

North Carolina Association of Community Development Extension Professionals

Constitution

Article I: Name

This organization shall be known as the: North Carolina Association of Community Development Extension Professionals (NCACDEP)

Article II: Objectives

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

- To represent the North Carolina 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 provide support for and promote activities and programs at the state level that advance community development, education, training, and diversity in the work force.
- To advance the professional status of community development professionals by encouraging professional self-improvement.
- To strengthen communication with Extension administration and represent community development extension professionals at NC JCEP.
- To organize exclusively for educational and scientific purposes of faculty/educators of North Carolina State University and North Carolina A & T State University.
- To encourage and support the selection of members with standing, and ad hoc committee members of the National Association of Community Development Extension Professionals (NACDEP) and other regional and national associations in developing and conducting cooperative regional educational initiatives.
- 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.

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Article III: Membership and Dues

Section I. Membership

The membership of the Association shall be comprised of education professionals in North Carolina 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.
- 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.
- 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 in conjunction with national; 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, creed, religion, gender, age, national origin, sexual orientation, disability, familial status, public assistance 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. In the charter year (2019), retirees will be invited to life membership and the fee will be waived. Dues will be paid to the NCACDEP organization, which serves as fiscal agent for the annual budget and treasury of NCACDEP. NCACDEP will be responsible for submitting the national dues to NACDEP on an annual basis for each member.

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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 purpose and 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 five officers of the Association must be eligible members in good standing and shall be a Chair, Chair-Elect, Past Chair, Information Officer and a Treasurer. Officers are elected as set forth in Section 2. Elections and Procedures, 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, Information Officer, and 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. 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.

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Section 4. 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.

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. Duties of the Past Chair

The Past Chair shall sit on the Executive Committee and be chair of the Nominating Committee and shall be responsible for distributing, counting and reporting the results of election ballots. 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 7. 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 8. 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 will also assist the Chair in the performance of the Chair's duties. The Chair-Elect shall serve as the membership coordinator, working closely with the NCACDEP membership committee and NCACDEP Treasurer. In this role the Chair-Elect shall take an active role in the recruitment of new members.

Section 9. Duties of the Information Officer

The Information Officer 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 Information Officer shall also see that all notices are duly given in accordance with the provisions of the Constitution 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.

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Section 10. Duties of the Treasurer

The Treasurer shall maintain a list of current members, verifying paid membership rosters with the NCACDEP Chair-elect. The Treasurer shall prepare statements for submission at the Annual Meeting showing receipts and disbursements and the financial condition of the organization. The Treasurer will manage all revenues and expenses of the association and serve as Finance committee chair.

Section 11. Executive Committee

The five 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 V: Committees

Section 1. Standing Committees

The following types of committees will be utilized by the Association in conducting its affairs. Standing committees shall include a Membership Committee, Recognition Committee, Nominating Committee, Finance Committee and Information/Marketing Committee.

Section 2. Ad Hoc Committees.

Each Ad Hoc 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 the number of terms served. The number of persons assigned to the committees shall be at the discretion of the Chair/President with consultation from the Committee Chair. Every attempt will be made to attain geographic distribution.

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.

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Section 2. Special Meetings

Special Meetings shall be held upon 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: Amendments

The Constitution 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 Constitution shall be coordinated by the Executive Committee. The Committee shall review amendments for consistency and coordination with the existing Constitution 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 (20) days in advance of the annual meeting. The notice shall include a copy of the proposed amendment and the portion of the Constitution

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that are affected.

Article X: 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.

Approved and Adopted: October 28, 2019