

**Bylaws of the Kentucky Association of Extension 4-H Agents  
Amended: April 22, 2021**

**Article I – Name**

The name of this organization shall be the Kentucky Association of Extension 4-H Agents.

**Article II – Purpose**

The primary purpose of the Kentucky Association of Extension 4-H Agents is to promote the profession of Extension 4-H Youth Development and work on a state level. The objectives are as follows:

1. To advance the professional status of Extension 4-H Youth Development personnel.
2. To encourage professional improvement of all members.
3. To increase interest in Extension 4-H Youth Development work as a professional career.
4. To provide for exchange of ideas, methods and techniques.
5. To promote cooperation among all Extension professionals.
6. To promote the educational programs of the University of Kentucky College of Agriculture Food and Environment Cooperative Extension Service.

**Article III – Membership**

**Section 1. MEMBER:** Membership in KAE4-HA is open to currently employed Cooperative Extension Service professionals with assigned responsibility for 4-H Youth Development. A professional is defined as a person who has pursued a four-year course of study, has obtained the minimum of a bachelor's degree, and holds a salaried position in the Kentucky Cooperative Extension Service.

All members will pay full current dues amount and may vote, apply for awards, and participate in the activities of the National Association of Extension 4-H Youth Development Professionals. Only county-based staff may serve in elected or appointed leadership roles including officers, directors and committee chairs.

**Section 2. INTRODUCTORY MEMBER:** Extension professionals (assigned responsibility for 4-H Youth Development) meeting membership guidelines, KAE4-HA shall waive state dues and the introductory member shall pay only current NAE4-HYDP dues for the first-year membership. Introductory Members shall be granted all rights of membership.

**Section 3. LIFETIME MEMBER:** Retirees who were active, dues-paying members of KAE4-HA at the time of their retirement. No state dues will be charged.

**Section 4. ASSOCIATE MEMBER:** Kentucky Cooperative Extension Service employees who do not have major responsibility in 4-H Youth Development, but meet the professional definition found in Article III, Section 1 (e.g., ANR, FCS, Horticulture, CED, and Fine Arts Extension Agents; Specialists; Associates; and Administrators), may

become Associate Members of KAE4-HA. Associate Members pay state dues only and may attend the KAE4-HA Annual Meeting at the regular Member rate. Associate Members do not have voting rights, cannot serve in KAE4-HA leadership roles, and are not eligible for awards.

Section 5. NON-DISCRIMINATION STATEMENT: Membership for the Association shall be open on a non-discriminatory basis regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political beliefs, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

#### **Article IV – Dues**

Annual dues of the Association shall include national dues as recommended by NAE4-HYDP and state dues as approved by the membership of KAE4-HA.

#### **Article V – Officers & Board of Directors**

Section 1. The officers of KAE4-HA shall consist of President, President Elect, Vice President, Secretary, Treasurer and Past President.

Section 2. The voting members of the Board of Directors shall consist of above officers and two Directors from each Extension District. Committee chairs serve as non-voting members of the Board. The State 4-H office will have 1 voting position. Directors may serve no more than two consecutive two-year terms. A member must sit out at least one year before serving as Director again.

Section 3. Any KAE4-HA member serving on the NAE4-HYDP Board will also be a member (non-voting) of the State Association Board of Directors during their tenure on the NAE4-HYDP Board.

Section 4. Election of officers shall be at the annual meeting. The President shall appoint a nominating committee which will submit a slate of officers consisting of no more than two nominees for each office.

Section 5. The term of office for the President and President Elect shall be for one year. The term of office for the Vice President, Secretary and Treasurer shall be for two years. (Treasurer elected on odd-numbered years and Secretary and Vice President elected on even-numbered years).

Section 6. Duties of the officers and Board shall be as the office implies and described in the Policy Handbook.

Section 7. The officers, committee chairs and Directors will take office at the conclusion of the annual meeting.

Section 8. If a Director vacancy occurs, the Association members of that administrative area shall immediately appoint a member to fill the vacancy.

Section 9. In the event of an officer vacancy, there shall be action taken by the Board to fill such vacancy. In the case of President and/or President Elect, the next officer in order shall move up (President, President Elect and Vice President) to complete the term. In the event of a Vice President, Secretary or Treasurer vacancy, the Board shall fill the term of the vacancy at the next regular Board meeting by election.

Section 10. One more than half of the members of the Board of Directors shall constitute a quorum at Board meetings.

### **Article VI – Committees**

Section 1. The standing committees of the KAE4-HA shall match the standing committees of the NAE4-HYDP. The committees will select a Chair and Chair Elect to be officially appointed by the President Elect.

Section 2. There shall be the following State Committees of KAE4-HA which are appointed by the President with approval of the Board of Directors. The committees will select Chair and Chair Elect to be officially appointed by the President Elect.

State Committees with open member participation:

1. Nominations
2. Finance
3. Conference Planning
4. Hospitality
5. Membership
6. Legislative Relations
7. Benefits
8. Life Member
9. *Ad hoc* committees

Section 3. Committee chairs may also serve simultaneously as Directors (voting.)

Section 4. Committee chairs and chair elects may serve a maximum of 4 consecutive years in either/both of those positions. A member must sit out of leadership for that committee at least one year before seeking the chair or chair elect position of that committee again.

### **Article VII – Meetings**

This Association shall meet annually. An annual conference will be conducted each spring at a date and time approved by the Board. The Board of Directors may call additional meetings if necessary.

### **Article VIII – Voting**

Members present at the annual meeting shall conduct all business and elections of the Association by a plurality voting process. Electronic voting will be allowed on items deemed “time sensitive” or pertinent to the operation of the Association by either full members or Board members with prior notification of ten working days prior to the

official vote on the item presented. The Association President will coordinate the vote. The Secretary will be responsible for counting and reporting the results of the vote.

**Article IX – Amendments**

The bylaws shall be amended by a two-thirds vote of members present at any business meeting or special meeting called for that purpose. Membership shall be duly notified 30 days prior to the business meeting.

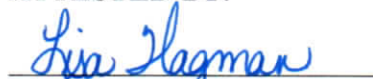
These amended bylaws are approved by the KAE4-HA membership on April 22, 2021.

I hereby certify that the foregoing bylaws of the Kentucky Association of Extension 4-H Agents were adopted by the membership at a meeting of the membership on April 22, 2021.

  
Dana Anderson, President

4.22.21  
DATE

ATTESTED BY:

  
Lisa Hagman, Secretary

4-22-2021  
DATE