



UPDATED BYLAWS MINNESOTA ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

ARTICLE I – NAME

The name of organization shall be the Minnesota Association of County Agricultural Agents (MACAA).

ARTICLE II- Purpose and objectives

SECTION 1

The purpose of this organization is for Extension educators with primary responsibility in Agriculture and Community and Natural Resource Development to focus on concerns and issues that can lead to improved efforts and the advancement of Extension programs for the betterment of the state and nation.

Section 2

The objective of MACAA is to serve as an affiliate section of the Minnesota Association of Extension Educators (MAEE).

Section 3

Its further objective is to be the state chapter of the National Association of County Agricultural Agents (NACAA).

Article III- Membership Dues

Section 1

The membership shall be any person in the employment of the University of Minnesota on county, area, or state level who has an extension/outreach function and who has interest in the strengthening this organization's purposes.

Section 2

Dues-The MACAA Board will recommend the amount of dues for the year. It shall be approved at the annual meeting to become effective in the succeeding year.



ARTICLE IV-MEETINGS

Section 1

The entire membership shall meet once a year at the University of Minnesota Extension Service Annual Conference. Special membership meetings may be called with prior approval of the Board of Directors. Notice of such meetings shall be sent to the membership at least 10 prior to the meeting.

Section 2

The elected directors and officers shall meet at least twice during the year other than during the Extension Conference to conduct necessary business.

Section 3

The membership will meet as districts at all district conferences where opportunity is provided and where there is business at hand. The districts may also caucus at the annual meeting time to elect representation or for other matters necessary.

ARTICLE V-Officers and Representatives

Section-Officers

The officers of the organization shall be a President, President Elect, Past President, and a Secretary (2 year term). The President Elect and Secretary shall be nominated from within the districts. The President Elect shall become the president in their succeeding year of office. The nominating committee shall consist of the four officers who shall present a ballot of two candidates for President Elect (each year) and Secretary (every two years). Nominations are also received from the floor at the annual meeting. Installation shall take place at the Annual Meeting.

Section 2-Directors

The district directors shall be nominated and elected by the respective district members to serve a term of two years. The district configuration shall reflect the current University Of Minnesota Extension Service Administrative Districts, including one position for campus based staff. Election rotation shall be addressed by policy of the Board of Directors.

The election of district directors shall take place at the spring district meeting and installed at the Annual meeting.



Section 3-Alternate Director

An alternate district director shall be nominated and elected to serve two years. They shall serve as a chairman at district and board meetings in the absence of the district director.

Article VI-BOARD OF DIRECTORS

Section 1

The Board of Directors shall consist of the President ,President Elect, Secretary, Past President ,and the District Directors. Finance and program responsibility shall be vested with Board of Directors. A quorum of the Board shall be 5 members.

Section 2

The Executive Committee shall consist of the four officers.

ARTICLE VII- COMMITTEES

Section 1

Committees shall be established by MACAA to carry out the necessary work related to NACAA and the needs of MACAA. Committee chairs shall name someone to serve as communications link to the NACAA and NACAA committees.

ARTICLE VIII- FINANCES

Section 1

The finances and dues shall be kept by the bonded treasurer of the (MAEE) Minnesota Association Of Extension Educators, an affiliate, in a designated account.

Section 2

Disbursements from the treasury can be obtained by executive committee or Board of Directors action for purpose of reimbursement of expenses of officers and committee members, national voting delegates, national awards winners, and other expenses



ARTICLE I X- Duties of Officers and District Representative

Section 1-President shall:

- a. Preside at all meetings of MACAA Board of Directors and Executive Committee.
- b. Serve as a member of board of MAEE.
- c. Serve as chapter Representative to NACAA.
- d. Attend to all duties appropriate to the office.
- e. Prepare District Conference agendas for the directors.
- f. Appoint an Address Coordinator on a year to year basis.

Section 2- President Elect shall:

- a. Prepare for the presidency in the year ahead.
- b. Preside over all meetings in the absence of chairman.
- c. Serve as the coordinator of annual meeting functions.
- d. Coordinate committee activities.
- e. Serve as Registration Coordinator for the NACAA Annual Meeting.

Section 3- Secretary shall:

- a. Keep minutes of Annual, Board of Directors and Executive Committee meetings and mail copy to board members.
- b. Prepare correspondence for the organization
- c. Prepare a current list of officers and award winners to place in a historical file annually.

Section 4 –Past President shall:

- a. Provide continuity to the organization.
- b. Serve in an advisory role.
- c. Prepare an annual letter to the membership prior to annual meeting.

Section 5- District Director shall:

- a. Act as a liaison between Board of Directors, committees and the membership.
- b. Direct MACAA activities in their respective districts.
- c. Serve as member of the Board of Directors.
- d. Serve as chairman of district meetings.
- e. Promote membership.



Section 6-Alternate District Director shall:

- a. Serve as a district chairman in case of their absence.
- b. Coordinate with Secretary on membership and dues.

Section 7- Address Coordinator

- a. Appointed annually by the President.
- b. Keep a current list of active and life members and see that membership dues are paid to NACAA.
- c. A copy of the current membership list shall be submitted to the Board of Directors before the fall and spring board meetings. The directors shall then review that list.
- d. These responsibilities can become those of the secretary should the membership wish to eliminate this appointed position at an annual meeting.

ARTICLE X- QUORUM

A quorum at any membership meeting is a simple majority of its members.

ARTICLE XI- GUIDELINES AND POLICIES

The organization shall function primarily from guidelines and policies developed or modified by the membership or Board of Directors. A current set of guidelines and policies shall be attached to the official copy of bylaws and kept with the Secretary/Address Coordinator.

ARTICLE XII-AMENDMENTS

These bylaws can be amended in whole or part at any annual meeting or special meeting of its members if the intention to amend has been announced by mail or e-mail seven (7) days prior to said meeting.