

Proposed Changes to the Georgia Association of Extension 4-H Agents (GAE4-HA) By-Laws

Recommended by the Policy & Resolution Committee
to the GAE4-HA Board of Directors

March 25, 2021

Reminder:

Article XI Amendments: The Board of Directors is authorized to make and to alter or to amend the by-laws of this Association by a two-thirds (2/3) majority vote of the voting directors to update committee names, paragraphs, etc. Any item that will change directives of the bylaws require vote by the general membership. All changes to the by-laws of the Association should be brought before the Policy & Resolutions committee for study and research before change or adoption.

Recommendation 1:

Articles

- Reorder Articles to ...
 - Article I - Name, Seal, and Purpose
 - Article II - Membership, Dues and Meetings of Members
 - Article III - Officers
 - Article IV - Directors
 - Article V - Agents and Representatives
 - Article VI - Contracts
 - Article VII - Fiscal Year (does that even need to be it's own article?)
 - Article VIII - Prohibition Against Sharing In Association Earnings
 - Article IX - Investments
 - Article X - Voting
 - Article XI - Amendments
 - Article XII - Exempt Activities
- *Justification:* Officers should be mentioned before the entire board of directors.

Recommendation 2:

Article I Name, Seal, and Purpose | Section 3 Purpose

- *Current wording:* Article I, Section 3. Purpose: The purposes of the Association are to promote the profession of Extension 4-H Youth work in Georgia; to advance the professional status of the Extension Personnel involved in 4-H Youth work; to encourage professional improvement and improved professionalism among its members; to provide a medium for the exchange of ideas, methods and techniques as they relate to planning and implementing the Extension 4-H Youth Program within Georgia; to further provide the same opportunities with Extension 4-H Youth workers throughout the nation, through affiliation with the **National Association of Extension 4-H Agents, Inc.**; to promote and to increase interest in Extension 4-H Youth development work as a career; to strengthen communications with Extension Administration; and to promote cooperation among all Georgia Extension Personnel.
- *Proposed wording:* Article I, Section 3. Purpose: The purposes of the Association are to promote the profession of Extension 4-H Youth work in Georgia; to advance the professional status of the Extension Personnel involved in 4-H Youth work; to encourage professional improvement and improved professionalism among its members; to provide a medium for the exchange of ideas, methods and techniques as they relate to planning and implementing the Extension 4-H Youth Program within Georgia; to further provide the same opportunities with Extension 4-H Youth workers throughout the nation, through affiliation with the **National Association of Extension 4-H Youth Development Professionals, Inc.**; to promote and to increase interest in Extension 4-H Youth development work as a career; to strengthen communications with Extension Administration; and to promote cooperation among all Georgia Extension Personnel.
- *Justification:* The National Association of Extension 4-H Agents, Inc. altered its name to the National Association of Extension 4-H Youth Development Professionals, Inc. in October 2019.

Recommendation 3:

Article II Membership, Dues and Meetings of Members | Section 1 Membership

- *Current wording:* Membership: Membership Classes: There shall be five classes of membership: (1) Active, (2) State Extension Partner, (3) Life, (4) Student, and (5) Affiliate.
 - Active Members: Currently employed by University of Georgia Cooperative Extension and Fort Valley State University Extension in professional status or operating under an official agreement with University of Georgia Cooperative Extension in a Professional Status and assigned responsibility for 4-H Youth development or professional interest in promoting and supporting same. Active GAE4-HA members who retire may complete that membership year as active members, with full membership benefits. They may vote; hold elected or appointed positions; receive newsletters, pay full current dues amount.
 - State Extension Partner Members: Subject matter specialists and 4-H/youth development paraprofessionals with University of Georgia Cooperative Extension or Fort Valley State University Extension may join GAE4-HA as a partner member at the cost of \$20.00, which will go into the state Association funds. They will receive GAE4-HA membership, entitling them to attend the state meeting, present and attend workshops and exhibits. State Extension Partner Members will not be allowed to hold office, vote, be lead author on awards, attend national meetings or receive other benefits of GAE4-HA membership.
 - Life Members: Required to pay one-time dues, that is three times current amount of national dues, plus current GAE4HA dues. Life members must retire from Extension (not merely move out of a 4- H Youth position). Members enjoy all rights and privileges of an active member. Active GAE4-HA members who retire may complete that membership year as active members, 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 employee returns to retirement status.
 - Student Member: An individual who is currently attending a college/university with full-time graduate student status will pay one half current dues amount. They will receive GAE4-HA membership, entitling them to attend the state meeting, present and attend workshops and exhibits. Student members will not be allowed to hold office, vote, be lead author on awards, and receive GAE4-HA support to attend national meetings as a Georgia delegate or receive other benefits of GAE4-HA membership.
 - Affiliate Members: Includes adult professionals employed in youth development other than Extension; former GAE4-HA dues paying members who were Active members but do not currently qualify for Active or Life membership; GAE4-HA donors and sponsors. Membership dues for Affiliate members will be the same as Active members. Affiliate members will not be allowed to hold office, vote, be

lead author on awards, and receive GAE4-HA support to attend national meetings as a Georgia delegate or receive other benefits of GAE4-HA membership.

- *Proposed wording:* Membership: Membership Classes: There shall be five classes of membership: (1) Active, (2) State Extension Partner, (3) Life, (4) Student, and (5) Affiliate.
 - Active Members: Active members are currently employed by University of Georgia Cooperative Extension or Fort Valley State University Extension in professional status or operating under an official agreement with University of Georgia Cooperative Extension in a professional status. Active members who retire may complete that membership year as active members, with full membership benefits. Active members join the state and national association. Active members receive full-membership benefits which includes, but is not limited to, (1) voting, (2) holding elected or appointed position on the Board of Directors, (3) serving as the lead author on awards, (4) seeking reimbursement for attending the national meeting, (5) receiving newsletters, (6) presenting and attending workshops and exhibits.
 - State Extension Partner Members: State Extension Partner Members are subject matter specialists (not serving in the 4-H Youth department) and 4-H/youth development paraprofessionals with University of Georgia Cooperative Extension or Fort Valley State University Extension. State Extension Partner Members only join the state association. State Extension Partner Members will receive GAE4-HA membership, entitling them to benefits which includes, but is not limited to (1) receiving newsletters, (2) attending the state meeting, and (3) present and attend workshops and exhibits. State Extension Partner Members will not be allowed to (1) vote, (2) hold elected or appointed position on the Board of Directors, (3) serve as the lead author on awards, and (4) seek reimbursement for attending the national meeting.
 - Life Members: Life members are former University of Georgia Cooperative Extension or Fort Valley State University Extension employees who retired in a professional status. Life members must retire from Extension (not merely move out of a 4-H Youth position). Life members are members of the state and national association. Life members enjoy all rights and privileges of an active member. Active GAE4-HA members who retire may complete that membership year as active members, with full membership benefits. They will be required to join as a life member for the following year. 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 employee returns to retirement status.
 - Student Member: Student members are individuals currently attending a college/university with full-time graduate student status. Student members join the state and national association. Student members will receive state membership, entitling them to benefits which includes, but is not limited to (1)

receiving newsletters, (2) attending the state meeting, and (3) present and attend workshops and exhibits. Student Members will not be allowed to (1) vote, (2) hold elected or appointed position on the Board of Directors, (3) serve as the lead author on awards, and (4) seek reimbursement for attending the national meeting. Student members will also join the national association as an student member.

- Affiliate Members: Affiliate members can be (1) adult professionals employed in youth development other than Extension; (2) former GAE4-HA dues paying members who were Active members but do not currently qualify for Active or Life membership; (3) GAE4-HA donors and sponsors. Affiliate members will receive state membership, entitling them to benefits which includes, but is not limited to (1) receiving newsletters, (2) attending the state meeting, and (3) present and attend workshops and exhibits. Affiliate Members will not be allowed to (1) vote, (2) hold elected or appointed position on the Board of Directors, (3) serve as the lead author on awards, and (4) seek reimbursement for attending the national meeting. Affiliate members will also join the national association as an affiliate member.
- *Justification:* Numbering/adding clarity to each membership classification. "assigned responsibility for 4-H Youth development or professional interest in promoting and supporting same" eliminated from active members, since ANR and FCS professionals can join.

Recommendation 4:

Article II Membership, Dues and Meetings of Members | Section 1 Membership

- *Current wording:* Article II, Section 1. A new employee may attend the first state meeting held after employment without joining the Association. A new employee may attend the national meeting upon payment of state and national dues for the current year.
- *Proposed wording* Article II, Section 2. A new employee may attend the national meeting upon payment of state and national dues for the current year.
- *Justification:* Anyone (including non-Association members) can attend the GAE4-HA state meeting. Conference registration rates vary based on registration status; typically non-members pay a higher conference registration fee than members.

Recommendation 5:

Article II Membership, Dues and Meetings of Members | Section 1 Membership

- *Current wording:* Article II, Section 1. Membership in the Association shall be available (in accordance to the latest version of Non-Discrimination Statement used by UGA College of Agricultural and Environmental Sciences) without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.
- *Proposed wording* Article II, Section 2. Membership in the Association shall be available in accordance with the latest version of Non-Discrimination Statement used by UGA College of Agricultural and Environmental Sciences.
- *Justification:* The UGA College of Agricultural and Environmental Sciences Non-Discrimination Statement can be updated and altered. Removing this language will prevent GAE4-HA from having to update the by-laws each time the UGA College of Agricultural and Environmental Sciences Non-Discrimination Statement is altered.

Recommendation 6:

Article II Membership, Dues and Meetings of Members | Section 2 Dues

- *Current wording:* Each member of the Association shall pay annual dues to the Association as established by the Board of Directors. Members who reach retirement status may be allowed lifetime membership in the Association upon payment of a one-time fee equal to three times the current amount of national dues, plus current GAE4-HA dues. GAE4-HA membership and dues are not transferable from one individual to another and are non-refundable. Dates for the collection of dues shall be determined by the Board of Directors. **The fiscal year shall coincide with the term of the officers, with the transition of the board occurring immediately following the annual state meeting.**
- *Proposed wording:* Each member of the Association shall pay annual dues to the Association as established by the Board of Directors. Members who reach retirement status may be allowed lifetime membership in the Association upon payment of a one-time fee equal to three times the current amount of national dues, plus current GAE4-HA dues. GAE4-HA membership and dues are not transferable from one individual to another and are non-refundable. Dates for the collection of dues shall be determined by the Board of Directors. **The fiscal year shall be from September 1 - August 31.**
- *Justification:* Current version of by-laws are not consistent because Article VII Fiscal Year says "The fiscal year of the Association shall be from September 1 - August 31."

Recommendation 7:

Article II Membership, Dues and Meetings of Members | Section 2 Dues

- *Current wording:* Each member of the Association shall pay annual dues to the Association as established by the Board of Directors. Members who reach retirement status may be allowed lifetime membership in the Association upon payment of a one-time fee equal to three times the current amount of national dues, plus current GAE4-HA dues. GAE4-HA membership and dues are not transferable from one individual to another and are non-refundable. Dates for the collection of dues shall be determined by the Board of Directors. The fiscal year shall coincide with the term of the officers, with the transition of the board occurring immediately following the annual state meeting.
- *Proposed wording:* Each member of the Association shall pay annual dues to the Association as established by the Board of Directors. Members who reach retirement status may be allowed lifetime membership in the Association upon payment of lifetime dues. GAE4-HA membership and dues are not transferable from one individual to another and are non-refundable. Dates for the collection of dues shall be determined by the Board of Directors. The fiscal year shall coincide with the term of the officers, with the transition of the board occurring immediately following the annual state meeting.
- *Justification:* The life member dues rates is calculated from rates set by national and state: (1) NAE4-HYDP typically offers life-member dues at three-times the current rate for an active member and (2) GAE4-HA dues. However, this calculation, rates, etc. could change over time. Removing this language will prevent GAE4-HA from having to update the by-laws if a change occurs.

Recommendation 8:

Article II Membership, Dues and Meetings of Members Section 5 Notice of Annual Meeting

- *Current wording:* Notice of the time, place, and purpose or purposes of the Annual Meeting shall be served, either **personally or by mail (postal or electronic)**, not less than 10 days before the meeting upon each person who appears upon the books of the Association as a member. **If mailed, such notice shall be directed to the member at his address as it appears on the books of the Association, unless he shall have filed with the Membership Chair of the Association a written request that notices intended for him be mailed to some other address, in which case it shall be mailed to the address designated in such request.**
- *Proposed wording:* Notice of the time, place, and purpose or purposes of the Annual Meeting shall be served **electronically (e-mail)** not less than 10 days before the meeting upon each person who appears upon the books of the Association as a member. **The e-mail should be sent to the e-mail address to member uses to join/renew their GAE4-HA membership annually.**
- *Justification:* Currently, GAE4-HA does not mail any correspondence to its members.

Recommendation 9:

Article II Membership, Dues and Meetings of Members | Section 8 Notice of Special Meetings

- *Current wording:* Article II, Section 8. Notice of Special Meetings: Notice of a special meeting stating the time, place, and purpose or purposes shall be served either **personally or by mail (postal or electronic)** upon each person who appears upon the books of the Association as a member, not less than 5 days, nor more than 60 days before such meeting and, **if mailed (postal or electronic), such notice shall be directed to each member at the address as it appears on the books or records of the Association, unless a member shall have filed with the Membership Chair of the Association a written request that notices shall be mailed to some other address, in which case it shall be mailed to the address designated in such request.**
- *Current wording:* Article II, Section 8. Notice of Special Meetings: Notice of a special meeting stating the time, place, and purpose or purposes shall be served **electronically (e-mail) upon each person who appears upon the books of the Association as a member. This should be shared, at minimum, 5 days before such meeting. The e-mail should be sent to the e-mail address to member uses to join/renew their GAE4-HA membership annually.**
- *Justification:* Currently, GAE4-HA does not mail any correspondence to its members. Remove maximum days (60) that a special meeting can be advertised to members.

Recommendation 10:

Article II Membership, Dues and Meetings of Members | Section 10 Committees

- *Current wording:*
 - A. Standing Committees (Open Member Participation):
 1. Diversity
 2. Life Member
 3. Media
 4. Member Recognition
 5. Oceans of Fun
 6. Policy and Resolutions
 7. Professional Development
 8. Programs
 9. Public Relations and Information
 10. Research and Evaluation
 - B. Board Committees:
 1. Annual Meeting
 2. Finance
 3. Membership
 4. Nominating
 - C. No section C
 - D. Appointments: Each district with members shall appoint a representative to each of the Standing Committees with open membership. The President, with consideration of the nomination from the standing committee, shall appoint the Chairs of the Standing Committees, as well as the Nominating Committee members. The Chairs of the Standing Committees shall attend designated meetings of the Board of Directors. The President-Elect shall work with Committee Chairs and District Directors to select Chair-Elects for the Standing Committees with open member participation. The Vice-President serves as the Membership Committee Chair. The President shall appoint the members and Chair of the Finance Committee. The Nominating Committee is appointed by the President to nominate preferably at least two candidates for the office of Vice-President. During years ending in even numbers, the nominating committee will nominate preferably at least two individuals for the office of Secretary. During years ending in odd numbers, the nominating committee will nominate preferably at least two individuals for the office of Treasurer. The Immediate Past President serves as the Chair of the Nominating Committee. The President shall appoint the members and Chairs of the Board Standing Committees. If an ad hoc committee is deemed necessary by the board, the President shall appoint the members and chair.
 - E. Committee Rules and Procedures: A simple majority of the members of any committee may fix its rules or procedures. All action by any committee shall be reported to the Board of Directors for approval. All approved action of any committee shall be reported to the membership.
- *Proposed Wording:*

- A. Standing Committees (Open Member Participation): Any member of the Association may join a standing committee. Committee selection is made annually during the membership drive.
1. Diversity
 2. Life Member
 3. Media
 4. Member Recognition
 5. Oceans of Fun
 6. Policy and Resolutions
 7. Professional Development
 8. Programs
 9. Public Relations and Information
 10. Research and Evaluation
- B. Standing Committee Chairs: The President, with consideration of the nomination from the Standing Committee, shall appoint one Chair of each of the Standing Committees, for a one-year term, except for the Oceans of Fun Committee Chair and Member Recognition Chair (each will serve a two year term). The Chairs of the Standing Committees shall attend designated meetings of the Board of Directors. The President-Elect shall work with Committee Chairs to select Chair-Elects for the Standing Committees with open member participation.
- C. Standing Committee Rules and Procedures: A simple majority of the members of any committee may alter its rules or procedures. All action by any committee shall be reported to the Board of Directors for approval. All approved action of any committee shall be reported to the membership.
- D. Board Committees: Board committees are chaired by a current member of the Board of the Directors.
1. Annual Meeting
 2. Finance
 3. Membership
 4. Nominating
- E. Board Committee Chairs: The President-Elect serves as the Annual Meeting Chair. The President-Elect appoints members to the Annual Meeting Committee. President shall appoint the members and Chair of the Finance Committee. The Finance Committee will include (at minimum) the Treasurer, at least one additional member of the Executive Board, one member of the Board, and two members. The Vice-President serves as the Membership Committee Chair. Senior Directors serve on the Membership Committee. Ad Hoc Committee: If an ad hoc committee is deemed necessary by the board, the President shall appoint the members and chair.
- F. Board Committee Rules and Procedures: A simple majority of the members of any committee may meet at anytime. All action by any committee shall be reported to the

Board of Directors for approval. All approved action of any committee shall be reported to the membership.

G. Ad Hoc Committee: If a one-time, ad hoc committee needs to be formed, members and Chair will be appointed by the President. All ad hoc committee members must be members of the Association.

- *Justification:* Clarity added for current process related to GAE4-HA Committees.

Recommendation 11:

Article II Membership, Dues and Meetings of Members | Section 11 Official Publications

- *Current wording:* Peach Press shall be the official publication for the Association. The Journal of Extension (published by **Extension Journal Inc., Madison, Wisconsin**) and the Journal of Positive Youth Development (published by the University Library System, University of Pittsburgh) shall be official sanctioned referred periodical publications of the Association. The Association reserves the right to affiliate and partner with other juried journals.
- *Proposed wording:* The Peach Press shall be the official publication for the Association. The Journal of Extension (published by **Clemson University Press** and the Journal of Positive Youth Development (published by the University Library System, University of Pittsburgh) shall be official sanctioned referred periodical publications of the Association. The Association reserves the right to affiliate and partner with other juried journals.
- *Justification:* As of January 1st, 2021, the *Journal of Extension* is published by Clemson University Press.

Recommendation 12:

Article III Directors

- Reorder Article III Directors to ...
 - Section 1 Membership (proposed name change)
 - Section 2 Executive Committee
 - Section 3 Districts
 - Section 4 Resignation
 - Section 5 Vacancies
 - Section 6 Regular Meetings
 - Section 7 Notice of Meetings
 - Section 8 Special Meetings
 - Section 9 Notice of Special Meetings
 - Section 10 Conduct Order of Business
 - Section 11 Meeting Chair
 - Section 12 Quorum
 - Section 13 Contracts and Services
 - Section 14 Powers
 - Section 15 Removal

Recommendation 13:

Article III Directors Section 1 | Election

- *Current wording:* The business and property of the Association shall be managed and controlled by a Board of Directors. The Board shall consist of the Officers of the Association and Senior District Directors nominated and elected as hereinafter provided. The appointed Chairs of the ten (10) Standing Committees with open membership will also serve as voting members of the Board of Directors. Standing Committee Chairs will be appointed for a one-year term, with two exceptions. Any reference to a vote, either by percentage of total, is based on the number of voting Directors. The Board of Directors shall be members of the Association.
- *Proposed wording:* Article III Directors Section 1. **Membership:** The business and property of the Association shall be managed and controlled by a Board of Directors. The Board shall consist of the Officers of the Association, Senior District Directors, and Chairs of the **ten (10)** Standing Committees. **Any reference to a vote of the Board of Directors is based on the number of voting Directors (21).** The Board of Directors **must** be members of the Association.
- *Justification:* Sentences were combined for clarity regarding Board of Director membership. Information regarding Oceans of Fun Committee Chair and Member Recognition Chair is listed in Article II Section 10.

Recommendation 14:

Article III Directors Section 3 | District

- *Current wording: none*
- *Proposed wording:* Section 3. Districts: The Georgia Association of Extension 4-H Agents shall be divided into districts equal to the division of counties into districts or other units by the Georgia Cooperative Extension. Additionally, a State Staff District will encompass any member not actively employed within one of the districts determined by the Georgia Cooperative Extension.
Each District shall elect a district director that serves a 2-year term. District directors must be members of the Association.
The first year, the newly-elected director serves as a Junior Director, a non-voting member of the Board of Directors. The Junior Director may attend meetings of the Board of Directors and vote in absence of the Senior Director.
The second year, the Junior Director rotates into the Senior Director position, a voting member of the Board of Directors. The Senior Director serves on the Membership Committee.
At any time, a district should have both a junior and senior director.
A simple majority of the members of any district should meet on an annual basis. All action by district shall be reported to the Board of Directors for approval.
- *Justification:* Clarity added for current process related to GAE4-HA Districts and Director roles.