



## Guidelines & Policies of MACAA

- A. Expenses of President & President-Elect shall be paid to attend the President's Workshop held each year and for the President to attend the President's Leadership Workshop in Washington, D.C. each year.
- B. Honorariums of \$200 each shall be paid to D.S.A. recipients, Achievement Award Recipients, and voting delegates who attend the NACAA Annual meeting.

State Committee Chairs are paid \$75 to attend their respective National Committee Workshop at the NACAA National meeting. The President has the authorization to appoint MACAA representative to attend the Committee Workshop if the State Committee chair is not at the National meeting. Appointed representatives must write up a summary of the workshop with copies sent to the State Committee Chair and President before payment is made.

MACAA Address Coordinator will be paid \$50 to attend State Secretaries Workshop at National meeting rather than MACAA secretary, as many of the discussion items are of that nature.

- C. State Committee Chair selection - - shall be voted on by the District Committee representatives at each year's MACAA annual meeting. The term continues through the next annual meeting.
- D. Voting delegates at the National meeting shall include the President, Past-President, President-Elect, and Secretary in that order of priority according to allowed delegate numbers. If sufficient membership, other delegates will come from the District Directors based on number of years as a member of MACAA.
- E. Nominating Committee - - The Executive Committee at a summer meeting shall select two candidates for the annual meeting ballot for President-Elect each year and for Secretary every two years, from the names submitted by the district directors. Nominations shall come from the membership at the respective spring district conferences.
- F. Distinguished Service & Achievement Award Selection Committee - - President shall appoint a former D.S.A. recipient from each district to meet with the state chair of the recognition and awards committee to select the State D.S.A. & A.A. winners. Nominations shall come from the respective spring district conferences.
- G. Relations Committee - - This is a National Committee of State Presidents. Committee meets during the NACAA National convention. The MACAA President shall be responsible for attending this committee meeting.
- H. State Committee chair are to work through the District Committee representative on information concerning their committee including timetables for contest applications. A copy should be sent to district directors.
- I. M.A.C.A.A. District Directors
  - 1. Conduct a district meeting at the Administrative District Conferences. Agendas for these meetings shall come from the MACAA President. MACAA District Director should work with Extension Administrative Director to ask for allotted time to conduct the business.
  - 2. Responsible for getting nominations for President-Elect (every year) and Secretary (every two years) at the spring District Conference meeting. Names shall be sent immediately to nominating committee.



3. Responsible for getting D.S.A., Achievement Award and Fried of Agriculture Award nominees for the coming year at spring District Conference. Names shall be sent immediately to the State Recognition and Awards Committee.
  4. Responsible for seeing that each district committee representative has distributed materials from the State Committee Chairs to district membership.
  5. Encouraging membership in MACAA by contacting new Extension Workers in their districts and discuss the organization. They should also visit with present members where renewal of membership may be a concern.
- J. Retiring members active in NACAA shall receive a life membership in NACAA. District board members have the responsibility to contact the Secretary with sufficient lead-time, so a certificate of life membership can be presented to the retiree at an appropriate retirement gathering.
- K. Bills are submitted to the Treasurer of MAEA for payment by the authorization of the President except for the membership dues payment to NACAA, which is authorized directly by the Address Coordinator.
- L. The President-Elect shall be the chair of the social hour and banquet at the Annual Meeting of the MACAA. It shall be this individual's responsibility to Secure finances to fund any activities as directed by the Board of Directors or Executive Committee.
- M. Meetings – The Board of Directors shall meet in late fall and in late winter. The Executive Committee shall meet once in the summer as a nominating committee to select a ballot of candidates for the Annual meeting. The Executive Committee shall plan the annual meeting, social hour and banquet.
- N. Members from the St. Paul Campus of the U of M will make up a campus based unit and can elect a district representative, when they have 1 or more members in MACC.
- O. There will be no refund on MACAA dues.