

## Rules & Bylaws Recommendations for Board Meeting March 16, 2018 – #1

District Procedures on the State website currently reads:

### DUES

- Dues shall be at the discretion of each district.

Recommendation by the Rules & Bylaws Committee to add 3 words (Amount of District) to read:

- Amount of District dues shall be at the discretion of each district.
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## Rules & Bylaws Recommendations for Board Meeting March 16, 2018 – #2 (3 parts)

District Procedures are listed under the Handbook/Guidelines part of website but not directly WITHIN the Rules & Bylaws; however, they are to be followed by the Districts.

Article XIV currently reads:

### Article XIV - District Association

*Section 1:*

- The Districts shall follow the same Constitution and By-laws as outlined for the State. They may make standing rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and By-laws.

Recommendations by the Rules & Bylaws Committee to make the District Procedures a direct part of the Rules & Bylaws by:

1. Change name of Article XIV – District Association to **Article XIV – District Procedures** and add all.
2. Separate section 1 into 2 sections and change “make” to “add”.
3. Section 7: add “and District Committee Chairs.”

Article XIV would then read:

### Article XIV District Procedures

*Section 1:*

- The Districts shall follow the same Constitution and By-laws as outlined for the State.

*Section 2:*

- Districts may **add** rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and By-laws.

*Section 3: Name*

- Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-West District or NCCEAPA-WD) or Campus Chapter (NCCEAPA-Campus Chapter).

*Section 4: Committees*

- Districts will have all standing committees on the state level: Membership, Public Relations, Nominating, Rules and Bylaws, Finance, Reflections, and Professional Improvement.

- These committees shall have the same function as the state level, plus whatever other responsibilities the district designates. Districts may appoint special committees at their own discretion.

#### *Section 5: Officers*

- The District Officers shall be the same as the State Officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Parliamentarian.
- The District secretaries are responsible for sending copies of district meeting minutes to the State President.
- District officer nominations and election process shall be completed each Spring with officers to take office October 1 of same year.
- District committee assignments shall be completed and sent to State President by November 1 of each year.

#### *Section 6: Executive Board*

- The Executive Board is composed of the District Officers.

#### *Section 7: Board of Directors*

- The Board of Directors is composed of District Officers and District Committee Chairs and has the same function as the state level.

#### *Section 8: Dues*

- Amount of District dues shall be at the discretion of each district.

#### *Section 9: Other*

- All districts must have at least one meeting per year prior to the state meeting. Districts may carry on special projects at their own discretion.

#### *Section 10: Benevolence*

- A \$25.00 memorial contribution will be sent to a favorite charity in honor of a deceased active member. Districts should contact the State Treasurer regarding the death of a member.
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## Rules & Bylaws Recommendations for Board Meeting March 16, 2018 – #3

Article X – Meetings Section 6 reads:

### Article X – Meetings

Section 6:

- In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.
  
- The following groups are allowed to attend the NCCEAPA business meeting at the NCCEAPA Annual State Meeting:
  - Active members who are current with dues
  - Associate members who are current with dues
  - Potential members who are current NCCE employees

Recommendation by the Rules & Bylaws Committee to remove the last bullet (Potential members who are current NCCE employees.)

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## Rules & Bylaws Recommendations for Board Meeting March 16, 2018 – #4 (2 parts)

Article XII – Quorum Section 1 reads:

### Article XIII - Quorum

Section 1:

- Members present at the annual meeting shall constitute a quorum for the transaction of business.
  - At a Board of Directors meeting, a majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.
  - At an Executive Board meeting, three voting members of the Executive Board shall constitute a quorum for the transaction of business.
  - At a committee meeting, a majority of members of any committee shall constitute a quorum.

**Recommendation by the Rules & Bylaws Committee to add “*voting*” to 1<sup>st</sup> bullet to read:**

- At a Board of Directors meeting, a majority of the **voting** members of the Board of Directors shall constitute a quorum for the transaction of business.

**Recommendation by the Rules & Bylaws Committee to reverse the order of the first 2 bullets to read:**

- At an Executive Board meeting, three voting members of the Executive Board shall constitute a quorum for the transaction of business.
  - At a Board of Directors meeting, a majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business.
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## Rules & Bylaws Recommendations for Board Meeting March 16, 2018 – #5 (2 parts)

Our bylaws currently read:

### Article XI - Dues

#### *Section 2:*

- Annual dues are to be postmarked by District Treasurers beginning October 1 and no later than December 31 of each calendar year, for membership beginning October 1 through September 30. Membership year runs from October 1 through September 30 of each year.

#### *Section 3:*

- Membership shall be available for current/existing employees beginning October 1 through December 31. Membership shall be available for new employees whose effective date of employment occurs after December 31 upon payment of dues within 90 days of employment.

Recommendation by the Rules & Bylaws Committee is to change Article XI – Dues Section 2 to read:

#### *Section 2:*

- Annual dues are to be postmarked by District Treasurers beginning September 1 and no later than ~~December~~ October 1 of each calendar year, for membership beginning October 1 through September 30. Membership year runs from October 1 through September 30 of each year.

Recommendation by the Rules & Bylaws Committee is to change Article XI – Dues Section 3 to read:

#### *Section 3:*

- Membership drive will be such as to provide dues to the District Treasurer prior to September 1 of each year. Membership shall be available for new employees whose effective date of employment occurs after September 1 upon payment of dues within 90 days of employment.
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## Rules & Bylaws Recommendations for Board Meeting March 16, 2018 – #6

Article IV – Membership currently reads:

### Article IV - Membership

*Section 1:*

- The membership of the Association shall be composed of:
  - All office support staff working in county offices; and
  - Those on NC State campus, NCSU research station field locations, and NCA&TSU that support Cooperative Extension programs, regardless of the employee's source of salary funding.

*Section 2:*

- Membership in this Association shall be three classifications: Active, Associate and Honorary.

*Section 3:*

- Active members shall be currently employed in any North Carolina Cooperative Extension Office who have paid annual dues into the District and State Associations. Active members shall be entitled to vote, hold office, and participate in discussions and activities of the Association.

*Section 4:*

- Associate members shall be former active members who have retired and who have paid annual dues into the District and State Associations. Associate members shall have all privileges of active members.

*Section 5:*

- Honorary membership may be bestowed upon a member/non-member in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.
- Guidelines: Recommendation for members and non-members shall be made in writing to the Board of Directors using the following guidelines:
  - Cooperation
  - Participation
  - Contributions
  - Leadership
  - Approval by district members

Recommendation by the Rules & Bylaws Committee is to replace “*non-member*” in Section 5 (both bullets) with “*retired member.*”