

**ESPA  
CONSTITUTION AND BYLAWS  
Adopted May 13, 2016**

**ARTICLE I**

Section 1. The name of this organization shall be the Extension Support Personnel Association.

**ARTICLE II OBJECTIVES**

Section 1. To foster and recognize exemplary professional work by Extension Support Staff.

Section 2. To promote cooperation and understanding among Extension staff.

Section 3. To provide opportunities for and to promote professional improvement and exchange of ideas.

Section 4. To provide a forum for communication to express common needs and goals of the members of the Association.

Section 5. To provide a mechanism for maintaining and improving relationships with other professional organizations.

Section 6. To perform any other service for the benefit of its members that may be mutually agreeable.

Section 7. This organization will not establish policy nor will it serve as a substitute for the established procedure for resolving individual grievances.

**ARTICLE III NON-PROFIT ORGANIZATION**

Section 1. The Extension Support Personnel Association is a non-profit organization. Any funds received by the Association for carrying out its purposes shall not accrue to the direct benefit of individual members.

Section 2. The officers of the Extension Support Personnel Association are directed, in case of dissolution of the Association, to assign the net assets to the United Way.

**ARTICLE IV MEMBERSHIP**

Section 1. Active membership shall be voluntary and available to all full-time or part-time staff with benefits serving in support roles (50% or more Extension funded) of the Alabama Cooperative Extension System.

Section 2. Honorary membership shall be extended to support personnel who were active members at the time of their retirement. Honorary members shall have all

privileges of active members including a right to vote on ESPA matters and serve as a committee member. They shall not hold ESPA office nor chair a committee.

- Section 3. If an officer retires during their term of office, they may complete their term with full membership privileges.
- Section 4. Good Standing – A member in good standing is one whose current dues are paid and all other ESPA monies are paid up-to-date.
- Section 5. Reinstatement – A member applying for reinstatement must first be reinstated to ESPA in accordance with the ESPA Bylaws and shall pay the current year's dues of ESPA.
- Section 6. Each member is asked to bring and/or contribute an auction item for the Annual Meeting each year.

## **ARTICLE V DUES**

- Section 1. Dues for active members shall be an amount approved by membership of the Association.
- Section 2. Dues for honorary members shall be an amount equal to one-half that of active members.
- Section 3. Annual dues shall be due on or before June 1. If dues are received after July 31 a \$10.00 fee will be assessed. This assessment will be enforced by the current Treasurer. The late fee will not apply to first time members.
- Section 4. ESPA member(s) will not be eligible to participate in the Annual Meeting with another member as a "Guest." Annual dues, late fee and registration will apply and must be paid before participating in the Annual Meeting. This assessment will be enforced by the current Treasurer.

## **ARTICLE VI MEETINGS**

- Section 1. The Association shall meet once annually, the first Wednesday, Thursday and Friday after Mother's Day in May at a place designated by the President.
- Section 2. Board meetings of the Association shall be held twice yearly as designated by the President with the approval of the Executive Committee.
- Section 3. Announcement of the annual meeting shall be given, in writing, at least 20 days in advance.
- Section 4. Special meetings shall be called by the President, with the approval of the Executive Committee. Meetings will also be called by the President upon written request of at least 20 percent of the active members. Meeting requests shall

state the objective of the meeting. Written notice shall be given to the membership prior to any meeting.

- Section 5. Forty percent of the active membership shall constitute a quorum at any meeting of the Association which has been announced as specified in Section 4.

## **ARTICLE VII OFFICERS AND DIRECTORS**

- Section 1. The officers of this Association shall consist of President, Vice-President, Secretary and Treasurer.
- Section 2. The Executive Committee shall consist of the officers, Immediate Past President, Parliamentarian, and the President-Elect as ex-officio members.
- Section 3. Officer dues must be paid in full by July 31<sup>st</sup> in order to serve as an officer or a Committee Chairperson.
- Section 4. The Board of Directors shall consist of the officers, chairmen of the standing Committees, 9 district representatives, Immediate Past President, Parliamentarian, and the President-Elect as ex-officio members.
- Section 5. The standing committees are: Publicity; Program; Professional Recognition and Awards Membership; Professional Improvement; District Communications and Fund Raising.
- Section 6. Each Board member is asked to bring at least 1 (preferably 2) door prize(s) each year to the Annual Meeting.

## **ARTICLE VIII ELECTION OF OFFICERS AND BOARD OF DIRECTORS**

- Section 1. The President shall appoint a nominating committee by February 1. Ballots will be sent to all active members 30 days prior to the annual meeting and must be returned 10 days before the meeting.
- Section 2. President-Elect, Vice President, Secretary, and Treasurer should have served a minimum of 1 year on the Board of Directors prior to nomination.
- Section 3. Newly elected officers shall be announced at the annual meeting. Officers shall serve one-year terms with the exception of the Treasurer, who shall serve no more than two consecutive two-year terms.
- Section 4. District Representatives shall be nominated and elected by active members in their respective districts. District representatives will serve one-year terms. A call for nominations from the district membership shall be made by the Chairman of the District Communications Committee by March 15<sup>th</sup>. Ballots will be sent to

all active members' 30 days prior to the annual meeting and must be returned 10 days before the meeting.

Section 5. Parliamentarian will serve for two years or if the person agrees, can serve for four years.

## ARTICLE IX DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

- Section 1. ***President***
- a) Know the Constitution and Bylaws.
  - b) Call and preside at all meetings of the Association.
  - c) Appoint all committee chairmen except those who serve by virtue of their office. These include standing committee chairmen as outlined in the Constitution and Bylaws and ad hoc committees, such as Audit, Nominating, Constitution and Bylaws and Long-Range Planning, and others that may be necessary.
  - d) Set annual goals and objectives for the Association.
  - e) Prepare written and oral report of activities and accomplishments to present at the annual meeting.
  - f) Issue invitations for the Association. Be responsible for outside contacts in name of Association.
  - g) Keep the President's file. Copies of all back minutes of the Association are filed in the President's file. Also included should be copies of all programs, correspondence and committee reports.
  - h) Serve as ex-officio members of all committees except Nominating Committee.
  - i) Be responsible for column for quarterly ESPA newsletter.
  - j) Be responsible for updating, maintaining, and transferring to next President (for use by Nominating Committee) the Historical List of ESPA Officers, District Representatives, and Committee Chairs.
  - k) In the event any officer becomes ineligible to continue in their office (quits, dies, etc.), the President shall call for a special election to fill the vacant office. Results of this election should be announced to the membership in writing within 30 days of the ineligibility.
  - l) Work with the Professional Improvement Committee in making arrangements for the Annual Meeting, Professional Improvement workshops (seminars) during the meeting, tours, motel, transportation (if appropriate), speakers, etc.
  - m) Present the plans for the Annual Meeting to the Board of Directors for their approval at the Fall Board Meeting. The registration fee and the guest fees must be voted on and approved by the Board at the Fall Board Meeting prior to registration being sent to the membership
  - n) Work with the Program Committee in making arrangements for the Awards Banquet during the Annual Meeting. The President will take the lead in securing a speaker for the Award Banquet. The President will also work with

the Professional Recognition and Awards Committee to ensure that the awards are in good standing order to be presented at the Banquet.

- o) Invitations to the Annual Awards Program should be issued to Extension System Administration (Director, Associate Directors, Assistant Directors) and Extension District Director in District in which Awards Program is held by the President in an appropriate time range prior to the Awards program. President will also invite her County Extension Coordinator and other staff members as she deems appropriate to the Awards Banquet (or any other activity during the annual meeting).

Section 2. ***Vice President***

- a) Assist the President in any work of the Association.
- b) Preside at meetings in the absence of the President.
- c) Maintain up-to-date scrapbook and photos; responsible for displaying scrapbook at annual meeting. Scrapbook will be passed to next Vice President.
- d) Secure Plaque of Appreciation for President to be presented during the Annual Business Meeting.
- e) Make arrangements to send flowers to ESPA members in the event of the death of an immediate family member (parents, spouse, children and parents in-laws). Flowers purchased for deceased members and/or their immediate family should not exceed \$75.00 which will include delivery fee. No monetary donations will be made in lieu of flowers. Send sympathy cards to ESPA members in the event of the death of other family members. The family of any past president (retired or active employee) who passes away will receive

flowers. The family of any active member who passes away will also receive flowers.

- f) In the event of hospitalization or illness, an ESPA member will receive a card.

Section 3. **Secretary**

- a) Keep accurate minutes of all meetings and provide copies of minutes to Board of Directors.
- b) Send correspondence and announcements as directed by the president.

Section 4. **Treasurer**

- a) Keep a full and complete record of money received and paid out.
- b) Receive all membership dues and keep a record of membership.
- c) Treasurer shall develop a proposed annual operating budget to present to the Board of Directors for approval at the Board Meeting prior to Annual Meeting.
- d) Pay all expenses approved in a timely manner, not to exceed 10 days.
- e) Prepare a complete financial report for the annual meeting and each Board Meeting.
- f) Deliver to successor all funds and records at the expiration of term of office. In order to comply, it is recommended that books be balanced and submitted for audit one month before date of annual meeting.
- g) The ESPA account will be changed to a bank convenient to the current Treasurer, if necessary. The outgoing Treasurer will close out the account and the incoming Treasurer will open a new account.

Section 5. **President Elect Ex-Officio**

- a) Serve in a learning capacity for the Presidency.
- b) Serve as ex-officio member of the Executive Committee and the Board of Directors.
- c) Attend all Officer's Meetings, Board Meetings, and other meetings as called for by the President.

Section 6. **Immediate Past President Ex-Officio**

- a) Serve in an advisory capacity to the President.
- b) Serve as ex-officio members of the Executive Committee and the Board of Directors.
- c) Attend all Officer's Meetings, Board Meetings, and other meetings as called for by the President.

Section 7. **Parliamentarian**

- a) Should have a good working knowledge of parliamentary procedure listed in the Roberts Rule of Order. Should be familiar with the objectives, bylaws, parliamentary authority and other rules of the organization. Don't have to memorize the rules, but do need to know where to find the answers to questions.
- b) Advise the President, members, Committees, and the Board on matters of parliamentary procedure. The Parliamentarian's first duty is to the President, but may meet with the advice Committees and the Board as well as answer questions for members and give advice only when asked. Making decisions or rulings is the duty of the president, which is good democratic procedure, allowing any member to appeal from that decision.
- c) Be impartial in giving opinions on points of parliamentary procedure. Be prepared to cite references to support the opinions. Refrain from debating

matters on which may be asked to give an opinion. Carry out the duties outlined in the bylaws.

- d) Attend all board meetings in an advisory capacity. Be at meeting(s) early to counsel officers or members of the Board.
- e) Have at each meeting the rules of the organization and a copy of the parliamentary authority, usually ROBERT'S RULES OF ORDER NEWLY REVISED. These are needed in citing references to support opinions.
- f) Assist in preparing a script or other agenda when requested by the President or Secretary. Show the exact order of business to come before the assembly. Include business recorded in the minutes of the previous meeting as incomplete (unfinished business) and actions required in the Bylaws to be taken at this meeting.
- g) Assist members, the Board and Committee Chairpersons in preparing reports and wording of resolutions in the correct form.
- h) Attend committee meetings in an advisory capacity when requested by the Committee Chairperson, i.e. bylaws, resolutions, election, and nominating committees.
- i) Advise the President on presiding procedures and review the agenda.
- j) Advise on election procedures. The parliamentarian should be well versed in election procedures in order to give complete reliable advice.
- k) Remain silent during the business meeting unless requested to speak by the presiding officer. A member wishing parliamentary advice should make the

request to the Chair. The parliamentarian should not interrupt the business nor take part in it unless expressly requested to give an opinion.

- l) Be discrete and support the presiding officer. Know the rules well enough to give accurate information and sound opinions based on parliamentary precedents and facts.
- m) Avoid interrupting the proceedings even though the procedure may be out of order. A brief note to the presiding officer is sufficient.
- n) Have tact, patience, and steady nerves and the ability to work with people and explain parliamentary points in a simple understanding manner. Be seated near the presiding officer for convenient consultation.
- o) The bylaws may allow the parliamentarian all the normal privileges of membership. However, parliamentarian should not make motions, debate, or vote (except by ballot) in order to avoid even the appearance of impartiality.

Section 8. ***District Representative***

- a) District Representatives will serve as follows:
  - I. Huntsville District  
Counties: Cherokee, DeKalb, Jackson, Limestone, Madison, Marshall, Morgan, Alabama A&M University, and Tennessee Valley Regional Research & Extension Center
  - II. Birmingham District  
Counties: Blount, Cullman, Etowah, Jefferson, Shelby, St. Clair, Walker, 4-H Center and North Alabama Horticulture Research Station
  - III. Tri-Cities District  
Counties: Colbert, Fayette, Franklin, Lamar, Lauderdale, Lawrence, Marion, Winston.
  - IV. Anniston District  
Counties: Calhoun, Chambers, Clay, Cleburne, Coosa, Randolph, Talladega, Tallapoosa
  - V. Montgomery District  
Counties: Barbour, Bullock, Elmore, Lee, Macon, Montgomery, Russell, and Auburn University
  - VI. Dothan District  
Counties: Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, Pike, and Wiregrass Regional Research & Extension Center
  - VII. Tuscaloosa District  
Counties: Choctaw, Greene, Hale, Marengo, Pickens, Sumter, Tuscaloosa
  - VIII. Selma District  
Counties: Autauga, Bibb, Butler, Chilton, Dallas, Lowndes, Perry, Wilcox, and Chilton County Extension & Research Center
  - IX. Mobile District  
Counties: Baldwin, Clarke, Conecuh, Escambia, Mobile, Monroe, Washington, and Auburn Marine Extension & Research Center
- p) Work closely with President and Membership Committee to promote ESPA and recruit members.
- q) Serve as liaison between Board of Directors and members. Bring member needs to the attention of the Board.
- r) Contact Membership Committee Chair to send welcome packets to new members in their districts.
- s) Assist Board and committees in planning and assisting with professional improvement seminars as needed.



- t) Keep Board apprised of accomplishments within their districts.

Section 9.

***Executive Committee***

- a) The Executive Committee will manage the affairs of the Association. It will act officially for the Association in all matters not requiring full Association vote. It shall consist of the President, Vice-President, Secretary and Treasurer. The

President Elect, Parliamentarian, and Immediate Past President shall be ex-officio members of the committee.

- b) Be responsible for the internal regulation of Association business, and competent performance of Association officers.
- c) Establish the overall purposes, goals and directions of the Association and oversee programs to meet those goals (however, this committee cannot establish association policy).
- d) Make recommendations to the President on committee structure and committee selection.

## **ARTICLE X COMMITTEES**

Committee chairmen shall have been a member of ESPA for a minimum of 1 year and have attended at least one (1) annual meeting.

### **Duties of Committees**

#### **Section 1. *Program Committee***

- a) Confer with committee members following their appointment.
- b) Prepare a tentative Program of Work within 60 days after annual meeting.
- c) Send copy of Program of Work to President.
- d) Work closely with President in all aspects of the annual meeting, i.e., secure speakers, goody bag items, speaker gifts (for a speaker receiving a fee—no gift), etc.
- e) Send Annual Meeting information to members at least 1 month in advance of the meeting, including registration form with a deadline clearly stated, agenda, and directions to annual meeting area.
- f) Registration forms and checks will be mailed directly to Treasurer.
- g) Confer with Treasurer on routine basis to obtain member registration information.
- h) Prepare name badges for those attending,
- i) Approximately 2 weeks prior to the annual meeting, send reminder letters to all speakers and/or dignitaries who will be presenting.
- j) Prepare annual meeting programs, sign-in sheets, and secure someone to be at sign-in table at all times.
- k) Assist President with preparing a list of dignitaries and special guests to be introduced at the banquet and make the introductions or give to President to introduce during banquet.
- l) Assist President during annual meeting and afterward with cleanup, as needed
- m) Keep an up-to-date file and make suggestions to be handed to successor.

#### **Section 2. *Professional Recognition and Awards***

- a) Confer with committee members following their appointment.
- b) Prepare a tentative Program of Work within 60 days after annual meeting.
- c) Send copy of Program of Work to President.
- d) Prepare and send out nominations for one Professional Recognition Award, one Special Achievement Award, one ESPA Member of the Year Award, and one ESPA Merit Award. Members will not be eligible for nomination while serving on this committee. A member is eligible for only one award per year.

The person nominated must have their membership dues paid by July 31<sup>st</sup> in order for their nomination to be considered.

- e) Prepare Years of Service Awards.
- f) Develop new awards and criteria. Once the committee has developed the new award, the chairman will present it to the Board of Directors for their approval and/or changes. When approved by the Board of Directors, it will be presented to the full membership at the next annual meeting. It must be approved by two-thirds of the voting membership. Members receiving Professional Recognition, Special Achievement, ESPA Member of the Year, and ESPA Merit should not be allowed to win the same award within three consecutive years. The committee should have a record of winners for review available to members after the awards have been given out.
- g) Encourage nomination of members for monthly AU Spirit of Excellence Award.
- h) Keep up-to-date file and make suggestions to be handed to successor.
- i) Submit article on up-coming Professional Awards for publication in winter newsletter.
- j) The **Professional Recognition Award** recognizes one (1) ESPA member for outstanding performance in Extension support service. Nominations may be made by any member, member's supervisor, or any ACES/AAES full-time employee. Send letter March 1 to the membership outlining the nomination procedure for the Professional of the Year Awards. A nomination form and membership list will be included. Nominations should be returned to the chairman by March 15.
  - Judges will be three (3) non-ESPA professionals chosen by the Professional Recognition and Awards Committee.
  - Chairman and/or President will make arrangements for awards (certificates and cash awards) announcement and presentation at annual Awards Banquet. The Board of Directors will determine the amount of the cash award each year at the first full Board of Directors Meeting based on availability of funds.
- k) The **Special Achievement Award** recognizes one (1) ESPA member exhibiting outstanding ability and expertise, who far exceeds the norm in one or more phases of his/her job performance. Must have been a member of ESPA for at least 1 fiscal year.
  - Send letter March 1 to the membership outlining the nomination procedure for the Special Achievement Award. A nomination form and membership list will be included. Nominations may be made by any member, require a supervisor's signature, and should be returned to the chairman by March 15.
  - Judges will be three (3) non-ESPA professionals chosen by the Professional Recognition and Awards Committee.
  - Chairman will make arrangements for awards (certificates and cash awards) announcement and presentation at annual Awards Banquet.

The Board of Directors will determine the amount of the cash award each year at the first full Board of Directors Meeting based on availability of funds and also be responsible for securing nameplates for plaque hanging in Duncan Hall for Special Achievement Awards.

- l) The **ESPA Member of The Year Award** recognizes one (1) ESPA member for outstanding contributions to the organization, such as dedication or commitment to certain aspects of the organization. Nominations may be made by any member, member's supervisor, or any ACES/AAES full-time employee. Send letter March 1 to the membership outlining the nomination procedure for the ESPA Member of The Year Award. A nomination form and membership list will be included. Nominations should be returned to the chairman by March 15.
  - This award will be by vote of the entire ESPA membership. The list of nominees along with a copy of their nomination form and written review along with a ballot will be sent to all ESPA members April 1-5. The ballots will be returned to the Chairman by April 30<sup>th</sup>.
  - Chairman and/or President will make arrangements for awards (certificates and cash awards) announcement and presentation at annual Awards Banquet. The Board of Directors will determine the amount of the cash award each year at the first full Board of Directors Meeting based on availability of funds.
- m) The **ESPA Merit Award** recognizes one (1) ESPA member for outstanding service in administrative support to ACES and ESPA. Nominations may be made by any member, member's supervisor, or any ACES/AAES full-time employee. Send letter March 1 to the membership outlining the nomination procedure for the ESPA Merit Award. A nomination form and membership list will be included. Nominations should be returned to the chairman by March 15.
  - Judges will be three (3) non-ESPA professionals chosen by the Professional Recognition and Awards Committee.
  - Chairman and/or President will make arrangements for awards (certificates and cash awards) announcement and presentation at annual Awards Banquet. The Board of Directors will determine the amount of the cash award each year at the first full Board of Directors Meeting based on availability of funds.
- n) Submit article on Awards Banquet for publication in spring newsletter.
- o) Invitations to the Annual Awards Program should be issued to nominees' immediate supervisors.

### Section 3. **Membership**

- a) Confer with committee members following their appointment.
- b) Prepare a tentative Program of Work within 60 days after annual meeting.
- c) Send copy of Program of Work to President.
- d) Encourage Extension support staff throughout the state to join and become involved in ESPA.
- e) Organize and distribute orientation packet to new employees. Packet will include membership list, Constitution and Bylaws, background of ESPA, and

job-related information. This packet shall be coordinated with ACES Office of Personnel and Staff Development and updated as needed.

- f) Design "ESPA Partner" plan and schedule.
- g) Send a welcome packet (to include a letter of welcome, and copies of the Constitution and Bylaws, officer's list, current President's Report and current newsletter) to all new ESPA members.
- h) Keep up-to-date file and make suggestions to be handed to successor.
- i) The Orientation Committee is a sub-committee of the Membership Committee.

Section 5. **Publicity**

- a) Confer with committee members following their appointment.
- b) Prepare a tentative Program of Work within 60 days after annual meeting.
- c) Send copy of Program of Work to President.
- d) Work closely with President, the Program Committee, Professional Improvement Committee, and other committees on publicity wants and needs.
- e) Publicize the work and activities of the Association through the quarterly newsletter. The quarterly newsletter shall be posted on the WEB for active members and sent to retirees the first of August, November, February and May.
- f) Select "ESPA Profile" person for write up in newsletter each quarter. Selections will be alternated between district members.
- g) Keep up-to-date list of members profiled.
- h) Chairman of committee shall appoint a Design Chairman and other co-chairs as needed to assist with logo, posters, program covers, newsletters, ticket and flier designs to promote events and activities of Association.
- i) The Design Committee shall be a sub-committee of the Publicity Committee.
- j) Keep an up-to-date file and make suggestions to be handed to successor.

Section 6. **District Communications**

- a) Confer with committee members following their appointment.
- b) Prepare a tentative Program of Work within 60 days after annual meeting.
- c) Send copy of Program of Work to President.
- d) Serve as liaison with members and district representatives.
- e) The Chairman, working with the Nominating Committee, handles nomination and election of district representatives. Send nomination forms and district

membership lists to all active members requesting district representative nominations from their district.

- District Representative nomination forms shall be returned to Committee Chairman by March 15.
  - Officer/district representative ballots will be sent by districts to active members 30 days prior to the annual meeting.
  - Ballots must be returned 10 days before the annual meeting.
- f) Bring members' needs to board meetings.  
g) Keep an up-to-date file and make suggestions to be handed to successor.

Section 7. ***Fund Raising Committee***

1. Confer with committee members following their appointment.
2. Prepare a tentative Program of Work within 60 days after annual meeting.
3. Send copy of Program of Work to President.
4. Work closely with President, Program, Professional Improvement, Publicity and other committees on fundraising needs and ideas.
5. Encourage members throughout the state to support funding raising projects.
6. Plan, organize and implement the annual auction during the annual meeting in May and other fund raising projects as needed.
7. Keep an up-to-date file and make suggestions to be handed to successor.

**DUTIES OF AD HOC COMMITTEES**

Ad Hoc Committees are special committees appointed by the President when the need arises. These committees are no longer in existence as soon as their final report is given at the Annual Business Meeting.

**1. *Audit Committee***

- a. This committee shall consist of a minimum of two current ESPA members who are not members of the Board of Directors.
- b. Arrange with the Treasurer to come to the Treasurer's county to audit the checkbook and other financial records.
- c. Review all financial records for accuracy, including the checking account and other special accounts (such as C.D.'s, saving account, money market account, etc.)
- d. Give a written report to the members at the Annual Business Meeting.
- e. May make recommendations for future purposes.

**2. *Constitution and Bylaws Committee***

- a. This committee shall consist of a Chairman and two additional current members. If at all possible, the Chairman should be a member of long standing in the association.
- b. Confer with the President and Board of Directors for directions to change the Constitution and Bylaws.
- c. Present changes as recommended by the members at the last Business Meeting and by the Executive Committee to the first meeting of the Board of Directors. This committee will recommend the changes (with the approval from the Board of

- Directors) to the membership at the Annual Business Meeting so long as the appropriate 30 days in advance written notice is given to the membership.
- d. The Chairman of this committee shall present the recommended changes to the membership at the Annual Business Meeting. These changes may be voted on as a whole, or they may be voted on individually (especially if some of the changes are controversial).
  - e. The Chairman or a designated member of the committee shall send an e-mail copy of the proposed changes to the membership 30 days prior to the Annual Business Meeting. The changes should be highlighted in red and the old wording lined out.
  - f. The Chairman or a designated member of the committee shall send an e-mail copy of the newly approved Constitution and Bylaws to all who were members at the time the new document was approved. New members will be sent a copy.

### **3. *Long-Range Planning***

- a. This committee shall consist of at least two current members.
- b. This committee shall contact all District Representatives and randomly selected current members and seek their input as to where they see ESPA heading in the future.
- c. This committee shall give a written report to the members at the Annual Business Meeting.
- d. The committee may lead a discussion among the members of the items presented.

### **4. *Nominating Committee***

- a. This committee shall consist of a Chairman and two other current ESPA members.
- b. This committee shall seek nominations for the offices of President Elect, Vice President, Secretary and (every two years) Treasurer. It is preferable there are at least two nominees for each office.
- c. This committee shall follow the guidelines as written in ARTICLE VIII, Section 2.
- d. The Chairman or a designated member of the committee shall send out ballots to all members 30 days prior to the Annual Business Meeting. These ballots shall be returned to the Chairman or designated member 10 days prior to the Annual Business Meeting.
- e. The Chairman or a designated member who receives the ballots shall tally the ballots and keep all members of the committee and the President informed during the process.
- f. The Chairman or a designated member shall announce the newly elected officers at the Annual Business Meeting. These officers shall then be installed into their

positions during the Annual Business Meeting. The officers officially take office on June 1.

## **ARTICLE XI FINANCES**

- Section 1. The business year for the Association shall be June 1 of one year through May 31 of the next year.
- Section 2. The Board of Directors shall submit a proposed annual operating budget for the Association to the membership for approval at the Annual Meeting each year.
- Section 3. One-month prior to the end of each business year, the Treasurer's books shall be balanced.
- The President shall appoint an Audit Committee, which shall consist of two Association members who are not members of the Board of Directors. The committee shall review all financial records and make a written, itemized report to the general membership at the Annual Meeting of the Association.

## **ARTICLE XII ORDER OF BUSINESS**

- Section 1. The order of business at all meetings shall be the responsibility of the presiding officer. The Newly Revised Robert's Rules of Order shall apply in all meetings of the Association.

## **ARTICLE XIII AMENDMENTS**

- Section 1. Amendments may be made to the Constitution and Bylaws by approval of two-thirds of the voting members present at a called meeting of the Association, provided such proposed change has been submitted to the membership at least 30 days prior to the meeting. Absentee voting is permitted when a sealed ballot is accompanied by a signed letter announcing the absentee vote.

## **POLICIES & PROCEDURES**

### **Formulation**

1. The Board of Directors shall be authorized to formulate operating policy on an annual basis.

### **Speakers**

1. Guest speakers invited by ESPA may be paid actual expenses. (In the event a speaker employed by Alabama Cooperative Extension System has gone



through proper channels and is not reimbursed by the System, ESPA will reimburse actual expenses.)

2. All speakers will receive a complimentary meal.
3. All speakers will be given a token of appreciation or a fee if funds are available at the discretion of the officers.
4. Speakers will be advised of these terms when extended the invitation.