



# **BYLAWS OKLAHOMA ASSOCIATION OF EXTENSION 4-H YOUTH DEVELOPMENT PROFESSIONALS**

## **ARTICLE I - NAME**

The name of this association shall be "Oklahoma Association of Extension 4-H Youth Development Professionals" (OAE4-HYDP), or it is sometimes referred to in these bylaws as the Association. This Association is affiliated with the National Association of Extension 4-H Youth Development Professionals (NAE4-HYDP).

## **ARTICLE II - PURPOSE**

SECTION 1: The primary purpose of the Oklahoma Association of Extension 4-H Youth Development Professionals is to promote the profession of Extension 4-H & Youth Development in Oklahoma.

SECTION 2: The objectives of the Association are as follows:

- A. To advance the professional status of Extension personnel involved in 4-H & Youth Development.
- B. To encourage professional improvement and professionalism among its members.
- C. To provide a medium for the exchange of ideas, methods and techniques as they relate to planning and implementing the Extension 4-H and Youth Development program within Oklahoma and to further provide the same opportunities with Extension 4-H and Youth Development employees throughout the nation;
- D. To promote and increase interest in Extension 4-H and Youth Development work as a career.
- E. To promote understanding and cooperation among all Extension employees and to establish and maintain a close line of communication with Extension Administration.

## **ARTICLE III - MEMBERSHIP**

SECTION 1: Membership: Categories consist of Active Membership, Life Membership, Affiliate Membership, Student Membership, and Honorary Membership.

- A. Active Membership -- is open to all individuals currently employed by the Extension System in a professional or para-professional status and assigned responsibility for 4-H Youth Development or who have interest in promoting and supporting youth development programs. Active members may vote, hold elected or appointed positions within the Association and apply for awards.
- B. Life Membership -- OAE4-HYDP will pay NAE4-HA life membership dues for active, dues paying NAE4-HA members upon their retirement, if they request that privilege. Life members may apply for awards for which they qualify. OAE4-HYDP will grant Oklahoma Life Membership status to OCES retirees who were active, dues-paying members within the last 18 months. OAE4-HYDP will grant

Oklahoma Life Membership status to NAE4-HYDP members who retire in another state, and move to Oklahoma (whether they have NAE4-HYDP Life Member status or not). Oklahoma Life Members will receive all Association correspondence and be invited to the OAE4-HYDP Annual Conference and district Association activities.

- C. Affiliate Membership – Includes adult professionals employed in youth development other than Extension; former Active OAE4-HYDP members who do not currently qualify for Active or Life membership; and OAE4-HYDP or NAE4-HYDP donors and sponsors. Dues for Affiliate Members will be the same as for Active members. Membership consists of all rights and privileges of membership in the Association except the right to vote, hold office or apply for awards.
- D. Student Membership – An individual who is currently attending a college/university with full-time undergraduate student or full or part-time graduate student status will pay one-half current dues amount. Membership consists of all rights and privileges of membership in the Association except the right to vote, hold office or apply for awards.
- E. Honorary Membership -- may be awarded by a majority vote of the active members in attendance at the annual meeting or any special meeting. Membership consists of all rights and privileges of membership in the Association except the right to vote, hold office or apply for awards.

#### SECTION 2: Dues

Annual membership dues of this Association are based on a combination of OAE4-HYDP and NAE4-HYDP dues. The current amount can be found on the OAE4-HYDP Membership Form. Dual Association membership requires being a paid member of the Oklahoma Association of Extension Agriculture Agents or Oklahoma Extension Association of Family and Consumer Sciences in addition to membership in OAE4-HYDP. Membership and dues are not transferable from one individual to another and are non-refundable.

#### SECTION 3: Fiscal Year

The fiscal year of this organization shall be from January 1 - December 31. Dues for the Association will be due at Annual Conference each year.

### **ARTICLE IV - OFFICERS**

#### SECTION 1: Officers

The officers of this Association shall be: President; President-elect; Vice-president; Secretary; Treasurer; Past-president; and a District Director, one for each of the Oklahoma Cooperative Extension Service Administrative Districts.

## SECTION 2: Terms of Office

The President-elect shall be elected at the annual meeting for a one (1) year term or until their successor is elected and takes office. At the end of their term, the President-Elect automatically shall assume the office of President for a term of one (1) year. At the end of their term, the President shall assume the office of Past-President for a term of one (1) year.

Vice-president, Secretary and Treasurer shall be elected at the annual meeting on alternate years and shall serve two-year terms or until their successor is elected and takes office. The Vice-president and Secretary shall be elected on even-numbered years. The Treasurer shall be elected on odd-numbered years. No officer can serve more than one consecutive term in any office. Any officers appointed or elected to fill an unexpired term will be eligible to be elected to a regular term in the office.

District Directors are elected on odd-numbered years by members from their respective districts to serve a two (2) year term.

## SECTION 3: Eligibility

Active members in good standing who have been NAE4-HYDP and OAE4-HYDP members for two years are eligible for elected office. Dues for NAE4-HYDP and OAE4-HYDP must be current at the time of the elections.

## SECTION 4: Nominations and Election of Officers

- A. The President-elect shall appoint a Nominating Committee consisting of one representative from each Extension districts and two at large members with the immediate Past-president serving as chairman.
- B. The Nominating Committee shall present a slate of at least two candidates for the offices to be elected that year as outlined in Article IV, Section 2. The candidates shall meet eligibility guidelines as stated in Article IV, Section 3.
- C. Nominations will also be taken from the floor.
- D. Elections shall be conducted by ballot.
- E. When there are more than two candidates for an office, if one candidate does not receive a majority of the votes cast, a runoff election shall be conducted between the two candidates that receive the most votes.

## SECTION 5: Duties of Elected Officers

- A. President The President shall preside at state meetings of the Association, at Board of Directors meetings and at meetings of the Executive Committee; shall be responsible for all administrative functions of the organization during tenure of office; and shall perform other duties prescribed by the parliamentary authority.
- B. President-elect The President-elect shall appoint chairpersons and members to all committees according to Article VII. The President-elect shall serve as ex-officio member of all standing committees, except the Nominating Committee, and shall perform other duties prescribed by the parliamentary authority.
- C. Vice-president The Vice-president shall preside at meetings of the Association and of the Board in the absence of or at the request of the President. The Vice-

president shall chair the Membership Committee, and shall perform other duties as prescribed by the parliamentary authority. The Vice-President will also be responsible for the collection of dues.

- D. Secretary The Secretary shall keep records of the proceedings of all meetings and submit copies of the minutes to members of the Board of Directors. The Secretary shall receive and file communications and correspondence as directed by the President and shall perform other duties as prescribed by the parliamentary authority.
- E. Treasurer The Treasurer shall assume those duties normally associated with the office and specifically shall keep the financial records of the Association and payment of all bills incurred by the Association. The Treasurer shall chair the Budget and Finance Committee and shall perform other duties as prescribed by the parliamentary authority.
- F. District Directors The District Directors shall preside at their respective district meetings; serve as a liaison between the district and state Association; provide programs for district meetings; assist with the recruitment of members; and perform other duties as prescribed by the parliamentary authority. The District Directors shall be members of the Board of Directors.
- G. Past-president The Past-president shall chair the Nominating Committee and serve as member Parliamentarian for the Association, shall conduct installation of new officers, and shall perform other duties as prescribed by the parliamentary authority.

## **ARTICLE V - MEETINGS**

### **SECTION 1. Annual Meeting.**

The Association shall have at least one meeting annually for the purpose of furthering the objectives of this Association, receiving reports of officers and committees, electing officers, and transacting any other business that may arise. The Annual OAE4-HYDP Conference will rotate among the Extension Administrative Districts in the following order: NE, W, SE. (note – if Extension administrative districts change, this will have to be updated) Business meetings shall be closed to all except dues paying members of the Association and invited guests as determined by the President.

### **SECTION 2. Special Meetings.**

Special meetings may be called by the President or the Executive Committee or shall be called upon the written request of three (3) members of the Association. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least 15 days notice shall be given.

### **SECTION 3. The Executive Committee shall meet upon the call of the President.**

**SECTION 4:** Those members present at any annual or special meeting for the Association shall be considered a quorum provided the membership is notified of the meeting at least fifteen days in advance.

SECTION 5: A quorum of the Board of Directors shall consist of a majority of Board membership.

## **ARTICLE VI – EXECUTIVE BOARD & BOARD OF DIRECTORS**

SECTION 1. The Executive Committee shall consist of the President, President Elect, Vice-president, Secretary, Treasurer and Past-president.

SECTION 2. The Board of Directors shall be composed of the Executive Committee, Standing Committee chairpersons, and the District Directors.

SECTION 3. The Board of Directors shall have the authority to act on all items of business with the exception of those items covered in Article IX of the Bylaws. At the discretion of the Board or upon request of the membership, any item of business may be placed on the agenda of the annual or a special meeting for action by the entire membership.

## **ARTICLE VII – COMMITTEES**

SECTION 1. Standing Committee Membership

- A. Standing Committees shall change in membership during the Annual OAE4-HYDP Conference following the annual report of the previous standing committee.
- B. Members will have the opportunity to rank their committee choice by completing annual conference registration form.
- C. The current President-elect will place on a committee those members not making a committee choice.
- D. Committee chairpersons will serve two-year terms with half of the committee chairpersons rotating in even years and half rotating in odd years.
- E. Committee chairpersons rotating in even years will include: Awards and Recognition, Fairs and Shows, Fundraising and Life Members; Committee chairpersons rotating in odd years will include: Policy and Resolutions, Professional Improvement, Public Relations & Information and Youth Development.
- F. Nominating, Membership and Budget and Finance committees are chaired by an officer and will rotate when the position changes.
- G. Annual Conference Committee would serve as chair-elect the year previous to hosting Annual Conference and Chair the year hosting Annual Conference. (this would allow for the chair to have a date and location selected and presented at Annual Conference the year prior to hosting)

SECTION 2. General Standing Committee Responsibilities

- A. Each committee shall make recommendations for actions to be taken by the committee. These recommendations shall be recorded on an OAE4-HYDP Committee Recommendation Form and submitted to the President-elect.

- B. Each committee shall meet throughout the year and report progress on their recommendations to the OAE4-HYDP membership.
- C. Each committee shall prepare a final committee report of the past year's recommendations and submit the report to the President-elect 30 days prior to the Annual OAE4-HYDP Conference.

### SECTION 3. Standing Committee Descriptions and Roles

The Standing Committees and their general description and responsibilities shall consist of:

- A. Awards and Recognition  
Develop and promote an awards program to honor and recognize those outstanding achievements of OAE4-HYDP members. Develop and keep updated awards guidelines. Consult with Budget and Finance Chairperson to determine financial amount of awards with monetary value. Work with Professional Improvement committee to select OAE4-HYDP scholarship recipients. Serve as state contact to the National Member Recognition Committee. Assist as needed with judging regional and national awards. Comply with deadlines for state, regional and national awards.
- B. Annual Conference  
Plan and conduct Annual OAE4-HYDP Conference each year. Notify Budget and Finance Committee of necessary sponsorship for Annual Conference. Make arrangements with Extension Administration for official time. Collaborate with Professional Improvement Committee to plan professional development programming at Annual Conference. Involve district membership in Annual Conference planning.
- C. Budget and Finance  
Audit the Treasurer's books at least one month after Annual Conference. Review the budgets presented by committees and present at state budget at close of Annual Conference for approval by the Association. Review and approve emergency expenditures not covered in the budget. Responsible for maintaining a minimum reserve balance of \$100. Consult with Awards and Recognition Committee chairperson to determine financial amount of awards with monetary value. (amount is dependent on funds moved from investments into spendable account)
- D. Fairs and Shows  
To promote and recommend proper ethics to the major livestock organizations in Oklahoma. To evaluate and recommend regulations to livestock shows.
- E. Fundraising  
Organize fundraisers to support the budget of the Association.
- F. Life Members  
Facilitate communication to Life Members and encourage involvement in the OAE4-HYDP Annual Conference. Coordinate activities for Life Members that attend the OAE4-HYDP Annual Conference. Communicate with active members who retire regarding the opportunity for life membership.
- G. Membership

Keep President-elect posted as to current membership to assure new members are being placed on committees. Inform Awards and Recognition Chair as to current membership, including life members, to determine number of DSA and ASA Awards to be presented. Coordinate all membership drives through Association District Directors. Develop and maintain Member's Handbook. Have a membership campaign each year prior to date NAE4-HYDP dues must be submitted. Send communication to each new Extension employee inviting them to join OAE4-HYDP.

H. Nominating

Meet no less than two months prior to Annual Conference to select a slate of at least two candidates for the offices to be elected each year as outlined in Article IV, Section 2. The candidates shall meet eligibility guidelines as stated in Article IV, Section 3. The committee shall secure consent from each nominated candidates prior to conference. Efforts shall be made to represent the state geographically for the nominated offices.

I. Policy and Resolution

Solicit, receive and review resolutions from the membership and develop and present resolutions to the Board of Directors for further action. The committee is responsible for and coordinates all necessary changes to the OAE4-HYDP Bylaws and Governance Policies.

J. Professional Improvement -- Make recommendations to Extension staff administration on staff development, scholarships, advanced degrees and research. Offer support and suggestions to the Annual Conference Committee. Select OAE4-HYDP scholarship recipients. Promote 4-H youth development educator position as a career.

K. Public Relations and Information

Manage social media and OAE4-HYDP website. Send out e-news as needed on behalf of Executive Committee, Board of Directors and Committees. Develop marketing materials to promote Association and encourage membership to Extension employees. Provide support and resources at new employee orientation to encourage membership. Support and minister to the needs of OAE4-HYDP members.

L. Youth Development

Discuss emerging issues related to the 4-H Youth Development Program and make recommendations to OAE4-HYDP members as well as administrative leadership.

#### Section 4. Other Committees

The President shall appoint other committees that the Association or the Board of Directors deem necessary to carry on the work of the Association.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Association in all cases to which they are applicable.

## **ARTICLE IX - AMENDMENTS**

Bylaws may be amended by a two-thirds vote at any annual or special meeting of the Association providing that said amendment(s) have been presented in writing to all members at least thirty days prior to its presentation to the Association for adoption.