

**MAE4-HYDP  
MEMBER REFERENCE  
HANDBOOK**

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MINNESOTA ASSOCIATION  
OF  
EXTENSION 4-H YOUTH  
DEVELOPMENT PROFESSIONALS  
*Professionalism...Leadership...Service*

## INTRODUCTION

The following pages are a compilation of documents as well as policies voted on by the membership of the Minnesota Association of Extension 4-H Educators since 1984. It was authorized by the association's board of directors to serve as a reference for planning and decision-making. The original edition was completed in 1988 by David E. Moen, who was President Elect at the time, and then revised in 1991, 1995, 1997, 2002, 2005, 2006. The current document was updated by the Policy and Resolutions Committee, reviewed and accepted by the MAE4-HYDP Board in May, 2008.

Carrie Ann Olson  
Chair, Policy and Resolutions Committee  
May 2008

(For ease in making future updates, this information will be kept on a computer disk in the MAE4-HYDP Policy and Resolutions file at the office of the Chairperson of the Policy and Resolutions Committee.)

# CONSTITUTION AND BYLAWS OF THE MINNESOTA ASSOCIATION OF EXTENSION 4-H YOUTH DEVELOPMENT PROFESSIONALS

## **ARTICLE I            Name**

The name of this organization shall be the Minnesota Association of Extension 4-H Youth Development Professionals.

## **ARTICLE II           Purpose**

The purpose of this organization shall be to:

Section 1.    Be an advocate for 4-H youth work as a profession by:

- Encouraging and creating opportunities for professional improvement for members.
- Encouraging loyalty, mutual helpfulness and esprit de corps among members.
- Establishing and maintaining a close liaison with University of Minnesota Extension administration.
- Fostering good public relations with non-Extension groups.
- Recognizing outstanding leadership and service.

Section 2.    To support the definition of a 4-H professional as defined by the National Association of Extension 4-H Agents Bylaws.

## **ARTICLE III          Membership**

Any University of Minnesota Extension staff person working with 4-H Youth Development on a county, area, or state level may become a member of MAE4-HYDP upon payment of dues. Active membership is divided into three categories:

- Full Membership
- 1<sup>st</sup> Time Membership – anyone paying dues to this section for the first time.
- Associate Membership – available to those who belong to another section of MAEE.

## **ARTICLE IV          Dues**

Section 1.    Dues will be recommended by the Executive Board and approved by the membership of MAE4-HYDP at the annual meeting. The annual dues paid by the active members include membership in MAEE, NAE4-HA, and MAE4-HYDP. Those ineligible for MAEE membership are exempt from paying the MAEE portion of the dues.

Section 2.    For the purpose of voting, the annual meeting shall be the beginning of the year. Members must have paid current year's dues in order to have the privilege of voting.

Section 3.    The deadline for the payment of dues for current membership will be consistent with NAE4-HA.

Section 4.    New members entering Extension will be given free membership until their first meeting of MAE4-HYDP.

**ARTICLE V Meetings**

- Section 1. The MAE4-HYDP will meet at least once per year as a general membership assembly at a time determined by the Executive Board.
- Section 2. Special or other meetings shall be called by the president or on written request of 1/4 of membership.
- Section 3. Any action taken in such meetings that would affect MAEE as a whole shall be in the form of recommendations to the joint association.
- Section 4. Business may be conducted via the Internet, ITV or other technology at the discretion of the Executive Board.

**ARTICLE VI Bylaws Change**

Two-thirds vote of members at meetings will provide for changes in the bylaws; provided a notice of the intended change or addition is sent to each member at least 10 days prior to the meeting.

**ARTICLE VII Quorum**

- Section 1. At any annual or special meeting of the members, a quorum necessary for the transaction of business shall be at least fifteen percent (15%) of the membership.
- Section 2. At any meeting of the executive board, a quorum necessary to conduct business shall be at least fifty percent (50%) of the board.
- Section 3. A simple majority will conduct MAE4-HYDP business.

**ARTICLE VIII Officers**

- Section 1. **President**
  - a. Organize and preside at all meetings of MAE4-HYDP. Appoint committees as needed.
  - b. Forward approved bills to the MAEE Treasurer.
  - c. Represent MAE4-HYDP at appropriate meetings.
  - d. Serve as state contact with NAE4-HA.
  - e. When necessary, the President may appoint a MAE4-HYDP member to fulfill individual responsibilities.

**President-Elect**

- a. Preside at meetings where President is unable to attend.
- b. Work closely with President to meet goals of MAE4-HYDP.
- c. Coordinate all committee work.
- d. Serve as coordinator for national meetings (in which he/she would be attending as President).

**Secretary**

- a. Keep complete and accurate minutes of all meetings.
- b. Send and receive official correspondence.

Section 2. **Past-President**

- a. Serve as chair of nominating committee.
- b. Be in charge of the Membership's List Serve.
- c. Represent MAE4-HYDP on MAEE Executive Board.

## **ARTICLE IX      Officer Election**

- Section 1.      All officers shall be members in good standing (see ARTICLE III), and shall be elected at the annual meeting by the MAE4-HYDP membership. The Secretary shall be a two-year term, others a one-year term. Officers shall hold office for the appointed time or until a successor is elected if necessitated by resignation or change in standing.
- Section 2.      The President-Elect shall proceed to President.
- Section 3.      The President proceeds to serve as Past President.

## **ARTICLE X      Election Procedure**

- Section 1.      Officers shall be elected by a simple majority (50% plus 1 of all votes cast by secret ballot).
- Section 2.      Election tellers shall be appointed by the President.
- Section 3.      In case of a tie, there shall be one re-vote. If a tie still exists, a second vote will be cast with the President, President-Elect and Secretary abstaining from the voting.

## **ARTICLE XI      Officers (Vacancy)**

The Executive Board shall elect a replacement from among the general membership who will fill out the remainder of the term. In the event the Presidency becomes vacant, the President-Elect shall assume the Presidency and also fulfill the term to which he/she was elected.

## **ARTICLE XII      Executive Board**

- Section 1.      The Executive Board consists of the officers of MAE4-HYDP: President, President-Elect, Secretary, Past President, two representatives from each of the defined 4-H Area Program Leaders (APL) geographic area and one member from Center for Youth Development – as designated by the Center’s Director.
- Section 2.      Duties:
- a. Meet during the year to conduct business that relates to the administration of MAE4-HYDP.
  - b. Approve expenditures.
  - c. Prepare annual budget.
  - d. Recommend MAE4-HYDP dues.

## **ARTICLE XIII      Area Representatives**

- Section 1.      Two representatives per area, elected in alternate years, along with alternates will be elected for a two-year term by the membership of each respective group.
- Section 2.      Duties:
- a. To conduct MAE4-HYDP business for their representative group.
  - b. To encourage and support membership.
  - c. To serve as a direct link with the Executive Board.
  - d. To keep the President informed of Area activities and concerns.
  - e. To serve on the nominating committee for MAE4-HYDP.
  - f. To manage the Mentorship process with new staff.
- Section 3.      Vacancies shall be filled through an election of a new representative by section membership in the location of the vacancy.
- Section 4.      The election of Area Representatives will occur at the annual meeting or the first membership meeting of that respective group in the case of redistricting. The Executive Board will hold the authority to determine areas to align with changes in the University of Minnesota Extension.

## **ARTICLE XIV**

### **Committees**

- Section 1. Standing Committees are set up in direct relationship with those of NAE4-HA, in addition to those deemed necessary to carry out business in Minnesota. The Committee Structure for MAE4-HYDP will consist of five committees:
1. Policy and Resolutions Committee
  2. Marketing Committee (with a subcommittee for publication of *Section Slants*)
  3. Awards and Recognition
  4. Nominating
  5. Education Committee (with a subcommittee for Youth & U Conference)
- Section 2. Membership of all committees of MAE4-HYDP will be open to all members, each choosing to serve on a committee. Length of service to that committee is voluntary, except for the terms of chair and chair-elect who would have alternating two-year terms. The current Nominating Committee would also have a mandated membership, consisting of all Area Representatives. The Nominating Committee would have the power to appoint a chair and chair-elect to sit on each of the committees with alternating two-year terms. In the event that a committee does not have sufficient membership (as determined by the MAE4-HYDP Board), the nominating committee will recruit members to sit on that committee.
- Section 3. The purpose of the Standing Committees:
- Marketing  
The Marketing Committee will have two points of focus - internal and external.
- a. Internal focus will be marketing and recruiting to our own membership.
  - b. External focus will be marketing our work to our stakeholders.
- This group will also focus on communication to our members and stakeholders regarding business of both NAE4-HA and MAE4-HYDP. This committee will also have a subcommittee responsible for producing a quarterly newsletter (**Section Slants**) to assist with communication to our members. The newsletter content will enrich the role and career of the 4-H professional.
- Policy and Resolutions  
The purposes of the committee are:
- a. To review suggestions relating to NAE4-HA work and suggest appropriate action or delegate to appropriate committees.
  - b. To serve as a study and research committee for the MAE4-HYDP Executive committee on all major policy decisions and prepare long-range objectives.
- Awards and Recognition  
The purposes of the committee are:
- a. To select the recipients for state and national service awards.
  - b. Arrange for appropriate state recognition.
- Nominating  
This committee will consist of all Area Representatives. This committee will be responsible for:

- a. Appointing a co-chair and chair-elect for each of the five MAE4-HYDP Committees.
- b. Recruiting members to sit on that respective committee in the event that a committee does not have sufficient membership (as determined by the MAE4-HYDP Board).
- c. Establishing a slate of candidates for MAE4-HYDP offices.
- d. Recruiting candidates for National offices and committees.

#### Education

The committee's responsibility includes:

- a. Providing membership with information on professional improvement opportunities, including educational opportunities and scholarships.
- b. Maintaining contact with University of Minnesota Extension Leadership Teams, Epsilon Sigma Phi, and other professional organizations.
- c. Reviewing and working toward development of specific programs of interest, i.e. cultural, urban, resource development and proposal writing, special audiences, and volunteer leadership.
- d. Managing a subcommittee involved with Youth & U.

#### Section 4

#### **Regional Meeting**

The President and President-Elect will be expected to attend the regional meeting. The Secretary would attend if one of the above is unable to attend. Expenses of those attending are covered in full by the state and/or national association.

## **POLICIES OF THE MAE4-HYDP**

1. Include the **University Of Minnesota Extension** Director, Associate Director(s), Assistant Directors, MAEE President, and Section Presidents on the mailing list for minutes of meetings and *Section Slants* as a form of communication and linkage. (1984)
2. Membership will be allowed to paid staff people, regardless of funding source, upon payment of their annual dues. (1986)
3. On behalf of deceased member or retired member with less than 15 years of membership, \$25.00 will be donated to the Minnesota 4-H Foundation. (1987, revised 2006)
4. Letter, note or card will be sent if an immediate family member dies and to recognize life events. (1987, revised 2006)
5. Provide scholarships of \$100 for the "first time" attendee to NAE4-HA Conference from the interest acquired from the Quasi-Endowment Fund through the Minnesota 4-H Foundation. (1989, revised 2005)
6. Life members are members of MAE4-HYDP and NAE4-HA and will be kept informed through our newsletters. (1989)
7. The MAE4-HYDP will provide \$100 each to D.S.A., 25 year, Achievement in Service, Meritorious Service Award, and American Spirit Award Winners to attend the National Conference. (1990, revised 2005)
8. Dues may be paid in two installments: the National Dues amount is due November 1st; the remainder is due before January 1st; with approval of MAE4-HYDP Area/Representative. (1990, revised 2005)
9. Members of MAEE who are members of Sections other the MAE4-HYDP, may become members of MAE4-HYDP and NAE4-HA upon payment of NAE4-HA dues only. (MAE4-HYDP membership would be granted with no dues required.) (1990)
10. New staff will have their dues paid for membership in MAE4-HYDP. Free membership ends and dues become payable prior to the Annual Conference following date of hiring.
11. Staff with 15 or more years of Association membership will receive a Life Membership to MAE4-HYDP and NAE4-HA from the Association upon retiring from Extension. (2006)
12. MAE4-HYDP will recognize MN membership selected to the National 4-H Hall of Fame with a gift appropriate to the specific individual; 2007 - \$100 budgeted per person for D. Pace, J. Reed-Boniface. (2008)
13. MAE4-HYDP may transfer to include in their budget up to \$5,000 annually from the Quasi-Endowment Fund. It is recommended that this policy be reviewed in 10 years or if interest rates fluctuate 2% + or – from the 7% annual average or if the Quasi-endowment Fund balance reaches \$50,000. (2008)

## **ENDORSEMENT OF THE MAE4-HYDP**

The MAE4-HYDP endorses the policies of:

1. Seeking and placing Extension Staff, community members and appropriate volunteers (adult and youth) on appropriate planning and program committees for 4-H Youth Development at all levels in cooperation with the Director of the Center for Youth Development.
2. Involving skilled volunteers in educational opportunities (2000).

## **MAE4-HYDP JOB DESCRIPTIONS**

### **PRESIDENT**

The **MAE4-HYDP President** serves a one-year term. The President is a member and Chairperson of the Executive Board.

#### **RESPONSIBILITIES:**

The President shall:

- Organize and preside at all meetings of the MAE4-HYDP.
- Appoint committees as needed.
- Approve and forward bills to the MAEE Treasurer.
- Represent MAE4-HYDP at appropriate functions.
- Serve as State Contact for NAE4-HA.
- When necessary, appoint MAE4-HYDP members to fulfill individual responsibilities.
- Keep President-Elect informed of all procedures, correspondence, and duties fulfilled during the year.
- Maintain the President's Handbook and forward it to the incoming President at the end of term.
- Attend North Central Regional Meeting with the President-Elect.
- Contribute articles to *Section Slants* and the MAEE Newsletter.
- Serve on the Youth & U Conference Planning Committee, or select a representative.
- Maintain relationships with Extension Administration and the Center for Youth Development.

### **PRESIDENT-ELECT**

The **President-Elect** of MAE4-HYDP serves a one-year term in preparation for the Presidency the following year. The President-Elect is a member of the Executive Board.

#### **RESPONSIBILITIES**

The **President-Elect** shall:

- Preside at meetings the President is unable to attend.
- Coordinate Standing Committees' work.
- Keep the President informed of committee work.
- Advise the President concerning association matters and committee appointments.
- Be prepared to assume Presidency the following year, or in case of resignation of President.
- Attend the North Central Regional Meeting with the President.
- Attend Public Issues/Leadership Development Seminar in Washington, D.C. in the spring.
- Attend National Association meeting the year after elected, and serve as the coordinator for MAE4-HYDP for this national meeting.
- Contribute articles to *Section Slants*.

## **SECRETARY**

The **Secretary** of MAE4-HYDP serves a two-year term of office and is a member of the Executive Board.

### **RESPONSIBILITIES**

The **Secretary** shall:

- Attend MAE4-HYDP Board Committee and Member meetings.
- Submit minutes of previous meetings at Executive Board and Member meetings.
- Keep accurate and complete minutes of all meetings.
- Send minutes to MAE4-HYDP Executive Board (Officers and Area Representatives), MAEE Section Presidents, Administration, and general membership within two weeks following Board meetings.
- Read correspondence at Executive Board and Member Meetings.
- Send correspondence as determined by Executive Board or Officers.
- Keep all information in a three-ring binder to be passed to the future Secretary.

## **PAST-PRESIDENT**

The **Past-President** of the MAE4-HYDP will serve for a period of one year. The Past-President is a member of the Executive Board.

### **RESPONSIBILITIES**

The **Past-President** shall:

- Advise and assist the President and Executive Board with their work.
- Serve as chair of the nominating Committee.
- Maintain the list serve.
- Represent MAE4-HYDP on the MAEE Executive Board.

## **AREA REPRESENTATIVE**

The MAE4-HYDP **Area Representative** serves as an advocate for 4-H Youth Development staff. Each Minnesota Area and the Center for Youth Development shall have a representative to serve on the MAE4-HYDP Board.

### **RESPONSIBILITIES**

The **Area Representative** shall:

- Serve as a direct link between the Executive Board and the area.
- Conduct MAE4-HYDP business for their respective area, bringing concerns to the MAE4-HYDP Board.
- Be in contact with the MAE4-HYDP Membership Committee Chairperson on the status of Area membership.
- Make a personal contact with eligible new staff, educators, or specialists inviting and encouraging them to join MAE4-HYDP and presenting them with a new member packet.
- Serve on the nominating committee for MAE4-HYDP.
- Attend MAE4-HYDP Board Meetings (2-4 annually) and when not available, arrange for an alternate to attend.

- Be responsible for recognizing, with a card or letter, MAE4-HYDP members for their personal and professional life events, or upon leaving the Extension Service, as well as alerting other staff.
- Initiate and manage the Mentorship process with new staff.
- Keep the *Section Slants* contact informed of area news, including news of a professional and social nature.
- Encourage the members they represent to take advantage of award and scholarship opportunities.
- Be responsible for making or facilitating nominations for American Spirit Award, Distinguished Service Award, Meritorious Service, Achievement in Service, and 25 Year Awards, based on the number eligible, in each area. (Self nomination will also be accepted.)
- Support the work of the MAE4-HYDP Board and Ad Hoc Committees.

### **ELECTIONS/VACANCIES**

The **Area Representative** shall be elected for a two-year term by the membership of each respective area or state office. An alternate shall also be elected. The position begins after the annual meeting of the MAE4-HYDP.

Elections will occur at the annual meeting or first membership meeting of the respective area or state office should redistricting occur.

Should a vacancy occur, it will be filled through an election by section membership in the area where the vacancy occurred.

## MAE4-HYDP COMMITTEES

The committees are the backbone of MAE4-HYDP. The role of committees is to give overall leadership to association work in each of the respective areas. This includes:

- Gathering ideas and suggestions from the members.
- Planning and organizing related agendas and activities to accomplish annual and long-range goals.
- Providing two-way communication and action in response to National committee work.

In accordance with MAE4-HYDP bylaws, "The Standing Committees are set up in direct relation with those of NAE4-HA in addition to those deemed necessary to carry out business in Minnesota." Currently, those include:

- \*Awards and Recognition
- Marketing
- \*Policy and Resolution
- Nominating
- Education

[\*] denotes those corresponding to National Committees

### COMMITTEE MEMBERSHIP

Every Association member is encouraged to serve on a committee. Membership of all committees of MAE4-HYDP will be open to all, each choosing to serve on a committee of their own choice. Length of service to that committee is voluntary, except for the terms of chair and chair elect who would have alternating two-year terms. The current Nominating Committee would also have a mandated membership, consisting of all Area Representatives. The Nominating committee would have the power to appoint a chair and chair elect to sit on each of the committees with alternating two-year terms. In the event that a committee does not have sufficient membership (as determined by the MAE4-HYDP Board), the Nominating Committee will recruit members to sit on that committee.

### COMMITTEE CONTACTS (CHAIR)

Each committee, except nominating, shall have a committee contact (chair) and contact (chair)-elect. This chair-elect is selected by the committee at the annual meeting and becomes the chair the following year.

The committee chair is responsible for:

1. Maintaining two-way communication between the committee members and MAE4-HYDP Board. They bring concerns or requests for action from committee to the Board and carry discussions/recommendations or requests for committee action from the board to the committee. Their contact to the MAE4-HYDP Board is through the President-Elect.
2. Convening annual committee meeting and any additional committee meetings as necessary to accomplish committee goals.
3. Serving as State Contact to National Committee or have that responsibility appointed to another committee member. Communication to National Committee is maintained through the North Central Regional Committee contact. As State contact, participation in committee meetings at the National meeting is expected.
4. Providing updates for inclusion in *Section Slants*. Prepare a written report of annual goals, committee activities, and progress in meeting the goals for presentation at the annual meeting.

5. Committee chairs are invited to attend MAE4-HYDP Board meeting in person or send a written report. While in attendance, they are encouraged to participate in discussions, but are not voting members of the Executive Board.

### **AWARDS AND RECOGNITION**

Purpose: Administer state and national service awards and recognition programs.

Functions:

1. Select committee member to serve on MAEE Awards & Recognition Committee.
2. Selection of NAE4-HA Award recipients.
  - a. Establish procedures for selection to insure meeting April 1 deadline in a timely fashion.
  - b. Distribute procedures and solicit eligible Distinguished Service Award, Meritorious Service, and Achievement in Service candidates from membership.
  - c. Ensure completion of applications and selection process for the Distinguished Service Award(s), Meritorious Service, and Achievement in Service.
3. Review association membership for those completing 25 years of Extension service for state and national recognition.
4. Assist MAEE in selection of "Early Career Award" and "Team Work Award" applications and review membership for retiree recognition.
5. Administer State responsibilities for selection and recognition of American Spirit Award, Communicator Awards.

### **EDUCATION**

Purpose: To provide information and encourage member participation in professional improvement opportunities and develop program or activities that enhance the professionalism of MAE4-HYDP members.  
To review, analyze and share educational materials, techniques and methods to assist membership in the performance of their jobs as professionals in 4-H programming.  
Whenever appropriate, work toward development of specific program thrusts.

Functions:

1. Inform and encourage member participation in National and State Association scholarship and professional improvement programs.
2. Maintain contact with University of Minnesota Extension Leadership Teams, Epsilon Sigma Phi, and other professional organizations to promote development of appropriate staff development opportunities.
3. Administer and carry out professional improvement tasks as directed by National Committee. When appropriate, make recommendations to National Committee.
4. Serve as MAE4-HYDP representatives to Youth & U Conference planning team.
5. Review National Programs Committee work and align National Program Task Forces to be addressed in Minnesota with appropriate State Task Force groups, possibly assigned by University of Minnesota Extension.
6. Committee will develop and carry out any additional agenda seen as needed and appropriate for MAE4-HYDP.
7. Maintain active communication with University of Minnesota Extension Director, Director of the Center for Youth Development and Leadership Teams regarding state and national initiative program thrusts and implications for implementation.
8. Review and work toward development of specific programs of interest, i.e. audiences, and volunteer leadership.

## **POLICY AND RESOLUTION**

Purpose: Serve as a study and research committee for the MAE4-HYDP Executive Committee and review work of NAE4-HA.

Functions:

1. Chair or appointed member serves as representative to MAEE Policy and Resolution Committee.
2. Review and research all major policy decisions as referred by MAE4-HYDP Executive Committee for recommendation or decision.
3. Establish Task Forces as appropriate.
4. Prepare long-range Association objectives.
5. Maintain contact with National Committee and review suggestions of NAE4-HA work for appropriate response, input and/or action.

## **NOMINATING**

Purpose: Establish a slate of candidates for MAE4-HYDP offices and recruit candidates for National Offices and committees.

Functions:

1. Committee is made up of the Executive Board. Committee is chaired by President-Elect.
2. Recruit, screen and select no more than 3 candidates for each office to be elected. Assure appropriate candidate profiles are included in state newsletter prior to annual meeting.
3. Recruit, screen and select qualified applicants for National positions.

## **MARKETING**

Purpose: Coordinate all aspects of public relations for MAE4-HYDP, and coordinate activities, displays, gifts relating to NAE4-HA annual meeting.

Functions:

1. Coordinate activities concerning membership of the association.
2. Membership information forms.
3. New member packets.
4. Recruiting new members.
5. Sub Committee of *Section Slants*.