

# TENNESSEE EXTENSION ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

## CONSTITUTION & BYLAWS

### Article I – Name

#### Section 1:

The Association shall be known as the Tennessee Extension Association of Administrative Professionals. The motto of the Tennessee Extension Association of Administrative Professionals is... ***Better Together***.

### Article II – Mission and Objectives

#### Section 1:

The mission of the Association is to provide and maintain a structure through which Extension support professionals may be united in professional development, advancement opportunities, and stronger working relationships across the state for the benefit of themselves and Tennessee Extension.

#### Section 2:

The objectives of this Association shall be as follows:

- To be recognized by Tennessee Extension as professionals.
- To provide a platform to inspire members to exceed performance expectations by maintaining standards of excellence.
- To seek opportunities for professional development with the intent of advancing skills and knowledge in order to elevate the profession and individual career goals.
- To encourage and promote mentorship, supporting fellow administrative professionals and providing an environment for success.
- To provide opportunities for administrative professionals across the state to exchange relevant information in order to maintain a high quality of service.
- To increase membership and networking opportunities that will allow skill growth, increased morale, and resource sharing amongst members, which results in being ***Better Together***.

### Article III – Organizational Structure

#### Section 1:

The Association shall be organized as one state entity, the same as Tennessee Extension. The state entity encompasses all regions and UT/TSU campus areas and shall be recognized accordingly.

### Article IV – Membership

#### Section 1:

The membership of the Association shall be composed of:

1. All regular Tennessee Extension office support staff professionals.
2. The membership of the Association may be composed of Tennessee Extension office support staff professionals, which includes those who support Extension programs regardless of the employees' source of funding and/or exemption status on a case-by-case basis. This may include those working in regional and county offices, 4-H centers, the University of Tennessee Institute of Agriculture campus ("Knoxville Campus"), Tennessee State University campus ("TSU Campus"), and UT research station field locations.

Section 2:

Membership in the Association shall consist of four classifications: Active, Associate, Ex-Officio and Honorary.

Section 3:

Active members shall be currently employed in any of the Tennessee Extension entities noted in Article IV Section 1.2 who have paid annual dues into the State Association, are in good standing, and are contributing as a productive member. 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 State Association. Associate members are a valued part of membership; however, they shall not have the privilege to hold office or vote. Retired members will also be given the option to become Associate Lifetime Members by paying the one-time lifetime dues.

Section 5:

Ex-Officio members are exempt Tennessee Extension staff who contribute to or oversee components, which assist in reaching the goals of the Association. Ex-Officio members shall not pay dues, are not entitled to vote, and do not have the privileges of active membership.

Section 6:

Honorary membership may be bestowed upon a member/retired member in recognition of outstanding service to the Association. Recommendation in writing shall be made to the State Membership Committee Chair. The State Chair will present a recommendation to the Board of Directors who, after two-thirds of the 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 she/he is an Active or Associate Member.

Guidelines: Recommendation for members and retired members shall be made in writing to the Board of Directors using the following guidelines:

1. Cooperation
2. Participation
3. Contributions
4. Leadership
5. Approval by members

Section 7:

Five days per calendar year shall be allowed for members of the Tennessee Extension Association of Administrative Professionals to attend meetings related to the Association.

Section 8:

Membership may be suspended or terminated if the member is not in good standing and the action is voted upon with a quorum present.

**Article V – Officers and Their Duties**

Section 1:

The elected officers of the Association shall be President, President-Elect, Secretary, Treasurer and Advisor.

Section 2:

The President shall:

1. Preside at all meetings of the Association and Board of Directors;
2. Call special meetings of the Board of Directors at her/his discretion or upon the request of a majority of the Directors;
3. Serve as an official representative of the Association at meetings of groups working for the advancement of Extension and the Association;
4. Be a member ex-officio of all committees except the Nominating Committee; and
5. Recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring on the Board of Directors between elections, except that of President.

Section 3:

The President-elect shall perform the duties assigned by the President with the approval of the Board of Directors and preside in the absence of the President. In the event of a vacancy in the office of the President, the President-elect shall become President and assume the duties of the office for the unexpired term. Upon completion of her/his term as President-Elect, succession to the Presidency shall occur.

Section 4:

The Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she/he shall save the file in the Association's electronic storage:

1. A copy of all amendments to the Constitution and Bylaws;
2. All resolutions which are adopted by the Association; and
3. A list of active, associate, honorary, and Ex-Officio members. The secretary shall search the records for information requested by officers or members; shall make the minutes of all meetings available to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Section 5:

The Treasurer shall be responsible for receiving the funds of the Association and shall disburse them in accordance with the adopted budget. In cases of emergency when funds need to be transferred between accounts, the Treasurer is authorized to do so upon approval of the President.

During the term of office, the Treasurer shall serve as Finance Committee Chair and Financial Advisor to said committee the following year. The accounts of the Treasurer shall be reviewed at the close of the association year by a Review Committee, to be appointed by the President.

Section 6:

The Association Advisor shall be the current past president and will serve the officer team by being present (in person or via virtual means) at all meetings and shall give counsel and guidance as needed.

Section 7:

All officers shall serve a one-year term, except the Treasurer. The Treasurer will serve a two-year term.

## **Article VI – Elections**

v Section 1:

Elections shall be held via an online ballot each year the last week of March. State officers shall be elected by the active members of the Association.

Nominations will be taken by an online ballot the second week of March. The election committee chair or her/his appointee will send out an email with a link for nominations. The nomination window will open on Monday and close the following Sunday. Nominations will be taken from eligible members, and a concerted effort will be made to have representation from regional and county offices, 4-H centers, Knoxville Campus, TSU campus, and UT research station field locations.

After receiving the nominations, members of the election committee will then draw up an election ballot consisting of all nominations. The election committee chair or her/his appointee will then send a link via email to all members for a final vote. The online election ballot window will open on Monday and close on the following Sunday. Once the elections are finalized, election results will be shared with members via email, social media, website, and on the TEAAP TEAMS site.

Elected officers will be installed preferably at the State Association meeting or remote if necessary, each spring. Their terms of duty will begin July 1 and be held through June 30.

Section 2:

The President-Elect shall succeed to the Presidency upon recommendation of the Nominating Committee. Should the Nominating Committee determine the President-Elect is not suitable to assume the position of President, nominations will be taken for President and President-Elect.

Section 3:

All candidates for office must give consent to serve before being added to the election ballot.

Section 4:

No officer may hold two Executive Board positions concurrently in TEAAP at the state level.

Section 5:

Nomination for officers shall be made through an Election Committee composed of at least one representative from each of the regions (including county offices), Knoxville Campus, and 4-H centers, as well as one representative each from TSU campus and UT research station field locations, if possible. The Election Committee will consist of no less than five and no more than nine members.

### **Article VII – State Executive Board**

Section 1:

The Executive Board of the Association shall consist of the:

- President, President-Elect, Secretary, Treasurer and Advisor
- The Parliamentarian shall serve as advisory member of the Executive Board without voting privileges.
- The outgoing President shall serve as advisory member of the Executive Board upon term completion and shall not have any privileges of voting on Executive Board matters.
- The Executive Sponsor is an Ex-Officio member who counsels the Executive Board on an as-needed basis.

Section 2:

The Executive Board shall meet as necessary to transact the business of the Association. Three voting members shall constitute a quorum.

Section 3:

The Executive Board shall be included in the composition of the Board of Directors.

Section 4:

- The Association shall pay the Executive Board members', Advisor's, and Parliamentarian's travel expenses and up to per diem subsistence expenses with receipts for TEAAP meetings, pending availability of funding.
- In addition, the Association shall pay the President's and President-Elect's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings, pending availability of funding.
- Approved mileage will be reimbursed at the IRS rate per mile at the time the travel occurs, pending availability of funding.

### **Article VIII – Board of Directors**

Section 1:

The Board of Directors shall consist of the state executive board and state committee chairs.

Section 2:

The Chair of the Board of Directors shall be the State President.

Section 3:

The Board of Directors shall:

1. Direct the program and formulate policies concerning the Association and the general nature and scope of its activities.
2. Approve the proposed budget.
3. Fill by appointment all vacancies occurring on the Board of Directors between elections, except the offices of the President and President-Elect
4. Meet prior to and during the annual State meeting.
5. Be empowered to conduct business via mail, virtual, or face to face meeting.
6. Meet at the call of the State President or upon written request of a majority of the Board.
7. Set time and place of annual meetings, if necessary.

Section 4:

A majority of members of the Board of Directors shall constitute a quorum for the transaction of business.

### **Article X – Meetings**

Section 1:

The Association shall hold an annual meeting in the Spring on a rotational basis between all regions and UT/TSU campus areas. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host region. The conference committee will collaborate with the host region to provide a planned educational activity(s) to promote professional development during the days of the state meeting. In the event the annual Association meeting cannot be conducted in person, a virtual option will be provided.

Section 2:

The Association may hold special meetings at such times and places as may be determined by the Board of Directors.

Section 3:

Members should be notified in writing at least two weeks prior to the date of each meeting.

### **Article XI – Dues**

Section 1:

The annual State Association dues shall support a balanced budget.

Section 2:

Annual dues are to be paid no later than May 31 each year. Membership year runs from July 1 through June 30.

Section 3:

An invitation for new membership shall be extended within the months of January and February. Membership dues are waived for all new employees until the next due date of May 31. Membership renewals will coincide with the annual event.

**Article XII – Committees**

Section 1:

The Standing Committees of the Association shall be (1) Membership; (2) Public Relations/Technology; (3) Election Commission (including Rules & Bylaws); (4) Mentorship; (5) Finance; (6) Annual Meeting/Conference; (7) Professional Development, and (8) Recognition & Awards

Section 2:

A Review Committee shall be appointed to review the accounts of the Treasurer and a report thereof given at the annual meeting, a copy of which shall be included in the Annual Report to the Association.

Section 3:

The Chairs of each committee shall submit a written report to the Board of Directors and, if requested, to the annual meeting.

Section 4:

Any committee shall have the privilege of functioning via synchronous or asynchronous means.

Section 5:

A majority of the members of any committee shall constitute a quorum.

**Article XIII – Quorum**

Section 1:

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

**Article XIV – Parliamentary Authority**

Section 1:

The rules contained in Robert's Rules of Order, Revised, shall govern the Association in all instances in which they are inconsistent with the Constitution.

Section 2:

The Parliamentarian shall assist in conducting business meetings of the association following Robert's Rules of Order, Revised, and shall be appointed by the President.

#### **Article XV – Amendments**

Section 1:

Amendments to these Bylaws may be made at any meeting of the general membership by a two-thirds majority vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place; or, if the emergency of the measure so dictates, by a two-thirds vote of written ballots returned.