be utilized by the Association in conducting its affairs. Standing Committees: Committees appointed to consider topics of a continuous or recurring nature. The services of these committees are needed year after year and the committee is deemed permanent as long as the topic needs consideration and the Executive Committee approves it. Standing committees shall include a Membership Committee, Awards Committee, and any other committees approved by the Executive Committee. Select Committees: these are committees appointed to consider topics on an ad hoc basis. The life of each committee shall continue until the specific assignments are completed. The topic area covered is usually not one covered by a standing committee.

Section 2. Committee Establishment.

Each Standing and Select Committee can be established or abolished by the Executive Committee. The eligible membership can request new committees.

Section 3. Committee Membership.

All committee members are appointed for a one-year term, but can be re-appointed annually with no restrictions on number of terms served. The number of persons assigned to the committees shall be at the discretion of the Association Chair with consultation from the Committee Chair. Every attempt will be made to attain geographic distribution.

Article XII: Affiliate Association

KACDEP desires to develop strong working relationships with other state, regional, and national associations of Extension professionals who share similar organizational goals. It is our intent that these relationships be mutually beneficial and flexible enough to allow for growth in the relationship over time. KACDEP, as a state NACDEP affiliate association, will collect the NACDEP annual dues for its members that are also members of KACDEP and make a single payment to NACDEP on behalf

of the individual members following procedures approved by the NACDEP Executive Committee. The KACDEP membership requirements and membership classes of affiliate associations shall comply with membership requirements of NACDEP as defined in Article III of the NACDEP Bylaws. (revised 10/18)

Article XIII: Amendments

The Bylaws of the Association may be amended by a two-thirds majority vote of the eligible members voting at the annual meeting. Amendments may be proposed by any eligible member. Changes to the Bylaws shall be coordinated by the Executive Committee who may assign the task to a standing or special committee. The Committee shall review amendments for consistency and coordination with the existing Bylaws but may not veto any proposed amendment. After review, the Committee shall submit proposed amendments to all eligible members by mail, email or fax at least twenty days in advance of the annual meeting. The notice shall include a copy of the proposed amendment and the portion of the Bylaws that are affected.

Article XIV: Dissolution of the Association

The organization may be dissolved at an officially convened annual meeting. The Notice of Dissolution requires a 30-day submission of proposed action to all eligible members by mail, email or fax. The vote to dissolve requires a two-thirds majority of the eligible members voting at the annual meeting.