

Michigan Association of Extension 4-H Youth Staff



MAE4-HYS Handbook
<http://web1.msue.msu.edu/mae4hys/>

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THE BY-LAWS OF THE MICHIGAN ASSOCIATION OF EXTENSION 4-H YOUTH STAFF

ARTICLE I - NAME

The name of this organization shall be known as the Michigan Association of Extension 4-H Youth Staff (MAE4-HYS).

ARTICLE II - INSIGNIA

The official insignia of this organization shall be a four-leaf clover with M.A.E.4-H Y.S. under it.

ARTICLE III – PURPOSE/MISSION STATEMENT/OBJECTIVES

Our Mission:

The mission of the Michigan Association of Extension 4-H Youth Staff is to be proactive in issues that affect the development and well-being of Michigan 4-H youth Development staff, to promote optimal learning in both formal and informal settings and to advance the practice of positive youth development as a recognized and respected field of work.

Our Vision:

Our vision is one of leadership and quality. MAE4HYS is a member of the National Association of Extension 4-H Agents. It supports the professional development of those who work in 4-H by supplying quality training opportunities and membership service.

Our Purpose:

1. To preserve, foster and advocate for the philosophy of positive youth development in Michigan 4-H.
2. To provide networking and fellowship opportunities for all 4-H staff.
3. To promote the continuing education and personal development of all 4-H staff.
4. To provide continued recognition for the work of 4-H staff in Michigan.
5. To promote the standards and ethics of youth development workers within Michigan State University Extension.
6. To keep 4-H staff informed of positive youth development issues.
7. To promote and maintain public relations between its members and the MSUE organization as a whole.
8. Support Leadership opportunities at the State and National Level Approved

ARTICLE IV – MEMBERSHIP/DUES

- SECTION 1 - DUES: the Executive Board shall establish Dues for full membership in Michigan Association of Extension 4-H Youth Staff (MAE4-HYS) annually. Retirees may become a Michigan lifetime member by paying a one time fee of \$25.00 provided they do not allow their membership re-enrollment to lapse more than three years. In this case they would have to re-enroll and again pay the \$25.00 fee. The National Association of Extension 4-H Agents (NAE4-HA) membership fee is established by the National Board. Dues are payable to the association Treasurer by date specified by the Board of Directors.
- SECTION 2 - MEMBERSHIP: All Extension personnel involved with leadership in the 4-H Youth Program are eligible for membership in the organization without regard to race, color, national origin, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Michigan State University board appointed 4-H Extension Educators and State Program Leaders must have membership in both state and national associations. Non-board appointed 4-H staff and all Extension personnel (other than 4-H Extension Educators), who are involved in leadership in the 4-H Youth Program have the option to join both associations and only the state association. As a new 4-H Staff person you can receive a complementary membership until June of the new year and start receiving the benefits as a member of MAE4-HYS.
- SECTION 3 - GUEST COURTESY MEMBERSHIP: A guest courtesy membership in MAE4-HYS is available to dues paid members of MAEA, the MEAFCS, and the MESA at the annual fee of \$5.00. This membership entitles the guest member to attend meetings and be members of committees. However, guest members are not entitled to vote or be board members or committee chairpersons. NAE4-HA membership is optional at full current fee.
- SECTION 4 - RETIREES: Extension retirees from the 4-H Youth Staff shall be eligible for life membership in the National organization upon payment of sum equal to the current life member dues.

Extension retirees from the 4-H Youth Staff shall be eligible for life membership in the Michigan organization upon payment of \$25.00

Previous and new retirees will be referred to as MAE4-HYS Lifetime Ex-officio members. For all retirees to remain a member of the organization they must fill out the enrollment form and submit it to the treasurer annually. If there is amore than a three-year lapse in their re-enrollment they will have to again pay the \$25.00 fee. Enrollment forms may be downloaded off of the association website.

ARTICLE V - EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

- SECTION 1 - The Executive Committee shall consist of the officers of the Association: President, Vice President, Secretary, Treasurer and Immediate Past President.
- SECTION 2 - The Board of Directors shall consist of the elected Officers and Regional Chairs and Vice-Chairs as follows:

OFFICERS:

President, Vice President, Secretary, and Treasurer elected at the Association's Annual meeting. All officers assume duties of their office on June 1. Secretary and Treasurer shall be elected on alternate years, and serve a two-year term.

REGIONAL CHAIRS AND VICE-CHAIRS:

The Regional Vice-chair is elected to a two year term from the state Extension Region and will assume duties of the Chair for the second year on June 1 of that year.

The Vice-chair will assume duties of the Chair under the following circumstances:

1. Regional Chair moves out of region to which elected.
2. Regional Chair loses membership status as defined in By-Laws.

OTHERS ON THE BOARD OF DIRECTORS shall include:

1. When the Michigan Association has current members on the National Association of Extension 4-H Agents Board of Directors, these individuals shall serve as voting members on the Michigan Association of Extension 4-H Youth Staff Board of Directors.

ARTICLE VI - ELECTIONS AND TERMS OF OFFICE

SECTION 1 - To be eligible for serving on the Board of Directors, a staff member must have been a dues paid member of the Association for at least one year to be a Regional Vice-chair and two years to be an Officer of the Executive Committee.

SECTION 2 - Each Extension Region, as established by Extension Administration, shall elect one Regional Vice-chair to serve for two years assuming the duties of Chair on June 1 of their second year. The membership of each region shall nominate a slate of candidates each year. The election will be held in conjunction with the Association's election of officers.

SECTION 3 - Election of Officers and Regional Vice-Chairs shall be done by secret ballot. Ballots shall be disseminated by mail or electronically and returned to the Chairperson of the Nominations Committee in a confidential manner, to be determined by the Nomination Committee. Ballots will be counted in the presence of two or more Association members. The candidate with the largest number of votes cast shall be declared the winner of the election. Tie votes will be broken by a "flip-of-the-coin" at the Annual Association Meeting.

SECTION 4 - The Board of Directors shall take office on June 1.

SECTION 5 - If a vacancy occurs in the office of President after the President has been in office past January 1, the Vice-President shall be appointed to fill the unexpired term and shall then be a candidate for election to the normal, full term.

If the vacancy occurs before January 1, the Vice President shall move forward to President with a new Vice President being appointed for the remainder of the unexpired term.

A vacancy in the office of Vice President shall be filled by appointment by the Board of Directors for the remainder of the unexpired term. A vacancy in the office of Secretary or Treasurer shall be filled by appointment of the Board of Directors until the next regular election, at which time the membership will elect a replacement for any unexpired term.

SECTION 6 - If a vacancy occurs in the office of Regional Chair, the Regional Vice chair shall move forward. The Board of Directors shall appoint a member to serve as the Regional Vice-chair until the next regular election.

SECTION 7 - Terms of office of the Board of Directors shall be as follows: President, one year; Vice President, one year; Secretary, two years; Treasurer, two years; Past President, one year; and Regional Vice-chairs, two years. An automatic rotation is established whereby: the Vice President shall become President the following year and the President becomes Past President.

ARTICLE VII - MEETINGS

SECTION 1 - The MAE4-HYS Board Meetings are generally held in January, March, and September, with an annual meeting scheduled in the spring to elect Board representatives and a general membership meeting to be held in October.

A. Regular meetings of the board of Directors are scheduled to coincide with MCEA Board meetings. MAE4-HYS meetings should be held prior to MCEA so that decisions and questions from MAE4-HYS can be taken to MCEA.

SECTION 2 - The regular meetings are scheduled to coincide with the MCEA Board Meetings.

SECTION 3- Special meetings may occasionally be called by the Executive Committee or the President of MAE4-HYS.

ARTICLE VIII - COMMITTEES

STANDING COMMITTEES

SECTION 1 - The Association has five (5) Standing Committees:

1. Member Recognition Committee
2. Personal/Professional Growth Committee
3. Public Relations, Information, and Diversity Committee
4. Nominations and Elections Committee
5. Policy and Resolutions Committee

SECTION 2 - Committee membership will consist of Association members in the region.

SECTION 3 - The region that chairs the Member Recognition Committee will plan and assist with the awards banquet & program. There will be a subcommittee for Awards Selection made up of vice chairs from all regions. The Vice-Chair of the region with member recognition responsibility will serve as the Chair of the Awards Selection Sub Committee.

SECTION 4 - There will be a subcommittee of the Personal/Professional Growth committee made up of members at large. This would not be a rotating committee. Responsibilities would include: enhancing the identification and assignment of mentors; planning sessions on member rights and benefits; and planning one to two workshops annually for membership that supports and links with MSUE staff development subcommittee efforts.

SECTION 5 - The committee assignments will rotate every two years (even numbered years) in the following manner:

- Southwest to Central
- Central to North
- North to Upper Peninsula
- Upper Peninsula to Southeast
- Southeast to Southwest

SECTION 6 - Committee chairs will be appointed by the Association Regional Chair.

ARTICLE IX - FISCAL POLICY

SECTION 1 - Expenditure of funds not provided for in the annual budget requires the action of the Board of Directors and/or the membership of the Association.

SECTION 2 - An auditing committee of two, non-board, and association members will be appointed by the President, whose duty shall be to audit the Treasurer's accounts at the close of the fiscal year.

SECTION 3 - The fiscal year of the MAE4-HYS Board will be June 1st through May 31st.

ARTICLE X - PARLIAMENTARY AUTHORITY

Roberts's Rules of Order Newly Revised shall govern the proceedings of MAE4-HYS in all cases not provided for in these By-Laws and in any special rules of order MAE4-HYS may adopt.

ARTICLE XI - AMENDMENT OF BY-LAWS

SECTION 1 - These By-Laws may be changed at any meeting of the Association approved membership by a majority vote.

Printing: December 2, 1946

with amendments of 5/24/63, 5/12/64, 5/20/65, 10/17/66, 10/22/68, 10/27/70, 5/13/71, 10/25/72, 10/13/73, 10/21/75, 5/1/85, 5/10/89, 5/1/91.

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Revised 6/05

Approved 10/12/05 , Approved 4/26/06, Approved 5/1/08, Approved 5/7/09

MAE4-HYS GUIDES OF OPERATION

A. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE:

Duties of Officers

The Past President shall:

1. Serve as advisor to the President.
2. Conduct training of newly elected officers and board members in cooperation with the Policy and Resolutions Committee.
3. Serve as historian for the Association -keep Association records and history updated, recorded and filed.
4. Update and distribute Association brochure as needed.
5. Act as liaison between MAE4-HYS and retirees.

The President shall:

1. Preside at all meetings of the Association Board and Executive Committee.
2. Establish a schedule of Board of Directors and Executive committee meetings for the year.
3. Establish the Association's yearly calendar.
4. Attend and participate in the National 4-H Agents Conference and assume leadership of the State delegation at this conference.
5. Communicate with the membership regarding Board action.
6. Act as a liaison for Association and Extension administration.
7. Serve as State contact person for NAE4-HA and refer information to appropriate state Association committee.
8. Attend MCEA meetings or appoint an alternate MAE4-HYS officer to attend as one of three voting delegates.
9. Perform duties that pertain to the office as set down in these by-laws, the standing rules, and as outlined in the parliamentary authority.
10. Work with officers to prepare proposed budget to be presented at annual meeting.

The Vice-President shall:

1. Perform the duties of the President in the absence of the President.
2. Act as liaison and advisor between: Standing Committees, Special Assignment Committees, and the Board of Directors.
3. Serve as advisor to Standing Committees and assist with their functions as needed.
4. Attend MCEA meetings if appointed by President.
5. Perform duties that pertain to the office as set down in these by-laws, and the standing rules.
6. Serve as state coordinator for NAE4-HA Annual Conference.
7. Serve as liaison between National Association chairs and standing committees to identify National Committee contacts prior to National Conference.
8. Serve as National Conference Coordinator. Work with President to appoint a committee to coordinate staff attending national conference, hospitality, States' Night Out, promotion of and general information about national conference, and National DSA gifts.
9. Be responsible for gathering and compiling the state list of committee representatives from each region and reporting these to the president and NAE4-HA North Central Region Vice-chair.
10. Be responsible for sending each committee member a state committee list and a list of each committee's duties as outlined in the Guides of Operation.

The Secretary shall:

1. Record the proceedings of all Board, Executive Committee, and membership meetings.
2. Send a copy of the minutes to the President of the Association for review as soon as possible following the meeting. Send an approved copy of Board minutes to Extension administrators, and the president of MCEA.
3. Respond to all correspondence of the Association as directed by the President.
4. Maintain a permanent record of Association minutes, committee reports, and correspondence.
5. Be responsible for having flags at all meetings of the Board.
6. Secure stationery for the Association.
7. Provide webmaster with Board meeting minutes and make minutes available to membership upon request.
8. Attend MCEA meetings if appointed by President.
9. Perform duties that pertain to the office as set down in these by-laws, and the standing rules.

The Treasurer shall:

1. Be responsible for all funds administered by the Board of Directors and keep complete and audible records of the financial transactions.
2. Meet with association officers to prepare annual budget proposal for approval by membership at annual meeting.
3. Be responsible for notifying membership of dues structure and deadlines.
4. Collect dues from state membership and provide list of paid members to the Executive Committee and webmaster.
5. Send dues received from membership for National Association to NAE4- HA contact person with other information requested by due date prescribed.
6. All expenditures are to be dispensed by check and have prior authorization. Expenditure of funds not budgeted requires action by the Board.
7. Provide all records to the audit committee on request and serve as ex-officio member.
8. Prepare and update directory of lifetime members to be posted to the Web.
9. Attend MCEA meetings if appointed by the President.
10. Perform duties that pertain to the office as set down in these by-laws, and the standing rules.

Duties of Regional Chairs:

1. Serve as liaison between Regional Association members and the Association Board.
2. Coordinate Regional or Sub-regional meetings scheduled for the purpose of Association business and provide a copy of the schedule to the President and Vice-President.
3. Serve on committees, attend and participate in Association Board meetings.
4. When a benevolent act is in order, send a card on behalf of the Association.
5. Meet with Vice-chair to decide on joint responsibilities.
6. Appoint a chair and committee members for the MAE4-HYS standing committee assigned to the region for a two year term. This list of assignments is to be submitted to the Vice-President by June 1. Serve as liaison for the standing committees to the MAE4-HYS board.
7. Outgoing Regional Chairs will pass the collected materials from their year as Chair to the new Regional Chair.
8. Serve as a member recruiter (especially for new staff) for the Association.
9. Assign mentors to new 4-H staff in the region in coordination with Regional Director as applicable.
10. It is strongly recommended that either the Regional Chair or Vice-Chair serve on the MSUE 4-H Spring Conference Planning Committee.

Duties of Regional Vice-chairs:

1. Assist the Regional Chair in the Region.
2. Assume the duties of the Regional Chair if the Chair is unable to fulfill the duties of the chair.
3. Move to the Regional Chair position during second year of term.
4. Attend all state Association Board meetings with voting rights.
5. Represent Region on Member Recognition Committee's subcommittee for awards.
6. Act as Secretary for regional Association meetings and send highlights of minutes to the webmaster after each meeting.
7. Serve as a member recruiter (especially for new staff) for the Association.
8. It is strongly recommended that either the Regional Chair or Vice-Chair serve on the MSUE 4-H Spring Conference Planning Committee.

B. ASSOCIATION COMMITTEE STRUCTURE

Standing Committees:

1. The association has five (5) standing committees: Member Recognition; Personal/Professional Growth; Public Relations, Information, and Diversity; Nominations and Elections; and Policy and Resolution.
2. Committee chair assignments will be made by Regional Chairs and will rotate every two years (even numbered years) in the following manner:
 - Southwest to Central -Public Relations
 - Central to North –Personal/Professional Growth
 - North to Upper Peninsula -Member Recognition
 - Upper Peninsula to Southeast- Policy and Resolutions
 - Southeast to Southwest -Nominations and Elections
3. Member Recognition Committee membership will consist of representatives from each region. Each person will serve a minimum one-year term.
4. Duties of the committees will include:

Member Recognition:

- Update awards criteria with approval of MAE4-HYS Board.
- Follow established timeline for awards as described in committee handbook.
- Be responsible for coordinating the process of years of service recognition and awards.
- Notify retirees of association functions.
- Facilitate recognition program and banquet at annual association meeting.
- Have one member as representative to the MCEA awards committee.

Personal/Professional Growth:

- Coordinate association scholarship process: review criteria, and post information on association website regarding National and State scholarships.
- Notify association members of MAE4-HYS scholarship availability.
- Identify needs and initiate opportunities for professional development for association membership.
- Be responsible for speaker/workshops for Annual Meeting as needed.
- Develop and distribute to regional chairs an orientation presentation about MAE4-HYS member rights and benefits.
- Provide opportunities for staff to share, support and partner.

Public Relations, Information and Diversity Committee:

- Publicize the 4-H organization and association.
- Publicize program and member accomplishments and impacts.
- Promote and inform MAE4-HYS members of MSUE efforts and opportunities related to diversity.
- Locate and inform 4-H staff of information available to enhance their work as Extension Educators in 4-H Youth Development.

Nominations and Elections:

- Seek board member and officer nominations, placing a priority on recruiting high quality candidates.
- Prepare ballots.
- Facilitate election and report results at the Annual Membership Meeting.

Policy and Resolutions:

- Be responsible for conducting induction of new Board and assist past-president with training of officers and board members.
- Have MAE4-HYS By-laws and Guides of Operation posted to the Web site and notify membership of changes.
- Review By-laws and Guides of Operation bi-annually for necessary revisions.

C. SPECIAL ASSIGNMENTS OF ASSOCIATION

1. Special Assignments of the Association include parliamentarian, webmaster.
2. The Board or Association President will appoint association members to Special Assignment positions with input from the Board on an annual basis.
3. Special Assignment members will submit a written report of activities to the Board prior to the Annual Meeting and when requested.
4. Duties of Special Assignment members will include: - Parliamentarian: Serves at Annual Meeting. -A \$200 stipend will be available for an association member to edit the website. The webmaster will be an ex-officio member of the Board.

D. LINKS TO NAE4-HA COMMITTEES

1. Explore NAE4-HA Committees at the following link: <http://www.nae4ha.org> or <http://www.nae4ha.org/directories/teamscomms.html>

Revised 05/07/09

INSTALLATION OF OFFICERS PROCEDURES

(To be conducted by the chair and/or members of the Policy and Resolutions Committee.)

Introductory Comments:

(Comments to be made by the person conducting the program.)

Would the Regional Chairs and Regional Vice-Chairs please come forward?
(Have them stand facing the membership.)

Speak to them, saying the following, asking them to respond by saying YES:

1) REGIONAL CHAIRS AND VICE-CHAIRS

As Regional Chairs and Vice-Chairs of the Michigan Association of Extension 4-H Youth Staff, you are accepting a great responsibility. **Are you prepared and willing to?**

*Serve as a liaison between the members in your region and the Executive Board?

*Establish a mentorship for new members within your region?

*Serve on committees and complete assignments as outlined in the MAE4-HYS Handbook?

*Attend all Board Meetings and support the Association to the fullest extent for the coming year?

*Accept other assignments and challenges presented by the Executive Board for the betterment of the Association?

*To work as a team in your region to carry out these responsibilities?

THANK YOU AND CONGRATULATIONS!

2) PAST PRESIDENT

_____, as Past President your counsel for the Board will be invaluable. In this role, are **you willing to?**

*Serve as advisor to the President?

*Conduct training orientation for newly elected Officers and Board Members?

*Serve as Historian for the Association?

THANK YOU AND CONGRATULATIONS!

3) PRESIDENT

_____, as the presiding Officer of the Michigan Association of Extension 4-H Youth Staff, great responsibility will be yours. Having been an active member, holding various offices within the Association for a number of years, are you familiar with the role and responsibilities of the President? **Are you prepared at this time to?**

- *Establish and schedule all Board, Executive, and Special Committee Meetings as well as prepare agendas?
- *Participate in the National 4-H Agents Conference and assume leadership of the state delegation at this conference?
- *Act informally as a liaison between the Association and Extension Administration?
- *Serve as the state contact person for NAE4-HA and refer information to the appropriate state committees?
- *Establish a yearly Association calendar?
- *Work with the Board to keep them informed on concerns relating to policy, program, and/or professionalism that directly affects the Association?
- *Accept other assignments as outlined in the MAE4-HYS Handbook?
- *Preside at all Executive Committee, Board, and Special meetings of the Association?
- *Attend all MCEA Meetings, Administrative Conferences, and other meetings, programs, and conferences that are deemed the responsibility of the President?

THANK YOU AND CONGRATULATIONS!

4) VICE-PRESIDENT

_____, as the Vice President of our Association, your responsibility is of the utmost importance. **Are you prepared and willing to?**

- *Serve as a liaison and advisor between Association Standing Committees and Special Assignment Committees and the Board?
- *Coordinate state delegation to NAE4-HA Conference?
- *Preside at meetings in the absence of the President?
- *Attend all Executive, Board, Special and MCEA meetings?
- *Work as a team with the Executive Committee and the Board in carrying out these and other responsibilities as outlined in the MAE4-HYS Handbook?

THANK YOU AND CONGRATULATIONS!

5) TREASURER

_____, as Treasurer of our Association, your responsibilities are tremendous. In this role, **are you prepared and willing to?**

- *Maintain a current membership list of state and national members?
- *Prepare Treasurer's Reports, Proposed Budgets, and obtain and Annual Audit of the books?
- *Keep complete records of all financial transactions of the Association with proper receipts and accounting procedures?
- *Attend all Executive Committee, Board, Special, and MCEA meetings?
- *Work as a team with the Executive Committee and accept other responsibilities as outlined in the MAECHYS Handbook for the betterment of the Association?

THANK YOU AND CONGRATULATIONS!

6) SECRETARY

_____, as the newly elected Secretary of the Association, the great responsibility of record keeping is yours. **Are you prepared and willing to?**

- *Keep detailed minutes of all Association, Board, and Executive Committee meetings?
- *Prepare minutes and distribute them to the membership and others as outlined in the MAE4-HYS Handbook?
- *Respond to all correspondence of the Association as directed by the President?
- *Attend all Executive Committee, Board, Special, and MCEA meetings?
- *Work as a team with the Executive Committee, accept other responsibilities as outlined in the MAE4-HYS Handbook, and any Special Assignments deemed necessary by the Board for the betterment of the Association?

THANK YOU AND CONGRATULATIONS!

7) MEMBERSHIP

(Ask the membership to please stand.)

We have just heard the commitment and dedication that these Officers and the Board have pledged to our Association for this year.

- *Are you as members of the Michigan Association of Extension 4-H Youth Staff prepared to support, assist, and contribute meaningful to the success of the Association for this coming year?
- *Are you willing to keep your Regional Chairs informed when a new member joins the staff!
- *Are you willing to assist your Regional Chairs in promoting the goals and purposes of the Association with new staff/potential Association members?
- *Are you willing to serve on task forces, standing committees, special committees, etc as deemed necessary by the Board for the betterment of the Association?
- *Are you willing to support these newly installed Officers and Board members as they provide leadership for the Association for year _____. (current year)

THANK YOU AND CONGRATULATIONS!

Approved 10/12/05