

**NATIONAL ASSOCIATION OF  
COUNTY AGRICULTURAL AGENTS**

**POLICY HANDBOOK**



For Officers, Directors and Association Policy  
Committee

*Revised 07/2022*

# NACAA POLICY HANDBOOK

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# SECTION I - DISTRIBUTION

Distribution:    President                      Directors  
                    President-Elect              Vice Directors  
                    Vice President              Council and Committee Chairs  
                    Secretary                      Policy Committee  
                    Treasurer                      THE COUNTY AGENT Editor

## **GUIDE FOR DISTRIBUTION OF NACAA POLICY INFORMATION MATERIALS**

1. The NACAA Policy Handbook

The following will have access to the Policy Handbook on the NACAA Web Site: Board of Directors, Vice Directors, Council Chairs, Committee Chairs, Association Policy Committee, The County Agent Editor and, the Executive Director. The Policy Handbook is to be updated by the NACAA Policy Chair.

Copies of Policy reproduced should be destroyed at the termination of their term in office.

2. Additional copies of committee responsibilities are available from the Vice President.

3. Annual Meeting and Professional Improvement Conference Policy - In Brief

Available to all State Presidents through the Regional Directors and Annual Meeting and Professional Improvement Conference Chair.

4. Annual Meeting and Professional Improvement Conference Policy

The Regional Director shall make states (Presidents) aware of location of the AMPIC Policy Handbook on the NACAA Website. Also, the Regional Director shall make the AMPIC Conference Chair (when named) aware of the location of the AMPIC Handbook on the NACAA Website.

5. Policy Regarding Candidates for Office of NACAA

Available to State Presidents from Regional Directors - could be distributed and discussed at Regional Presidents' meetings.

6. NACAA Handbook for State Association Officers and updated by an NACAA Regional Director (See "Duties" 4-19) for rotation.

Copy to all State Presidents

7. NACAA Annual Meeting Professional Improvement Conference Handbook

The NACAA Board of Directors and the current NACAA AMPIC Chair should obtain electronic or physical copies of the NACAA AMPIC Handbook. The immediate Past President shall update the AMPIC Handbook annually.

The NACAA Committee Handbook

This handbook provides complete details of the committee structure and timelines for committee work of NACAA and is to be updated by the Senior member of the committee.

NACAA members in leadership positions who function in either of these actions of NACAA should secure a copy of parts or the entire handbook. Copies may be obtained on the NACAA website.

## **SECTION II – BYLAWS AND INCORPORATION**

**ARTICLES OF INCORPORATION**  
**UNDER THE GENERAL NOT FOR PROFIT CORPORATION ACT**  
**OF**  
**NATIONAL ASSOCIATION COUNTY AGRICULTURAL AGENTS**

To: The Secretary of State, Jefferson City, Missouri:

We, the undersigned,

NAME      ADDRESS

Norman J. Goodwin	PO Building DeWitt, Iowa 52742
Thurman J. Kennedy	203 West Nueva, Room 310 San Antonio, Texas 78207
Robert L. Jones	County Office Building Annex 55 North Court Street Westminster, Maryland 21157
Richard G. Marek	PO Box 100 Carlsbad, New Mexico 88220

being natural persons of the age of twenty-one years or more and citizens of the United States, for the purpose of forming a corporation under "The General Not for Profit Corporation Act" of the State of Missouri, do hereby adopt the following

**Articles of Incorporation:**

1. The name of the corporation is: NATIONAL ASSOCIATION COUNTY AGRICULTURAL AGENTS
2. The period of duration of the corporation is perpetual.
3. The address of its initial Registered Office in the State of Missouri is 3003 East Trafficway in the City of Springfield, County of Greene, and the name of its initial Registered Agent as said address is James E. Summers.
4. The first Board of Directors shall be Eleven (11) in number, their names and address being as follows:

NAME      ADDRESS

Norman J. Goodwin	PO Building DeWitt, Iowa 52742
Thurman J. Kennedy	203 West Nueva, Room 310 San Antonio, Texas 78207
Robert L. Jones	County Office Building Annex 55 North Court Street Westminster, Maryland 21157
Richard G. Marek	PO Box 100 Carlsbad, New Mexico 88220
James A. Smith	Box 488 Appomattox, Virginia 24522
O.K. Anderson	PO Box 393 Vincennes, Indiana 47591

Carl H. Klotz

Courthouse  
Morristown, New Jersey 07960

Wing You Chong

34 Rainbow Drive  
Hilo, Hawaii 96720

Herman R. Lynch

PO Box 308  
New Boston, Texas 75570

Rowe R. McNeely

PO Box 1530  
Salisbury, North Carolina 28144

Charles Gulley

369 Waller Avenue  
Lexington, Kentucky 40504

5. The purpose or purposes for which the corporation is organized are:

To assist Member State Associations in securing additional opportunities for furthering educational advantages;

To encourage a high standard of professional performance among our Extension field workers; To promote a high degree of cooperation and loyalty among Extension people;

To assist in furthering of the ways and means of improving the effectiveness of cooperative Extension work; To advance the basic importance and position of American agriculture in our national economy; and

To cooperate in carrying out the policies and programs of the Land Grant Colleges in the United States.

SIGNED:

Norman J. Goodwin  
Thurman J. Kennedy  
Robert L. Jones Richard  
G. Marek  
INCORPORATORS

No. N-16639

Seal of  
The Secretary  
of State  
Missouri

STATE OF MISSOURI

James C. Kirkpatrick, Secretary of State  
Corporation Division

**CERTIFICATE OF INCORPORATION**  
**A GENERAL NOT FOR PROFIT CORPORATION**

WHEREAS, duplicate originals of Articles of Incorporation of NATIONAL ASSOCIATION COUNTY AGRICULTURAL AGENTS have been received and filed in the office of the Secretary of State, which Articles, in all respects, comply with the requirements of The General Not For Profit Corporation Law of Missouri:

NOW, THEREFORE, I, JAMES C. KIRKPATRICK, Secretary of State of the State of Missouri, by virtue of the authority vested in me, do hereby certify and declare NATIONAL ASSOCIATION COUNTY AGRICULTURAL AGENTS a body corporate, duly organized this day; that it is entitled to all rights and privileges granted corporations organized under The General Not For Profit Corporation Law of Missouri; that the address of its initial Registered Office in Missouri is 3003 East Trafficway, Springfield; and that its period of existence is perpetual.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the

GREAT SEAL of the State of Missouri, at

Seal the City of Jefferson, this 16th day of June, 1975.

(Signed) James C. Kirkpatrick

Secretary of State

RECEIVED OF: NATIONAL ASSOCIATION COUNTY AGRICULTURAL AGENTS

Ten and no/100 Dollars, \$10.00

For Credit of General Revenue Fund, on Account of Incorporation Tax and Fee.

No. N-16639 (Signed)

Deputy Collector of Revenue

**BYLAWS**  
**NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS**  
**AS ADOPTED SEPTEMBER 29, 1975**

**ARTICLE I - MEMBERSHIP**

Section 1 One Association of professional Cooperative Extension Service workers per state ("state" means individual states including Commonwealth of Puerto Rico, Virgin Islands, Guam, District of Columbia, and other protectorates, which hereafter shall be referred to as "state") may become a member of the National Association of County Agricultural Agents (hereafter referred to as NACAA) upon application and acceptance by the Board of Directors. To maintain membership, the State Association must pay the annual dues for each member as set forth in Article II, Section 1. State Associations of Cooperative Extension Service workers shall constitute the membership of NACAA. Each State Association shall determine the eligibility and qualifications of the individual members. (Rev 7-16)

Section 2 Life Membership - a former member of NACAA who has retired or is retiring from the Cooperative Extension Service may apply for life membership. Members who resign prior to retirement may, upon approval of the respective state association, be granted life membership status. (Rev. 8-80, 7-02).

**ARTICLE II - DUES**

Section 1 Each Member Association shall pay the annual sum as determined by the voting delegates for each individual member, which includes the individual's subscription to the official magazine, THE COUNTY AGENT. These dues will be paid by the Member Associations to the Treasurer of NACAA or the association designee on or immediately after January 1. (Rev. 9-99).

Section 2 The Life Member shall pay a lifetime membership as determined by the Board of Directors. Life memberships do not include a subscription to the official magazine, The County Agent. (Rev. 9-99).

Life Members who want to subscribe to the official magazine shall pay an annual or multiple year subscription fee as determined by the Board of Directors. (Rev. 9-99).

**ARTICLE III - ANNUAL MEETING**

Section 1 There shall be an Annual Meeting of NACAA to be rotated among the four regions. The meeting shall be on an eight-year rotation with two of the eight years in the Southern Region, two of the eight years in the North Central Region, one year in the Northeast Region, one year in the Western Region, and two years open to all states. Should a state or states in a region not wish to be selected to entertain an Annual Meeting, the Board of Directors would recommend a state or states outside the region for that year. Places and date to be recommended by the Board of Directors at least four years in advance and approved by the Voting Delegates. (Rev. 8-91).

Section 2 The call of the Annual Meeting shall be sent by the Secretary to all State Presidents and secretaries at least 30 days before the date of said meeting.

**ARTICLE IV - VOTING DELEGATES**

Section 1 The voting body at the Annual Meeting of NACAA shall consist of the Voting Delegates designated by the State Associations provided in Section 2 of this Article.

Section 2 Each state's Voting Delegates will be determined by its paid membership as reported to NACAA each year as provided by the following formula: one Voting Delegate for the first 40 members and one additional Voting Delegate for each 30 members thereafter or fraction thereof. (Rev. 9-99).

**ARTICLE V - DIRECTORS**

Section 1 The officers of NACAA shall be a President, a President-Elect, a Vice-President, a Secretary, and a Treasurer, and the immediate Past President.

- Section 2 The President-Elect shall automatically move into the office of the President. At NACAA's Annual Meeting, the following shall be elected: President-Elect, Vice President, Secretary, and Treasurer. Each shall hold office for one year, President, President-Elect, Vice President, and Secretary commencing on the date of their installation; the Treasurer on January 1 of the year following election or until a successor is elected or qualified. The Secretary and the Treasurer may be re-elected, but shall not serve more than three one-year terms.
- Section 3 To prosecute the annual program of work of NACAA more effectively, there is established a regional grouping of states to correspond with the regional administrative boundaries used and recognized by the Cooperative Extension Service of the U.S. Department of Agriculture; however, this shall not bar any State Association from electing its inclusion in any other region than that to which its position would ordinarily entitle it. This change will require approval of the Board of Directors.
- Section 4 Each region as designated in Article V, Section 3, shall at the time of NACAA's Annual Meeting, meet in caucus. The Voting Delegates from said region shall be entitled to nominate by written ballot a Regional Director and a Vice Director for each 1200 members or less and one additional director for each 1200 members or major fraction thereof in the region to serve for a period of two years; directors from the Western Region to be selected in even years, and the North Central, Northeastern and Southern Region in odd years, except when a region is eligible for more than one director, they shall elect at least one director each year for a two-year term. If this falls on a regular election year for that region, they shall elect this additional director for a term of one year the first time and a two-year term thereafter. If it falls on a non-election year as stated above, the additional director shall be elected for a two-year term, so that the terms of the directors will not expire in the same year, but rather be staggered.
- Section 5 The President shall perform such duties as usually pertain to this office. The President shall have the power to call meetings of the Executive Committee and Board of Directors and shall preside at such meetings. The President shall be an ex-officio member of all committees.
- Section 6 The President-Elect shall perform all duties of the President when the President is absent or disabled and shall assume any other obligations that may be assigned by the President or Board of Directors.
- Section 7 The Vice President shall perform all the duties of the President in case of the absence or disability of both the President and the President-Elect. The Vice President will assume the duties of the President-Elect in case of disability. The Vice President shall assume any other obligations that may be assigned by the President or Board of Directors.
- Section 8 The Secretary shall keep full and accurate records of the proceedings of all meetings of the Executive Committee, Board of Directors, and Annual Meeting and shall receive all communications and papers that normally come with such an office, send out notices of meetings, conduct all necessary correspondence, and perform such other duties as usually pertain to the office.
- Section 9 The Treasurer shall keep a full and complete record of money received and paid out, send out all notices of unpaid dues, receive and receipt all membership dues, keep an account of the membership fees paid for and the date thereof, and deliver to the successor all funds and records remaining in hand at the expiration of the term of office.
- Section 10 Directors and Officers of NACAA shall form the Board of Directors. The Board of Directors shall determine the policies of the Association.

## **ARTICLE VI – ELIGIBILITY AND QUALIFICATIONS OF OFFICERS AND DIRECTORS**

- Section 1 A NACAA member to be eligible for election as Officer or Director must have attended at least three previous NACAA Annual Meeting/Professional Improvement Conferences (AM/PIC). (July-07)
- Section 2 Any NACAA Officer or Director who becomes ineligible for membership in a state association shall automatically vacate the NACAA office held. (July 2004)

## **ARTICLE VII - MANNER OF NOMINATING, VOTING, AND ELECTING**

Section 1 Nomination of officer candidates of NACAA shall be made by the Nomination Committee composed two representatives from each region with the immediate Past President serving as Chair of the committee. Following a presentation of the Nominating Committee's report, the floor will be open for nominations and where more than one nominee is presented for an office, election shall be by written ballot. Each Voting Delegate is permitted to cast one ballot for each such elective office. To be elected, a candidate must receive a majority of the votes cast. (Rev. 8-01)

Section 2 The President of NACAA shall reside in the region hosting the Annual Meeting except in those years where the Annual Meeting is open to all states. In those years, the President may reside in any state. (Rev. 8-91).

## **ARTICLE VIII - DISABILITY**

Section 1 In the absence, disability, or removal for cause of the President-Elect, Vice President, Secretary, or Treasurer, their office in either case shall be filled until the first Annual Meeting thereafter through appointment by the Board of Directors.

Section 2 In the event that a Regional Director/Vice Director does not complete his/her four year commitment for any reason, the state the he/she represents will appoint a member from that state to complete the term if over six months remain in the four year commitment. If six months or less remain in the four year commitment, the Vice Director of the region affected or in the case of the Southern Region the senior Vice Director, will assume the position to complete that term, and will begin his/her normal term at the following Annual Meeting and Professional Improvement Conference. Six months shall be defined as being six months prior to the opening day of the up-coming Annual Meeting and Professional Improvement Conference. The rotation of states for the position of director will not be altered. The person filling the position must meet eligibility requirements as outlined in the NACAA bylaws, Article 6, Section 1. (Rev. 9-99)

## **ARTICLE IX - COMMITTEES**

Section 1 The Executive Committee of NACAA shall consist of the five elected Officers and the immediate Past President. This committee shall be vested with the authority to transact the business affairs of the Association as outlined by the Articles of Incorporation and Bylaws and as directed by the Voting Delegates at the Annual Meeting.

Section 2 All standing committees of NACAA shall be nominated by the Vice President prior to or during the Annual Meeting, subject to the approval of the Board of Directors and Voting Delegates. Special committees may be appointed by the President in order to execute more adequately the work of the Association. Any committee member who becomes ineligible for membership in a state association shall automatically vacate the NACAA office/position held, except Life Member Committee (July 2004)

Section 3 There shall be a Policy Committee composed of past national Presidents. All past presidents who are active members of the Association, as well as past national presidents, who served as president in the past ten years and are now life members, shall be members of this committee. The chairman of this committee shall be an active member of the Association. A past national President who is a life member may be nominated by the vice President and approved by the board as Policy Committee chair, if an active past national President is not available to serve. All matters of a policy nature are to be referred to the Policy Committee before action by the Voting Delegates. (Rev. 7-14)

Section 4 With the approval of the Board of Directors, Regional Directors may appoint committees to execute the work of the Association within the region, but such committees shall be required to make a complete report through their Regional Director to the Board of Directors.

Section 5 No individual, committee member, Director, or Officer shall be entitled to draw any funds from the NACAA treasury for work or expenses to be incurred at some future time, nor shall they receive reimbursement for expenses incurred in prosecuting committee work without the prior approval of the President. Statements for such approved expenses must be accompanied by a report and an itemized signed expense account to be filed with the President of the Association.

## **ARTICLE X - FINANCES**

Section 1 The Treasurer shall deposit the funds of NACAA in a depository(s) approved by the Board of Directors.

Section 2 The Treasurer shall furnish surety bond in the kind and amount directed by the Board of Directors prior to assuming office. The cost of such bond to be paid by NACAA.

Section 3 Fiscal year of NACAA shall be the calendar year.

### **ARTICLE XI - QUORUMS**

Section 1 A quorum at any annual or special meeting of NACAA shall consist of the accredited Voting Delegates of twenty or more Member State Associations.

Section 2 A quorum of the Board of Directors shall consist of seven members of said Board.

### **ARTICLE XII - ORDER OF BUSINESS**

Section 1 Roberts Rules of Order shall apply in all meetings of NACAA.

1(a) The NACAA Board and associated committees are authorized to conduct official business electronically as long as the technology used allows for all participants to be positively identified while at the same time allows the opportunity for simultaneous communication among all participants. (July-08)

Section 2 The order of business for all Annual Meetings of NACAA shall be determined by the Board of Directors.

### **ARTICLE XIII - RECORDS\***

Section 1 Headquarters for the storage of the historical data, Articles of Incorporation, and Bylaws of NACAA will be the National Agricultural Library, Beltsville, Maryland, in accordance with the Memorandum of Understanding with the National Agricultural Library. To conform with the requirements of the State of Missouri where the Certificate of Incorporation was issued, copies of NACAA Articles of Incorporation and Bylaws remain on file with the State of Missouri.

### **ARTICLE XIV - PUBLICATIONS**

Section 1 The official publication of NACAA shall be known as The County Agent. The editor(s) of the publication shall be individual(s) designated by the Board of Directors in accordance with the job description and selection process outlined in the NACAA Policy Handbook.

### **ARTICLE XV - AMENDMENTS**

Section 1 These Bylaws which are now adopted or may hereafter be adopted may be amended, revised, or repealed at any NACAA Annual Meeting by an affirmative vote of two-thirds of the Voting Delegates present and voting provided that proper and sufficient notice of the proposed changes, revisions, or repeals has been mailed by the Secretary to the Secretary of each Member State Association not less than 30 days prior to the opening date of said Annual Meeting. Amendments must originate at a previous Annual Meeting or with the Board of Directors.

Section 2 All amendments or revisions so made shall go into effect upon adoption. All Member State Associations shall be notified promptly by the Secretary of the action at the Annual Meeting.

\* Original Article XIII on Legislation was removed at Annual Meeting in August 1981.

\* NACAA permanent files are presently housed in the National Agricultural Library, Beltsville, Maryland

**Internal Revenue Service  
District Director**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date:** October 19, 1999

**Person to Contact:**  
Sheena Wallace 31-04021  
Customer Service Representative

National Association County Agricultural  
Agents  
% Jamie Jenkins  
200 E. Main St. Rm. 3 Courthouse  
Hartsville, TN 37074-1799

**Telephone Number:**  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
25-6065493

Dear Sir or Madam:

This is in response to your request for affirmation of your organization's exempt status.

In October 1959 we issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code. That letter is still in effect.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$200 or more paid to each employee during a calendar year. Your organization is also liable for tax under the Federal Unemployment Tax Act for each employee to whom it pays \$50 or more during a calendar quarter if, during the current or preceding calendar year, it had one or more employees at any time in each of 20 calendar weeks or it paid wages of \$1,500 or more in any calendar quarter.

If your organization's character, method of operation, or purposes change, please let us know so we can consider the effect of the change on the organization's exempt status. Also, your organization should inform us of all changes in its name or address.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

Because your organization is not an organization described in section 170(c) of the Code, donors may not deduct contributions made to your organization. You should advise your contributors to that effect.

National Association County Agricultural Agents  
25-6065493

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Internal Revenue Code. If your organization is subject to this tax, it must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your organization's activities are unrelated trade or business as defined in Code section 513.

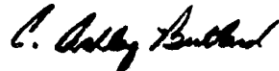
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

As this letter could help resolve any questions about your organization's exempt status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms the exempt status of your organization.

Sincerely,



C. Ashley Bullard  
District Director

## **SECTION III – NACAA GENERAL POLICY**

# NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

## MISSION STATEMENT

THE MISSION OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS (NACAA), AN ORGANIZATION OF PROFESSIONAL EXTENSION EDUCATORS, IS TO FURTHER THE PROFESSIONAL IMPROVEMENT OF ITS MEMBERS, COMMUNICATION AND COOPERATION AMONG ALL EXTENSION EDUCATORS AND PROVIDE FOR ENHANCEMENT OF THE IMAGE OF EXTENSION AND THE DEVELOPMENT OF PERSONAL GROWTH OPPORTUNITIES FOR EXTENSION PROFESSIONALS.

## GOALS FOR NACAA

To improve the County Extension Agent's role as a professional educator, the NACAA strives to:

**ADVANCE** the professional status of Extension agents and specialists with agriculture-related Extension appointments.

**ENCOURAGE**, promote, and provide professional improvement for all members.

**PROVIDE** for the exchange of ideas, methods, and techniques.

**REPRESENT** professional interests of members in matters of public policy and affairs.

**PROMOTE** public confidence, esteem, and respect for Cooperative Extension.

**RECOGNIZE** professional excellence in Cooperative Extension nationwide.

### NACAA "ETHICAL GUIDELINES FOR PROFESSIONAL IMPROVEMENT"

1. As a professional improvement association, the National Association of County Agricultural Agents is responsible for the establishment, maintenance and implementation of educational programs to improve the professional competency of the NACAA membership. Professional improvement programs are developed in concert with established committees under the direction of the NACAA Board of Directors.
2. Program and Annual Meeting and Professional Improvement Conference support from private companies, organizations and associations is very important to the professional improvement programs of NACAA.
3. Even though program support is very important, acceptance of donor and sponsor support does not, in any way, constitute endorsement of any product, organization or company.
4. NACAA is an equal opportunity professional improvement association. All programs of the association are available to every member of the association that meets the requirements of the particular program.

## **GENERAL POLICIES OF NACAA**

1. The Bylaws establish the organizational structure and operational guidelines for the Association.
2. Policies to direct various activities of the Association may be developed from time to time by the Board of Directors (not in conflict with Bylaws). Suggestions for policies may come from members, committees, State Associations, from within the Board, or be recommended by the Association Policy Committee.
3. Close working relations must be maintained between NACAA, ECOP, NIFA, JCEP, and State Associations, and likewise State Associations with their own state administration. Remember, we are part of the Extension team.
4. Only dedicated, capable and active members should be recommended for all NACAA leadership positions.
5. The National Association of County Agricultural Agents will provide \$200,000 travel insurance on the President and \$100,000 travel insurance for other Officers, Directors, Vice-Directors (Dec. 13-07), Policy Committee Chair, and The County Agent Editor, with the family being designated as 50% beneficiary and the Association 50%. (3/10)
6. To conform with the requirements of the State of Missouri, NACAA submitted Articles of Incorporation to the Secretary of State of Missouri and was issued Certificate of Incorporation Number N-16639. These Articles of Incorporation and current Bylaws were approved by the delegate body at the Annual Meetings in Milwaukee, Wisconsin on Monday, September 27, 1975.

## **EXPENSE ALLOWANCES**

1. Official expenses incurred by members of the Board of Directors, Committee Chairs, Council Chairs, or other persons authorized by the President or Board of Directors will be reimbursed by NACAA following expense and reimbursement guidelines outlined under Expense Account Rules.
2. Expenses will be paid for the President or any other person(s) for a meeting attended at the request of the President.
3. Committee Chairs and Council Chairs expenses will be paid for attending a meeting called by the President and for attending the Annual Meeting and Professional Improvement Conference to present their committee report.
4. For any official trip by members of NACAA authorized by the President, actual expenses will be paid.
5. Regional Directors may visit State Associations as set forth in the NACAA Policy Handbook at their discretion with authorization by the President. Expenses will be paid according to Expense Account Rules outlined in Policy as adopted by the NACAA Board of Directors. Regional Directors will not be reimbursed for attending their home State Association meeting.

## **EXPENSES RELATED TO THE ANNUAL MEETING & PROFESSIONAL IMPROVEMENT CONFERENCE**

1. The following are eligible to submit vouchers for reimbursement of expenses relating to attendance of the AM/PIC:
  - a. Current NACAA Officers, Regional Directors, Council Chairs, Committee Chairs including Policy Committee Chair and the current and following year's AM/PIC Chair, (see Section 7, Item #11 for more details), Executive Director, Journal of NACAA Chair, Journal of Extension Representative, and the Outstanding Young Farmer Liaison.
  - b. Upon approval of the President, if a Regional Director or National Committee Chair is unable to attend the AM/PIC, the Vice-Director or the Committee Vice-chair fulfilling those duties will be eligible for expense reimbursement as allowed for the role they are serving in. Expense reimbursement would be for one person under this situation (the one serving in the role). If this situation occurs for a portion of the AM/PIC program, the expense reimbursement allotment will be determined by the President. (Sept.19th 2009)
  - c. Regional Vice-directors and Committee Vice-chairs are eligible to submit vouchers for registration fee reimbursement only. (September 2010, Revised 11-18).
  - d. Search for Excellence award national winners who make a presentation at the AM/PIC are eligible to submit vouchers for Registration fee reimbursement only, (August 2011).

2. All expense reimbursement for the AM/PIC, including those associated with the Post Board meeting must be submitted to the President presiding at that AM/PIC within 30 days following the end of the AM/PIC.
  - a. Expenses will be reimbursed according to the following:
 

Expense request received by President	% Expenses Reimbursed
1-30 days after NACAA AM/PIC	100%
31-60 days after NACAA AM/PIC	67%
61-90 days after NACAA AM/PIC	33%
>91 days after NACAA AM/PIC	0%
  - b. Fees for late registration will not be reimbursed.
3. Expenses reimbursement for the return portion of travel, lodging, and meals for new Council Chairs, Committee Chairs (including Policy Committee Chair), and Regional Directors will begin with breakfast following the close of the AM/PIC. NACAA will only reimburse the lowest possible registration fee. Fees for late registration will not be reimbursed.
4. Expenses for retiring officers, Council Chairs, Committee Chairs (including Policy Chair), and Regional Directors will include travel, lodging, meals returning home after the close of the AM/PIC. (Dec.1991, Rev. July-02)
5. Expenses for the Executive Director to the Annual Meeting and Professional Improvement Conference, Board meetings and other events approved by the President, will be paid, as per item 1 under Expense Account Rules below.
6. Postage, shipping, copying, and expenses are reimbursed to officers, directors, vice-directors, council chairs, committee chairs, and committee vice-chairs. A statement of expenses and explanation with receipts is required. If possible, expenses chargeable to a specific program or sponsor should be noted. No secretary allowance will be paid.
7. Expenses (travel, lodging and meals), for the Service to World Agriculture Award recipient to attend the Annual Meeting and Professional Improvement Conference, will be paid by NACAA. (Revised 7/98)
8. Each year the NACAA Board shall meet to determine the specific amount from net receipts for expenses from the year for NACAA to allocate to the following items: Extension Leadership Conference sponsored by JCEP, NACAA Educational Foundation, Galaxy Meeting and Rainy Day/Investment Fund or other expenses as the NACAA Board deems appropriate at the time. (Revised April 2011).
  - a. The minimum suggested balance of investment accounts (investment accounts plus Certificates of Deposit) will be the average of the total AM/PIC budget for the two previous years. (Adopted November 2019)

## EXPENSE ACCOUNT RULES:

Official NACAA travel reimbursement policy shall be as follows: (Adopted by the Board of Directors December 1991)

1. Official travel by personal vehicle is allowed, and reimbursement is limited to 1,500 miles (round trip) at a rate established annually by the National Board and specified on the NACAA Expense voucher. Reimbursement for expenses for official business may be requested as specified by policy prior to the event.
2. NACAA expense vouchers will be submitted electronically to the NACAA President for approval. The NACAA Expense Voucher can be downloaded from the NACAA website. The submitted voucher should include the approved Excel spreadsheet format voucher and scanned copies (PDF) of the necessary receipts. (May 2011)
3. Transportation by airlines will be reimbursed at coach fare rates.
  - a. Airfare reservations should be made in advance to reduce fares. Reimbursement of airfare purchase prior to travel can be approved at the discretion of the NACAA President. (December, 2021)
  - b. To reduce costs, when feasible, Saturday overnight stays may be incorporated into the travel plans.
  - c. When advance payment for airline tickets has been made and the airline goes bankrupt, NACAA will pay for the ticket unless the ticket is accepted by another airline.
  - d. There is no reimbursement for travel insurance except air travel trip cancellation insurance. (March 2019)
  - e. Members will be reimbursed for the most economical flight to and from the city where NACAA business is being conducted.
  - f. Alternative travel itineraries must be approved by the NACAA President in advance. (Revised April 2019).
4. Travel other than by air or private automobile must be pre-approved by the NACAA President.
5. Travel by rental car must be pre-approved by the NACAA President.
6. Parking charges, taxi fares and/or shuttle fares will be paid along with a reasonable gratuity (receipts required).
7. Travel lodging is limited to one night before and one night following an event.
8. Actual costs of meals and gratuities will be paid up to a daily allowed rate established by the National Board and as stated in the Guidelines for Completing the NACAA Expense Voucher on the NACAA website.
9. All required receipts: lodging, transportation, postage, copying, etc. should be attached to the expense voucher via electronic format.
10. Registration fees, if applicable, will be reimbursed with receipts.
  - a. NACAA will only reimburse the lowest possible registration fee.
  - b. Additional Fees for late registration will not be reimbursed.
  - c. Registration will only be reimbursed following attendance at the event. (May 2011, Revised January 2013 and May 2014)
11. NACAA members are not eligible for reimbursement from the \$1,000 NACAA sponsored program support dollars for each PIC and EDC Committee when serving as speakers for a respective committee program at the AM/PIC,
12. Mileage reimbursement shall be the federal mileage rate effective January, 2022. (December 2021)
13. NACAA will only reimburse allowable expenses that are not claimed from other sources, ex: payee's institution. (January 2015)
14. For additional questions regarding NACAA expense reimbursement, contact the NACAA Treasurer.

## **PARTICIPATION IN AWARDS PROGRAMS**

All NACAA Members are eligible to participate in the DSA and AA award programs regardless of leadership positions that they may hold. Current members of the NACAA Board may not participate in any other National Awards programs. Regional Vice-Chairs, National Chairs, and Council Chairs may participate in National Awards programs other than those their committee is administering. (Updated April 2014)

State Chairs may participate in the National Awards programs within the following guidelines:

1. For state committee chairs serving on the Professional Improvement (PIC) and Extension Development council Committees:
  - a. If a state committee chair of a PIC or EDC committee DOES NOT apply for any of the professional improvement programs under their committee, they will rank all the applicants at the state level. The state chair will forward the ranked applications to the regional vice-chair by the designated deadline.
  - b. If a state committee chair of a PIC or EDC committee DOES apply for any of the professional improvement programs under their committee, they will forward all applications unranked to the regional vice-chair. The regional vice-chair will arrange for the ranking of applications from that state.
2. For state committee chairs serving on the Program Recognition Council (PRC) Committees:
  - a. When a PRC committee chairs DOES NOT apply for an award program(s) that their committee is in charge of, the state chair will go through the normal selection process and forward the top place winner from the state to their regional chair.
  - b. When a PRC committee chair DOES submit an application for an award program that their committee is in charge of and the state chair is selected as the state winner, their application along with the second place state application will be sent on to their regional selection committee to verify and agree with the state ranking. The regional selection committee has the final authority in selecting the state winner.
3. Applicants selected as a state winner are not allowed to participate in any regional selection committees for awards or professional improvement during the same AM/PIC year.
4. Individual program entries for Search for Excellence may be submitted in only one SFE category. (Adopted 10/8/08)
5. State Chair involvement in National Awards programs for which their committee is responsible, may be further restricted by request of the National Donor supporting that program, or by a decision of the Executive Program Committee.

## **TAX EXEMPT STATUS**

The National Association of County Agricultural Agents is a tax-exempt organization as determined by the Internal Revenue Service. The IRS Federal Identification Number is 25-6065493. A copy of a letter from the IRS confirming the tax-exempt status dated October 19, 1999, can be found in Section II - Bylaws & Incorporation and shall be used as proof of status. (Revised December 1999)

## **DUES STRUCTURE OF THE ASSOCIATION**

The dues for regular members of NACAA shall be \$50.00 annually for each member, which includes the individual's subscription to the official magazine, The County Agent. Dues are to be paid to the Treasurer of NACAA by January 1 each year and become delinquent on February 15th of that year. (Adopted September 1999, Revised July 2003 and September 2009)

Life Member Dues – Life Members, or their State Association, shall pay a one-time lifetime membership of \$50.00. This membership does not include a subscription to the official magazine, The County Agent.

- a. Life members who wish to receive The County Agent shall pay an annual subscription fee of \$10.00, a 5-year subscription for \$45, or a lifetime subscription for \$100, payable to the Treasurer of NACAA by March 15 each year. (Adopted September 1999, Revised August 2001 and July 2010)

## **VOTING DELEGATE DETERMINATION**

Each state's voting delegates will be determined based on the state's paid membership as of February 15th, using the formula as stated in the bylaws. (Adopted September 1999, Revised September 2009)

## DELEGATE SESSION VOTING GUIDELINES

The National Association of County Agricultural Agents follows Roberts Rules of Order in all business sessions.

1. Roberts Rules of Order state: the vote tally of all votes during the official business sessions, whether by visual vote or ballot vote should be announced by the presiding officer.
2. The NACAA presiding officer may use discretion when announcing the vote tally from recorded elections. However, the presiding officer shall announce the tally when called for by any member of the delegate body. (Adopted September 2019)

Voting by ballot shall occur only when called for by a majority of the voting delegates or otherwise required by NACAA Bylaws (Article VII, Section I states ...where more than one nominee is presented for an office, election shall be by written ballot.) (Adopted December 1999)

NACAA election ballots shall be destroyed 30 days from the end of the AM/PIC. (Adopted September 2009)

## PERMANENT RECORDS

The National Association of County Agricultural Agents was first organized on December 1, 1916, at a meeting in the Livestock Record Building, Union Stockyards, Chicago, Illinois. A Constitution and Bylaws were adopted. Early files are not complete; however, a NACAA Charter was recorded in the Greene County, Missouri Recorder's Office, November 1, 1947 (NACAA-B-11086 a Pro Forma Corporation formed by the Greene County, Missouri Circuit Court), and a few days later was also recorded with the Secretary of State at Jefferson City, Missouri. NACAA's permanent files, through 1992, are presently housed in the USDA National Agricultural Library, Special Collections, 10301 Baltimore Boulevard, Beltsville, Maryland 20705. Telephone: 301-504-5876. Email: [NALSpecialCollections@usda.gov](mailto:NALSpecialCollections@usda.gov). (June 2009)

### NAL Special Collections Description of NACAA

**Collection Number:** 115

**Collection Name:** National Association of County Agricultural Agents (NACAA) Records

**Earliest Date:** 1921

**Latest Date:** 1992

**Linear Feet:** 8.75

**Collection Description:** The National Association of County Agricultural Agents (NACAA) Records consist of the constitution and by-laws of the NACAA, patents and registration of trade names paperwork, distinguished service awards lists, articles of incorporation, photographs, copies of the book History of the National Association of County Agricultural Agents, 1915-60, and NACAA Educational Foundation applications and records.

**Historical or Biographical Sketch:** The first annual meeting of the National Association of County Agricultural Agents (NACAA) took place in Chicago, Illinois, in 1916, during the International Livestock Exposition. The main purposes of the organization were set forth to include providing a means for the exchange of constructive ideas in county agent work and to establish high standards in the states regarding the qualifications and ability of women to be employed for Extension work.

**Processed:** No, contact Special Collections.

**Subjects:** Natural Resources

**Digitization Status:** None

Permanent NACAA records are no longer being stored at the National Agricultural Library (NAL) in Beltsville Maryland due to changes in archival procedures. Since 1992 the records have been forwarded to the Executive Director. The following sections are included to show which records need to be retained annually as well as the previous MOU that existed with the NAL.

At the end of each calendar year, it is the responsibility of the NACAA Secretary to ensure the Executive Director adds the following items to the NACAA permanent files:

1. The President's report for the year (past President's history).
2. Copies of the minutes of Board and Annual Meeting and Professional Improvement Conferences.
3. A yearly financial statement.
4. Copy of each issue of The County Agent for the year.
5. Annual Meeting and Professional Improvement Conference program.
6. DSA and Achievement Awards program.
7. Income Tax statement

For further information, see Duties of the Secretary. (Updated April 2015)

## MEMORANDUM OF UNDERSTANDING CONCERNING NACAA FILES

This memorandum of understanding is entered into between the National Agricultural Library, Beltsville, Maryland, and the Board of Directors National Association County Agricultural Agents, herein after referred to as NACAA.

1. The National Agricultural Library agrees to serve as the depository archives for the NACAA permanent records.
2. The National Agricultural Library agrees to keep the record in a location protected against fire and to use reasonable care to assure the safety of the records.
3. The National Agricultural Library may microfilm, copy, or reproduce any or all parts of the records for its uses. The originals are to be retained in an orderly fashion for NACAA.
4. The National Agricultural Library agrees to retain these records in a closed position to the public so that NACAA can be satisfied concerning the security of the records.
5. Member(s) of NACAA, authorized by the President of NACAA, may enter this file at their pleasure to examine and/or reproduce any of the documents, however, they are not authorized to remove original material. A letter of authorization will be sent to the member(s) with copy to the Archivist, National Agricultural Library.
6. NACAA will add to the record annually. It will be the responsibility of the NACAA Secretary to assemble the material and ship pre-paid to the Archivist, National Agricultural Library, the record addition.
7. The annual record of NACAA consists of the following:
  - a. The President's Report for the year.
  - b. Copy of minutes of Board and Annual Meeting and Professional Improvement Conferences.
  - c. Annual financial statement.
  - d. Copy each issue The County Agent.
  - e. Annual Meeting and Professional Improvement Conference Program.
  - f. DSA and Achievement Award Program.
  - g. NACAA Committee assignments for current year. (Adopted 12/18/09)It is understood that items may be added or deleted as determined by NACAA.
8. The NACAA Secretary will mail the Archivist, National Agricultural Library, on or about January 15 each year the current NACAA President and Secretary, their addresses and telephone numbers.
9. The Archivist, National Agricultural Library, will contact the NACAA Secretary whenever changes in the National Agricultural Library address, telephone, or contact personnel are made. (signed) (signed)

Dr. Alan Fuconi A.	Daniel Merrick
Archivist	President
National Agricultural Library	National Association County Agricultural Agents
Date June 30, 1983	Date June-20-83

Distribution: National Agricultural Library  
NACAA  
Permanent Records

## **POLICY REGARDING NACAA COMMITTEES**

1. Annual Meeting Professional Improvement Conference Committee - to be selected from host state and/or adjacent states.
2. Association Policy Committee - Members of the Association Policy Committee are NACAA Past Presidents who are active members of the Association, as well as past national presidents who served as president in the past ten years and are now life members.
3. Implementation of the current committee structure, as modified at the 1998 Annual Meeting and Professional Improvement Conference. See NACAA Organizational Structure Chart in Section VI or the Committee Members Handbook for the current committee structure. Committee appointments will be made using the following process:
  - a. The various state and area member associations to recommend a member for each of the committees. Members may apply for vacant committee positions utilizing the application form on the NACAA website.
  - b. National Committee Chairs and Vice-Chairs to be nominated by the NACAA Board at the Spring Board Meeting upon recommendation by the Vice-President. Official approval will be made by the voting delegates at the AM/PIC Voting Delegates Session
  - c. Chairs of committees to be selected for their ability to serve in such capacity. See Section 6-3 for committee chair selection guidelines.
  - e. Members may not to be appointed Committee Chair while serving as a Regional Vice-Director. Regional Vice-Directors should only be considered for committee vice-chair positions when other eligible members cannot be recruited to serve in the position.
  - f. Committee Chairs shall attend the Annual Meeting and Professional Improvement Conference at which their appointment is announced and subsequent years while serving as committee chair.
  - g. Planning workshop for Committee Chairs and Vice-chairs, under the direction of the NACAA Vice-President, shall be scheduled in the early part of each Annual Meeting and Professional Improvement Conference. This is to give training to the incoming Chairs and to emphasize importance of each committee program for the coming year.
  - h. Planning meeting of each committee is to be held during each Annual Meeting and Professional Improvement Conference. (Revised 7/98)

*See Section VI and the NACAA Committee Members Handbook for details on the committee structure and appropriate responsibility.*

## **POLICY REGARDING GIFTS AND SPECIAL RECOGNITION**

1. Appreciation gifts are traditionally presented to the outgoing President, President-Elect, Vice-President, Secretary, Treasurer, Past-President, and the Annual Meeting Chair(s).
  - a. Gifts to the outgoing President and the Annual Meeting Chair will be presented at the Annual Meeting and Professional Improvement Conference Banquet
    - i. presentation to the outgoing President by the Policy Committee Chair
    - ii. presentation to the outgoing Annual Meeting and Professional Improvement Conference Chair by the outgoing President.
  - b. Gifts to other Officers to be presented at the President's Reception following the Annual Banquet.
  - c. The Chair of the Association Policy Committee is responsible for purchasing these gifts.
2. A properly inscribed gavel is presented to the newly elected President by the retiring President at the close of the Annual Meeting and Professional Improvement Conference. (The Secretary is responsible for purchase.)
3. NACAA plaques for outgoing Officers are presented to the President, Secretary, Treasurer, and Regional Directors when they complete their terms of office. (The Secretary is responsible for purchase.)
4. NACAA Distinguished Service Award plaques are presented each year at the Annual Banquet to members selected in each state through the Recognition and Awards Committee. Achievement Awards (AA) are presented at the AA Recognition Breakfast. (Eligibility requirements for NACAA Distinguished Service Award and Achievement Award are in Section VI.)
5. An honorary lifetime membership is presented to the past National President, Secretary, and Treasurer upon their retirement from Extension work.
6. The Board of Directors may confer a special citation or recognition to an individual or organization when such action is deemed appropriate and timely.
7. Certificate of Appreciation to be presented to outgoing Committee Chairs and Vice-Chairs during the Annual Meeting and Professional Improvement Conference.
8. The NACAA Vice-President is responsible to order all plaques awarded by committees and councils.

## **NACAA SERVICE TO AMERICAN/ WORLD AGRICULTURE AWARD**

Purpose: To recognize a U.S. Citizen who has made a major contribution to American/World Agriculture and is recognized by peers and the general public.

1. The award will rotate by NACAA regions and should be limited to one individual per year.
2. Nominations will be solicited from the region(s) that host the AM/PIC. The nominee is not required to be a current resident within the region(s) submitting the nomination. (March 2009)
3. The nominee may be a public official, lay leader, or other professional individual who has made a significant contribution to American and/or world agriculture including, but not limited to, the Cooperative Extension Service and/or Research.
4. Nominations may be made by any member of NACAA and are encouraged to be made through State Associations, but not limited to such.
5. All nominees must be approved by their State Association President and State Extension Director.
6. Entries are due by March 15 and should be forwarded to NACAA Vice-President.
7. State Association Presidents in host region(s) of the current Annual Meeting should be especially encouraged to make nominations by the March 15 deadline.
8. The recipient of the current year award should be selected during the Spring Board Meeting and immediately notified with a congratulatory letter by the President.
9. Recipient is expected to attend the Annual Meeting and Professional Improvement Conference of NACAA. NACAA President is encouraged to involve the current year recipient in prominent position on the program.
10. The presentation highlighting the contributions and an appropriate plaque should be made at the General Session of NACAA. (The presentation should be the only one presented at that time.)
11. The Selection Committee will be NACAA President, Vice-President, and Regional Directors. (President as ex-officio and Vice-President as Selection Committee Chair.)
12. The Selection Committee, under the direction of the Vice-President, should prepare appropriate publicity for current year recipient and release to news media in recipient's home state/city.
13. NACAA will pay travel, lodging and meal expenses of the recipient to the Annual Meeting and Professional Improvement Conference. (Revised July 1998)

## **OBITUARIES**

Upon the death of a current Board member, Committee Chair, Committee Vice-chair, or a past National officer, a brief report of the passing will be forwarded to the Editor of The County Agent. NACAA Regional Directors and State Presidents are encouraged to assist in implementing this policy. (Revised December 1995) Upon notification of the death of a past national board member, NACAA will send flowers to the family, an equivalent contribution to the NACAA Educational Foundation, or a charity of the family's choosing. (Revised November 2015) Flowers or charitable contributions will be limited to \$50. (Revised October 2010)

### **ELIGIBILITY REQUIREMENTS FOR NACAA DISTINGUISHED SERVICE AWARDS**

(Revised 7/14/2017)

#### **The Nominee:**

1. Shall have served a total of at least 10 years with outstanding service as a member of the Cooperative Extension Service. Must be a member of their State association and NACAA the year that they are selected for the award. The cut-off date for determining years of service is March 15 of the current year. Exception: Specialists or others who have only recently been accepted by their State Association must have 10 years or more Extension work experience and been a state member since membership became available in this person's state.
2. Should have planned and implemented effective Extension programs which include carrying to completion constructive and outstanding work. Be specific. Military duties, church work, and civic activities do not apply.
3. Shall be actively interested in the improvement of the Cooperative Extension profession. Should participate in the affairs of the State Association and constructively support its program.
4. Should have studied some specific Extension subject by group study, correspondence, university residence study, or should have pursued some other means to improve their abilities.
5. Recipient must attend Annual Meeting and Professional Improvement Conference the year they are selected to receive the award, unless exempted because of extenuating circumstances. (Established by Board action, August 1993.) See Section VI, Distinguished Service Award for exemption policy.

#### **General Requirements:**

1. Nominations are limited to 2% and/or major fraction thereof, of the membership of each state. This will be based on the membership paid the NACAA Treasurer on February 15 of the previous year. (Revised December 2010)
2. Each State (or district) Association may nominate one nominee, irrespective of the number of Agents.
3. A State Association is not required to make a nomination.
4. Recognition and Awards Committee of the NACAA must give the final approval on all nominees for awards to be made at the Annual Meeting each year.
5. All information should be in the hands of the National Chair of the Recognition and Awards Committee not later than the deadline date set by National Committee Chair each year. (Revised October 1994)

## ELIGIBILITY REQUIREMENTS FOR NACAA ACHIEVEMENT AWARDS

### **Purpose:**

The purpose of the Achievement Award Program is to encourage and recognize excellence in the field of professional Extension for members with less than ten years of outstanding service as a member of the Cooperative Extension Service. The cut-off date for determining years of service is March 15 of the current year.

### **Selection:**

Each year, each State Recognition and Awards Committee may submit the names of 2% or major fraction thereof of the state's membership based on each state's membership as of February 15 of the previous year, with a minimum of one agent per state. The Achievement Award application form is available on the NACAA website. Winners will be submitted at the same time as DSA nominees. Nominees must be members of the State and National Association the year that they receive the award and must attend Annual Meeting and Professional Improvement Conference the year they are selected to receive the award, unless exempted because of extenuating circumstances. (Established by Board action, August 1993, Rev 9/09, Rev 7/14/2017) See Section VI, Achievement Award for exemption policy.

### **Application:**

Application for the Achievement Award is done electronically on the NACAA website.

<b><u>Members</u></b>	<b><u>AAs</u></b>
1-75	1
76-125	2
126-175	3
176-225	4
226-275	5

### **Recognition:**

A Certificate of Achievement will be presented by NACAA to each state winner during the Annual Meeting and Professional Improvement Conference of NACAA. All names will also be listed in the DSA Brochure.

**Note:** NACAA urges State Associations to recognize their state winners at the State Annual Meeting and Professional Improvement Conference and encourage winner (financially, if possible) to attend the National Meeting. (Revised October 1994)

## **INFORMATION REGARDING NACAA REPRESENTATION ON OTHER BOARDS AND ORGANIZATIONS**

### **Joint Council of Extension Professionals**

The President, President-Elect, and Past President of the NACAA shall represent the NACAA on this organization's board. NACAA will pay 100% of the travel expenses for representation of these officers on this organization. (Revised April 2015)

### **Special Assignments**

NACAA will pay up to 100% of travel expenses for the NACAA Journal of Extension, Board of Directors Representative. (March 2009) A job description for the JOE representative, is included on 6-29 (Revised 11-18)

## **NACAA REPRESENTATION AT SPECIAL EVENTS**

1. The NACAA President receives invitations to attend Annual Meetings of national organizations.

Guidelines for Presidential visits:

The President or a designee of their choice should represent NACAA at meetings and activities of other organizations when appropriate. The President shall determine which meetings or activities are appropriate to attend by considering the following criteria:

- a. Does an opportunity exist to meet with individuals whose position or activities make them important contacts for NACAA?
- b. Is there an opportunity to participate in the organization's program actively and meaningfully?
- c. Is participation within budgetary constraints?

Invitations to meetings which do not meet the above criteria should be responded to with correspondence politely declining yet thanking them for the invitation while expressing support for their program (if appropriate) and wishing them well in their endeavors.

2. Other events as appropriate.

(Revised July 1998)

## **RELATIONSHIP BETWEEN NACAA AND THE NACAA EDUCATIONAL FOUNDATION**

### **Background**

The NACAA Educational Foundation is a 501(c)(3) non-profit corporation, wholly separate and distinct from the National Association of County Agricultural Agents (NACAA). The NACAA Board of Directors acknowledges that the NACAA Educational Foundation Board of Trustees is solely responsible for the management of Foundation funds as spelled out in the NACAA Educational Foundation Articles of Incorporation and The Code of Regulations of The NACAA Educational Foundation, Article II, Section 8, Powers. (Updated 12/2017)

### **Representation**

A representative from the Board of Directors of NACAA shall serve as a voting member of the Trustees of the Foundation to provide communications with the NACAA Board of Directors regarding the Foundation. Historically the Past President has been appointed to fill this role, but the President and Board can choose another board member to serve at their discretion. (April 2000, Updated July 22, 2016)

## NACAA HANDBOOK REVIEW SCHEDULE

### **Background, purpose and objective**

Over time the policies of NACAA through revisions, additions and deletions become less readable and understood by future boards, NACAA leadership, committees and members. The purpose of this policy is to create a procedure for a continuous review of NACAA policies to assure the NACAA Policy Handbook is as correct and current as possible. The policy also makes this review plausible for the NACAA Board to manage.

### **NACAA Policy:**

Each year the NACAA President shall appoint a subcommittee of the Board to review a section of the NACAA Policy Handbook. The section review shall receive a complete study as to format, working and appropriateness, being current, in concert with Board practice and to revise the writing style for consistency. The schedule for sections to be reviewed is as follow:

Section VIII Educational Foundation – 2022, Section V Elections - Year 2023, Section VII Annual Meeting and Professional Improvement Conference Policy – Year 2024, Section IV Duties of Officers and Directors – Year 2025, Section VI Committees and Special Assignments – Year 2026, Section III General Policy – Year 2027. After 2027 Repeat the cycle.

## INVESTMENT OF NACAA FUNDS

### **Background, Purpose and Objective**

The management of NACAA funds is the responsibility of the NACAA Board. The Board shall serve as effective stewards of NACAA funds by assuring the Association that the Board provides the greatest return from the investment of discretionary funds while protecting funds from undue risk. The board shall be conservative in managing funds to minimize risk. The treasurer shall be responsible to execute all investments as directed by the NACAA Board.

### **Investment Management**

The treasurer shall report balances of invested funds monthly as part of the financial reports. Recommendations regarding the investment of funds are the responsibility of the Internal Fiscal Committee, in consultation with knowledgeable investment counselors. They shall review investments on a quarterly basis. NACAA Board approval is required for any action on recommendations.

### **Reserve Funds**

Funds that are held by NACAA as a reserve shall be invested in mutual funds utilizing variable and fixed securities. It is the intent of reserve funds to be held for unforeseen emergencies and shall be invested with the greatest percentage in variable securities to garner a high return over a long period of time.

It shall be the responsibility of the Fiscal Committee to have a long term look at the investment of reserve funds and aid the Board in keeping a long-term perspective. The Fiscal Committee shall establish an asset allocation ratio of variable and fixed securities, receive NACAA Board approval, and adjust ratios periodically to reflect the intent of the Board. The Fiscal Committee shall report to the Board the status of the reserve funds. The Board has the authority to modify investment strategies they consider relevant.

### **Annual Fund Balances**

The NACAA treasury fluctuates greatly throughout the year. Reasons for the variation include:

- Dues income
- Donor income
- Time of the Annual Meeting and Professional Improvement Conference
- Variations in expenses.

### **Savings Accounts**

The Fiscal Committee shall be responsible to invest cash flow balances that are determined not to be needed for short periods of time (3, 6, 9, or 12 months or longer) in fixed securities (Certificates of Deposit) of the highest quality that garner the greatest returns. A savings account shall be used for any other annual discretionary funds.

### **Checking Accounts**

- An account at a bank with branches near both the treasurer and executive director should be used if feasible to reduce the need for wire transfer of funds.
- Whenever possible, the NACAA Treasurer and Executive Director shall use an interest-bearing checking account.

Adopted 8/2000

## **NACAA CONFLICT OF INTEREST POLICY**

The National Association of County Agricultural Agents, its Components, and all Officers, Directors, Delegates, and Committee members scrupulously shall avoid any conflict between their respective personal, professional or business interests and the interests of the Organization, in any and all actions taken by them on behalf of the Organization in their respective capacities.

If any Officer, Director, Delegate, or Committee member of the Organization has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the Organization, including but not limited to transactions involving:

- a. The sale, purchase, lease or rental of any property or other asset.
- b. Employment, or rendition of services, personal or otherwise.
- c. The award of any grant, contract, or subcontract.
- d. The investment or deposit of any funds of the Organization

Such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which they have an interest, or otherwise attempting to exert any influence on the Organization, or its components to affect a decision to participate or not participate in such transaction.

All Officers, Directors, Delegates, and Committee members are required to formally disclose to the Organization any interests that could give rise to conflicts on an annual basis. (Approved March 2010)

# NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS DOCUMENT RETENTION AND DESTRUCTION POLICY

## General

This policy provides for the systematic review, retention and destruction of documents received or created by the Organization in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Organization's operations by promoting efficiency and freeing up valuable storage space.

## Document Retention

The Organization follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time. Not all of the documents listed below are found in the Organization; however, these guidelines are to be followed in the event the Organization should create or receive such a document.

### Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Fixed Asset Records (if applicable)	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter (if applicable)	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

### Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

### Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

### Contract Records

Employment and Termination Agreements	Permanent
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years

### Donor Records

Donor Records and Acknowledgement Letters	7 years
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### Legal, Insurance and Safety Records

Insurance Policies	Permanent
Stock and Bond Records	Permanent
Leases	6 years after expiration
General Contracts	3 years after termination

**Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule or as listed in the NACAA Handbook will be maintained for the appropriate amount of time. The NACAA board shall make a determination in consultation with the NACAA Policy Committee if a conflict in retention time is found. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

**Emergency Planning**

The Organization’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week.

**Document Destruction**

Destruction of financial and other sensitive documents will be accomplished by shredding or burning once the retention requirements have been met.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**Compliance**

Failure to follow this policy can result in possible civil and criminal sanctions against the Organization. The Board of Directors will periodically review these procedures to ensure that they follow new or revised regulations. The Chair of the Association Policy Committee will review compliance during the scheduled Section III Policy review. The NACAA President may at any time appoint an individual or committee to review compliance when appropriate. (Approved March 2010, Revised July 2021)

All checks issued by NACAA will become void after one year if not cashed and will not be re-issued after that time unless approved by the NACAA Board. (December, 2021)

## **SECTION IV – DUTIES OF OFFICERS & DIRECTORS**

## **DUTIES OF THE NACAA PRESIDENT**

“The President shall perform such duties as usually pertain to this office. This person shall have the power to call meetings of the Executive Committee and Board of Directors and shall preside at such meetings and be a member ex-officio of all committees.”  
Section 5. Article V NACAA Bylaws

Other responsibilities:

1. Guidelines for Presidential visits:

The President or a designee of their choice should represent NACAA at meetings and activities of other organizations when appropriate. The President shall determine which meetings or activities are appropriate to attend by considering the following criteria:

- a. Does an opportunity exist to meet with individuals whose position or activities make them important contacts for NACAA?
- b. Is there an opportunity to actively and meaningfully participate in the organization’s program?
- c. Is participation within budgetary constraints?

Invitations to meetings which do not meet the above criteria may be responded to with correspondence thanking them for the invitation; expressing support for their program (if appropriate); wishing them well in their endeavors; and inviting them to call upon us to help them in the future if we can.

2. Extends official notice to Annual Meeting and Professional Improvement Conference to NACAA donors (special programs and Annual Meeting Professional Improvement Conference donors); also, to Dean/Director of Agriculture and the Directors of Extension in each state.
3. The President schedules Annual Meeting and Professional Improvement Conference speakers and program participants except where this responsibility is assigned to someone else.
4. It is appropriate for the President to visit one state other than their own state, with all expenses paid by NACAA during term of office.
5. Write a brief historical account of the year served immediately following the Annual Meeting and Professional Improvement Conference. This History is to be sent to the NACAA Secretary to be filed with the permanent records.
6. President will sign signature cards for Association accounts, and safe deposit box with the Treasurer. The withdrawal of funds from NACAA Investment Accounts requires the signature of both the NACAA President and the NACAA Treasurer. (4-02)
7. At the AM/PIC Post board meeting, the President will appoint an Audit committee of at least two members of the board of directors. They will make the audit at the winter board meeting (also see duties of treasurer).
8. Upon assuming the office of President, notify the NACAA Educational Foundation designating a member of the NACAA Board of Directors (historically the Past President) as the Representative of the Association to act for it as the member of the NACAA Educational Foundation. Also, designate an alternate from the NACAA Board of Directors. President should notify the NACAA Educational Foundation on the designated member.
9. At the AM/PIC post board meeting, make appointment(s) of NACAA Special Assignments, with approval of Board (Rev. 4-03)
10. Ensure that communications occur between NACAA Scholarship Chair and NACAA Educational Foundation regarding scholarships or other uses of Educational Foundation funds at least 30 days before the Annual Meeting Professional Improvement Conference.
11. Involve the Board of Directors to determine whether funds are available for contributing to the NACAA Educational Foundation.
12. When developing the Annual Meeting and Professional Improvement Conference program, ensure a meeting time and place is available for the NACAA Educational Foundation’s Annual Members’ Meeting and Annual Meeting of the Board of Trustees.

13. Send a letter of welcome to all new NACAA members. A letter should also be sent to all first-time attendees to the AM/ PIC, informing them of, and inviting them, to all “First Timer” activities.
14. The President will serve as the emcee (Master of Ceremonies) for the Annual Banquet. The President Elect is responsible for the program details of the Annual Banquet. (July-18-08)
15. Financial materials accumulated by the NACAA President during his or her term shall be sent to and placed in the care of the NACAA Executive Director for the seven-year limit required for audit and review. These forms are to be submitted in either physical paper form or electronic form as accumulated by the President. Documents will be shredded or burned and disposed of properly by the Executive Director after seven years per IRS review limitations.

(Revised 4/10/19)

## OUTLINE FOR PRESIDENT'S HISTORY

1. List Officers, Directors, and Committee Chairs and dates.
2. List three Board meetings with highlights.
3. Summarize new programs, publications, activities, etc.
4. List Public Relations activities by President or Board members representing NACAA.
5. Dates, places, and program summary of Regional Meetings.
6. Summarize Annual Meeting and Professional Improvement Conference speakers, Officers elected, business conducted, award presentations, Annual Banquet, DSA and Achievement Award winners (list), total number attending.
7. Necessary copies
  - a. One copy to go into permanent records, along with a 2 X 4 or 3 X 5 updated picture.
  - b. Keep one personal copy as standby, if any others are lost.
  - c. Provide a selection of photographs, if possible.
8. Include copy of Proceedings.
9. See section 3 of this handbook, "Permanent Records" and work with the NACAA Secretary to provide necessary information for permanent records stored with the Executive Director (older records exist at the USDA National Agricultural Library).

(Revised 4/10/2019)

## **DUTIES OF THE NACAA PRESIDENT-ELECT**

“The President- Elect shall perform the duties of the President in case of absence or disability and shall assume any other obligations that may be assigned this person by the President or Board of Directors.”

Section 6, Article V NACAA Bylaws.

Other responsibilities:

1. Under the direction of the President, help plan and make arrangements for certain parts of the Annual Meeting and Professional Improvement Conference. President-Elect will:
  - a. The President Elect is responsible for the Annual Banquet program details. The President Elect will consult with the Board and work closely with the Annual Meeting and Professional Improvement Conference Committee regarding menu and banquet facilities, designates, invites, and arranges head table guests, and is responsible for the program. A copy of menu and program is provided to both the Chair of the Recognition and Awards Committee and to the Executive Director to assist in setting up and printing the booklet for the Annual Banquet.  
(Revised (Oct./08 & July-18-08))
  - b. Facilitate and coordinate all NACAA donors and sponsors. Assist Executive Director with retention of current sponsors while focusing on identifying, soliciting, and securing new donors. Work with Executive Director to communicate with host state and assist with coordination of host state and NACAA fundraising efforts. Encourage Executive Program Committee and their committees to assist both in the identification of potential programs needing support and identification of potential donors. Publicize donor incentive program to membership and encourage its use. Provide a summary report of AM/PIC and summarize the evaluations of workshops and provide this report to the board.
  - c. Chair donor recognition at the Annual Meeting and Professional Improvement Conference.
  - d. Host and present the “candidates for NACAA office” at each of the Regional meetings at the AM/PIC. 8/11
2. Attends Extension Leadership Conference by JCEP
3. President-Elect may attend a state meeting of their choice each year. NACAA to pay transportation costs only. (Board Action 9/24/94)
4. Work with AMPIC host state to provide for coordinaton and oversight of NACAA AMPUC First Timers Program.
5. Other duties as assigned by Officers and Board of Directors.

(Revised 4/10/2019)

## **DUTIES OF THE NACAA VICE PRESIDENT**

“The Vice President shall perform duties of the President in case of the absence or disability of both the President and President-Elect. The Vice President will assume the duties of President-Elect in case of disability. The Vice President shall assume any other obligations that may be assigned this person by the President or Board of Directors.”

### Section 7, Article V NACAA Bylaws

Other responsibilities:

1. The Vice President assumes responsibility for NACAA committee work.
2. NACAA committees are set up by the Vice President with the help of the Executive Committee before the NACAA Spring Board Meeting. Nominations for Council Chairs, Committee Chairs, Regional Vice Chairs to be accepted and recommended to the voting delegates during the Spring Board Meeting. The Vice President also identifies Special Assignment positions where the term has ended. The Vice President utilizes the recommendation of the executive program committee to make recommendations to the national board to fill vacancies. Provides the Executive Director with updated contact information of Council Chairs, Committee Chairs, Vice Chairs and Special Assignments for inclusion in the County Agent Magazine. The committee appointments must be approved by the Voting Delegates at the Annual Meeting Delegate Session.
3. The Vice President is responsible for coordination of communications with Council Chairs and Life Member Chair, and gathering reports from the NACAA Committee Chairs - progress reports for the Winter and Spring Board Meetings and final reports (2 pages - 15 copies) at least four weeks prior to the Annual Meeting and Professional Improvement Conference for review by the Policy Committee before the meeting. After the committee reports have been approved by the Board of Directors, they will be published in the fall issue of The County Agent.
4. The Vice President arranges for and conducts the Committee Chair Workshop during the Annual Meeting and Professional Improvement Conference (to be attended by both incoming and outgoing Chairs and Vice Chairs).
5. The Vice President is responsible for the Committee Member Breakfast at the Annual Meeting and Professional Improvement Conference. At this breakfast, retiring committee chairs (including Life Member and Policy committee chairs), vice chairs, and special assignments will be recognized.
6. Attends Extension Leadership Conference by JCEP
7. Vice President may attend a state meeting of their choice each year. NACAA to pay transportation costs only. (Board Action 9/24/94)
8. Vice President chairs Selection Committee for the Service to American/World Agriculture Award. Publicize the award program and encourages states from the appropriate region to submit nominations. Vice President to receive applications by March 15.
9. Chair the Executive Program Committee.
10. It is the responsibility of the NACAA Vice President to ensure that all plaques awarded by committees and councils are ordered. The Vice President is allowed flexibility in deciding from whom to order plaques. (April 2019)
11. Represent NACAA at the PILD Conference each year.

The regional rotation for the election of NACAA Vice Presidents is in Section VII (Rotational Schedule) NACAA of this policy handbook. (Revised 11/18)

**Vice President Responsibilities**  
**NACAA Service to American/World Agriculture Award**

1. Prepare article and nomination form for fall issue of The County Agent.
2. Solicit nominations from region or regions hosting Annual Meeting Professional Improvement Conference (region from where recipient will come).
3. Early December send letter to all State Presidents and Presidents-Elect in region or regions hosting Annual Meeting Professional Improvement Conference. Letter to include guidelines and nomination form.
4. Discuss at Winter Board Meeting.
5. By March 20, send copies to each member of Selection Committee (Regional Directors).
6. Spring Board Meeting - collect recommendations from Selection Committee members.
7. Make final selection and notify Board at Spring Meeting.
8. Following Spring Board Meeting order plaque for recipient.
9. Prepare appropriate publicity.
10. Remind President to invite recipient to Annual Meeting and Professional Improvement Conference and have President inform recipient about the presentation.
11. See that recipient gets proper welcome at Annual Meeting and Professional Improvement Conference.

(Revised 12/96)

## **DUTIES OF THE NACAA IMMEDIATE PAST PRESIDENT**

The immediate Past President is a member of the Executive Committee of the Board of Directors and shall attend all meetings of the Board. The immediate Past President, because of valuable experience, can be of great assistance to the President and the Board, and shall stand ready to accept responsibility assigned.

- A. Chair of the Nominating Committee
  - 1. Policy Regarding Conduct of NACAA Elections (see Section 5 on Policy Regarding Elections of NACAA).
  - 2. Prepare election report forms (see section 5 for copies) and make appropriate distribution.
- B. Visit the state selected at the Annual Meeting Professional Improvement Conference to host the meeting four years hence (can possibly be completed by conference call if mutually agreed upon with host state). Meet with the responsible State Officers and leaders and review the responsibilities and obligations hosting an Annual Meeting Professional Improvement Conference entails. Review the meeting facilities at the proposed meeting site and review the needs of an Annual Meeting Professional Improvement Conference. This visit should be arranged soon after the Annual Meeting Professional Improvement Conference and a report to the Board no later than the Spring Board Meeting, and see that state selected receives \$1,000 Annual Meeting Professional Improvement Conference “seed” money. Refer to Chapter 7 of Policy Handbook for further clarification.
- C. Approve all bills connected with the Annual Meeting Professional Improvement Conference under their tenure as President.
  - 1. Revise and update the NACAA Annual Meeting Handbook on an annual basis. Key times for this revision and update will be immediately following the Annual Meeting/Professional Improvement Conference and immediately following the Winter Board Meeting.
  - 2. The Past President shall ensure bidding and hosting state(s)/region receive electronic notification and version of the most recent Annual Meeting Handbook and shall inform them that the AM/PIC Handbook is a guide only. NACAA Policy supersedes the AM/PIC handbook.8/11

## **DUTIES OF THE NACAA SECRETARY**

The Secretary shall keep full and accurate records of the proceedings of all meetings of the Executive Committee, Board of Directors, and Annual Meeting and shall receive all communications and papers that normally come with such an office, send out notices of meetings, conduct all necessary correspondence, and perform such other duties as usually pertain to the office. Bylaws: Article V, Section 8.

The primary duties of the Secretary are:

- 1. Timely and accurate recording of the Minutes
- 2. To record and make available an accurate duplication of any By-laws change(s) as voted upon by delegates
- 3. Organize the Voting Delegate Information Session
- 4. Ensure each state has identified voting delegates for the Annual Voting Delegate Session and are seated in their assigned spot prior to the meeting being called to order.
- 5. Responsible for sending any official correspondence as assigned by NACAA President and/or NACAA Board.

Specific Duties:

- 1. Address - Telephone
  - A. At Annual Meeting, get address, office phone, fax number, email, home phone (include area code), spouse’s name, and secretary’s name of Officers, Directors, Vice Directors, Council Chairs, Committee Chairs, The County Agent Editor.
  - B. Following the AM/PIC, create a contact directory of the NACAA board and email the contact information to the Board of Directors of NACAA. Order name tags for new officers, directors and vice directors.
- 2. State Officers’ Directory

Contact each State President to remind them they need to update the state officer list on the NACAA website by December 1st. Send follow-up reminder that this task needs to be completed as well as sending any changes to the NACAA

Secretary or by updating on the NACAA website.

3. Recognition Plaques

- A. Gavel for incoming President is ordered in May or June. Gavel is engraved with name, office, and year. (Check with President-Elect on how name should appear.)
- B. Plaques for retiring President, Secretary, Treasurer, and Directors and Council Chairs are ordered in May. Plaque will show office, name, and year(s).
- C. Address for plaques: Benjamin Bronze Studios  
784 County Rte. 28, P.O. Box 508  
Niverville, NY 12130  
[benjaminbronzestudios@fastmail.fm](mailto:benjaminbronzestudios@fastmail.fm)

D. See more information below.

4. Minutes

- A. Minutes of all Board Meetings and Annual Meeting Professional Improvement Conferences are emailed to the NACAA Board for review prior to the next scheduled Board meeting.
- B. Minutes are approved at the following Board Meeting and posted on the NACAA website.
- C. NACAA Board meeting Audio files will be destroyed 90 days after the minutes are approved and posted on the NACAA Website (Adopted 10/14/09)
- D. Maintain minutes of the NACAA Board meetings for ten years.
- E. All attachments shall be with the minutes except that of the treasurer's report. The Treasurer's report shall be marked classified. 12/18/09.
- F. After a study of the minutes of other professional organizations, in consideration of the risk of any financial information in today's electronic work and to better protect the interests of our members, the reporting of specific financial amounts will not be included in the minutes of each meeting. To ensure the rights and privileges of our members, any NACAA member may make a written request for a copy of the presented financial statements from the NACAA Treasurer. Revised.12/10

5. Voting Delegates Information Session

- A. Responsible for setting up Voting Delegate Information Session - provide estimated attendance to host state meal committee chairperson if meal is to be provided
- B. Secretary will contact Directors and Vice Directors and advise them of their assignments during the Voting Delegate Information Session
- C. Program is short - introduce Officers, Directors, welcome, explain why it is necessary to correct Voting Delegate list, introduce sponsor who will make a few remarks.
- D. Present all candidates for various offices, Chair of Nominating Committee in charge. Highlight any proposed by-law changes or other items of business.

6. Call Letter

At least 30 days before the Annual Meeting Professional Improvement Conference, a call of the Annual Meeting is emailed State Presidents and Secretaries. Article III, Section 2 of by-laws.

7. Retiring Past National Presidents, Secretaries, and Treasurers

Work with Executive Director to ensure that officers receive a complimentary Life Membership. There is no charge for Life Membership for these Officers. They are awarded a Life Membership card at the next Annual Meeting.

8. Candidates

Email to Regional Director(s) asking them to share the "Policy Regarding Candidates" with State Presidents where candidates may be running for NACAA offices, prior to the Leadership Conference sponsored by JCEP.

9. Permanent Records

At the end of each calendar year, it is the responsibility of the NACAA Secretary to forward to the Executive Director, items (See Section 3 of this Policy Manual) to be added to the NACAA permanent files

10. Prepare and distribute to Regional Directors the necessary Certificate of Election forms to report results of elections at Regional Meetings and Annual Meeting Professional Improvement Conferences.
11. Following each Annual Meeting Professional Improvement Conference, send names and addresses of NACAA President and President-Elect to ECOPChair.
12. Order and deliver name tags for all NACAA Officers and Directors as needed.
13. An annual registration report and applicable fee is paid to the State of Missouri to maintain NACAA permanent registration with the State of Missouri. Work with the Missouri member (Active or Life) who is the registered agent of the corporation, currently Parman Green, Past National Treasurer, to file the report by Missouri's designated timeline (due no later than 8/31 each year).

14. Voting Delegates
  - A. Current year's delegates are based on membership of February 15 of the current year. (9-25-09)
  - B. At least 90 days prior to the AM/PIC write State Presidents and show number of delegates authorized and request names by a deadline set at least 45 days prior to the AM/PIC. (Rev. 2-25-09)
  - C. Verify names of Voting Delegates with the Executive Director that they are current members.
  - D. Destroy NACAA Election ballots 30 days following the end of the Annual Meeting. (Adopted 9/09)

**Plaques for Retiring President, Secretary, Treasurer, Directors and Council Chairs**

1. Secretary orders plaques from Benjamin Brown Studios, Mr. Benjamin J. Jose, 784 County Rte. 28, P.O. Box 508, Niverville, NY 12130. Email: [benjaminbronzestudios@fastmail.fm](mailto:benjaminbronzestudios@fastmail.fm). Office: 518-784-5100. Cell: 518-653-9192
2. Benjamin Brown Studios has the die for casting logo.
3. Plaque consists of high-quality wood with brass logo, title of office, name and year or years of service. Year or years to coincide with year of retirement.
4. Examples for 2019:

PRESIDENT  
Richard Fechter  
2019

DIRECTOR  
Connie Strunk  
2017-2019 (Served two years)

SECRETARY  
Virginia  
Rosenkranz  
2017-2019  
(Served two  
years)

DIRECTOR  
Dwane Miller  
2018-2019 (Served one year)

DIRECTOR  
Andrew E. Overbay  
2017-2019 (Served two years)

TREASURER  
Lenny Rogers  
2017-2020 (revised 7/2019)

**NACAA MATERIALS & POLICY INFORMATION**

1. Benefits of Membership – A Professional Association brochure – available at [https://www.nacaa.com/about/NACAA%20Benefits%20of%20Membership%20Flier%202%20sided%2012\\_18.pdf](https://www.nacaa.com/about/NACAA%20Benefits%20of%20Membership%20Flier%202%20sided%2012_18.pdf)
2. Code of Ethics - available from the NACAA Executive Director
3. Bylaw and Duties – available from Policy Chair
4. Duties of NACAA Officers and Directors – available from Policy Chair
5. NACAA Committee Duties – available from Policy Chair
6. NACAA Policy – available from Policy Chair

## Correspondence Instructions for NACAA

Use titles at all times when writing NACAA members. All official correspondence should be written on NACAA letterhead stationery (electronic version). However, email is encouraged for day-to-day correspondence. Care should be taken to include all appropriate Board Members, National Officers, Council Chairs, Committee Chairs and others as appropriate in the information loop. All correspondence should be written using accepted professional guidelines such as

[https://mymount.msj.edu/ICS/icsfs/Professional\\_Correspondence\\_Guide.pdf?target=edd7666f-8eaf-47f6-9a1c-feeddaef00c4](https://mymount.msj.edu/ICS/icsfs/Professional_Correspondence_Guide.pdf?target=edd7666f-8eaf-47f6-9a1c-feeddaef00c4)

## DUTIES OF THE NACAA TREASURER

The Treasurer shall keep a full and complete record of money received and paid out, send out all notices of unpaid dues, receive and receipt all membership dues, keep an account of the membership fees paid for and the date thereof, and deliver to the successor all funds and records remaining in hand at the expiration of the term of office.

Bylaws: Article V, Section 9

1. Checks
  - A. Make sure the voucher always carries the number of check when paying bill.
  - B. If a check is “voided”, it should be properly documented in the accounting software and highlighted in the next month’s report to the board.
  - C. Bank may require an organization resolution to be signed by the Secretary. Have President sign signature cards. Only President and Treasurer may sign check. The President may sign checks in the event the Treasurer is incapacitated.
2. Bond

Secure a Fidelity Bond valued \$1,000,000 effective January 1 for NACAA Treasurer, President and Executive Director. Cost of bond to be paid by NACAA. (4-02)
3. Depository NACAA Funds
  - A. While Board of Directors are in session at Winter Board meeting upon change in Treasurer, prepare a resolution naming which institution(s) will be the depository for NACAA funds.
4. Investment Funds
  - A. The withdrawal of funds from NACAA Investment Funds require the signatures of both the current Treasurer and the President. (3-01)
5. Review of Accounts
  - A. Have a CPA complete a compilation of accounts when term expires. In interim years, the President will appoint an Audit Committee of at least two members of the Board of Directors. They will make the audit at the Winter Board Meeting.
  - B. The Audit Committee will need: receipt book, checkbook, bank statements, and monthly financial reports.
  - C. **INTERNAL FINANCIAL REVIEW PROCEDURES** adopted 12/10
    - a. Secure all financial records (voided checks, cancelled checks, bank. statements, records, receipts, etc.) for the review period.
    - b. Randomly review a minimum of 5 checks for appropriate signatures.
    - c. Randomly match documentation (vouchers) to checks. Record check numbers reviewed.
    - d. Determine if all expenditures were authorized
    - e. Randomly check to see if expenditures in records are found on the bank statement. List expenditures reviewed.
    - f. Review numerical sequence of cancelled and voided checks. Note any missing checks.
    - g. Check to see if books have been reconciled to bank statements on a regular basis.
    - h. If certificates of deposit are owned, verify that they are still on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.
    - i. Compare vouchers/expenditures to budget. Determine if level of activity appears reasonable.
    - j. List any checks that are outstanding and date of issue.
    - k. Review committee members sign report.
6. Tax Return
  - A. Have a CPA prepare an annual tax return, Form 990, by the 15th day of the fifth month following the close of annual accounting period.
  - B. This Association is tax exempt under Section 501 (c) (6) of the Internal Revenue Code of 1954. C.  
I.D. Number 25-6065493

7. Accounting

- a. Financial records are kept with the aid of computer software. At the present time (2010) QuickBooks Pro is being used. (7/10)
- b. Vouchers must be signed by the President before issuing a check.
- c. All bills sent to the president for approval should include a completed voucher and associated receipts/invoices.
- d. Mileage is reimbursed at amount approved by Board of Directors. Mileage reimbursement shall be 90% of the federal rate effective on all vouchers with travel on or after 1 Sept. 2011. 6/11. Check the NACAA Electronic Voucher for future updates. 6/11
- e. Board and Committee Chairs attending an authorized meeting may be reimbursed up to 1,500 miles (round trip) and one night's lodging each way.
- f. Receipts must accompany all requests for reimbursement, except food.
- g. Expenses relating to an Annual Meeting Professional Improvement Conference are sent to the retiring President.
- h. Expenses for new Officers, new Directors, and Committee Chairs will be paid beginning with breakfast following the Annual Banquet and return home. (Rev. 07-02)
- i. Expenses at the Annual Meeting Professional Improvement Conference for retiring Officers, Committee Chairs, Regional Directors, will be paid for return-home transportation, meals, and lodging. (Adopted by Board December 1991)
- j. The treasurer should be prepared to write a number of checks while at the Annual Meeting.
- k. Treasurer's report is to be made available to the Board on a Monthly basis. 8/11

8. Reports

- A. Prepare a financial report of Annual Meeting Professional Improvement Conference for Winter Board Meeting.
- B. Treasurer will prepare IRS Form 1099 in January for the preceding calendar year for all award winners who receive accumulated award earnings above the established IRS limits.
- C. Provide the NACAA Board with a complete financial report including a balance sheet, profit and loss statement, and individual transactions on a Monthly basis 8/11
- D. The outgoing Treasurer is responsible for the completion of the compilation of accounts of NACAA books for that Treasurer's term. The review of accounts is to be performed by a Certified Public Accountant. (7/03, revised 12/09)
- E. Treasurer shall work with the NACAA Secretary to ensure that the annual report is filed with the Missouri Secretary of State.

9. Insurance

- A. \$200,000 travel insurance is carried on the President and \$100,000 travel insurance on other Board members, Chair of Policy Committee, and Executive Director.
- B. NACAA is the beneficiary of 50% of face amount - other beneficiaries are named by the Board member.
- C. Executive Director will research to determine policy holder, Treasurer will assure this is completed. Current policy provider is Travelers Insurance.

10. State Secretaries

- A. NACAA Treasurer or Executive Director will receive membership forms or data in electronic format.
- B. NACAA Membership records are maintained electronically (on-line).
- C. On receipt of check and membership records, a receipt, membership card, and "Code of Ethics" (new members) is mailed to the State Secretary upon request. Life membership cards will be mailed upon request.

11. Maintain Back Up Files

A backup of files shall be kept on computer software approved by the Board of Directors for a record of financial records.

12. Award Programs

- A. Regional Vice Chairs will verify that award program participants are current NACAA members by contacting Executive Director for member eligibility (dues paid).
- B. National Chairs will provide a list to Treasurer that includes winners name, mailing address, and total winning amount before the award checks will be processed.

13. Selling Address Lists

NACAA address lists will be sold at the discretion of the Treasurer or Executive Director, in consultation with the National Board if necessary.

14. Training

It will be the responsibility of the outgoing Treasurer to begin training of the newly elected Treasurer immediately following the election by the voting delegates. The new Treasurer will work closely with the outgoing Treasurer during the AM/PIC Post board meeting and the Winter board meeting. It is ultimately the responsibility of the new Treasurer for being properly

trained to accept NACAA financial records on January 1 of the year following election. (Adopted 4-02) (Revised 5/02)

15. Credit card

President, Treasurer, and the Executive Director shall have an NACAA credit card with up to a \$30,000 limit (Limit set at the discretion of the credit card company). 7/16/10

The past president will relinquish the NACAA credit card after their term as president has ended. All travel must be submitted on the current NACAA voucher. Credit card usage for travel of holder is prohibited. (Adopted 12/16)

**Policies Regarding Expenses Submitted to NACAA**

FOR DETAILS ON NACAA EXPENSE ACCOUNTING, REMBURSEMENT, ALLOWANCES AND EXPENSE ACCOUNT RULES REFER TO PAGE 3-2.

**The Computerized Expense Voucher System should be used whenever possible using Excel. A copy of this form is available online at [www.nacaa.com/committees](http://www.nacaa.com/committees). (bottom of page) 8/11**

## **DUTIES OF THE NACAA REGIONAL DIRECTORS**

Each Director shall be responsible to the member Association of the respective region in presenting their recommendations and suggestions and keeping said membership informed as to the activities and policies of the NACAA.

Each Regional Director shall keep in close touch with phases of NACAA work through the various State Presidents, and, in turn, keep the Board fully informed as to their problems and views.

Other responsibilities:

1. The Director takes office immediately upon the close of the Annual Meeting Professional Improvement Conference.
2. The retiring Director will turn over files containing official records and correspondence of NACAA and the region to the incoming regional Director. These are the property of NACAA for the guidance of the Directors.
3. Directors attend national and Regional Meetings at the call of the NACAA President, the Executive Committee, or Board.
4. The Regional Director are encouraged to visit each state annually, if invited and unable to attend, please ask Vice-Director to attend on your behalf if possible. Such state visits are made by mutual arrangement with the State Association President. If states need help, be ready to visit that state more than once.

Expenses for such visits are approved on the same basis as other official travel except (a) the Board will annually determine the budget for the Directors' expenses, and (b) the Director can claim no expenses for work in home state.

The NACAA President has authority to approve special trips on a national, regional, or state basis within policy of Board. (Prior approval is needed in these cases.)

The Western Region Director may receive expenses for one trip to Hawaii to attend the State Association meeting during that Director's term.

5. Upon becoming Regional Director and prior to visits to states, discuss necessary procedures to secure permission from your own State Director of Extension and outline plan for the visit. When feasible, try to arrange a brief visit with the Director, Dean, or President of the Land Grant University when visiting the state.
  - A. During state visits the Directors should update and provide State Association Officers instructions and reminders of the need to update the listing of their State Committee Chairs on the NACAA web site. State Presidents should be encouraged to complete this task as soon as possible following the election of their new State Committee Chairs and to notify the NACAA Vice President via email as soon as the changes are completed. (Oct.-10-07)
6. Give reports of Director activities at Board meetings and in The County Agent.
7. Arrange for and take charge of the Regional Meetings of State Presidents. Directors should meet at the Winter Board meeting to determine agenda items to be addressed at Association meetings. (Send copy of minutes to NACAA President, President-Elect, Chairman of State Relations Committee, and all State Presidents from region). Conduct the Regional Meeting held during the Annual Meeting and Professional Improvement Conference. The Vice Director serves as Secretary for these meetings. (Southern Region - Senior Vice Director) The primary objectives of these Regional Meetings are:
  - A. To strengthen communication between State and National Associations.
  - B. To strengthen each State Association through increased knowledge and awareness of the National Association.
  - C. To provide an opportunity for the exchange of ideas.
8. The Director shall arrange to take the Vice Director (Senior Vice Director - Southern Region) on an out-of-state trip for a training experience.
9. Be alert when visiting Association meetings to observe Agents doing a good job. These are the Agents worthy of added responsibility in NACAA.

10. Work closely with the National Treasurer and Executive Director to encourage State Associations to get their paid-up memberships in on time and to keep membership lists current.
11. Assist the Vice President in setting up National Committees for the next year. Contact State Association Presidents in their region following the Winter Board Meeting for recommendations for committee nominations. Counsel with State Presidents about securing good persons for committee assignment. Check with National Committee Chairs or Vice Chairs as to active and inactive committee members.
12. Each region shall elect one member from that region to serve as a teller for the election of Officers. No teller should be elected from a state where a member is a candidate for office.
13. Each region shall elect two members from that region to serve on the Nominating Committee.
14. Take the time to do a successful job as director.
15. Work with Executive Director with articles on your activities, State Association activities, and your ideas on how NACAA can improve as a professional organization.
16. Inform Vice Director of responsibilities at all NACAA meetings.
17. Each Director shall maintain a list of states in the region and the year the Vice Director and/or Regional Director is to be elected from each state.
18. Many state members do not have experience in hosting an AMPIC and their respective Director can be invaluable. See Annual Meeting and Professional Improvement Conference Handbook for bidding guidelines. Director may need to visit prior to a state making a bid with the NACAA President's permission.
19. NACAA Regional Directors are responsible for the updating and distribution of the State Officer's Handbook. The rotation of Directors responsible for the updates is as follows: 2019-North Central, 2020-Jr. South, 2021-Northeast, 2022-SR. South, 2023-West, 2024- North Central, 2025-Jr. South
20. Schedule of rotation for Regional Directors can be found on pages in this section of the Policy Handbook.
21. Serve as a judge for the NACAA Hall of Fame Awards and Service to American World Agriculture and help promote these programs to your respective Region.
22. Senior Regional Directors are responsible for updating the online version of the Regional Directors and Vice-Directors Handbook each year. This handbook pulls together from Policy, all duties for regional directors and vice-directors.

## SCHEDULE OF ROTATION OF DIRECTORS AND VICE DIRECTORS

### Future Years

\*\*Years in the Vice-Director and Director columns indicate the years for which the Vice-Director and Director serve at the NACAA Annual meeting/Professional Improvement Conference. Year in the nominate column indicates the year in which the state must bring forth the name of the Vice Director designee to the regional meeting and delegate session of the NACAA Annual Meeting.

### North Central Region

State	Nominate	Vice Director	Director
South Dakota	2015	2016-2017	2018-2019
Wisconsin	2017	2018-2019	2020-2021
Illinois	2019	2020-2021	2022-2023
Indiana	2021	2022-2023	2024-2025
Iowa	2023	2024-2025	2026-2027
Kansas	2025	2026-2027	2028-2029
Michigan	2027	2028-2029	2030-2031
Minnesota	2029	2030-2031	2032-2033
Missouri	2031	2032-2033	2034-2035
Nebraska	2033	2034-2035	2036-2037
North Dakota	2035	2036-2037	2038-2039
Ohio	2037	2038-2039	2040-2041

### Northeastern Region

Pennsylvania	2015	2016-2017	2018-2019
New England	2017	2018-2019	2020-2021
New York	2019	2020-2021	2022-2023
New Jersey/Delaware	2021	2022-2023	2024-2025
Maryland/West Virginia	2023	2024-2025	2026-2027
Pennsylvania	2025	2026-2027	2028-2029
New England	2027	2028-2029	2030-2031
New York	2029	2030-2031	2032-2033
New Jersey/Delaware	2031	2032-2033	2034-2035
Maryland/West Virginia	2033	2034-2035	2036-2037

### Southern Region

<b>State</b>	<b>Nominate</b>	<b>Vice Director</b>	<b>Director</b>
Mississippi	2014	2015-2016	2017-2018
Virginia	2015	2016-2017	2018-2019
Alabama	2016	2017-2018	2019-2020
Louisiana	2017	2018-2019	2020-2021
Oklahoma	2018	2019-2020	2021-2022
Tennessee	2019	2020-2021	2022-2023
South Carolina	2020	2021-2022	2023-2024
Georgia	2021	2022-2023	2024-2025
Arkansas	2022	2023-2024	2025-2026
Florida	2023	2024-2025	2026-2027
Texas	2024	2025-2026	2027-2028
North Carolina	2025	2026-2027	2028-2029
Kentucky	2026	2027-2028	2029-2030

### Western Region

<b>State</b>	<b>Nominate</b>	<b>Vice Director</b>	<b>Director</b>
Arizona, Alaska & Hawaii	2014	2015-2016	2017-2018
Idaho, Montana & Nevada	2016	2017-2018	2019-2020
Colorado and Wyoming	2018	2019-2020	2021-2022
California, Utah & New Mexico	2020	2021-2022	2023-2024
Oregon & Washington	2022	2023-2024	2025-2026
Arizona, Alaska & Hawaii	2024	2025-2026	2027-2028
Idaho, Montana & Nevada	2026	2027-2028	2029-2030
Colorado and Wyoming	2028	2029-2030	2031-2032
California, Utah & New Mexico	2030	2031-2032	2033-2034
Oregon & Washington	2032	2033-2034	2035-2036

(Western Region State Groupings Revised April 2014)

## **DUTIES OF THE NACAA REGIONAL VICE DIRECTOR**

The Vice-Director shall:

1. Act in place of Regional Director in case the Director is unable to perform duties.
2. Serve as Secretary to record proceedings of Regional Meetings held during Annual Meeting Professional Improvement Conference. In the Southern Region, both Vice Directors are expected to attend, and the Senior Vice Director will serve as Secretary. (Expenses for the Senior Vice Director as Incoming Director begins with breakfast on Friday morning following the close of the Annual Meeting Professional Improvement Conference.)
3. Attend Regional Meetings of the Officers Workshop and serve as Secretary. (Expenses paid) In the Southern Region, both Vice Directors are expected to attend, and the Junior Vice-Director will serve as Secretary.
4. Vice Directors are to meet with current Regional Director when the Director visits the Vice Director's home state, Extension Leadership Conference sponsored by JCEP, and during Directors/Vice Directors training at AM/PIC to receive training to assume responsibilities of the Director. (Rev. 4-02).
5. Cooperate with Regional Director in every way possible.
6. Promote active and life membership by serving as Regional Membership Coordinators. Work closely with state association officers and/or membership coordinators to recruit and retain members. Encourage participation at AM/PIC and encourage participation in leadership and professional development opportunities offered through NACAA. Work closely with state officers to attempt to sign up retired agents as Life Members and encourage their participation in AM/PIC." (July 2004)
7. Become familiar with the operations of NACAA - bylaws, policy, duties of Officers, Directors, and committees.
8. Attend all NACAA Board meetings held during Annual Meeting Professional Improvement Conference.
9. Work with the Chair of the Scholarship Committee in developing regional and state plans to raise monies from NACAA members (See Scholarship Committee section in this handbook).
10. Assist with the identification and solicitation of articles for publication in "The County Agent".
11. Schedule of rotation for Regional Vice Directors can be found in this section of policy handbook.
12. Regional Vice Directors who serve on the Public Issues Leadership Development Conference planning committee (PILD), which is sponsored by the Joint Council of Extension Professionals (JCEP), should attend the PILD Conference and participate in planning sessions/conference calls. (3-00, Rev. 12-01).
13. Serve on the State Relations Committee as appointed by the NACAA President and assist with this committee's objectives. (Revised 5/96)
14. Shall serve on Journal of NACAA Committee and secure reviewers for submitted articles. (Adopted 12/09) revised 08/10

**Responsibilities of the Executive Director  
between the  
National Association of County Agricultural Agents  
and  
Scott Hawbaker (dba Greendell Publishing Company)**

**Parties and Terms of Contract**

1. This contract is entered into between the National Association of County Agricultural Agents (referred to as the NACAA), a not for profit corporation organized in Missouri, and Scott Hawbaker (dba Greendell Publishing Company), a company doing business in Illinois.
2. This contract retains Scott Hawbaker as the Executive Director for the NACAA.
3. This contract shall be effective for five program years, starting on August 1, 2018 continuing through to the end of the Annual Meeting and Professional Improvement Conference in 2023 (exact date to be determined, August 1, 2023 tentatively).

**RESPONSIBILITIES OF THE NACAA EXECUTIVE DIRECTOR**

1. Executive Director shall provide a central office for the NACAA and maintain an address, phone number, fax number, and e-mail address for the NACAA.
2. Executive Director shall provide storage for NACAA records, materials, supplies, and other items as appropriate for the NACAA.
3. Executive Director shall assist the Secretary of the NACAA with records, reports, and other items to be placed on file at the NACAA headquarters.
4. Executive Director shall develop and maintain a database of membership, sponsors, and other appropriate persons or organizations. The database and its information shall remain the exclusive property of the NACAA. Executive Director shall include relevant information in the database as determined by the NACAA Board, the NACAA Council and Committee Chairs, and others as identified by the NACAA President and shall make reports, mailing lists, and other information from the database available to the same upon request.
5. Executive Director shall assist the NACAA with its communications functions, including, but not limited to press releases and electronic communications directed to or developed for members.
6. Executive Director shall coordinate communications with the editor of The County Agent magazine for purposes of developing program information, NACAA information, and article submissions.
7. Executive Director shall assist the NACAA with its contacts, communications, and coordination with donors/sponsors, trade show exhibitors, and others for purposes of on-going program support and implementation.
8. The Executive Director (and/or a representative) shall be present at all Board meetings and others as requested by the NACAA President.
9. Executive Director shall provide other services at the request of the NACAA Board, the NACAA Council and Committee Chairs, and others as identified by the NACAA President and as appropriate to the role and function of an Executive Director.
10. In carrying out these responsibilities, Executive Director shall be responsible to the President of the NACAA.
11. Executive Director shall provide an annual summary of activities to each member of the NACAA Board at the Pre Board Meeting and State Presidents at the State President's Luncheon held at the AM/PIC.

**Responsibilities of the National Association of County Agricultural Agents**

1. The NACAA shall not require Scott Hawbaker to devote all time, attention, and energy to the performance of the duties under this contract.
2. The NACAA President, or others as identified by the NACAA President shall provide guidelines and direction to Scott Hawbaker regarding the responsibilities as outlined above and in the position description listed in Section VI of this contract.
3. The NACAA President shall be the official contact for coordination between the NACAA and Scott Hawbaker.
4. The NACAA shall provide any representative of Greendell Publishing traveling on behalf of the NACAA with travel insurance coverage equal to that provided to members of the NACAA Board.

**Compensation and Expenses**

1. The NACAA shall pay a retainer to Greendell Publishing for services rendered under this contract at the rate of \$46,000 per calendar year. Payments shall be made on the first day of each month during the program year as a retainer for services to be rendered during that calendar month. Fees for years two, three, four and five will be reviewed and mutually agreed upon by NACAA and Greendell Publishing at the Post Board meeting of 2019, 2020, 2021, and 2022. Annual monetary increases shall be budgeted to include the national cost of living adjustment (Consumer Price Index), and for additional duties as assigned by the NACAA President (minimum 1.75% annual increase). A new contract will be developed and reviewed prior to the 2022 Post Board meeting in order to have a mutually agreed upon contract, ready to sign at the 2022 Post Board meeting.
2. Greendell Publishing shall provide receipts, invoices, or bills on a regular basis to the NACAA for direct expenses incurred on

behalf of the NACAA, including, but not limited to printing, postage, phone, fax, computer diskettes, supplies, toner, and travel. The NACAA shall reimburse Greendell Publishing for reasonable direct expenses incurred on behalf of the NACAA under this contract.

### **General Provisions**

1. Greendell Publishing and the NACAA shall recognize that this contract shall not supersede any previous agreements or contracts between the two parties that are separate and distinct from this contract.
2. Any modification of this agreement will be effective only if it is in writing and is signed -by both parties.
3. The failure of either party to insist on strict compliance with any of the terms of this contract by the other party shall not be deemed a waiver of those terms, nor shall any waiver of any right or power at any one time or times be deemed a waiver of that right or power for all or any other times.
4. If any provision of this contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
5. This contract shall be governed by the laws of the State of Illinois.
6. This contract may be canceled by either party with 180-days written notice. If such cancellation is initiated by Greendell Publishing, they shall provide written notice to the President of the NACAA and they shall agree to complete all tasks and comply with the terms of the contract for the remaining 180 days. If such cancellation is initiated by the NACAA, the President shall provide written notice to a representative of Greendell Publishing and the NACAA shall have the option of requiring the remaining 180 days of service in accordance with other terms of this contract or the option of releasing Greendell Publishing upon the NACAA making payment to Greendell Publishing of the retainer fees that would have been earned during the next 180 days.

### **Position Description**

1. The Executive Director shall perform or provide the following functions:
2. Office Management
  - a. Provide a central office for the association with an address, phone number, fax number, and e-mail communication.
  - b. Provide a central office for the association with storage for association records, materials and supplies.
  - c. Assist the association Secretary with the records, reports, and other items to be placed on file at the NACAA headquarters.
3. Database Management & Handbook Housing
  - a. Develop and maintain a central database of membership, sponsors, and other appropriate persons or organizations. The database information shall be considered the exclusive property of the NACAA and shall include, but not be limited to:
    - (1) membership information, including addresses, contact information, and dues collection
    - (2) officer and leadership information at state and national levels, including past and present information
    - (3) electronic communication information, including membership on identified electronic mailing lists
    - (4) recognition and awards information, including past and present information
    - (5) in coordination with the national scholarship committee chair house scholarship information, including contributions and scholarship awards
    - (6) donor and sponsor information, including contact, program, and financial information
    - (7) annual meeting registration information
    - (8) membership specialization information
  - b. Coordinate sales and distribution of information in the database with clients, donors, and sponsors, as authorized by the NACAA.
  - c. House the master and most current version of
    - (1) the Policy Handbook
    - (2) Annual Meeting Handbook
    - (3) State Officer Handbook
4. Communications
  - a. Produce communications including press releases and electronic communications directed to and/or developed for members.
  - b. Coordinate communications related to the publication of The County Agent magazine for purposes of program and association information and article submissions.
  - c. Provide contact, communication, and coordination with donors, trade show exhibitors, and sponsors for purposes of on-going program support and implementation.
5. Sponsorship
  - a. Serve as the main contact and coordinate with the President Elect all communications and provide follow-up contact with current donors. Such duties associated with current donors coordination include but are not limited to:
    - (1) confirming continued sponsorship of sponsor
    - (2) follow up correspondence confirming sponsoring attendance and participation, booth exhibits, VIP event notification and VIP event participation, at the AM/PIC.
    - (3) communicate sponsor program related information to the vice president and appropriate council chair and committee

chair.

- (4) keep track of the years of sponsorship and obtain logos, addresses and sponsor information as needed.
  - (5) Coordinate with the President elect and audio-visual company in coordinating the donor recognition at the AM/PIC. Coordinate the production of plaque orders for sponsor recognition at the AM/PIC.
  - (6) Coordinate with the President and President Elect in determining what sponsor related events to attend that would maximize contact with current and potential sponsors.
    - a. Assist the President, and/or the President-Elect in the identification of potential donors
6. Stationery  
Prepare electronic version of NACAA letterhead annually with current officer and Annual Meeting location information and make it available on-line and for NACAA leadership.
7. Handling of Monies  
Executive Director will assist NACAA with the handling of membership dues, donor/sponsor financial support, database sales and other miscellaneous sales/contributions. All monies will be transferred to the NACAA Treasurer, or deposited in a local financial institution approved by the NACAA Board of Directors. NACAA will have the Executive Director listed on the NACAA Surety Bond policy as protection for both parties. Financial reports for monies handled by the Executive Director will be forwarded to the NACAA Treasurer on a monthly basis. Invoices will be created and coordinated for all donor support and other accounts receivables as necessary.
8. AM/PIC Registration (Addendum I. to Contract)  
As a separate addendum to the Executive Director Contract - NACAA agrees to contract registration services for the NACAA AM/PIC to Greendell Publishing for a 5-year term (2019-2023 AM/PIC's).
- a. Registration software as determined by NACAA will be used for handling the NACAA AM/PIC. All annual support fees will be paid by NACAA. If NACAA chooses to change registration software to a new software vendor, all costs associated with this change will be paid for by NACAA. The software purchased by and used for NACAA, shall remain the property of NACAA and shall only be used by the Executive Director for NACAA purposes. Other use of registration software by Executive Director shall be pre-approved by NACAA.
  - b. Greendell Publishing would complete all registration materials (enter all data, complete and mail (or email) confirmation letters for registration, produce tickets for all events needed, produce name badges, provide standard name badge holders, assemble name badges and place in registration packets, place programs, ribbons, stickers, receipts, and any other pertinent material in registration packets. Costs for all materials mentioned above will be provided and paid for by Greendell Publishing (excluding ribbons). Postage costs for mailing will be paid for by NACAA. Host states wishing to use more customized name badge holders/lanyards will be responsible for the cost of such items.
  - c. Greendell Publishing will handle hotel/lodging requests (serving as housing bureau) and will submit to main hotel within 5 weeks of AM/PIC – allowing ample time for hotels to send confirmation numbers to registrants (or will enter hotel confirmation number on AM/PIC confirmation if hotels are not willing to send to registrants).
  - d. Greendell Publishing will provide 1 person to handle on-site registration and will require assistance from the hosting State/Region Association to handle all other aspects of packet distribution and activity participation. The individual will be fully trained in handling the registration software and be aware of registration policies and procedures of the NACAA AM/PIC.
  - e. Greendell Publishing will provide on-line registration capable of handling all aspects of the 2019-2023 AM/PIC registration. Software used for this purpose will be determined by NACAA and all annual maintenance fees for such software will be paid by NACAA. The website will be linked to [www.nacaa.com](http://www.nacaa.com) and will be located on a secure server.
  - f. Greendell Publishing will establish a bank account in NACAA's name in Decatur, IL and will deposit all funds (check and credit) into this account. A merchant account will be established and maintained by Greendell Publishing, and will process all credit card transactions on behalf of NACAA. Monthly itemized schedules/records will be made available to NACAA Treasurer for all bank account deposits and withdrawals. Greendell Publishing will monitor the costs associated with the current credit card processing company and reserves the right to change vendors if a cost savings can be generated for NACAA. NACAA will be responsible for paying the credit card processing fees. (Estimated 2.9%-3.5% of amounts charged + monthly service fees \$30/month est.)
  - g. NACAA will provide 1 complimentary room at the main headquarters hotel for Greendell Publishing's registration onsite personnel.
  - h. Greendell Publishing will provide reports to all annual meeting committee chairs upon request.
  - i. Greendell Publishing will be paid a fee of \$24/per registrant. If registrant cancels – Greendell Publishing will be paid \$12 (50% fee for all cancellations). If people attend the conference but are not officially registered and name tags, mealtickets, packets are still needed (example – speakers, donors, last minute additions, volunteers – a flat fee of \$5.00/person will be paid to Greendell Publishing for handling these requests.
  - j. Greendell Publishing will require a minimum number of 1000 registrants for each AM/PIC.
  - k. Payment to Greendell Publishing will be made in four equal installments – first installment 120 days before event – second installment –90 days before event – third installment –30 days before the event, and the final balance – within 2 weeks following the AM/PIC.

- l. Final reports of attendees, financial records will be completed within 3 weeks of the AM/PIC (allowing time for credit refunds to be handled. A semi-final report of activity to date will be prepared for the post board meeting (pending additional cancellation/refund requests).
- m. Cancellation of AM/PIC Registration agreement (separate cancellation policy from that mentioned in Section V Number 6). If NACAA chooses to cancel the AM/PIC registration contract with Greendell Publishing, 180 days notice shall be given by NACAA to Greendell Publishing. A cancellation fee will be paid to Greendell Publishing in the amount of \$10,000 and NACAA will be released from future AM/PIC registration services listed in this addendum.
- n. If NACAA chooses to participate in future JCEP Galaxy conferences which would not require registration services NACAA will ensure that Greendell Publishing shall be compensated on an equal basis for funds normally received for Annual Meeting contract services in the Galaxy year. This payment shall be calculated as 1000 participants x \$24 each, and shall be paid in the same manner and timing as during normal AM/PIC years. This clause shall be null and void, in the event that Greendell Publishing secures the registration contract for the Galaxy meeting from JCEP. In the event that Greendell Publishing does not secure the Galaxy registration contract, the NACAA Board may, at its option, assign additional duties to Greendell Publishing in return for the compensation awarded. These additional duties shall be outlined and mutually agreed upon by NACAA and Greendell Publishing (if necessary) once the registration duties for Galaxy have been awarded.

Terms of this contract are agreed upon and will be accepted for the contract term of November 1, 2013, to August 31, 2018 once signed by the two parties involved.

*Richard W. Teschler*

\_\_\_\_\_ Date 8/3/2018

NACAA President

**The National Association of County Agricultural Agents**

*Scott D. Hawbaker*

\_\_\_\_\_ Date 8/3/2018

Greendell Publishing Company

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**EXTENSION LEADERSHIP CONFERENCE SPONSORED BY JCEP**  
(revised 12/10)

Objectives:

1. To increase Agents' knowledge of current activities designed to increase support for Extension on the state and federal level.
2. To increase Agents' effectiveness in supporting lay leaders as they contact decision-makers on the county, state, and federal level to gain support for Cooperative Extension.
3. To further define the role of the agent and the Agents' Associations as they work in concert with ECOP and state Extension administration in the area of legislative support.
4. Funds MAY be available from NACAA on a year to year basis to help offset the cost of attendance by NACAA members. See 3-2 -NACAA General Policies for specifics. 3/11

Overall Guidelines from the Joint Council of Extension Professionals (JCEP)

The rotation is to allow for each region meeting on Sunday every other year.

Workshop professional improvement topics are to be suggested at the December JCEP meeting with the host association presenting their selection at the spring JCEP meeting, one year prior.

Representatives from ES-USDA and ECOP are to be invited to each meeting to give a report.

Extend invitations to:

- Regional Directors of all associations/fraternity
- National Associations/fraternity presidents
- Other guests; host state's director, etc.

A report from each regional workshop is to be submitted at JCEP spring meeting and any leftover funds are to be passed on to JCEP.

A cash advance of \$500.00 may be requested, if desired. It is to be returned, along with any residuals, to the JCEP treasurer by May 1.

Requests for refunds must be made in writing and mailed to designated person. A \$50.00 processing fee will be deducted from all refunds. All refunds will be issued 4 to 6 weeks after the event. Substitute registrants are welcome and may be named at any time.

Refunds will be granted as follows:

- Refund requests postmarked at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
- Refund requests postmarked 14 days to 27 days prior to the event will be granted at fifty percent (50%) less a \$50.00 processing fee.
- Refund requests postmarked less than 14 days prior to the event will be NOT be granted.

Refund appeals due to an emergency will be handled on a case by case basis by the JCEP Workshop or Conference Chair and Co-Chair.

The registration fees are to be separate from other workshop fees.

The host association/fraternity is to provide credit history necessary to establish credit and billing at the regional host facilities.

Following the workshop, records are to be passed to the next association. They are to include: -four years agendas (program)  
-four years budget and financial summary -four years examples of contracts  
-four years summary of evaluation -previous year's correspondence -four years regional reports  
-four years of recommendations

**JCEP is the final authority for the dates and specific locations of the Extension Leadership Conference.**

## **SECTION V - ELECTIONS**

## **POLICY REGARDING CANDIDATES FOR OFFICE OF NACAA**

1. A candidate for office, including Vice Director and Director, in NACAA shall:
  - A. Have a home county, area, or state work situation, including adequate secretarial help, that will allow sufficient time and energy to capably perform the duties of the NACAA office for which proposed.
  - B. Submit a letter to the NACAA Secretary from the State Director of Extension and local governing body or local Advisory Committee, or immediate supervisor as appropriate authorizing the candidacy and assurance that adequate time will be allowed by the candidate to carry out the duties of the position(s) and that adequate secretarial time will be available to carry out the work without cost to NACAA. (Revised 12/08/09)
  - C. Use good taste in the preparation of brochures which are factual, modest, and informational.
  - D. Officer candidates should not seek the office - the office should go to capable, deserving members.
  - E. Candidates for national office must have attended at least three previous Annual Meetings, Professional Improvement Conferences of NACAA.
  
2. A state wishing to recommend a candidate for Vice President, President Elect, Secretary, or Treasurer 8/11:
  - A. Appropriately send factual information to Officers of State Associations well in advance of the NACAA Annual Meeting and Professional Improvement Conference. The County Agent cannot be used to promote the candidacy of any individual.
  - B. Follow campaign procedures that are dignified and worthy of representatives of a respected educational institution and in keeping with the prestige of NACAA.
  - C. Send a delegation of no more than two persons along with the candidate to the meeting of the NACAA Nominating Committee in support of the nomination. (Revised 12/18/09)
  - D. State should select capable members and give them opportunity to secure experience and knowledge of NACAA programs and procedures. Members of top ability should be recommended to the NACAA Directors and Officers as capable of serving as Chairs of National Committees.
  
3. When is the appropriate time for a state to announce a candidate for office of Vice President, President Elect, Secretary or Treasurer 8/11.
  - A. It is NACAA policy that an announcement of candidacy will not be made until after January 1 of the year of election. It is expected that the candidate will provide a minimum of a 30-day notice to the NACAA Secretary prior to the beginning of the Annual Meeting and Professional Improvement Conference. If a 30-day notice is not given, the candidate nomination must come from the floor of the Annual Meeting Voting Delegate Session. The Nominating Committee may review such a candidate's credentials as part of their regular Nominating Committee Meeting in anticipation of a nomination coming from the floor. The NACAA Secretary may prepare alternate ballots with all the names on the ballot, including nominations anticipated from the floor.

If no candidate comes forward from the designated region by the NACAA Spring Board Meeting, the Regional Director(s) from that region shall notify all states of the situation. The NACAA Board at the Spring Board Meeting shall determine how much additional time to allow the region to identify one or more appropriate candidates and after such date shall open nominations to all states. If the position is open to all states, the NACAA President shall uniformly contact all state presidents of the open position.
  - B. It is, therefore, inappropriate for a state or candidate to host a reception or pass out literature at the Annual Meeting preceding the year of election.
  - C. Campaign favors and promotional materials can be distributed at the Voting Delegates Breakfast but are not allowed at the Voting Delegates Session. (July-06)
  - D. It is appropriate for the State President or representative to announce at the JCEP Meetings the name of a candidate. However, literature or a reception at the JCEP Meetings is not in keeping with NACAA philosophy.

- E. Newly elected Officers and Directors are expected to attend the post board meeting (Friday and Saturday) following the Annual Meeting and Professional Improvement Conference.
- F. Regional Vice Directors and Directors are nominated and elected from their respective Regional Meetings at the applicable AM/PIC Regional meeting and presented for confirmation at the same Voting Delegates session. In the event of a vacancy (see Bylaws Article 8, section 2) a state shall follow the same selection and vetting procedure including election and confirmation at the next immediate AM/PIC. (10-2018)
- G. Items 1-E, 2, and 3 above only apply to candidates for Office of Vice President, President Elect, Secretary, Treasurer. 8/11  
Revised 7/98

**VOTING DELEGATES**

States are allocated Voting Delegates based on one for the first 40 and one additional for each 30 thereafter or a fraction thereof.

<b>MEMBERS</b>	<b>VOTING DELEGATES</b>
1 – 40	1
41 - 70	2
71 - 100	3
101 - 130	4
131 - 160	5
161 - 190	6
191 - 220	7
221 - 250	8
251 - 280	9
281 - 310	10
311 - 340	11

(Revised 12/18/09)

**CERTIFICATE (NOMINATING COMMITTEE)**

THIS IS TO CERTIFY THAT THE FOLLOWING HAVE BEEN ELECTED MEMBERS OF THE 20\_\_\_\_  
NATIONAL ASSOCIATION COUNTY AGRICULTURAL AGENTS NOMINATING COMMITTEE  
REPRESENTING THE \_\_\_\_\_ REGION.

1. \_\_\_\_\_  
(name) (state)

2. \_\_\_\_\_  
(name) (state)

Alternate: \_\_\_\_\_  
(name) (state)

SIGNED \_\_\_\_\_  
(Regional Director)

\_\_\_\_\_  
(date)

Copy for: Chair Nominating Committee  
NACAA Secretary  
Regional Director's File

(Revised 10/94)

**CERTIFICATE (TELLER COMMITTEE)**

THIS IS TO CERTIFY THAT THE FOLLOWING HAS BEEN ELECTED A MEMBER OF THE  
20\_\_\_\_NATIONAL ASSOCIATION COUNTY AGRICULTURAL AGENTS TELLER COMMITTEE REPRESENTING  
THE \_\_\_\_\_ REGION.

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(name)

(state)

SIGNED \_\_\_\_\_  
(Regional Director)

\_\_\_\_\_  
(date)

Copy for:      Chair Nominating Committee  
                  NACAA Secretary  
                  Regional Director's File

(Revised 10/94)

**CERTIFICATE (DIRECTOR/VICE DIRECTOR)**

THIS IS TO CERTIFY THAT THE FOLLOWING HAVE BEEN ELECTED FOR VOTING DELEGATE CONFIRMATION FROM THE \_\_\_\_\_ REGION AT THE 20\_\_\_\_ NATIONAL ASSOCIATION. COUNTY AGRICULTURAL AGENTS MEETING IN \_\_\_\_\_.

REGIONAL DIRECTOR: \_\_\_\_\_

(Mailing Address): \_\_\_\_\_

\_\_\_\_\_

Office Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

REGIONAL VICEDIRECTOR: \_\_\_\_\_

(Mailing Address): \_\_\_\_\_

\_\_\_\_\_

Office Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

SIGNED \_\_\_\_\_

(Regional Director)

\_\_\_\_\_

(date)

Copy for: Chair Nominating Committee  
NACAA Secretary  
Regional Director's File

## REPORT OF ELECTION

This is to certify the following have been elected as Officers, Regional Directors, Regional Vice Directors and Committee Chairs at the \_\_\_\_\_ election.

**Name**

President \_\_\_\_\_

President-Elect \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Regional Directors:

\_\_\_\_\_

\_\_\_\_\_

Regional Vice Directors:

\_\_\_\_\_

\_\_\_\_\_

Committee Chairs:

*(list committee and person appointed as chair)*

Annual Meeting

Association Policy

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

SIGNED \_\_\_\_\_

(Chair, Nominating Committee)

\_\_\_\_\_  
(date)

Copy for:      Chair Nominating Committee  
                    NACAA Secretary  
                    Regional Director's File

**NACAA ELECTION RESULTS**

**1ST BALLOT**

**2ND BALLOT**

President

Elect: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vice

President: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Secretary: \_\_\_\_\_

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Treasurer: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Ballots Received

\_\_\_\_\_

\_\_\_\_\_

Total Ballots Counted

\_\_\_\_\_

\_\_\_\_\_

Total Ballots Voted

\_\_\_\_\_

\_\_\_\_\_

**STATES NOT VOTING:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We certify that the ballots for the NACAA election were counted on \_\_\_\_\_, and the number of votes for each candidate is accurate.

\_\_\_\_\_  
Chair Teller

\_\_\_\_\_

Distribution:

NACAA Secretary Chair  
Teller Committee

## POLICY REGARDING CONDUCT OF ELECTIONS OF NACAA

1. Nominating Committee
  - A. Selected according to provisions of Bylaws. (Article VII, Section 1) Members shall be elected at the Extension Leadership Conference sponsored by JCEP. Members serving on Nominating Committee should not be those making a candidate's nominating or seconding speech and should not be from a state that is presenting a candidate for office. (revised 9/25/09)
  - B. Agenda for meeting of committee.
    1. Call to order (Chair - Immediate Past President)
    2. Check certificates from Regional Directors
    3. Decision regarding procedure
      - a. Number to be nominated
      - b. Amount of time for each nominating group
      - c. Order of nominators appearance
    4. Appoint Director to admit delegations
    5. Presentations by nominators
    6. Vote on nominees for President-Elect, Vice President, Secretary, and Treasurer
    7. Nominating Committee Chair instruct each selected nominee regarding nominating speeches before Voting Delegates as follows:
      - a. Nominating speech - 2 minutes
      - b. Seconding speech - 1 minute
      - c. Statement by nominee - 2 minutes
    8. Chair of the nominating committee will arrange for the ballots to be printed
2. Teller Committee
  - A. Members shall be elected at the AM/PIC Regional Meeting. Members of teller committee should not be from a state that is presenting a candidate for office or bidding to host an AM/PIC.
3. Election Agenda - President Presiding
  - A. Report of Nominating Committee by the Nominating Committee Chair.
  - B. Call for nominations from the floor for each office.
  - C. Motion seconded and vote to close nominations.
  - D. Nominating speeches as provided in 1-B.7 above.
  - E. Chair of Nominating Committee serves as Chair of tellers - tellers are elected at the Regional Meeting, one (1) per region. A teller may not be elected from the State Association having a candidate for office or a state bidding to host an AM/PIC.
  - F. Ballot by Voting Delegates until a nominee for each office receives a majority of the votes cast for that office. When there are three or more nominees for the same office and no one candidate receives a majority of the votes cast, the nominee receiving the lowest number shall be removed from the ballot and a second written ballot will be cast. This process of deleting the lowest vote will continue until one nominee receives a majority of the votes cast. (Rev. 07-02)
  - G. Report of Nominating Committee by the Nominating Committee Chair for Directors and Vice Directors that are being nominated. Elected in their respective regional meetings and confirmed by the voting delegates. 8/11
  - H. All officer candidates will have nominating speeches, seconding speeches, and nominees' remarks made even though there is no opposition unless voting delegates move to dispense with action with unopposed races. (Revised 12/10)
  - I. Motion seconded and vote to elect nominees (including confirmation of Regional Vice Directors/Directors) may be by acclamation providing there is only one candidate for each office. If there is more than one candidate, written ballot to be taken. 8/11
  - J. Report of tellers.
  - K. Acceptance speeches, if desired.
  - L. Nominating Committee will execute forms found on in section 5 of this Policy Handbook (sample ballot) and make distribution as indicated.
  - M. The NACAA Election Ballots from the AM/PIC shall be destroyed 30 days following the end of the completion of the election. (Adopted 9/25/09)                      Revised 7/98

**SAMPLE BALLOT**  
**Vote for One for Each Office**

For President-Elect

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For Vice President

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For Secretary

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For Treasurer

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# INSTALLATION SERVICE

## NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

WE ARE GATHERED HERE TO INSTALL OFFICERS AND DIRECTORS FOR THE ENSUING YEAR.

THE PURPOSE OF OUR ASSOCIATION IS TO PROVIDE AND PROMOTE OPPORTUNITIES FOR PROFESSIONAL IMPROVEMENT, AID IN DEVELOPING THE PROFESSIONAL STATUS OF COUNTY AGENTS, CREATE OPPORTUNITIES FOR FELLOWSHIP, AND PROVIDE FOR THE EXCHANGE OF IDEAS AMONG ALL COUNTY AGENTS.

YOU HAVE BEEN ELECTED, BY A MAJORITY VOTE OF THE DELEGATES AND THROUGH THEIR VOTE BELIEVE EACH OF YOU WILL PROVIDE THE NATIONAL LEADERSHIP OUR PROFESSION REQUIRES TO CARRY OUT THE OBJECTIVES OF NACAA.

I WOULD LIKE THE NEWLY ELECTED VICE DIRECTORS TO PLEASE STEP FORWARD AS YOUR NAME IS CALLED.

1. \_\_\_\_\_ WESTERN REGION VICE DIRECTOR
2. \_\_\_\_\_ NORTHEAST REGION VICE DIRECTOR
3. \_\_\_\_\_ NORTH CENTRAL REGION VICE DIRECTOR
4. \_\_\_\_\_ SOUTHERN REGION VICE DIRECTOR
5. \_\_\_\_\_ SOUTHERN REGION VICE DIRECTOR

EACH OF YOU HAS A DEFINITE RESPONSIBILITY TO YOUR REGION. LET ME URGE YOU TO FAMILIARIZE YOURSELF WITH THE BYLAWS. LEARN ALL YOU CAN ABOUT THE OPERATION OF OUR ASSOCIATION. FULFILL YOUR DUTIES FOR THE STATE RELATIONS COMMITTEE: COOPERATE FULLY WITH YOUR DIRECTOR, CARRY OUT YOUR ASSIGNED DUTIES, AND BE PREPARED AND READY TO ASSUME THE RESPONSIBILITY OF LEADERSHIP, IF AND WHEN YOU BECOME A DIRECTOR.

WILL YOU PLEASE RAISE YOUR RIGHT HAND? DO YOU PROMISE TO UPHOLD THE BYLAWS OF THIS ASSOCIATION AND CARRY OUT YOUR DUTIES TO THE BEST OF YOUR ABILITY? IF SO, PLEASE RESPOND WITH "YES I WILL". I NOW DECLARE YOU INSTALLED AS VICE DIRECTORS OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS.

WILL THE FOLLOWING HOLDOVER VICE DIRECTORS PLEASE STEP FORWARD AND JOIN THE NEWLY ELECTED VICE DIRECTORS AS I READ YOUR NAME.

- \_\_\_\_\_ VICE DIRECTOR OF THE \_\_\_\_\_ REGION
- \_\_\_\_\_ VICE DIRECTOR OF THE \_\_\_\_\_ REGION
- \_\_\_\_\_ VICE DIRECTOR OF THE \_\_\_\_\_ REGION

I AM PLEASED TO PRESENT THE VICE DIRECTORS OF YOUR ASSOCIATION FOR THE ENSUING YEAR.

NOW WILL THE NEWLY ELECTED DIRECTORS PLEASE STEP FORWARD AS YOUR NAME IS CALLED?

- \_\_\_\_\_ DIRECTOR OF THE \_\_\_\_\_ REGION
- \_\_\_\_\_ DIRECTOR OF THE \_\_\_\_\_ REGION
- \_\_\_\_\_ DIRECTOR OF THE \_\_\_\_\_ REGION
- \_\_\_\_\_ DIRECTOR OF THE \_\_\_\_\_ REGION

YOUR DUTIES AS DIRECTOR WILL BE TO HELP SET THE POLICIES OF OUR ASSOCIATION. YOU ARE TO KEEP THE MEMBERSHIP OF YOUR REGION INFORMED REGARDING THE ACTIVITIES OF THE ASSOCIATION, KEEP IN TOUCH WITH THE PROBLEMS OF THE MEMBERSHIP OF YOUR REGION, AND SERVE AS A LIAISON BETWEEN THE STATE ASSOCIATIONS YOU REPRESENT AND THE NATIONAL ASSOCIATION. YOU WILL BE EXPECTED TO MEET WITH THE STATE ASSOCIATIONS IN YOUR REGION WHEN REQUESTED TO DO SO, PROVIDED YOUR SCHEDULE WILL PERMIT. WILL YOU PLEASE RAISE YOUR RIGHT HAND? DO YOU PROMISE TO UPHOLD THE BYLAWS OF THIS ASSOCIATION AND CARRY OUT YOUR DUTIES TO THE BEST OF YOUR ABILITY? IF SO, PLEASE RESPOND WITH "YES I WILL". I NOW DECLARE YOU INSTALLED AS DIRECTORS OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS.

WILL THE FOLLOWING HOLDOVER DIRECTORS PLEASE STEP FORWARD AND JOIN THE NEWLY ELECTED DIRECTORS AS I READ YOUR NAME?

\_\_\_\_\_ DIRECTOR OF THE \_\_\_\_\_ REGION

\_\_\_\_\_ DIRECTOR OF THE \_\_\_\_\_ REGION

\_\_\_\_\_ DIRECTOR OF THE \_\_\_\_\_ REGION

I AM PLEASED TO PRESENT THE DIRECTORS OF YOUR ASSOCIATION FOR THE ENSUING YEAR.

TO OUR INCOMING TREASURER, SECRETARY, VICE PRESIDENT, AND PRESIDENT-ELECT: YOUR FELLOW AGENTS HAVE BOTH HONORED AND PLACED UPON YOU AN OBLIGATION. YOU ARE ENTERING A PERIOD OF GREAT OPPORTUNITY FOR SERVICE TO YOUR FELLOW MEMBERS. YOUR LEADERSHIP WILL INSPIRE THE MEMBERS TO GREATER ACCOMPLISHMENTS. YOU WILL BE REQUIRED TO PROVIDE GUIDANCE TO THE ASSOCIATION'S COMMITTEES. YOUR CONTACTS WITH STATE AND NATIONAL EXTENSION LEADERS, THE PUBLIC RELATIONS THAT YOU DEVELOPE WITH ORGANIZATIONS AND INDUSTRY WILL ENABLE OUR ASSOCIATION TO CONTINUE TO GROW IN INTEGRITY, STRENGTHAND INFLUENCE.

NOW I WILL ASK THE NEWLY ELECTED TRESURER, SECRETARY, VICE PRESIDENT, PRESIDENT-ELECT TO PLEASE STEP FORWARD AS YOUR NAME IS CALLED.

TREASURER \_\_\_\_\_

AS TREASURER, YOU ARE CUSTODIAN OF THE ASSOCIATION FUNDS. YOU SHALL KEEP A FULL AND COMPLETE RECORD OF MONIES RECEIVED AND DISBURSED, RECEIVE AND RECORD ALL MEMBERSHIP FEES, PREPARE A MONTHLY ITEMIZED FINANCIAL BALANCE SHEET AND MEMBERSHIP REPORT, AND KEEP THE BOOKS IN ORDER SO THEY MAY BE AUDITED AT THE PROPER TIME.

SECRETARY \_\_\_\_\_

AS SECRETARY, YOURS IS ONE OF THE MOST IMPORTANT POSITIONS IN THE ASSOCIATION. IT IS YOUR DUTY TO KEEP AN ACCURATE AND FULL RECORD OF ALL MEETINGS HELD DURING THE YEAR, AND TO PRESERVE THEM IN SUCH A MANNER THAT THEY MAY AID AND SAFEGUARD THE ASSOCIATION IN THE ACCOMPLISHMENT OF ITS TRANSACTIONS. UPON YOUR SHOULDERS RESTS THE RESPONSIBILITY FOR KEEPING THE MEMBERSHIP INFORMED OF THE BUSINESS OF THE ASSOCIATION.

VICE PRESIDENT \_\_\_\_\_

AS VICE PRESIDENT, YOU WILL BE EXPECTED TO ASSUME THE RESPONSIBILITY FOR COMMITTEE WORK OF THIS ASSOCIATION. IN ADDITION, YOU WILL STAND READY TO ACCEPT OTHER ASSIGNMENTS WHICH WILL ENHANCE THE PROGRAM OF NACAA AS THEY ARE OUTLINED BY THE BOARD OF DIRECTORS.

PRESIDENT-ELECT \_\_\_\_\_

YOU HAVE RENDERED VALUABLE SERVICE TO OUR PROFESSION FOR A PERIOD OF YEARS AND NOW MEMBERS OF THIS ASSOCIATION HAVE ELECTED YOU TO ASSUME ADDITIONAL RESPONSIBILITIES. AS PRESIDENT-ELECT, YOU WILL SERVE ON THE EXECUTIVE COMMITTEE OF OUR ORGANIZATION AND TAKE THE PLACE OF OUR PRESIDENT WHENEVER THE PRESIDENT IS FORCED TO BE ABSENT. IN ADDITION, YOU WILL ASSUME ANY OTHER DUTIES ASSIGNED BY THE PRESIDENT OR BOARD OF DIRECTORS.

WILL EACH OF YOU RAISE YOUR RIGHT HAND? DO YOU SWEAR TO UPHOLD THE BYLAWS AND TO CARRY OUT THE DUTIES OF YOUR OFFICE TO THE BEST OF YOUR ABILITY? IF SO, RESPOND WITH "YES I WILL". ON BEHALF OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS, I NOW DECLARE YOU DULY INSTALLED AS OFFICERS FOR THE ENSUING YEAR.

I AM PLEASED TO PRESENT THE NACAA TREASURER, SECRETARY, AND PRESIDENT-ELECT FOR THE ENSUING YEAR.

PRESIDENT AND PAST PRESIDENT

(Conducted at the Annual Banquet)

YOU WERE ELECTED, BY A MAJORITY VOTE OF DELEGATES AND THROUGH THEIR VOTE BELIEVE EACH OF YOU CAN PROVIDE THE NATIONAL LEADERSHIP REQUIRED TO CARRY OUT THE OBJECTIVES OF NACAA.

PAST PRESIDENT \_\_\_\_\_, YOU HAVE PROVIDED OUTSTANDING LEADERSHIP DURING THE PAST YEAR AND AS A RESULT, YOUR EXPERIENCE AND KNOWLEDGE WILL SERVE AS A VALUABLE

RESROUCE, YOU CANNOT BE RELIEVED OF ALL YOUR RESPONSIBILITY AT THIS TIME. AS PAST PRESIDENT YOU WILL SERVE AS A MEMBER OF THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS AND CONTINUE TO PROMOTE THE POSITIVE BENEFITS OF NACAA AND FULFILL THE DUTIES AS ASSIGNED TO YOU AS NATIONAL PAST PRESIDENT.

PRESIDENT \_\_\_\_\_

OUR ASSOCIATION HAS BESTOWED UPON YOU ONE OF THE HIGHEST HONORS THAT CAN COME TO A COUNTY AGENT AND WITH THIS HONOR COMES MANY RESPONSIBILITIES. AS PRESIDENT, THE RESPONSIBILITIES OF YOUR OFFICE CALL FOR A PERSON WHO IS A LEADER OF LEADERS. IT WILL BE YOUR RESPONSIBILITY TO MAINTAIN THE ACTIVITIES OF THIS ORGANIZATION AT HIGH STANDARDS AND WITHIN THE LIMITS OF THE BYLAWS. WE ARE CONFIDENT YOU WILL REPRESENT THE EXTENSION SERVICE EMPLOYEES OF THIS NATION IN SUCH A WAY AS TO BRING FURTHER CREDIT TO OUR PROFESSION.

MAY YOUR YEAR OF SERVICE AS OUR LEADER BE A MEMORABLE EXPERIENCE FOR YOU AND BRING HONOR AND RESPECT TO YOU AND OUR ASSOCIATION.

WILL EACH OF YOU RAISE YOUR RIGHT HAND. DO YOU SWEAR TO UPHOLD THE BYLAWS AND TO CARRY OUT THE DUTIES OF YOUR OFFICE TO THE BEST OF YOUR ABILITY? IF SO, RESPOND WITH "YES I WILL".

ON BEHALF OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS, I NOW DECLARE YOU DULY INSTALLED AS PAST PRESIDENT AND PRESIDENT OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS FOR THE ENSUING YEAR.

**SECTION VI – COMMITTEES AND SPECIAL ASSIGNMENTS**

## COMMITTEE STRUCTURE

- \* *The description of NACAA councils and committees on this page are from the creation of the council/committee structure and remain in their original form for historical purposes. Alterations to the committee names, roles and respective councils have occurred over the years. Current council and committee information is on the pages that follow.*

**The Mission Statement of NACAA:** “THE MISSION OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS (NACAA), AN ORGANIZATION OF PROFESSIONAL EXTENSION EDUCATORS, IS TO FURTHER THE PROFESSIONAL IMPROVEMENT OF ITS MEMBERS, COMMUNICATION AND COOPERATION AMONG ALL EXTENSION EDUCATORS AND PROVIDE FOR ENHANCEMENT OF THE IMAGE OF EXTENSION AND THE DEVELOPMENT OF PERSONAL GROWTH OPPORTUNITIES FOR EXTENSION PROFESSIONALS.”

The NACAA membership has indicated a need for a professional organization that goes beyond providing awards and recognition for superior work: they need one that can also provide better opportunities for professional training; and one that provides opportunities for professional training that is directed by the membership rather than a “top -down” approach; one that provides the members effective training on how to become better Extension Educators; one that enables subject related groups to develop training options; one that will provide more opportunities for the membership to gain leadership experience. Our members want a professional organization that better fulfills the NACAA mission.

### **PROFESSIONAL IMPROVEMENT COUNCIL\***

NACAA provides its membership opportunities to present and receive specific subject matter information. This council was created and designed to better fulfill the NACAA mission: “... to further the professional improvement of our members...” This area is devoted to enhancing the opportunities for our members to become more knowledgeable and competent in subject matter areas in which they work. Examples of training activities that might be included within this category include discussion groups, seminars, refereed papers, demonstration sharing, study tours, and interstate/ international exchanges. Six broad, fundamental subject matter areas encompass the vast majority of work done by Extension agents/educators across the country. That list includes: Agronomy & Pest Management, Agricultural Economics & Community Development, Animal Science, Natural Resources/Aquaculture, Horticulture & Turfgrass, and Sustainable Agriculture. Each of these six broad subject matter areas comprises a Committee. Additional committee categories can be added, or existing areas modified when deemed necessary to better meet the needs of the NACAA membership. Each of these broad subject matter committees may have numerous advisory groups that tie into each of the Professional Improvement Program Committees. Examples of advisory groups under the Animal Science Committee might include: Range/Pasture Management, Biotechnology in Livestock, Beef Nutrition, Dairy Breeding, Swine Genetics, Rotational Grazing, Animal and Animal Waste Management. This short list is not meant to be all-inclusive.

### **EXTENSION DEVELOPMENT COUNCIL\***

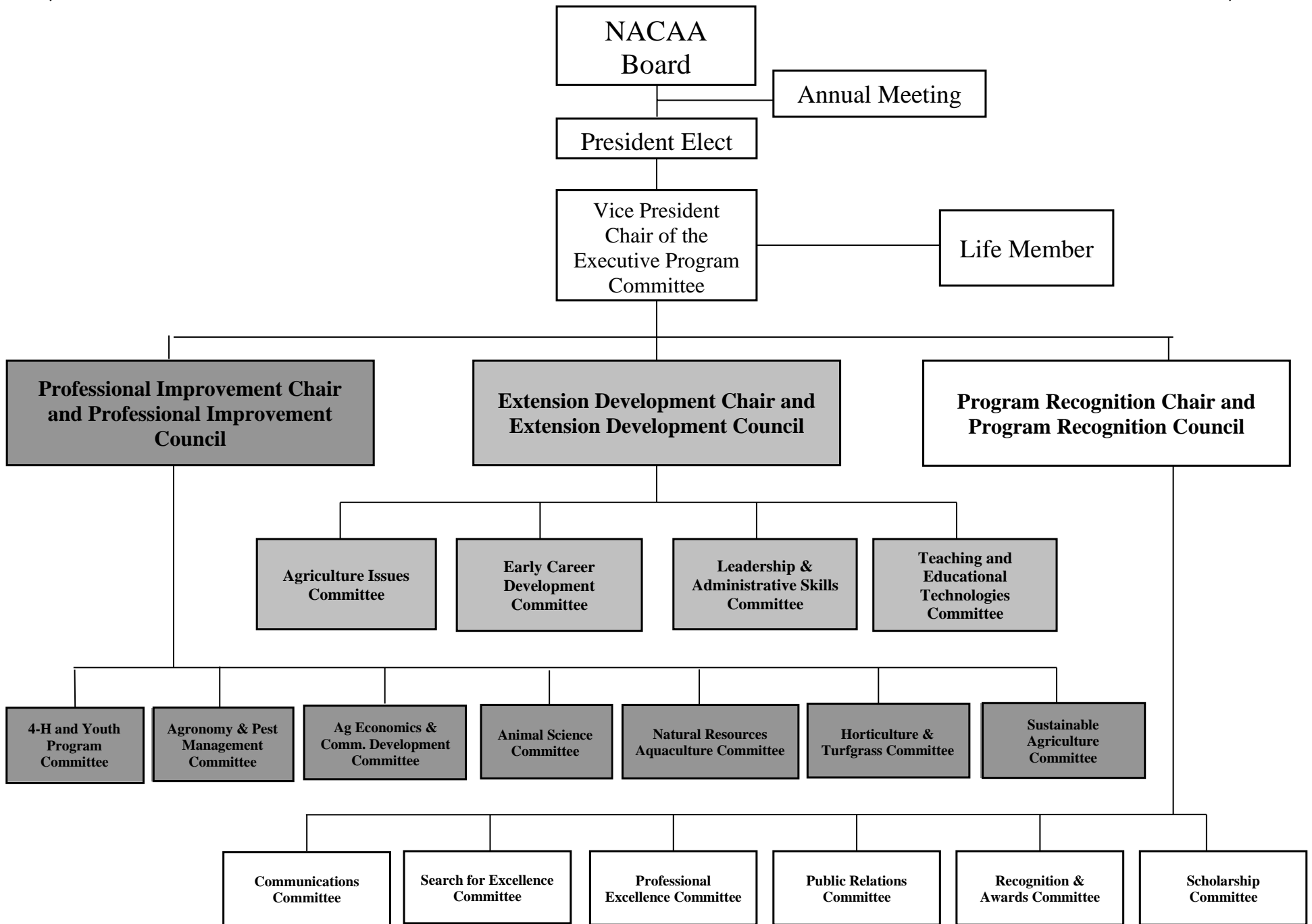
This council’s committees are designed to enhance professional development of the membership in the area of general Extension training. One common thread among NACAA members is that we are all Extension Agents/Educators. Therefore, it is imperative that our organization strengthen and continue to offer training in how to become a better extension professional. This component effectively separates NACAA from other subject specific professional organizations. These sub-areas are not subject matter specific, but rather cover broad, general extension related topics that focus on the following: Leadership and Administrative Skills, Agricultural Issues and Public Relations, Early Career Development, and Teaching and Educational Technology Committees.

### **PROGRAM RECOGNITION COUNCIL\***

This council contains the committees that administer award-based programs that have been a traditional part of NACAA. Members can enter competitive disciplines that highlight the following areas: 4-H & Youth, Communications, Professional Excellence, Public Relations, Recognition and Awards, Scholarship, and Search for Excellence. As new competitive award programs are introduced, they would be placed into this block. All programs in this component are expected to identify sponsors and secure adequate funding to operate each award activity. Where possible the sponsor’s funding should include all committee expenses.

These Council categories and their associated program committees will provide greater opportunities for NACAA members to make regional and national presentations relative to their individual work experiences. The committee structure provides opportunities for NACAA members to develop and implement regional and national programs within their discipline to meet objectives and goals contained in their annual Plan of Work (POW).

# NACAA Structure



## COMMITTEE AND COUNCIL DESCRIPTIONS AND OFFICE DUTIES

### Council Chair:

- A. Nominations for Council Chair are to be made by the Vice-President with input from the Regional Directors and approved by the NACAA Board.
- B. Council Chairs will represent their respective council on the Executive Program Committee.
- C. Council Chairs will conduct and facilitate Council meetings.
- D. Council Chairs will serve three-year terms on a rotating basis. Refer to Committee Handbook for rotation schedule. If a council chair is appointed to fulfill an unexpired term of a council chair, the unexpired term does not count as part of the three-year term.
- E. For their Council, each Council Chair will solicit nominations for Program Committee Chairs and forward them to the Vice-President who, with input from the Regional Directors, will forward the recommendations for approval of Program Committee Chairs to the NACAA Board.

### Councils:

- A. Members of each Council shall be made up of the respective Program Committee Chairs.
- B. Members should continually look for national opportunities for Committee activities.
- C. Members serve on the council as long as they are chair of their respective Program Committee.
- D. Members should keep other Council members aware of concerns identified within individual Program Committees and recognize opportunities to create networks where Program Committees with mutual concerns can work together.
- E. Members should recommend to the Executive Program Committee when to modify or add additional Program Committees or remove non-functional Program Committees. The vice president will forward the EPC recommendations to the NACAA Board for final action.
- F. Members should forward reports, evaluations, and financial needs of activities to the Executive Program Committee. Council Chairs shall travel to the NACAA Annual Meeting/Professional Improvement Conference (AM/PIC) to meet one day before the start of the AM/PIC and stay one day after the AM/PIC to attend the NACAA Pre and Post AM/ PIC Board Meetings. Travel expenses shall be provided for the extra day before and after the AM/PIC. (Approved 8/00)
- G. Members should maintain a historical database on activities and resources of programs being carried out, identify exchange opportunities for members, and serve as a clearing house for information so as to assist NACAA members relative to job opportunities, tours, or exchanges on a national or international level

### Program Committee Chairs:

- A. Nominations for Program Committee Chairs should be made by the Vice President with input from the Council Chairs and Regional Directors and approved by the NACAABoard at its Spring Board Meeting.
  - a. For the Extension Development Council's committees, the Chair will be selected annually from amongst the four currently seated regional vice chairs. Application for the Chair position is made to the NACAA Board and the Board recommends Committee Chairs to the voting delegates.
  - b. For the Professional Improvement Council and Program Recognition Council Committees, Chairs are appointed in addition to the region Vice-Chairs for a two-year term. (December 2019)
  - c. An individual may serve only two consecutive terms as Committee Chair. However, an individual is eligible to serve again as Committee Chair after stepping down for at least one year. A member who retains an extended membership on a committee is eligible for additional opportunities to serve as Committee Chair as long as the policy in the previous sentence is followed. Appointments to fulfill vacancies does not count in these limits.
  - d. A Committee Chair can request a Vice-Chair on their committee to represent the Chair in the event that Chair is unable to attend a particular function.

- B. In the event of a sitting NACAA Program Committee Chair or Vice-Chair resigns or otherwise vacates their position, an interim Chair or Vice-Chair will be appointed to complete the vacated term. The appointment procedure is as follows:
  - a. As expeditiously as possible, the Council Chair, under which the committee vacancy exists, will solicit applications from the NACAA membership. NACAA members wishing to apply for a vacated Committee Chair or Vice-Chair position should complete the proper NACAA Committee Appointment Application form and submit it to the appropriate Council Chair.
  - b. The Council Chair will review the applications and forward his/her the nomination to the Vice President. The Vice President will submit the nomination to the NACAA Board for approval at the next NACAA Board Meeting or Board Teleconference.
  - c. The term of an interim National Program Committee Chair for the Professional Improvement and Extension Development Committees will comply with NACAA policy as stated under Program Committee Chairs, page 6-3.
- C. Represent Program Committees on the Council
- D. Conduct Program Committee meetings
- E. Forward reports to the Council Chair.
- F. Maintain a historical data base of all committee activities for future use.

#### **Program Committees:**

- A. Composed of one Vice-Chair per region. The chair will be selected as stated under Program Committee Chairs on page 6 -3, item A-1 and A-2.
- B. All program committee vice-chairs can serve only two consecutive terms (four years) as a committee vice-chair, excluding the fulfillment of an unexpired term. However, an individual is eligible to serve again as committee vice- chair after stepping down for at least one year. (March 25,09)
- C. Solicit members to present papers, lead discussion groups, or presentations at the AM/PIC.
- D. Represent the interests and concerns of the Advisory Groups within their Region.
- E. Encourage participation in Advisory Group activities.
- F. Review, expand, and establish networks for the proposals and/or plans among various Advisory Groups within their Region and coordinate those efforts.
- G. Recognize the need to modify, add new Committees or remove non-functional Committees as the need arises with in their council.
- H. Develop suggestions for funding resources necessary for Advisory Group activities.
- I. Maintain a file/database of programs and resources initiated by Advisory Groups.
- J. Prepare annual reports/evaluations on Advisory Group activities.
- K. Solicit members to present papers, lead discussion groups, or presentations at the AM/PIC.
- L. Assist NACAA members to see how specific issues can relate to one or more committee activities, i.e. Water Quality, 4-H Youth, IPM, or Leadership Development.

## **Advisory Groups:**

- A. Members should have a desire to obtain and share specific information that resolves specific concerns, questions, or technology advances that relate to the program committee/s and or a specific advisory group.
- B. Membership can be varied without regard to any criteria or geographic areas, i.e. Extension Agents, Researchers, Life Members.
- C. Membership should be fluid and have no defined term limits.
- D. Create a network among NACAA members for the improved exchange of ideas, technology or production tips and this information should be forwarded to the Program Committee Chair and Vice-Chairs.
- E. Submit an evaluation summary of advisory group activities to the Program Committee Chair.
- F. Secure funding for program ideas. If additional resources are needed, forward requests through the appropriate program committee chair/vice-chair.
- G. Members should have an interest in a specific commodity or work area, i.e. Agronomy, Beef Cow-Calf, Cotton, Nutrient Management on High Water Table Soils, Food Safety Issues, etc.

## **OPERATIONS**

### **Filling Open Positions**

Application/nominations will be available shortly after January 1 and will be due in early March. Appointments will be made at the Spring Board Meeting.

### **Fullfilling Office Duties**

Council Chairs, Committee Chairs and Vice Chairs may be removed from office by the NACAA Board of Directors for failing to perform the duties as outlined in the Policy Manual for the office they are appointed. (Oct.-8-08)

### **The NACAA Committee Handbook**

The Senior Council Chair will recommend any changes required for the Committee Handbook. Once the NACAA Board approves the changes, the updated Committee Handbook will be sent to the NACAA Executive Director to be posted on the NACAA website, replacing the previous year's edition. Notification will be made to all council and committee chairs when the new version is posted to the website. The NACAA National Committee Handbook is designed to provide members details that are not spelled out in the NACAA Policy Handbook. It should be noted that the NACAA National Committee Handbook is a guide and NOT NACAA Policy. In all cases, NACAA Committees shall review all applicable chapters in NACAA Policy (Chapter 3, Chapter 6 and other chapters as appropriate in the NACAA Policy Manual) as the NACAA Policy Manual shall supersede the handbook guide. Revised 12/10

### **Altering a Program Committee Name**

When deemed necessary a Program Committee can request a name change for that committee by the following procedure:

1. A Program Committee name change can take place by having the chair of the specific Program Committee forward a request for the name change to the appropriate Council Chair.
2. The request should come forward when there is sufficient interest for the change from NACAA members with the involved program committee and/or from the program committee itself.
3. The Council Chair will forward the request to Executive Program Committee, which will then forward a recommendation to the NACAA Board.
4. The NACAA Board will make a final decision on the requested committee name change.

## **Adding a Program Committee**

A new Program Committee can be created by NACAA members who have an interest in doing so.

1. The request with supporting information should be forwarded to the Council Chair under which the new program would most appropriately fit.
2. The Council Chair will share the request with their Council. The Council will make a recommendation as to support or not support the request. If supported, the Council under which the new Program Committee would exist will share the recommendation with the EPC.
3. The recommendation will be forwarded to the NACAA Vice-President who will present the information to the NACAA Board for approval or denial.

## **Dissolving a Program Committee**

A recommendation to dissolve a Program Committee can come from the Council Chair, the Executive Program Council, or a Program Committee.

1. A request from a Program Committee to dissolve such committee will be sent to the appropriate Council Chair.
2. The Council Chair will share the request with their Council. The Council will make a recommendation as to support or not support the request.
3. The Council's recommendation and request will be forwarded to the NACAA Vice-President who will present the request to the NACAA Board for approval or denial.

## **Correspondence**

All correspondence between Program Committee Chairs and Vice-Chairs should be shared with their associated Council Chair. All correspondence from a Council Chair should be shared with the other Council Chairs and NACAA Vice-President.

## **WEBINARS & OTHER EDUCATIONAL OFFERINGS PROMOTED OUTSIDE THE NACAA AM/PIC**

### **NACAA Committees:**

- A. Extra-AM/PIC webinars and other educational programming created and promoted by NACAA committees should be presented to the appropriate council chair/EPC for approval and then posted on the NACAA website and promoted to the membership through *The County Agent* and/or email newsletters.

### **Extension Related Organizations/Land Grant Universities/eXtension:**

- A. All requests to offer extra-AM/PIC educational programming to NACAA membership will be forwarded to the internal Publication Committee for consideration of appropriateness and if approved, sent to the appropriate NACAA committee (if applicable) for leadership consideration.
  1. If the NACAA committee agrees to assume the leadership to promote the program, the previous policy for NACAA committee offerings will be followed.
- B. If an NACAA committee decides not to take leadership on Extension related organizations/Land Grant Universities/eXtension educational programming, the internal Publication Committee will again review the content/appropriateness of the offering and may consider promoting the program if it is decided the information has educational relevance for NACAA members.

### **Commercial Organizations:**

- A. All requests to offer extra-AM/PIC educational programming to NACAA membership coming from commercial organizations will be directed, by the appropriate Council Chair, to the internal Publication Committee for consideration of appropriateness. The Publication Committee may forward the request to an appropriate NACAA Committee for a content/appropriateness decision.
- B. If the internal Publication Committee and/or NACAA Committee finds the programming IS NOT appropriate for promotion within NACAA, the decision will be presented to the full NACAA Board for confirmation.
- C. If the internal Publication Committee and/or NACAA Committee finds the programming IS appropriate for promotion within NACAA, the decision will be presented to the full NACAA Board for confirmation and then the previous policy for NACAA Committees will be followed. Adopted 07/10

## **POST ANNUAL MEETING/PROFESSIONAL IMPROVEMENT CONFERENCE BOARD MEETING NACAA COMMITTEE REPORT TO THE BOARD**

Refer to the “Annual Committee Workshop Report & Plan of Work Form” section of the Committee Members Handbook.

### **NACAA EXPENSE REIMBURSEMENT FOR COUNCIL CHAIRS, COMMITTEE CHAIRS, AND COMMITTEE VICE CHAIRS**

It is policy of NACAA to reimburse persons for expenses incurred while conducting NACAA programs and activities. All expenses related to an AM/PIC will be approved by the President who was in office during the AM/PIC. Persons elected to Council Chair, Committee Chair, and Committee Vice-Chair positions are entitled to a reimbursement of certain expenses. It is expected that individuals in these leadership positions attend all committee meetings and workshops during the AM/PIC in order to be eligible to receive reimbursement for expenses.

1. All expenses must be filed on a NACAA Expense Voucher, which can be found on the NACAA website.
2. Completed NACAA expense vouchers with scanned copies of receipts for eligible expenses should be emailed to the NACAA President who was presiding at that AM/PIC within 30 days following the end of the AM/PIC.

Below are guidelines to be used by persons who have been elected Council Chairs, Committee Chairs, or Committee Vice-Chairs:  
5/11

#### **Council Chairs:**

1. Expenses to attend the AM/PIC: Travel, lodging, meals, registration fee, etc. (Early bird registration only. Late registration fees will not be reimbursed.)
2. Postage and shipping supplies, exhibits, notebooks, copying, etc.
3. Telephone
4. Travel to pre-approved meetings such as Winter Board Meeting and AM/PIC as spelled out under duties of Council Chairs in this Handbook.
5. Additional travel as approved by the NACAA President. (August 2000)

#### **Committee Chairs:**

1. Expenses to attend the AM/PIC: travel, lodging, meals, registration fee, etc. (Early bird registration only. Late registration fees will not be reimbursed.)
2. Expenses for postage and shipping, supplies, exhibits, notebooks, copying, etc. associated with official duties is reimbursable. A statement of expenses and explanation with receipts is required.
3. Travel to pre-approved meetings (approval must be granted by NACAA President)

#### **Committee Vice-Chairs:**

1. Registration Fee for AM/PIC (Early bird registration only. Late registration fees will not be reimbursed.)
2. Expenses for postage and shipping, supplies, exhibits, notebooks, copying, etc. associated with official duties is reimbursable. A statement of expenses and explanation with receipts is required.

**DETAILED INFORMATION FOR EXPENSE ALLOWANCES AND REMBURSEMENT CAN BE FOUND IN CHAPTER 3 UNDER EXPENSE ALLOWANCES, ON THE NACAA VOUCHER SPREADSHEET, AND ON THE NACAA WEBSITE.**

### **REIMBURSEMENT FOR NACAA NATIONAL AWARD WINNERS MAKING PRESENTATIONS AT AM/PIC**

Guidelines passed by the NACAA Board make it possible for the National Winners of Search for Excellence Award Categories who make program presentations to obtain a reimbursement of their registration fee. Any member selected as a National Winner and who is asked to make a program presentation about their winning entry at the AM/PIC is eligible for a reimbursement of the AM/PIC registration fee. All reimbursement requests shall be made on an official NACAA Expense Voucher, which can be found on the NACAA website. The National Chair of your Award area can assist you with this.

## SPONSORSHIP FOR COMMITTEE ACTIVITIES

### **Background, purpose and objective:**

For committees to be successful in providing NACAA members with effective professional improvement opportunities during the AM/PIC or at other times, adequate funding is essential. Committee chairs and other NACAA leadership can be effective in securing funds from outside sponsors.

1. Committees are encouraged to secure funding from sponsors outside of NACAA committee activities.
2. Funds for program support are to be maintained in the NACAA Treasury. It is the policy of NACAA not to account for revenue remaining at the completion of the fiscal year. Unused funds raised for committee activities will transfer to the general fund at the end of the year.
3. Committees shall submit to the NACAA Board through their Council Chair, a proposal on how the funds secured by that committee will be expended for the year(s) for which the sponsorship funds are designated.
4. Committee chairs shall keep their respective council chairs informed of all sponsor/donor contacts and funds obtained. Council Chairs will report committee sponsorship activities to the Vice-President through the EPC.

## COMMITTEE SUPPORT FOR THE ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE (AM/PIC)

### **Background, purpose and objective:**

In order to provide resources for NACAA Committees to conduct professional improvement activities for NACAA members, committees that focus on enhancing members' knowledge shall have the following financial support:

### **Policy:**

Each Professional Improvement Committee and all Extension Development Council Committees shall be eligible for up to \$1,000 for program support for committee workshops and other educational opportunities at the AM/PIC or other educational opportunities, such as webinars, as approved by the NACAA Board. The funds shall be used for speakers, transportation of speakers and materials as per NACAA Policy for reimbursement. **NACAA members are not eligible to be reimbursed for serving as speakers from these funds.** No funds shall be used that conflict with NACAA Policies as per reimbursement for travel, waiver or reimbursement of AM/PIC registration fees or other NACAA Policies. Committee and Council Chairs shall keep the NACAA Vice-President informed as to committee plans for the AM/PIC to assure plans fit within the activities planned by the NACAA Board and the AM/PIC host state. Reimbursement requests will be submitted on the standard NACAA Voucher Form available on the NACAA website.

(December 2000)

## **EXECUTIVE PROGRAM COMMITTEE: (EPC)**

Executive Program Committee (EPC) Chair:

The NACAA Vice President is chair of the EPC, serving as link between committees and NACAA Board

- A. The EPC is composed of the three Council Chairs and the Vice President
- B. The EPC will determine the criteria for Committee Chair selections and regional rotation sequence (See the Program Committee section)
- C. The EPC will develop the report forms for all Advisory Groups and Program Committees (uniform report formats). This format can be found in the Committee Handbook.
- D. The EPC will distribute the results of collected reports/evaluations to the NACAA members through a variety of formats, i.e. internet, *The County Agent* magazine, AM/PIC Proceedings and other media.
- E. The EPC shall provide input to the AM/PIC Planning Committee for presentation opportunities to incorporate into AM/PIC format.
- F. The EPC shall solicit input from the Life Members Committee and use this group as a resource for agent training, mentor programs, and other needs to enhance NACAA members' opportunities
- G. The EPC shall establish priorities for resource alternatives and development; approval to be made by NACAA Board
- H. The EPC shall determine the most appropriate placement for new Professional Improvement program opportunities; approval to be made by NACAA Board
- I. The EPC shall develop the criteria to determine when a Program Committee is to be added or deleted; approval to be made by NACAA Board

## **PROFESSIONAL IMPROVEMENT COUNCIL (PIC)**

The Professional Improvement Council shall be comprised of the PIC Council Chair and the Chair of each of the Program Committees.

### **4-H and Youth Program**

Agronomy and Pest Management

Agriculture Economics and Community Development

Animal Science

Natural Resources/Aquaculture

Horticulture and Turfgrass

Sustainable Agriculture

### **Professional Improvement —Background, Purpose and Objectives**

This area is devoted to enhancing the opportunities for our members to become more knowledgeable and competent in subject matter areas in which they work. Examples of training activities that might be included within this category include discussion groups, seminars, refereed papers, demonstration sharing, study tours, and interstate/international exchanges. Six broad, fundamental subject matter areas that encompass the vast majority of work done by NACAA members across the country includes: 4-H & Youth, Agronomy & Pest Management, Agricultural Economics and Community Development, Animal Science, Natural Resources/Aquaculture, Horticulture and Turfgrass, and Sustainable Agriculture. These subject matter areas or a combination of these areas comprise a Committee. Additional committee categories can be added in the future or existing areas modified to better meet the needs of the NACAA membership. The subject matter committees may have numerous advisory groups beneath them as deemed necessary. Examples of advisory groups under the Animal Science Committee might include: Range/Pasture Management, Biotechnology in Livestock, Beef Nutrition, Dairy Breeding, Swine Genetics, Rotational Grazing, and Animal Waste Management. This short list is not meant to be inclusive. Each committee is eligible for \$1,000 for use for their committee work each year. Refer to the guidelines under NACAA Committee Program Support Funds in the Committee Handbook.

For details on current programs and functioning of the Professional Improvement Council Committees, please refer to the Committee Members Handbook.

## 4-H and Youth Committee

The objectives of the 4-H and Youth Committee are to:

1. Enhance the 4-H program efforts of NACAA members.
2. Develop and promote 4-H and Youth professional improvement opportunities for NACAA members through:
  - a. NACAA Annual Meeting/Professional Improvement Conference in cooperation with the NACAA President.
  - b. *The County Agent* magazine and the NACAA website.
  - c. Other region and national 4-H conferences and workshops
3. Create an opportunity for Extension workers to share 4-H program ideas through displays at the NACAA Annual Meeting/Professional Improvement Conference.
4. Represent NACAA on youth issues with ES-USDA and the National 4-H Council or at the request of the NACAA President

### EXTENSION DEVELOPMENT COUNCIL (EDC)

The EDC will be comprised of the EDC Council Chair and the Chairs of the EDC Program Committees. The Extension Development Council committees are:

Agricultural Issues  
Early Career Development  
Leadership and Administrative Skills  
Teaching and Educational Technologies

#### Extension Development—Background, Purpose and Objectives

The Extension Development Council (EDC) strives to enhance the professionalism of our members by providing opportunities for strengthening their leadership and educational delivery skills. One common thread among NACAA members is the fact that we are all Extension agents/educators. Therefore, it is imperative that our organization strengthen and continue to offer training in the process of how to become better extension professionals. This one area effectively separates NACAA from other subject specific professional organizations. The sub-areas of the EDC are not to be subject matter specific, but rather cover broad, general extension related topics that focus on the following: Agriculture Issues, Early Career Development, Leadership and Administrative Skills, and Teaching and Educational Technologies. Each of these broad headings is addressed by a Committee. For details on current programs and functioning of the Extension Development Council Committees, please refer to the Committee Members Handbook. Each committee is eligible for \$1,000 for use for their committee work each year. Refer to the guidelines under NACAA Committee Program Support Funds in the Committee Handbook.

### PROGRAM RECOGNITION COUNCIL (PRC)

The PRC is comprised of the PRC Council Chair and the Chairs of the PRC Committee. The PRC Committees are:

Communications  
Search for Excellence  
Professional Excellence  
Public Relations  
Recognition and Awards  
Scholarship

#### Program Recognition Council (PRC) --- Background, Purpose and Objectives

This council oversees the award-based programs that have been a very traditional part of NACAA. Members can enter competitive contests that highlight the following areas: Communications, Search for Excellence, Professional Excellence, Public Relations, Recognition and Awards, and Scholarship. Current programs that target specific subject matter or include a travel study tour will be assigned to the appropriate Professional Improvement Committee or Extension Development Committee. As new competitive awards programs are introduced, they would be placed into this block. All programs in this component are expected to identify sponsors and secure adequate funding to operate each award activity. Where possible, sponsor funding should cover all committee expenses. For additional details on current programs and functioning of the Program Recognition Council Committees, please refer to the Committee Members Handbook.

## NACAA Awards Guidelines

### Guidelines:

1. All committees in the Program Recognition Council are expected to identify sponsors and secure adequate funding to operate each award activity. Where possible the sponsor's funding should include all committee expenses.
2. Donors will be solicited for all awards. If adequate donor funds are secured, the National Winner will receive up to \$500; and three National Finalists up to \$250; and state winners up to \$50. **These cash awards are not cumulative unless otherwise specified by sponsor or donor and stated as such in the current Awards edition of *The County Agent* magazine.** The Executive Program Committee, in consultation with the Committee Chair, reserves the right to recommend to the board adjustment of awards based on availability of donor funds. (July 2003)
3. All DSA, AA, National Award winners, and National Award finalists must register for the AM/PIC and attend the designated ceremony to receive their award. Excused absences may be granted for extreme personal or family illness, circumstances that would seriously jeopardize their job, or similar extreme situations. The respective Council Chair, in consultation with the respective National Committee Chairs/ViceChair and the NACAA Vice President, will make a recommendation to the NACAA President who will make a decision on requests for non-attendance. (April, 2022)
  - a. In the event that a National winner or National finalist is granted an excused absence, another applicant who is an NACAA member and listed on the application may fulfill the obligation of registering for the AM/PIC and attend the designated ceremony to receive the award. All NACAA members listed on an award application should have materially participated in the project/program being recognized with the award. (April 2022)
  - b. In the event a national winner does not receive an excused absence from attending the AM/PIC, the national winner's award will be presented to the next ranking National Finalist who attends the AM/PIC. If none of the national finalists attends the AM/PIC, a national winner award will not be presented. Refer to item #7 of NACAA Awards Guidelines. (December 2003)
  - c. Poster session presenters must register for the AM/PIC and be available for the "Meet the Authors" session unless an excused absence is granted by the NACAA President in consultation with the NACAA Vice President, Program Recognition Council Chair, and the Professional Excellence Committee Chair. See Item 3b above. Poster session finalists follow all rules as outlined in item 3 above. (April 2022)
4. Program entries may include work within the past three years where the application allows multiple years.
5. For each award category, each region will submit three (3) unranked entries in each award program to create a national pool of 12 applicants.
6. From the pool of 12 applicants in each award category, the appropriate NACAA committee chair and regional vice chairs will select four national finalists. One national winner will be selected from the selected national finalist.
7. National award winners in each category will be designated the Search for Excellence winner for that category in the Search for Excellence award programs. The award winner will give an oral presentation of their accomplishments during the AM/PIC. Upon completing their oral presentation, the national winner will be eligible for a registration fee reimbursement for the NACAA AM/PIC at which the award and oral report were presented. These fee reimbursements, along with award expenses, would become the responsibility of the award sponsor. Guidelines for this reimbursement are found in Committee Handbook and on the NACAA website.
8. National winners may not repeat in consecutive years in the same category. (April 2014)
9. All award entries, except training seminars and tours, will submit an abstract of up to 350 words. This abstract must adhere to established NACAA guidelines. All abstracts will be published in the AM/PIC proceedings and/or posted on the NACAA website (Revised 8/2017).
10. All references to team applications (excluding Scholarships) shall require at least one NACAA member. An NACAA member must give presentations in Search for Excellence. All team awards will be provided one plaque for the NACAA member who submits the application and certificates for all other team members who are NACAA members unless specified by sponsor or donor.
11. The deadline for State Committee Chairs to submit entries to Regional Vice-Chairs is April 1. The deadline for Regional Vice-Chairs to submit entries to National Chairs is April 15. (June 2020)

12. All award winners receiving more than the IRS minimum amounts (currently \$600) shall complete the required W-9 information form. 12/10

## **Communications Committee**

The objectives of the Communications Committee are:

1. Enhance the communication skills and knowledge of County Agents/Educators through promotion, training, and recognition efforts.
2. Encourage individual NACAA members to improve their communication skills and employ those skills in expanded use of mass media at local, state, regional, and national levels.
3. Develop, revise, and conduct recognition programs to recognize effective communications skills and technology use by NACAA members.
4. Conduct the Communications Award Program, working closely with sponsors and supporters as a means of sharpening communication skills, encouraging interest, and sharing ideas with other Extension workers.
5. Promote the cooperation of national magazines and other media in serving as an outlet for Extension information by encouraging agent contact and cooperation with media personnel, and by sharing with NACAA members the preference of editors for useful material.
6. Recommend to the President and organize at the President's request, educational programs at the Annual Meeting designed to improve or train NACAA members in communication skills and/or better use of communication technology.
7. Develop systems, within NACAA, for transferring outstanding communication efforts of NACAA members to other members via the NACAA AM/PIC, "The County Agent" magazine, the NACAA website and other methods.
8. In the event a national winner or national finalist receives notification of their award without sufficient time to register for the AM/PIC before the registration deadline, the council chair can recommend to the President a waiver of the late registration fee on a case-by-case basis. Award recipient is responsible for initiating contact with the appropriate National Committee Chair who will forward request to Council Chair. Registration must be submitted by a date specified by the Council Chair to be eligible for the waiver. The President is responsible for communicating with Registration Chair in these matters. (December 2003)

## **Search for Excellence Committee**

The objectives of the Extension Programs Committee are to:

1. Promote and recognize quality program efforts of NACAA members that meet the criteria of sponsored programs of NACAA and design methods for transferring such excellence in programming to other County Agents/Educators across the United States.
2. Conduct recognition programs in program development, implementation and evaluation by NACAA members as described in the Committee Members Handbook.
3. Recognition of outstanding efforts in these program areas will be made on the state and national levels.
4. Develop effective methods via the NACAA AM/PIC, AM/PIC Proceedings, "The County Agent" magazine, E County Agent, and NACAA website to inform NACAA members of excellent Extension programs with emphasis in transferring programs for use by NACAA members.

NACAA members can submit the same program award entry in just one Search for Excellence category. (Oct. 8, 2008)

## **Professional Excellence Committee**

The objective of the Professional Excellence Committee will be to showcase excellence in program efforts of NACAA members. This will be done by giving members the opportunity to present posters at the NACAA Annual Meeting/Professional Improvement Conference. Another objective to this committee is to assist members with career promotion and performance evaluation. If the member has distinguished him/herself by becoming a national finalist in an award program, an abstract of their award-winning program will be published. All abstracts from accepted poster session entrants will be published as well. The abstract will be published in the Annual Meeting Proceedings and other methods deemed useful.

### **Awards:**

Awards for the best poster papers in each category at the AM/PIC are as follows: (dependent on available donor funding)

- Best Contributed Poster \$500 and a certificate with holder and ribbon
- Second Place \$250 and a certificate with holder and ribbon
- Third Place \$150 And a certificate with holder and ribbon
- Regional Award Certificate and ribbon (August 2001)
- Finalists Ribbon

An awards program or ceremony will be conducted for all participants, announcing the winners of each category. The program or ceremony will be hosted by NACAA based on available donor funding.

## **Public Relations Committee**

It is the responsibility of all members of the Association to promote good public relations. This committee will assume leadership for the following:

1. Developing suggestions for improving the public image of Cooperative Extension and the County Agent/Extension Educator.
2. Conducting the Agricultural Awareness and Appreciation Award Luncheon and program. revised 9/8/10
3. Implement a system whereby all NACAA award recipients receive recognition in their home community media and acknowledgment to advisory committees and supervisors. Included as recipients will be elected officers and directors, DSA and AA recipients, and professional improvement program sponsors. The committee will work with the chairs of the appropriate committees for implementation and maintenance of the system.

## Recognition and Awards Committee

The DSA, AA and Hall of Fame awards were created to recognize NACAA members for excellence in Extension work. They are the highest honor the Association can bestow upon one of its members. The objective of the Recognition and Awards Committee shall be to provide leadership in the recognition of outstanding accomplishments by NACAA members including the selection and appropriate recognition of **three** awards programs. They shall administer, with the approval of the Board of Directors, the selection and presentation of the Distinguished Service Award (DSA), Achievement Award (AA), Hall of Fame award and other special recognition awards as assigned to the committee through appropriate channels.

All awards applications are web based. Information and applications are on the NACAA website <http://www.nacaa.com/awards/>.

### Distinguished Service Award

The Distinguished Service Award shall be presented to NACAA members who have served at least 10 years as a member of the Cooperative Extension Service, who have conducted outstanding programs, and are held in high esteem by their fellow workers. The cut-off date for determining years of service is March 15 of the current year. They must be members of their State association and NACAA the year that they are selected for the award. States are allocated DSAs based on each state's membership as of February 15 of the previous year. Each state is entitled to DSAs based on 2% of its membership or major fraction thereof. No unfilled quotas can be carried over and applied to future quotas. All DSA winners must register for the AM/PIC and attend the awards banquet to receive their award. The Program Recognition Council Chair, in concert with the Recognition and Awards National Committee Chairs/Vice-Chairs and the NACAA Vice President, will make a recommendation to the NACAA President who will rule on request for non-attendance. Excuses may be granted for extreme personal or family illness, circumstance which would seriously jeopardize their job, or similar extreme situations." (Rev. July/03, Rev. 9/09, Rev. 7/14/2017)

<u>Membership</u>	<u>Number of DSAs</u>
1 - 75	1
76 - 125	2
126 - 175	3
176 - 225	4
226 - 275	5
276 - 325	6
326 - 375	7
376 - 425	8
426 - 475	9

### Achievement Award

The Achievement Award shall be awarded to Agents with less than 10 years of service in the Cooperative Extension Service who have exhibited excellence in the field of professional Extension work. The cut-off date for determining years of service is March 15 of the current year. Nominees must be members of the State and National Association the year that they receive the award. States are allocated AAs based on each state's membership as of February 15 of the previous year. Each state is entitled to AAs based on 2% of its membership or major fraction thereof. No unfilled quotas can be carried over and applied to future quotas. All AA winners must register for the AM/PIC and attend the designated ceremony to receive their award. The Program Recognition Council Chair, in concert with the Recognition and Awards National Committee Chairs/Vice-Chairs and the NACAA Vice President, will make a recommendation to the NACAA President who will rule on request for non-attendance. Excuses may be granted for extreme personal or family illness, circumstance which would seriously jeopardize their job, or similar extreme situations." (Rev. July 2012, Rev. 7/14/2017)

<u>Membership</u>	<u>Number of AAs</u>
1 - 75	1
76 - 125	2
126 - 175	3
176 - 225	4
226 - 275	5

## Hall of Fame Award

Initiated in 2006, the Hall of Fame Award was developed to recognize NACAA members for demonstrated commitment, dedication and effective leadership in job performance as outstanding educators. Involvement at both the state and national level and outstanding humanitarian service are considered. The Hall of Fame Award will be presented annually to one person from each of the four NACAA regions. All current and life members of the NACAA are eligible, except previous winners. The candidate must have previously been awarded the Distinguished Service Award. The Hall of Fame Award may be given posthumously with the following criteria (Rev. 3/22/2018):

- Must comply with all selection criteria/guidelines for HOF nomination listed in this section
- Nomination is within 5 years of the applicant's death.
- Applicant was a NACAA member (active or life) at the time of their death.

Each state association has the opportunity to nominate one applicant from their state association to be forwarded to the Regional Vice-Chair of the Recognition and Awards Committee. The nomination process at the state level will be determined by each state but the award deadlines will align with the AA and DSA. The state may choose a candidate, or an applicant may apply to the State Recognition and Awards Committee Chair. Nomination materials may be submitted electronically to the State Recognition and Awards chair. The nomination packet should contain two testimonial letters from clientele who have knowledge of the educational programming efforts. A one-page bio-summary found on the NACAA website must also be completed. The state chair will submit state applicants to Recognition and Awards Committee Regional Vice-Chairs by January 15.

### Selection Criteria:

- 40% - Demonstrated commitment, dedication and effective leadership in job performance as an outstanding educator. Quality of Extension Programs includes the scope, innovation and appropriateness of the nominee's program to the identified needs of the people and community within his or her assigned area or state.
- 30% - Association involvement at the State and National level. Involvement includes length of membership, committee assignments, offices held, AM/PIC attendance, and special assignments.
- 30% - Humanitarian activities and leadership outside of normal Extension Programming. Humanitarian activities may span any length of time and involve any type of service to one's community beyond the normal call of duty. Examples: Volunteerism (Red Cross, civic organizations, hospitals, EMT, church, youth organizations, crisis teams, etc.); Leadership (Civic organizations, community action groups, church, schools, crisis teams, boards, etc.); personal (Acts of heroism, care of foster children or elderly, philanthropy, etc.)
  - All DSA, AA, National Award winners, and National award finalists must register for the AM/PIC and attend the designated ceremony to receive their award. Excuses may be granted for extreme personal or family illness, circumstance that would seriously jeopardize their job, or similar extreme situations.

Winners will be recognized at the AM/PIC. All Hall of Fame winners must register for the AM/PIC and attend the designated ceremony to receive their award. The respective National Council Chair, in concert with the National Committee Chairs/Vice-Chairs and the NACAA Vice President, will make a recommendation to the NACAA President who will rule on request for non-attendance. Excuses may be granted for extreme personal or family illness, circumstance that would seriously jeopardize their job, or similar extreme situations. Award winners will receive a \$1,000 cash award plus registration reimbursement. In the case of posthumous recipients, no registration reimbursement is provided. (11-18)

Each Hall of Fame recipient may be invited to address the assembly after receiving his or her award. A maximum of two minutes will be allocated to each recipient. (3/17)

## **Scholarship Committee**

The Scholarship Committee is charged with the responsibility of promoting the scholarship program by obtaining funds from Extension personnel, friends of NACAA, and others interested in the scholarship effort. The committee should, by working with other committees with responsibility relative to the scholarship fund, enable NACAA to provide scholarships to members as a means of encouraging and supporting professional improvement.

Scholarship applications can be found on the NACAA website.

Refer to the Scholarship Committee section of the NACAA Committee Member Handbook and/or NACAA website for current vestment and scholarship award amounts. (December 2021)

The NACAA Scholarship Committee is allowed to develop a scholarship drawing. Money obtained in the auction via ticket donations will be used to fund the drawing. (December 2003)

### Responsibilities of the NACAA Board

1. Nominate National Committee Scholarship Committee Chair, Vice-Chair and State Committee Chairs.
2. Request and revise accounting reports from custodian of funds.

# STATEMENT OF SCHOLARSHIP PROGRAM OF BETWEEN NACAA AND THE NACAA EDUCATIONAL FOUNDATION

**THIS DOCUMENT MAY NOT BE CHANGED WITHOUT APPROVAL OF THE INTERNAL REVENUE SERVICE**

## STATEMENT OF SCHOLARSHIP PROGRAM OF NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS AND NACAA EDUCATIONAL FOUNDATION

### 1. PURPOSE

The purpose of this Scholarship Program is to maintain the high standards of Extension in public service and education by supporting the efforts of the National Association of County Agricultural Agents (“NACAA”) in improving the professional knowledge and skills of Professional Cooperative Extension Service workers (hereinafter “Agents”) working in Extension. Such purpose is to be carried out by granting financial assistance to eligible Agents in the form of scholarships to be applied toward payment for costs incurred in undertaking an approved educational course, seminar, study tour, or similar educational program (all of which are hereinafter referred to as “approved educational course”). Such scholarships are intended: (1) to improve the knowledge and skills of Agents (individuals or groups) to whom grants are made in order to increase their ability to educate the public pursuant to the purposes of Extension; (2) to benefit the public by increased knowledge in agricultural and related matters, to be conveyed through professionally educated Agents; and (3) to maintain high educational standards in carrying out the Extension program of the USDA and the State Land Grant University Systems.

The NACAA Scholarship Committee shall be responsible for the planning and implementation of all aspects of the NACAA Scholarship Program.

Funding for the NACAA Scholarship Program shall be provided by the NACAA Educational Foundation, with the approval of the NACAA Educational Foundation Board of Trustees in accordance with their governing articles of incorporation and code of regulations. The NACAA Scholarship Committee shall submit an annual request for funding to the NACAA Educational Foundation Board of Trustees.

### 2. NOTICE OF AVAILABILITY OF SCHOLARSHIPS

In order to publicize and make known the Scholarship, notice of the availability of scholarships under this program shall be sent annually to each NACAA member by the NACAA Scholarship Committee.

### 3. SCHOLARSHIP SELECTION COMMITTEE

The NACAA Scholarship Committee will serve as the Scholarship Selection Committee.

### 4. SELECTION OF RECIPIENTS

Selection of grantees shall be made by the Scholarship Selection Committee on an objective and nondiscriminatory basis, based on the standards set forth in Section 5, below, regardless of the race, creed, color, gender, or religion of the applicant. No scholarship shall be granted to any person, if as a result of such grant, any member of the Scholarship Selection Committee or National Board of NACAA, or any trustee of the Foundation shall derive a private benefit, either directly or indirectly.

### 5. STANDARDS FOR DETERMINING ELIGIBILITY OF GRANTEES

All scholarships granted under this program shall meet the following standards:

- a. Each applicant must be a NACAA member in good standing with their State Association for the past two years.
- b. Each applicant must have contributed a minimum of an amount set by the NACAA to the NACAA Educational Foundation.
- c. Each application must describe in detail the educational purposes of the requested grant, how such educational course will improve the competency of the applicant as an Extension professional, and the educational costs for which the grant is requested.
- d. Each application must be signed, signifying approval, by the State Extension Director.
- e. Each application must be submitted to the Scholarship Selection Committee by June 1.

### 6. STANDARDS AND PROCEDURE IN GRANTING SCHOLARSHIPS

- a. The Scholarship Selection Committee shall submit a request for scholarship funding annually to the NACAA Educational Foundation Board of Trustees. The request will include a report from the Scholarship Selection Committee showing the total number of applications, and a list of those applications recommended for funding. Report shall include applicant name(s), state and region, Group or Individual, Application, educational program title, amount requested and amount of funding from other sources. The report must also include the total amount of funding being requested. NACAA Educational Foundation Trustees will provide scholarship funding based on availability of Foundation assets according to Foundation policy.

- b. Scholarships may be awarded for undertaking an individual or group-approved educational course, which may involve an advanced degree, graduate credit, study tour, educational seminar, research, or other specialized training program. Scholarships shall be awarded in accordance with the purposes stated in Section 1 of this statement.
- c. Scholarship payments will not be made until 30 days prior to beginning the approved educational course. It is the grantee's responsibility to advise the Scholarship Selection Committee of the date that the approved educational course is to begin.
- d. The approved educational course:
  - 1. Must start within one year or by the next NACAA AMPIC following the AMPIC at which the award is made (in the event that the next NACAA AMPIC begins later than one year after the award is made).
  - 2. Cannot be initiated before the application is approved by the Scholarship Selection Committee.
- e. Grantees shall be named at the Annual Meeting of the NACAA at which they are approved.

#### 7. SUPERVISION AND RECORDS

- a. Each grantee is required to file a signed written report with the Chair of the Scholarship Committee within 30 days after the completion of the approved educational course for which the award was made. Such reports shall be reviewed and signed by the Scholarship Committee Chair.
- b. The Scholarship Committee Chair shall forward a copy of each grantee's written report of their successful completion (item a above) to the NACAA Educational Foundation Secretary and the Educational Foundation Treasurer for their records. Each must contain the signature of the grantee and the Scholarship Committee Chair.
- c. Where any of the reports described in paragraph 7 (a) indicate that the scholarship proceeds are not being used in furtherance of the required educational purposes, the Scholarship Selection Committee shall make an appropriate investigation into this matter. If such proceeds have been used for improper purposes, no further scholarship awards may be made to such grantee (regardless of whether the impropriety is corrected) and the Scholarship Selection Committee shall take all necessary and appropriate action to obtain repayment of the scholarship funds which have been misused.
- d. The Scholarship Selection Committee shall maintain and retain all records and files with regard to the Scholarship Program. Such records shall include:
  - 1. All information secured to evaluate the qualification of all applicants for scholarships under this Scholarship Program.
  - 2. Identification of scholarship grantees.
  - 3. Specification of the amount and purpose of each scholarship.
  - 4. All information pertaining to supervision of each grantee, as set forth in paragraphs (a) and (b) above.

## **ASSOCIATION POLICY COMMITTEE**

Members of the Association Policy Committee are the active NACAA Past Presidents. The Policy Committee is directly responsible to the Officers and Directors. The committee also serves to protect the interests of the entire membership of the Association.

### **A. Functions of the Committee**

1. To counsel and assist in the preservation of high professional standards and encourage members to strive for greater achievement.
2. Safeguard the intent of the Bylaws.
3. Study proposals of the Board of Directors and standing committees.
4. Examine and offer an opinion upon request on new measures before action by the Board of Directors and membership.
5. Review committee and subcommittee reports and proposed resolutions before they are presented to the Board of Directors and/or voting delegates, and before being published and presented to the membership.
6. Relate upon inquiry by the Board of Directors, unrecorded historical information within reasonable memory limitations.
7. Clarify/interpret policy and intended purposes of policy and procedures.
8. Propose measures to meet the challenge of change.
9. Assist NACAA Board with revision of the NACAA Policy Manual as needed.

### **B. Chair**

1. See that the Officers, Directors, committee leadership, and general membership understand policy definitions, so far as possible.
2. Give leadership as Chair of the committee in carrying out the responsibilities and functions of the committee.
3. Bring to the committee, problems, questions, and requests for counsel from the Officers, Directors, committee leadership, and members.
4. Bring to the Officers, Directors, committee leadership and members counsel, evaluation, clarification and suggestions as requested or considered appropriate by the Chair and/or committee.
5. Be responsible for communications with Past Presidents regarding death of members or spouses.
6. Assist with the introduction of Past Officers at AM/PIC Banquet
7. Purchase and present NACAA gifts to President (suggested price range \$250-325), and other officers. The outgoing NACAA President presents the gift to the AM/PIC Chair (suggested price range \$75-100). Gifts should be purchased by the Policy Committee Chair, not the individual receiving the gift.

### **C. Guiding Principles of NACAAPolicy**

1. NACAA is and should continue as a professional improvement organization of agricultural/natural resource Extension professionals.
2. The primary objective is professional improvement.
3. A primary activity for delivering professional improvement opportunities is the AM/PIC. This event is typically planned and facilitated by a host state committee under the guidance of the NACAA Officers and Board of Directors with assistance from related NACAA Committees and Special Assignments. Other professional improvement opportunities, initiatives, pilot projects, etc. are encouraged but should not be detrimental to the AM/PIC.
4. A primary responsibility of Officers and Directors, other than routine business, is public relations with commercial, industrial, educational and farm organizations, other professional Extension Associations through active engagement and involvement with the Joint Council of Extension Professional's (JCEP) Board and the Extension Committee on Organization and Policy (ECOP) of the Association of Public and Land Grant Universities (APLU).
5. We believe in the important principles of fellowship, professional mutuality of interest, exchange of ideas, pride of belonging, willingness to contribute, and enlargement of our concept of American agriculture by travel to, and communication at AM/PIC's.

### **D. NACAAPolicies are Defined by:**

1. Bylaws
2. Policies set by the Board of Directors
3. Committee Members Handbook
4. Annual Meeting and Professional Improvement Conference Handbook
5. For some cases and issues, unwritten practices and procedures that have been generally accepted will determine policy.

#### E. Suggested Policy Form (March 2000)

To maintain a standard policy format, all new policy should have a standardized style and format. The NACAA Policy Handbook should provide future NACAA Boards, Committees and NACAA members with the background, purpose, the date of the revision or adoption and a clearer explanation of NACAA policy. As the NACAA Board develops or makes major revisions to its NACAA Policy Handbook, it is suggested that the format shall include: Policy Title; Background; Purpose or Objective; Wording of the NACAA Policy; Date of Adoption or Revision.

The Policy Handbook shall be maintained by the Association Policy Committee Chair who is also responsible for amending the Handbook to include the corrections and changes adopted by the NACAA Board of Directors. Keeping an up-to-date copy of the Policy Handbook available for members only on the NACAA website, shall be the responsibility of the Executive Director.

## **ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE COMMITTEE**

The Host State Annual Meeting Chair has the following responsibilities:

1. Follow NACAA Annual Meeting and Professional Improvement Conference Policy as outlined in the Annual Meeting and Professional Improvement Conference Handbook. Each Annual Meeting and Professional Improvement Conference Committee Chair shall receive an Annual Meeting and Professional Improvement Conference Handbook subsequent to receiving bid for Annual Meeting and Professional Improvement Conference.
2. The AM/PIC host state Chair is to appoint the Annual Meeting and Professional Improvement Conference Subcommittee Chairs and help identify and select committee members in cooperation with these Chairs. The AM/PIC host state chair is to have a close liaison between the Annual Meeting Executive Committee and subcommittees to ensure coordination of all Annual Meeting and Professional Improvement Conference activities.
3. Outline anticipated duties and responsibilities of all AM/PIC committees. Provide a copy for each Committee Chair.
4. Frequently communicate with the current NACAA President on all activities of the host state committees.
  - a. Report to the NACAA Board during regularly scheduled board meetings as requested by the NACAA President.
5. Work with the NACAA Executive Director, President and National Meeting Planner designated by the national board, to negotiate AM/PIC plans, room rates, meeting facilities, housing needs, transportation and other matters relevant to hosting the AM/PIC. Acquire written and signed agreements and arrangements regarding same.
6. It is understood that the National Officers will contact sponsors from nationwide agricultural companies and allied organizations (regular sponsors that have been used.) The AM/PIC host state committee will work with local and state donors.
7. Work with the NACAA President in the areas of programs, time schedules, entertainment, and finance.
8. The AM/PIC Committee host state Chair shall work with the NACAA Executive Director, Treasurer and Immediate Past President to conduct a final settlement of AM/PIC expenses by January 1 of the year following AM/PIC.

For complete details on the Annual Meeting and Professional Improvement Conference – see the separate Annual Meeting and Professional Improvement Conference Handbook and Section 7 of this Policy Handbook

(July, 2014)

## **LIFE MEMBER COMMITTEE**

### Purpose

Serve as a liaison between Life Members and members of NACAA and the Board of Directors; actively seek resources for the Scholarship Fund and encourage state program committees to develop programs that will enhance the Cooperative Extension Service.

### General Responsibilities

1. Promote Life Membership.
2. Encourage Life Members to support the Scholarship Fund.
3. Identify and solicit agribusiness to become contributors to the Scholarship Fund.
4. Develop Life Member program for AM/PIC.
5. Motivate State Life Member Committee Chairs to develop significant program that will improve the image of County Agents.

## **INTERNAL COMMITTEES**

The Board of Directors will establish the following Internal Committees consisting of Board members:

*Executive*

*Fiscal*

*Development & Planning*

*State Relations*

*Publication*

Membership of the Executive Committee is set forth in the Bylaws. The incoming President appoints members of other committees. Where possible, the Chair should be a Board veteran.

Duties are outlined as stated below, but their scope may be increased at the discretion of the President or Executive Committee.

Executive Committee: Function for the Board of Directors when they are not in session.

### Fiscal Committee

1. Establish policy for the investment of Association funds held by the Treasurer, or other investment firms
2. Develop audit guidelines and audit books in years when an outside CPA is not employed
3. Assist the Treasurer in developing format for accounting and reporting
4. Provide counsel to the NACAA Board of Directors concerning budgets and investments
5. Review NACAA investments on a Quarterly basis with a knowledgeable investment counselor. (Approved (3/25/10))

### Development and Planning Committee

1. Recommend annual goals and objectives
2. Develop five year goals for NACAA and keep the Board of Directors informed of progress
3. Assist the Board with developing priorities for committees and the Association
4. Provide oversight for the development of the evaluations conducted by the Executive Program Committee and the AM/PIC Host State (two years out)
5. Monitor the professional improvement requirements of the membership and develop recommendations for the Board.

### State Relations Committee

1. Monitor membership recruitment and retention
2. Develop recommendations for greater involvement of members in Association programs and activities
3. Develop and supervise a program for increasing membership.

### Publication Committee

1. Develop a critical evaluation of publications: The County Agent, The Proceedings, Journal of NACAA and brochures in use
2. Review all new brochures and program announcements before publication
3. Prepare recommendations for new promotional or educational pieces
4. Serve as an Advisory Editorial Committee to the Editor of *The County Agent*, the coordinator of e-County Agent and the coordinator for the NACAA website
5. The Publication Committee has the authority to set the deadline dates for removing member website access resulting from membership dues delinquency; (March 25, 2009)
6. Shall receive reports from the Journal of NACAA Committee as needed; (Revised 2008)
7. Shall review all requests to offer extra-AM/PIC educational programming by Extension related organizations/Land Grant Universities/eXtension and commercial organizations. (See section on "WEBINARS & OTHER EDUCATIONAL OFFERINGS PROMOTED OUTSIDE THE NACAA AM/PIC" earlier in Chapter 6) (Revised 7/1)
8. Sponsor a member-submitted photo contest to select new photographs each year for the NACAA website homepage. Five to ten finalists will have their NACAA related photographs published. Their name and location will also be placed on the NACAA homepage.

## NACAA ADDRESS COORDINATOR

The Executive Director serves as the NACAA Address Coordinator (adopted 1999)

It is the responsibility of the NACAA Address Coordinator to maintain the current address file for NACAA. These addresses are maintained in four categories: (1) Active members (currently employed), (2) Life Members, (3) Complimentary Members (magazine subscription only,) and (4) Friends and Donors. The NACAA Address Coordinator shall work with State Address Coordinator (Secretary/Treasurer or whoever designated by the state) to update state membership on the NACAA website and indicate the year for which membership is paid. A copy of the membership summary sheet, which identifies all state members that have paid, is then sent to the NACAA Executive Director along with dues payments.

Upon receipt of payment and membership summary sheet, NACAA Executive Director will document payment and update database to reflect payment received. For membership additions throughout the year, State Address Coordinator Secretary/ Treasurer will update on-line and submit to NACAA Executive Director in the same process.

Membership reports are sent to the National Treasurer. Upon receipt of a report, the Address Coordinator checks the list against the existing file and makes changes accordingly.

Upon receipt of returned mail, the Address Coordinator notifies the state and asks address verification. The Address Coordinator maintains all address information for a period of at least seven years.

## NACAA HISTORY/HISTORIAN

The NACAA Executive Director serves as the NACAA Historian (April 2020).

Hence, it shall be the responsibility of the NACAA Executive Director to compile information on an annual basis that would be appropriate for future editions of "History of the National Association of County Agricultural Agents."

The information would be reviewed each year with the Immediate Past President of NACAA and worked into "copy" ready to go to a printer. Three to five appropriate pictures will be provided by the Immediate Past President as part of the "President's Report". This annual information would be held until the Board of Directors of NACAA deems a new edition of the "History" necessary.

It shall also be the responsibility of the NACAA Executive Director to keep an inventory of the current edition of the History and to mail copies as requested. Orders and money for copies all go to the NACAA Treasurer who will in turn, direct the Secretary to have such copies mailed. Currently, copies of the NACAA History are stored at the Executive Directors office in Decatur, IL. Board action (March 2000) indicated that states wishing copies of the County Agent History may receive them for the cost of shipping, until there are 25 copies remaining. At that point, no more copies will be made available without reprinting. Board action April 1998 stated that NACAA provide each Land Grant University with a copy of our 1915-1976 History, and our 1977-1988 History.

### HISTORIAN GUIDELINES

1. Avoid duplication with what is assembled and filed each year with the National Agricultural Library in Beltsville, MD, by the NACAA Secretary.
2. Historian duties and responsibilities are now part of the NACAA Executive Director duties and responsibilities:
  - a. President's report for the History should include significant changes in NACAA direction, policy, etc.; first time events, etc.
  - b. Assemble 3 -5 pictures from the Immediate Past NACAA President that depicts that person's year as NACAA President.
  - c. Ensure that a copy of each edition of the NACAA History book is on file with the National Agricultural Library.
  - d. Maintain the Past NACAA Officer display and arrange for storage, transportation, and set up at the NACAA Annual Meeting/Professional Improvement Conferences.
3. Ensure that storage location of the NACAA History books is made in the NACAA Policy Handbook, NACAA Committee Guidelines, and the NACAA State Officer Handbook.
4. Committee responsible for the First Timers' Luncheon shall distribute NACAA History books at the First Timers' Luncheon during the Annual Meeting/Professional Improvement Conference each year.
5. The NACAA Policy Committee Chair and NACAA Immediate Past President will ensure that all Past Presidents of NACAA have completed histories of their year as NACAA President.

(December 1996)

## EDITOR, THE COUNTY AGENT

The NACAA Executive Director serves as the Editor, The County Agent

### JOB DESCRIPTION

1. The purpose of The County Agent is to serve as a “house journal” to inform the membership and friends about the operation and activities of NACAA. The Executive Director serves as the Editor of *The County Agent*.
2. The Executive Director is responsible for coordinating with a local printer for the printing and production of The County Agent. Quality of paper, color scheme, quantity printed, mailing distribution and layout/design are responsibilities of the NACAA Executive Director. Expenses for these items will be invoiced to NACAA upon the completion of each edition.
3. The County Agent is mailed periodical class. Periodical permits and annual USPS forms are to be completed by the NACAA Executive Director in a timely fashion.
4. The fall issue contains statement of ownership, management, circulation - postal regulation may govern the content of this.
5. Inside cover will carry Editor’s home address, subscription price, USPS number, ISSN number (see previous issues).
6. Develop copy deadlines a year in advance for fall, winter, spring, summer issues and make available at the AM/PIC Voting Delegates Session and NACAA Board.
7. Four issues of The County Agent shall be printed each year. (August 2002). “The Awards Issue of The County Agent is to be prepared between November and December of each year with mailing to be made no later than January 15. It will include information on where to find detailed State Committee Chair contact information on the NACAA website” (July 2004)
8. Work with NACAA Board of Directors and Internal Publications Committee for ideas. The Editor shall provide a production schedule and themes for the year at the Post AM/PIC Board Meeting. This magazine should inform, motivate, recognize, support, and provide direction for NACAA members and friends.
9. The County Agent Editor will submit an annual proposed budget at the Pre AM/PIC Board Meeting.
10. Send each State Extension Director a complimentary copy of The County Agent magazine - if they are not already listed as a complimentary subscription by the state association. (August 2001).
11. On December 1 of each year, send an annual notice to State Presidents reminding each state that they each have three (3) complimentary issues of The County Agent magazine that can be listed within the database as “Complimentary Members”. Additional subscriptions beyond the three are available at a reasonable cost as determined by the NACAA Board of Directors.

## **EDITOR OF PROCEEDINGS**

The Executive Director serves as the Editor of the NACAA Proceedings (04-02)

### **JOB DESCRIPTION**

The Editor of the Proceedings is given the responsibility of producing the proceedings of the Annual Meeting/Professional Improvement Conference of the National Association of County Agricultural Agents. Proceedings of the NACAA AM/PIC will be made available on the NACAA website.

The actual Proceedings book is generally a 100+-page document that contains the following information:

1. Table of Contents
2. Copy of the AM/PIC Program (condensed version containing main Active Agent program content). NACAA Report to the Membership which would include the following:
  - a. President's Report
  - b. Treasurer's Report
  - c. Officers/Directors Report
  - d. Committee Chair Reports
  - e. Search for Excellence Winners Abstracts
  - f. National Award Winners Abstracts
  - g. Listing of DSA/AA Award Recipients
  - h. Hall of Fame Award Winner Listing/Photo
  - i. Service to American and World Agriculture Bio/Photo
  - j. Committee Presenter Abstracts
  - k. Biographies of Major Speakers at AM/PIC

The Editor's responsibilities include:

1. Notifying Officers, Directors, and Committee Chairpersons of the information needed from them for the Proceedings. A deadline date for submissions should be announced 90 days before the AM/PIC with final submission due no later than 45 days prior to the AM/PIC.
2. Take article submissions and layout the document in an easily readable/useable publication. Once completed, submit to NACAA President for review.
3. Upon approval for publication, post on the NACAA website and notify membership. (April 2008)

# ELECTRONIC COMMUNICATIONS COORDINATOR

## JOB DESCRIPTION

The Executive Director serves as the NACAA Electronic Communications Coordinator (adopted 2012).

Appointed by Board at NACAA AM/PIC Post Board Meeting (April 2003)

Term — 3 Years

1. Member Database Management
  - a. Encourage the maintenance of the NACAA member database by the members and state officers
  - b. Assist members with issues related to using NACAA member database
2. Mailing List Management:
  - a. Maintain mailing lists for NACAA officers, and Committee leadership
  - b. Create new lists as requested by Board
  - c. Monitor all lists (be a member of each list)
  - d. Determine reasons for bounced messages if possible
  - e. Contact USDA if necessary
  - f. Notify senders of problems
  - g. Send periodic messages to subscribers (re: use of the lists)
  - h. Update lists after annual meeting. (Keep outgoing Treasurer on until January 1 of the following year.)
  - i. Encourage state presidents to notify ECC about changes.

### Web Site Management

- a. Maintain the NACAA web site at: <http://www.nacaa.com/>

Obtain officers' photos from NACAA Executive Director/Editor, The County Agent)

- a. Include page of officers, etc., with addresses and e-mails
- b. Annual Meeting/Professional Improvement Conference c. Dates - links to future AM/PIC sites
- c. Post two years proceedings
- d. Obtain proceedings from Executive Director (Editor)
- e. Link to NACAA members' award-winning web pages
- f. Post Professional improvement opportunities
- g. List AM/PIC sponsors
- h. Post the e-County Agent
- i. Post the minutes of the Board meetings
- j. Post other ideas as suggested by board
- k. Respond to inquiries from members/others concerning NACAA web site

### Requirements:

- a. Approval from administrator to commit time to NACAA web site and database
- b. Access to server

### Technical skills:

- a. Web site management and edition
- b. Keep up to date with web site technology
- c. Understand internet, e-mail and www use and terminology

Update this job description as technology requires

### Judgment:

Assist Board with determining what should be on the home page:

- a. Keep it simple for future ECC and ADA compliance

### Confidentiality:

- a. ECC may be included in discussions that are not meant for publication Attend Annual Meeting/Professional Improvement Conference:
- b. The Electronic Communications Coordinator receives reimbursement for expenses and a fee waiver to the AM/PIC as per policy on expense reimbursement. (April 2003)
- c. ECC is not eligible to participate in any professional improvement program associated directly with this position, e.g. Communications Award "Home Page on the World Wide Web".

## **JOURNAL OF NACAA COMMITTEE**

The Journal of NACAA committee shall consist of Regional Vice-Directors and the Journal of NACAA chair.

**The Journal of NACAA Committee shall report to the Internal Publication Committee established by the NACAA Board.**

**Revised 08/10**

### Journal of NACAA Chair

Appointed by Board at NACAA AM/PIC Post Board Meeting

Term — 3 Years

1. Chair must have a working knowledge of various types of technology used in the creation of documents for publication. Some examples are the NACAA Web Page, internet links, the creation of spreadsheets for data tabulation, various document creation programs, wiki discussion pages, and photograph and chart creation and insertion techniques.
2. Chair must establish a close working relationship with the NACAA Executive Director, the NACAA Internal Publications Committee, and the NACAA Secretary.
3. Chair must administrate and communicate with the Journal of NACAA Committee via conference call on a regular basis.
4. Chair must administrate the recruitment of an appropriate number of reviewers for the reviewing process.
5. Chair must design and provide training for reviewers that will improve the reviewing process for the journal.
6. Chair must communicate regularly with reviewers to ensure timeliness in the reviewing process.
7. After the deadline for receiving submissions has passed, the Chair must communicate with the participants informing them that their submission has been received.
8. After the reviewing process is complete, the Chair shall communicate with participants to inform them of the acceptance or rejection of their papers.
9. Prior to or immediately after the “Call for Papers” the Chair should communicate with NACAA membership to encourage the submission of papers.
10. The chair must administrate the journal publication process to allow for publishing the journal at least on a biannual basis.
11. Provide reports to NACAA board as requested by the NACAA President
12. The Journal of NACAA Chair receives reimbursement for expenses and registration to the AM/PIC as per policy on expense reimbursement. Adopted 12/10 (revised 11-18)

## **OUTSTANDING YOUNG FARMER LIAISON**

The NACAA President shall appoint a Liaison to assist the Outstanding Farmers of America and to secure nominees for the National Outstanding Young Farmer Award from each state association. (April 2013) The term of service for this special assignment will be 3 years (7/11/2015).

The NACAA Outstanding Young Farmer Liaison will work with the NACAA Board in securing nominees for the Outstanding Young Farmer Award from every state. This can be done by working with the regional directors and state presidents to help ensure proper publicity of the award and the application deadline. NOYF has developed a brochure that gives an overview of the program. This brochure should be made available to the regional directors for distribution as they visit the state meetings each year.

- A. The NACAA Outstanding Young Farmer Liaison will be responsible for coordinating publicity prior to and during the OYF annual meeting each year.
  - a. Work with the local extension office and affiliated Land Grant Institution(s) to help publicize the NOYF Conference.
  - b. Identify and communicate with local television, radio, and print media to make aware of the NOYF Conference. Ensure media attendance and arrange interviews with appropriate NOYF leadership and award finalists/winners.
- B. The NACAA Outstanding Young Farmer Liaison shall attend the National NOYF conference with expenses paid by NACAA. The liaison is responsible for ensuring that NACAA involvement is continual and of the highest level possible at the NOYF conference.
  - a. If the NACAA Past President is not asked to serve as a judge of the National finalists, the special assignment shall continue to attend and conduct their duties.
- C. A critical service this liaison shall fulfill is continuity of programming and enhanced communication between the NACAA Board of Directors and the NOYF Program Leadership.
- D. The Liaison, before final confirmation, shall have written approval from their respective extension administration to allow them to carry out the required functions of this assignment for the duration of the term as determined by the NACAA Board of Directors.
- E. The Outstanding Young Farmer Liaison receives reimbursement for expenses and registration to the NACAA AM/PIC as per policy on expense reimbursement. (Revised 11-18)
- F. NACAA members that nominate a top 10 NOYF finalist will have their expenses paid to attend the banquet at the NOYF conference (up to \$500 per member and \$2000 total for a given year).

## **JOURNAL OF EXTENSION REPRESENTATIVE**

- A. Attend and participate in Extension Journal Inc. (EJI) Board meetings.
- B. Participate on at least one EJI Board subcommittee.
- C. Read minutes and handouts prior to meetings and come to meetings prepared.
- D. Suggest agenda items when appropriate.
- E. Maintain communications between NACAA and EJI.
- F. Report on activities of NACAA at EJI Board meeting. For organizations representatives (e.g., ECOP, 1890, regional reps, CSREES), this may include:
  - a. Policy or other organizational issues that relate to the system as a whole.
  - b. Expressions, sentiments, questions, or concerns of peer reviewers.
  - c. Information of interest for a refereed journal.
  - d. Budget information that could affect *JOE*, the Job Bank, or subscriptions.
  - e. Any other items that could benefit *JOE* or help improve / maximize efficiency of operations, quality of products, and marketing.
- G. Solicit input from NACAA and communicate their ideas, concerns and input back to the EJI Board.
- H. Be familiar with <http://www.joe.org>, especially the EJI Board of Directors, Board Bylaws, and National Job Bank.
- I. Promote *JOE* to NACAA
  - a. Report back to NACAA after each Board meeting.
  - b. Solicit ideas and input regarding *JOE* and the National Job Bank from NACAA.
  - c. Use promotional materials (handouts, display) at NACAA conferences.
  - d. Look for opportunities for *JOE* presentations at NACAA conferences.
  - e. Look for opportunities to include *JOE* and Job Bank information in NACAA conference meeting packets.
  - f. Prepare *JOE* updates for NACAA.
  - g. Submit *JOE* the National Job Bank articles to County Agent Magazine.
  - h. Remind NACAA members of how they can sign up to automatically receive each issue of *JOE*.
  - i. If you know that an NACAA member has published in *JOE*, point this accomplishment out to the NACAA board of directors.
  - j. Tell hiring officers about the Job Bank.
- J. Recruit individuals from NACAA to be considered for appointment as peer reviewers of *JOE* articles.
- K. Provide reports to NACAA board as requested by the NACAA President.

Adopted (11-18)

**SECTION VII – ANNUAL MEETING AND PROFESSIONAL  
IMPROVEMENT CONFERENCE**

## NACAA ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE POLICY

1. Purpose of Annual Meeting and Professional Improvement Conference – The purposes of NACAA as outlined in the Articles of Incorporation include: assist Member State Associations in furthering member educational opportunities; a high standard of professional performance; promotion of cooperation and loyalty among Extension professionals; to improve the effectiveness of the work of County Agents; advance the importance and position of American agriculture in our national economy; and close cooperation with the Land Grant Universities and Colleges. These purposes form the framework for planning by the Annual Meeting and Professional Improvement Conference Committees. The purposes of an Annual Meeting and Professional Improvement Conference are to provide professional improvement opportunities to members as they strive to improve the effectiveness of their respective programs, to encourage high standards of professional performance, provide stimuli and incentives and help members develop new methods, new approaches, and new projects. 2005
2. Responsibility of Board – The NACAA Board shall be fully responsible for the Annual Meeting and Professional Improvement Conference arrangements, and may designate committees and representatives to make plans and arrange details. The actions and programs developed by the Annual Meeting and Professional Improvement Conference Committee or subcommittees must be within the policies and precedents as established by the Officers and Board of Directors. The National President is responsible for the Annual Meeting and Professional Improvement Conference Program.
3. Selection of Location – A region(s) or state(s) association wishing to be selected to entertain an Annual Meeting and Professional Improvement Conference shall:
  - a. Notify the National President and Regional Director at least 60 days before the current Annual Meeting and Professional Improvement Conference that the group wishes to extend an invitation. The Bidding state shall include with this notification a letter of support from the bidding state's Cooperative Extension Director. (May 2013)
  - b. Meet with the Board at a time designated by the NACAA President during the current Annual Meeting and Professional Improvement Conference, to present and preview the preliminary bid.
  - c. State/Region Presentation – only NACAA members will be allowed to make a bid to the NACAA AM/PIC to the Board/ voting delegates/General Session and at times designated by the NACAA President during the AM/PIC.
  - d. The Voting Delegates shall select the location four years in advance of any Annual Meeting and Professional Improvement Conference. When more than one state is presenting a bid, selection shall be by written ballot.
  - e. The regional rotation for annual meeting bids and annual meeting sites is at the end of this section of the NACAA Policy Handbook. 2005
4. National Meeting Planner – NACAA shall establish and maintain a working agreement with HelmsBriscoe (specifically Jill Slater, Regional Vice President and Patty Richbourg, Regional Director), thereafter referred to as HelmsBriscoe, to provide site selection and contract negotiations for the AM/PIC each year as outlined below.

Beginning with the 2009 AM/PIC bid process, potential host state(s)/region(s) who wish to submit site bids for selection consideration will work with HelmsBriscoe to develop all site selection proposals and contracts. HelmsBriscoe agrees to work with the established NACAA rotation of hosting regions. Every effort must be made to accommodate a potential state(s)/region(s) interest in submitting a bid to host an AM/PIC.

Potential host state(s)/region(s) may submit multiple site locations in one or more cities/states for proposal development and negotiations to HelmsBriscoe. HelmsBriscoe shall agree to work with each potential host state(s)/region(s) on an equal basis but in accordance with NACAA Policies and AM/PIC site selection. Oversight shall be provided by the NACAA Board.

All contacts, proposals and contracts with potential AM/PIC sites/facilities shall be developed by HelmsBriscoe and submitted back to potential host state(s)/region(s) associations for consideration, approval and finally submission to the NACAA Board for consideration. No contact, proposal, or contracts will be initiated by a potential host state(s)/ region(s) or NACAA. Any contact from potential host site facilities (i.e. hotels, Convention and Visitors Bureau's, sales representative) should be referred to the current NACAA President and HelmsBriscoe representatives. On acceptance by the NACAAA Board, bid state(s)/region(s) shall present their bids to the Voting Delegates at the designated AM/PIC for final selection. Once selected as a host, state(s)/region(s) will continue to work through NACAA with HelmsBriscoe until completion and settlement of designated AM/PIC.

NACAA policy states that all NACAA contracts must be approved and signed by the NACAA President. In the case of AM/PIC contracts the designated signee shall be the Immediate Past President, Current NACAA President, or the President's designee. State(s)/region(s) Association may not enter into contracts on behalf of NACAA. HelmsBriscoe will not enter into any contract agreements with any group on behalf of NACAA or a member state(s) Region(s) association. 2009

In the event that NACAA does not have a National Conference Planner, the host state(s)/region(s) shall refer to Exhibit A in Section 7 of the NACAA Policy Handbook to aid in the planning process of the Annual Meeting and Professional Improvement Conference.

#### 5. General Policy Understandings

- a. The Annual Meeting and Professional Improvement Conference will be self-supporting to the extent possible using outside sponsorship to supplement costs.
- b. Consider holding meetings where housing and meal costs are reasonable. 8/11
- c. Midsummer to early fall dates are preferred for the AM/PIC 2005
- d. Professional improvement will be a major emphasis.
- e. The host state(s)/region(s) should provide space and direction for commercial exhibits as well as educational exhibits.
- f. Host State(s)/Region(s) shall maintain an AM/PIC committee structure, even though it may have no financial obligation to a certain event or function. These committees will work with NACAA in the planning and implementation process of the event or function. 2005
- g. Hosting state(s)/Region(s) should purchase liability insurance to cover the risk of hosting the AM/PIC.

#### 6. NACAA Annual Meeting Handbook. The NACAA Annual Meeting Handbook is a supplemental Handbook and is designed to provide members the details that are not spelled out in the NACAA Policy Handbook. It should be noted that the NACAA Annual Meeting Handbook is a guide and NOT NACAA Policy. In all cases, States or Regions seeking to bid to host an AM/PIC shall review all the applicable chapters in the NACAA Policy. (Chapter 3, Chapter 7 and other chapters as applicable in the NACAA Policy Manual) as the NACAA Policy Manual shall supersede the handbook guide. 8/11

#### 7. Coordination

At the time of selecting the location, the Board shall designate the most recent Past President or another individual to work with the Officers of the state(s) or region(s), where the meeting is to be held, to ensure that NACAA policies and plans are followed. 2005

The policy of the Board is as follows for past NACAA President (or NACAA President's designee) designated to work with Annual Meeting and Professional Improvement Conference Committees: one visit the third or fourth year prior to the Annual Meeting. The Vice President makes one visit the second year prior to Annual Meeting and Professional Improvement Conference. The President-Elect makes two visits one year prior to the Annual Meeting and Professional Improvement Conference. The President visits, as needed the year of the Annual Meeting and Professional Improvement Conference. All visits are to have approval of the current President. In case of emergency, the current President may approve additional visits. The purpose of the Past President's visit is to give full assurance to the National Board that the Annual Meeting site is adequate and the selected site is capable of hosting the Annual Meeting. The Past Presidents responsibility should include the following:

Four - Three years prior and before the upcoming Spring Board Meeting – Past President or President's Designee

- a. Explain the NACAA policies of who is authorized to sign contracts.
- b. Explain NACAA's insurance policies.
- c. Provide copies of the most recent NACAA, Annual Meeting and Professional Improvement Conference Handbook.
- d. Ensure that facilities are adequate for conducting General Sessions, banquet, workshops, and Regional Meetings and adequate sleeping room accommodations available?
- e. Ensure that a cooperative attitude exists from everyone concerned – hotel, civic center, host state(s)/region(s) administration, host state(s)/region(s) associations. 2005
- f. Determine if people movement will be a problem, from place to place and meeting to meeting.
- g. Discuss budget and finances in detail – ensure an early start on host state(s)/region(s) financial responsibilities and review budget breakdown. 2005
- h. Review list of possible tours – advise on appropriateness of any questionable tours.
- i. Emphasize that the final program is the National President's responsibility.
- j. Evaluate structure of host state(s)/region(s) Annual Meeting and Professional Improvement Conference Committee. Is it functional? Is everyone involved? 2005
- k. Evaluate host site arrival and departure transportation shortcomings. Location and adequacy of airports, good highways, etc.

- l. Generally review the Annual Meeting and Professional Improvement Conference program Saturday to Saturday – behind the scenes organization, additional needs, and the last Annual Meeting and Professional Improvement Conference evaluation.
  - m. Report findings at Spring Board Meeting – this is crucial since if there are numerous shortcomings, it may be necessary to adjust the Annual Meeting and Professional Improvement Conference site.
8. When the contracts with the hotel or other facilities have been negotiated by HelmsBriscoe for meeting rooms, sleeping rooms, food costs, break-out rooms, etc. and after review by HelmsBriscoe, the current President and Annual Meeting and Professional Improvement Conference Chair are designated to sign these contracts. 2009

Two Years in advance – Vice President

Follow up closely on all areas covered in initial visit where questions exist. Allow plenty of time to answer questions of Host State Committee. Meet with individual committees if requested by Annual Meeting/Professional Improvement Chair. Send current Vice President a report of findings. The Vice President will most likely be the President- Elect and should be ready to continue close coordination with the AM/PIC Committee.

Evaluation conducted by host state(s)/region 2 years prior – In consultation with Vice President 8/11

At the Annual Meeting and Professional Improvement Conference, the host state(s)/region(s) two years prior to hosting the meeting shall be in charge of conducting the evaluation of the meeting. This will provide the host with the benefit of using the evaluation for planning their meeting. The evaluation should be done in consultation with the National Board, and specifically the Vice-President, during that year who would, in most cases, be the President during the time the state(s)/region(s) is host for the AM/PIC. 2005

Visit One Year in Advance – President Elect

- a. Follow up on all areas listed in Past President’s visit. Become familiar with facilities and proposed plans to date.
  - b. Outline ideas for tentative program and solicit names of appropriate local people.
  - c. Review progress of key committees – facilities, banquet, registration, finance, tours, and hospitality.
9. Tentative Annual Meeting and Professional Improvement Conference Committee
- A tentative Annual Meeting and Professional Improvement Conference Committee shall be approved by the host state(s)/region(s) where the meeting is to be held as soon as practical after the location is decided. NACAA will appoint the Annual Meeting and Professional Improvement Conference Committee for the meeting to be held in the current year. 2005 8/11

The Chair(s) for the next year’s Annual Meeting and Professional Improvement Conference Committee shall attend the Winter Board Meeting when the current Annual Meeting and Professional Improvement Conference Committee presents its meeting plans to the Board. Expenses and arrangements will be the responsibility of NACAA, according to the schedule listed in item 11-1 and item 11-2 below. 2005

10. Annual Meeting and Professional Improvement Workshops

In order to ensure a complete understanding of Annual Meeting Professional Improvement Conference policies, a workshop will be conducted annually at the time of the Annual Meeting and Professional Improvement Conference and will be coordinated by the NACAA Past President. The Annual Meeting and Professional Improvement Conference Committee for the forthcoming year and officers from the state(s)/region(s) to be responsible for Annual Meetings and Professional Improvement Conferences during the next three years shall be asked to attend. This shall not include Officers and committees for the meeting currently being held. Officers and committees for future host state(s)/region(s) shall be responsible for their expenses at such meetings. 2005

11. Budget Preparation

A tentative budget shall be prepared and submitted by the Annual Meeting and Professional Improvement Conference Committee at or before the Winter Board Meeting two years prior to the Annual Meeting and Professional Improvement Conference for which that committee will be responsible. The final budget shall be submitted and approved at the Winter Board Meeting prior to the Annual Meeting and Professional Improvement Conference. The budget shall be submitted on computer software and/or program designated by the NACAA Board. 2005

In addition, the current Annual Meeting and Professional Improvement Conference Chair, along with the various Committee Chairs, shall outline the host state(s)/region(s) plan for the upcoming meeting and arrange tours of the Annual Meeting and Professional Improvement Conference facilities at the Winter Board Meeting prior to the Annual Meeting and Professional

Improvement Conference. 2005, 8/11

Expenses for the Annual Meeting and Professional Improvement Conference Chair and the following year's Chair will be paid by NACAA as follows: 8/11

1. Winter Board Meeting
  - a. Current Year's Chair (one individual) 2005
  - b. Next Year's Chair (one individual) 2005
2. Annual Meeting and Professional Improvement Conference
  - a. Current Year's Chair (Up to 2 Co-Chairs) (Dec 2019)
  - b. Next Year's Chair (one individual) 2005

## 12. Reimbursed and Waived Annual Meeting and Professional Improvement Conference Registrations

Only the following are eligible to submit vouchers for reimbursement of Annual Meeting and Professional Improvement Conference registration fees:

- a. Current NACAA Officers and Regional Directors
- b. Current NACAA Regional Vice Directors
- c. Current NACAA Council Chairs, Committee Chairs, and Vice Chairs
- d. Policy Chair
- e. Proceedings Editor
- f. Editor, The County Agent
- g. Electronic Communications Coordinator
- h. Executive Director
- i. National award program winners who make a presentation at the AM/PIC as a Search For Excellence presenter. 8/11

The following are eligible for a waiver to the Annual Meeting and Professional Improvement Conference:

- a. Guest(s) of the President, National Donors and other(s) as approved by the NACAA Board of Directors 8/11
- b. First-time attendees are eligible for a \$250 fee waiver for those members attending their first Annual Meeting and Professional Improvement conference with less than five years of service. (July 11, 17) The cut-off date for determining years of service is March 15 of the current year. Must be documented by immediate supervisor. Provisions for this waiver will be included as part of the AM/PIC registration form. In the event that a member with less than five years of service, attends their first meeting when their state hosts the AM/PIC, that member may defer their fee waiver to their next attended meeting, so long as that next attended meeting falls within their first five years of service.

Representatives of related Extension organizations (members of the Joint Council of Extension Professional) should pay registration fees to the NACAA AM/PIC unless there is a reciprocal agreement with the other Extension organizations not to pay registration fees. 2005

## 13. Expense Distribution

Recommended guidelines for sharing Annual Meeting and Professional Improvement Conference expenses –NACAA/Host State(s)/Region(s). 2005

The items below are based on actual cash expenses. In-kind and/or other contributions are not included in expenses. NACAA will not reimburse the host state(s)/region(s) for items of expense provided by sponsors and/or other contributors. 2005

- a. Annual Banquet
  1. Meal Cost – 100% NACAA
  2. Piano/Organ/Entertainment – 100% NACAA
  3. Spotlight, staging – 100% NACAA
  4. Program – 100% NACAA
  5. Decorations – 100% NACAA (Signs and Decoration Committee)
  6. Boutonniere/Corsages for DSA and Spouses Only (Rev. 12-02) – 100% NACAA 2009
  7. Favors – 100% host state
- b. Tour Day Lunch and Dinner
  1. Host state(s)/region(s) is responsible. Funding might be obtained via sponsorship or sale of tickets to AM/ PIC participants.

All favors and related materials are host state(s)/region(s) responsibility. Host state(s)/region(s) has the full responsibility for

the event including but not limited to transportation to an off-site location, entertainment, meal cost, and any other expense as it relates to the event. 2009

c. Flowers, Signs, and Decorations

Host state(s)/region(s) is responsible for the flowers and decorations, except at the Annual Banquet as noted above. 2009

NACAA is responsible for the cost of event and function signage for the Annual Meeting and Professional Improvement Conference. The signs for the events and functions will be developed and made by the host state(s)/ region(s) Signs and Decorations Committee. The information for the signs will be supplied by the National President responsible for the AM/PIC, this information will be supplied as soon as the President completes the program for the AM/PIC. NACAA will reimburse the host state(s)/region(s) at cost for the material to make the necessary signage for the AM/PIC. The National President will approve all cost of the material for making of the signage and approve the design of the signage.

Any banners for the Annual Meeting and Professional Improvement Conference will be the responsibility of the host state(s)/ region(s). 2009

d. Education and Commercial Exhibits

1. The host state(s)/region(s) is 100% responsible for revenue, expenses and the signing of contracts associated with educational and commercial exhibits. This includes rental space for educational exhibits if the hotel or facility makes such a charge, such as drapes, tables, chairs, backdrops, and other needed equipment. 2005
2. The host state(s)/region(s) may use commercial exhibits as a revenue source. Space rental is determined by the host state(s)/region(s) but must receive NACAA Board approval to set rental fee at least one year in advance of the AM/PIC. 2005
3. Donors/Sponsors who support NACAA at a \$2500 per year level shall receive a complementary exhibit space and NACAA shall reimburse the host state(s)/region(s) for their out of pocket expense of the space (not to include the facilities cost). (adopted 12/99, rev.4/02, rev 11/05, Rev. 12/17) 2005
4. The host state(s)/region(s) will be responsible for supplying the space and the appropriate standards for displaying the Poster Session, at no cost to NACAA. 2005
5. Educational exhibits allowed by NACAA will be given first preference and fee exempt status.
6. The next host state(s)/region(s) must pay the transportation cost of their own exhibit. Complementary educational exhibit space will be provided to the next host state(s)/region(s) for their promotional exhibit. 2005
7. The host state(s)/region(s) provide the organization and management associated with commercial and educational exhibits and assumes the financial risk that may be encountered. 2005
8. Exhibitor eligibility should remain separate from the national or state program sponsorship and /or financial donation to NACAA or host state(s)/region(s). 2005

Additional information regarding Commercial and Educational Exhibits can be found in the Annual Meeting and Professional Improvement Conference Handbook. (Rev. 12/96)

e. Entertainment: Opening Ceremony & Inspirational Program

1. NACAA provides \$5,000 (adopted 12/99)(revised 12/2019)
2. All entertainment must be approved in advance by NACAA. 2005

f. Hospitality

1. NACAA provides up to \$2,000 for actual costs for items such as coffee, serving or hotel charges. (Adopted 12/99)
2. Generally, most supplies for hospitalities come from donations as arranged by the state(s)/region(s) hosting the Annual Meeting and Professional Improvement Conference. Other states within the host region may also be invited to furnish items. 2005

g. Transportation

NACAA will pay 100% of the AM/PIC Transportation expenses during regular AM/PIC years and 50% of Transportation expenses for NACAA specific events at a Galaxy Conference during a Galaxy year.

RFP's will be reviewed by the Host State, NACAA Fiscal Committee, Helms Briscoe, Executive Director and the NACAA President. The RFP should be signed by the NACAA President. It is the responsibility of the host state to send out and collect RFP's for all transportation services.

h. Shuttle

1. If Shuttles between hotels, buses for barbecue, airport, and other activities are needed it is the host state(s)/region(s) expense. It is recommended that when possible that all activities be in one location so as to reduce the need for shuttle service. 2009

- i. Meals – Wednesday Professional Tours
  - 1. Host state(s)/region(s) is economically responsible for Meals on Professional Tour Day. Any fees, such as admission fees and meal costs on tours shall be approved by the President and placed in the registration issue of the County Agent.  
The host state(s)/region(s) shall provide a breakfast meal prior to the tours. 2009. NACAA will provide up to \$10 per person for the tour day breakfast (Rev. 7/22/2016)
- j. Publicity and Promotion
  - 1. The host state(s)/region(s) is economically responsible for this portion at the AM/PIC. This would include necessary room rental, secretarial help, machine rental, and telephone needs. Clerical help is the responsibility of the host state(s)/region(s). 2006
- k. Registration
  - 1. NACAA is economically responsible for registration cost of the AM/PIC, including clerical help, registration portfolios and software needs. 2005
- l. Reception and Information
  - 1. The host state(s)/region(s) are economically responsible for all reception and information costs. 2006
- m. Photography
  - 1. NACAA pays 100% except for any facility cost, i.e. risers, staging, ladders, etc., which are the responsibility of the host state(s)/region(s). 2005
- n. Printing and Supplies
  - 1. NACAA pays 100% of programs, necessary forms and ticket books (except for 4-H Talent Revue). 2005
- o. Life Member Program
  - 1. NACAA will pay 100% of the cost of the program. Host State(s)/Region(s) will plan and implement the program under the criteria set by the NACAA Board.(Revised 5/96) 2009
- p. Spouses Program
  - 1. NACAA will pay 100% of the cost of the program. Host State(s)/Region(s) will plan and implement the program under the criteria set by the NACAA Board. (Revised 9/99) 2009
- q. Sons and Daughters Program
  - 1. NACAA will pay 100% of the cost of the program. Host State(s)/Region(s) will plan and implement the program under the criteria set by the NACAA Board, 2009
- r. Child Care
 

Childcare will not be provided by either NACAA or the host state(s)/region(s). However, a list of local childcare providers should be made available. (Rev. 7/03) 2005
- s. 4-H Talent Revue
  - 1. Host state(s)/region(s) has the full responsibility for the 4-HTalent Revue.
  - 2. NACAA pays 50% up to \$15,000 maximum cost to NACAA (Rev. 7/22/2016)
  - 3. Host state(s)/region(s) pays 100% of any transportation to and from and during the Annual Meeting and Professional Improvement Conference. 2009
- t. Welcome Dinner
  - 1. NACAA will provide up to \$40 per person for the Sunday Welcome Dinner. (Rev. 7/22/2016)
- u. First Timers Luncheon (Name change 4/03)
  - 1. NACAA 100% responsible for program and all cost. 2006
- v. NACAA President Keynote and invited Speakers 8/11
  - 1. NACAA pays 100%
- w. NACAA/Donor Sponsored Meals
  - 1. Meal cost, 100% NACAA

2. All other costs, 100% NACAA
- x. Donor/Sponsor/Exhibitor and VIP Dinner
  1. NACAA is totally responsible for the function, including food and beverage cost. In the event the host state(s)/region(s) would like to hold the function at another location other than the headquarter hotel or property to which the contracts were originally signed, the host state(s)/region(s) will be responsible for the transportation and any facility fee. Meal is by invitation only and paid by attendees (except for NACAA Sponsor/Donors).
  2. The list of invitees will be coordinated by the National President. 2006
- y. Facilities
  1. Host state(s)/regions(s) pays 100%  
The host state(s)/region(s) assumes the responsibility for equipment needs, including laptops, projectors, flipcharts, blackboards, screens, etc. at all program portions other than listed in No.2 below, but not limited to; committee meetings, workshops and award events, exhibits displays, seminars, discussion groups and miscellaneous meetings and activities. 2005
  2. Audio Visual Equipment  
NACAA shall assume the responsibility for the audiovisual needs associated with all general sessions, regional meetings, and 4-H Talent Revue. Costs will include, but not limited to; expenses incurred with contracts with audiovisual vendors (including video and slide production, video projection equipment and labor expense), expenses for sound and lighting systems. (1999)
- z. Insurance
  1. NACAA pays 100% except for state required insurance, i.e. Drams Shop
- aa. NACAA Board and Committee Chairs
  1. 100% NACAA
- bb. Proceedings
  1. NACAA pays 100%
- cc. Finance
  1. Host state(s)/region(s) responsibility 2005
  2. Host state(s)/region(s) shall render to the NACAA Board an itemized statement of their (host state(s)/region(s)) cash and in-kind income and cash and in-kind expenses for the AM/PIC by committee on the form provided by the NACAA Treasurer. This report shall be part of the host state(s)/regions(s) Annual Report to the National Board submitted by the Winter Board Meeting following the AM/PIC. 2005
  3. All other budget items to be submitted to NACAA for payment. Expenses should be kept at a minimum. All invoices and expense vouchers for reimbursement shall be submitted to the National President responsible for the AM/PIC within 60 days of the close of the AM/PIC. 2005
- dd. State Executive and Steering Committee
  1. Host state(s)/region(s) pays 100%. 2005
- ee. Miscellaneous
  1. As needed by host state(s)/region(s) or NACAA. 2005
15. Approval of Bills – The President shall approve all bills pertaining to NACAA share of the AM/PIC after first approval by AM/PIC Chair. Bills are to be paid by the NACAA Treasurer.
16. Payment of Expenses – A sum of \$1,000.00 will be provided by NACAA to the AM/PIC Committee (once invitation has been approved) to be used toward payment of expenses such as travel of AM/PIC Executive Committee and Subcommittee Chairs. This payment is considered a donation to the host state(s)/regions(s) and is not to be reimbursed. 2005
17. Registration Fees and Tickets – Notice should be given in The County Agent and in the call of the meeting to State Officers concerning registration fees and special ticket charges, if any. Bus tickets and special event tickets, for which a special charge is made, shall be sold at the time of registration

Admission to all events and special events, including all meals, shall be only to registered persons with conference name badge and with the appropriate tickets. The registration fee for the Annual Meeting and for all meetings and daily rates shall be set by the NACAA Board of Directors at the Winter Board Meeting (for members, spouses, children, Life Members, and visitors). See section 10 (above) for complimentary registration. Guest registrations should pay for the length of their participation at the NACAA

## Annual Meeting and Professional Improvement Conference. 2005

For example, if a family member of a national officer comes to the meeting for the Annual Banquet, then they should pay the cost of an Annual Banquet ticket. If they come and participate in a day's program, then they should pay the day rate fee. Host state(s)/region(s) members and families are also assessed a registration fee. 2005

Refund Policy – There shall be a 90% refund of registration fee when a refund request is made 30 days or more before the AM/ PIC. There shall be a 75% refund when the refund request is made from 15 to 29 days before the AM/ PIC. There shall be a 50% refund when the request is made with less than 15 days of the AM/PIC and prior to the end of the AM/PIC. No refund will be given if a request is made after the close of the AM/PIC. Appeals due to emergency will be handled on a case-by-case basis by the NACAA Board. (Rev. 4/03)

18. Sponsor/Donor Portfolio – Pre- annual meeting booklets have been used for fundraising purposes. If undertaken, they should be published by the AM/PIC Committee under the direction of the NACAA Board. 2005
19. Publicity – The NACAA Communication Chair shall work closely with the AM/PIC Committee Chair and Publicity Committee to develop appropriate publicity. (Refer to Duties of the Public Relations Committee in the Committee Handbook.). 2005
20. Facilities and Rooms
  - a. Eating Facilities
    1. One large dining room for the Annual Banquet with seating for 1,200 to 1,800 depending on where the meeting is held. 2005
  - b. Meeting Rooms
    1. If possible, have a separate large room for large meetings to accommodate expected attendance for general sessions. (Revised 5/96)
    2. Eight or more rooms conveniently located.
      - a. NACAA headquarters office
      - b. Board of Directors and Nominating Committee meeting room.
      - c. Press headquarters and publicity room.
      - d. Host state(s)/region(s) work room. 2005
      - e. Spouses' headquarters room.
      - f. Sons' and Daughters' room
      - g. Life Member's room
    3. Four rooms for Regional Meetings, special programs, committee and other meetings. 2005
    4. Rooms for committee meetings and workshop sessions. 2005
    5. Complimentary Rooms Policy NACAA President has discretion to assign all complimentary rooms for the AM/ PIC 2005
    6. There is a permanent facilities fee of \$250.00 for Active and Life Members who do not stay at the approved facility of the hosting AM/PIC unless exemptions are provided by the Board at the Winter Board Meeting prior to the next scheduled AM/PIC. (July-20-07)

NACAA President has discretion to assign all complimentary rooms for the AM/PIC. 2005

After HelmsBriscoe and the National President has reviewed the contract for the facilities, a signed contract or agreement shall be drawn up with the hotel, municipal auditorium, or other facilities before the Annual Meeting location is announced. Such contract shall bind the hotel to a definite number of meeting and guest rooms at fixed rates per room. The guest room rate, and number of each shall be publicized in the spring issue of The County Agent prior to the AM/PIC. 2009

21. Length of Annual Meeting – The AM/PIC shall be held to a maximum of five days, including Sunday.
22. Time Use – The program time shall be divided as follows: (1) Professional Development – 30% to 40%, (2) committee activities 8/11 – 20% to 30%, (3) entertainment – 10% to 20%, and tours – 10% to 20%. The National President shall designate time allotted for each committee report and select those where panels are to be used.
23. Poster Session- The Senior Author of Posters must register and pay a minimum of one day registration fee and be in attendance at the Meet the Author session during the conference unless exempted by the Professional Excellence Committee National Chair 3/11
24. Exhibits – Commercial exhibits shall be permitted with Board of Directors approval. Educational exhibits are encouraged. A state(s)/region(s) planning to entertain an AM/PIC shall not set up an

exhibit or display other promotional materials to advertise its meeting prior to the year immediately preceding such AM/PIC. State(s)/region(s) entering bids for upcoming Annual Meetings/Professional Improvement Conferences may advertise or promote their state(s)/region(s) by utilizing commercial exhibit space in the year the bid is presented. 2005

25. Identification Tags or Ribbons – All NACAA members, their family, and visitors shall receive an appropriate identification tag or ribbon on registering. Guest and donors shall receive a distinctive tag or ribbon. National Officers, Directors, Council Chairs, Committee Chairs, Past Officers, and first-timers shall also be identified by distinctive tags or ribbons. NACAA Board of Directors will be responsible for ribbons, if used. 2005
26. Reception Committee – The NACAA President may name a Reception Committee each year to function in cooperation with the local AM/PIC Reception Committee. The Chair of the Policy Committee shall be responsible for organizing this committee. This committee shall be composed of some members of the Board, Past National Presidents, and State Presidents as appropriate. A VIP sign desk shall provide opportunity for VIPs to “sign in” when they are present for meeting introductions. 2005
27. Gifts – Chair of the Policy Committee shall be responsible for gifts and special favors. Favors to other Officers are presented at another time. State gifts are presented during state meetings following banquet.
28. Gavel – At the Annual Banquet, the outgoing President shall present to the newly installed NACAA President a new gavel, appropriately inscribed, to be used in conducting the AM/PIC and to keep as a souvenir of the term of office. It shall be the responsibility of the Secretary to order the gavel.
29. Plaques – Plaques will be presented to the outgoing President, Secretary, Treasurer, Regional Directors, and Council Chair(s). It shall be the responsibility of the Secretary to order the appropriate plaques, presentations to be made at the Voting Delegate Session (except for President at the Annual Banquet). (Revised 12/96) 2005
30. Complimentary Pictures of Annual Meeting Activities - Pictures of AM/PIC and appropriate activities/individuals will be posted on the website and can be downloaded by members at no cost to members. 8/11
31. Donors – Many organizations have been sponsoring AM/PIC events for many years. It is the responsibility of the President-Elect to make the contacts for their continued sponsorship if such is desired. If new sponsors, national or regional in scope are to be used, the State(s)/Region(s) Association should first contact the President-Elect for approval for this sponsorship. 2005

Host state(s)/region(s) should never use NACAA sponsors listed in the current AM/PIC program without permission of the NACAA Board. Any host state(s)/region(s) contact with existing NACAA donors must be channeled through the NACAA President-Elect. Names of new NACAA sponsors should be sent to the AM/ PIC Chair to avoid their use by host state(s)/ region(s). Close coordination between President-Elect and AM/PIC Chair is essential. 2005

#### List of Other Possible Sponsors for Host State(s)/Regions(s)

1. Farm Associations or Organizations
  2. Bank Associations
  3. Utility Companies
  4. Railroads
  5. Fertilizer Companies
  6. Machinery Companies
  7. Commodity Groups
  8. Feed and Grain Companies
  9. Breed Associations
32. Report – The report of the AM/PIC, including the final financial report, shall be submitted by the AM/PIC Chair after consultation with and approval by the immediate Past President to the President of NACAA on or before the NACAA Winter Board Meeting. 2005
  33. In conclusion, in order to carry out the long established policies of NACAA with an Annual Meeting and Professional Improvement Conference of a distinctive and appropriate character, it is emphasized that particular attention would be given the following:
    - a. Consulting, communicating, and advising by the AM/PIC Committee and Chair with the NACAA Board and President, who

have the final authority and responsibility.

- b. Careful financing, budgeting, and payment of expenses and records.
- c. Use of written agreement with hotels, transportation facilities, and other like organizations.
- d. Keeping paramount that NACAAAM/PIC are primarily for professional improvement.



## **NACAA ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE POLICIES IN BRIEF**

1. Purpose
  - a. To provide professional improvement opportunities for members as they strive to improve the effectiveness of their respective programs.
  - b. To encourage high standards of professional performance.
  - c. To provide stimuli and incentive on the part of the members to develop new methods, new approaches, and new projects.
2. NACAA Board of Directors is responsible for the Annual Meeting and Professional Improvement Conference. The Annual Meeting and Professional Improvement Conference Committee is to follow direction of the Board.
3. Selection of Annual Meeting and Professional Improvement sites.
  - a. NACAA Voting Delegates select location.
  - b. Board may present to region facts regarding Annual Meeting and Professional Improvement Conference invitations.
4. Annual Meeting and Professional Improvement Conference workshop to be held under direction of the Board at Annual Meeting and Professional Improvement Conference to ensure understanding of Annual Meeting and Professional Improvement Conference policies. Annual Meeting and Professional Improvement Conference Committee for the coming year and committees to be responsible for Annual Meeting and Professional Improvement Conference during the next three years should attend. The workshop will be conducted by past officers and AM/PIC Chairs and will be coordinated by the NACAA Past President. The workshop will include a careful review of the entire Annual Meeting and Professional Improvement Conference Policy to the group in attendance.
5. Annual Meeting and Professional Improvement Conference budget to be prepared and all bills approved by NACAA President and be paid by NACAA Treasurer who shall be Treasurer of the Annual Meeting and Professional Improvement Conference.
6. Time of Annual Meeting and Professional Improvement Conference shall be divided as follows:  
Professional Development – 30%-40% 8/11  
Committee functions 8/11 –20%-30%  
Entertainment – 10%-20% Tours – 10%-20%
7. Commercial exhibits shall be permitted. NACAA will provide a free booth at the AM/PIC to sponsors when said sponsor donates \$2,500 or more to NACAA. NACAA will reimburse the host state(s)/region(s) for the out of pocket expenses of that booth. 2005 8/11
8. A state(s)/region(s) that will entertain an Annual Meeting and Professional Improvement Conference shall not set up an exhibit or display unless approved by the Board of Directors, other than promotional materials to advertise its meeting prior to the year immediately preceding such Annual Meeting and Professional Improvement Conference. However, during the year in which the bid is presented, state(s)/region(s) entering bids for an upcoming AM/PIC may advertise or promote their state by utilizing Commercial Exhibit space in the year the bid is presented. 2005
9. The Executive Director will assume the duties of the Annual Meeting and Professional Improvement Conference Registration Coordinator at the end of the term of the current Coordinator as of the year 2000. (Adopted 9/99)
10. The finances of NACAA and the costs of the NACAA AM/PIC by NACAA are open to the members of the association. The funding of the AM/PIC shall be transparent. These principles shall apply to NACAA and to the host state(s)/region. The final financial data from the Host state(s)/region and that of NACAA are available to all interested members in such data. The purpose is to allow future bidding states to determine actual costs and benefits. Such transparency develops trust and confidence in NACAA and the host state(s)/region who participate in the AM/PIC. 4/ 2011
11. Galaxy: In those years that NACAA participates with the JCEP Galaxy Conference as a full participating partner, NACAA will follow the guidelines as outlined in the JCEP Policy Manual ([www.jcep.org](http://www.jcep.org)).

NACAA shall have an AM/PIC at the Galaxy Conference unless it is determined by the NACAA voting delegates to do otherwise. Participation in Galaxy shall be determined by the voting delegates at the NACAA Annual Meeting 4 years in advance of the JCEP Galaxy Conference.

Activities that fall outside of the AM/PIC as determined by the NACAA By-laws and outside of the JCEP Galaxy guidelines can be held but will be at the discretion of NACAA and the host state/region and in consultation with the JCEP Galaxy

Committee. Such activities as Sons & Daughters; spouses; Life Members; Pre and Post Tours and other similar activities are up to the NACAA host state(s)/region and NACAA to provide to its attendees if so desired. If such activities are held then it is the responsibility of the NACAA Board and host state(s)/region to inform the JCEP Galaxy Committee immediately that these potential activities are an NACAA activity outside of the Galaxy guidelines and that Galaxy is not responsible for said activities. 4/2011

## **EXHIBIT A: NACAA ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE BIDDING SUGGESTIONS**

### **Use Exhibit A Only in the Case of No National Planner**

In the event that NACAA does not have a National Conference Planner, the host state(s)/region(s) shall refer to Exhibit A to aid in the planning process of the Annual Meeting and Professional Improvement Conference. 2009

1. Survey potential AM/PIC sites in your state(s)/region(s) with adequate facilities to host meetings.
2. Compare the costs of each facility with special emphasis given to: (1) Room rates, (2) Meal costs, (3) Cost of refreshment breaks, (4) can donated food or beverage be brought into facility, (5) Hidden costs such as projectors or visual charges, microphone charges, staging costs, spotlight charges, will union labor be needed for sound and electrical work, etc.
3. When host state(s)/region(s) has narrowed the potential sites down to a reasonable number, state(s)/region(s) chair should communicate with Regional NACAA Regional Director who may wish to review the sites personally with host state(s)/region(s) representatives.
4. Listed below are items that should be discussed and agreed upon in writing between NACAA Regional Director, host state(s)/region(s) representatives, and the facility under consideration. Remember that negotiations on terms and prices of services can best be negotiated before facility is under contract. Once a site has been officially selected, negotiations are difficult if not impossible, with the facility in regard to major cost items.
  - a. Negotiate room rates if at all possible. Many times facilities do not want to set rates four or five years in advance, but if getting AM/PIC hinges on it, they will reconsider. Room rates are major cost to AM/PIC participants and even modest reductions are Significant. Find out non-convention rates versus convention rates. Have in contract that the hotel(s) will not offer rooms at rates lower than NACAA convention rates.
  - b. Be sure that meeting rooms and complimentary rooms are included free or that costs, if any, are known.
  - c. Most hotels give NACAA President and President-Elect complimentary suites over and above the one complimentary room for 50 room night rate.
  - d. Take nothing for granted and do not be afraid to negotiate tough at this point – it may be your last chance. You will be amazed what concessions you may get while the facility is trying to get the NACAA meeting contracted. But, get it in writing because sales representatives change rapidly in the hotel industry.
  - e. Be sure that you know what parts of the facility NACAA will have use of during the week. Some hotels hold certain sections or rooms are unavailable, but do not voluntarily tell you unless you ask.
  - f. Negotiate meal rates if at all possible or at least get a benchmark from which to work later. Many times, telling the headquarter facility the number of meal sales opportunities available if the price is right, will reduce the overall cost. Let them know that meals will be served in other facilities if cost are not reasonable, will force negotiations.
  - g. Find out what services are free and what services cost. Whether the facility has union employees makes a big difference sometimes in what NACAA can do.

- h. Find out what additional facilities will be needed in addition to headquarters and determine their availability and accessibility.
  - i. Observe the front desk in action. Remember, the front desk will register the majority of the NACAA members in attendance in one day. Can they handle the task?
  - j. Observe the attitude of the employees. Attitudes are important when the meeting is in progress and situations that arise need to be compromised.
  - k. Obtain written contract with facility finally chosen with as much detail as possible. Verbal agreements are often forgotten by management of hotels and other facilities.
5. National Meeting Planner – A state(s)/region(s) association at their expense, and only if NACAA has no contract with a National Meeting Planner, may contract with a professional meeting planner to assist with hotel and conference center negotiations and/or with Annual Meeting and Professional Improvement Conference registration. It should be understood by the state(s)/region(s) association and the meeting planner that the NACAA President is responsible for the AM/PIC program schedule and that the meeting planner would serve in an advisory capacity at the discretion of the Annual Meeting and Professional Improvement Conference committee chair. 2009.

**NACAA ROTATION SCHEDULE FOR VICE PRESIDENT AND ANNUAL MEETING AND PROFESSIONAL IMPROVEMENT CONFERENCE SITE**

Year	Annual Meeting		In-Place Officers			
	Site	Bid	Elect Vice President	President	President-Elect	Vice President
2016	Southern	Southern	North Central	Southern	Western	Open
2017	Western	Northeast	Southern	Western	Open	North Central
2018	Open	Open	Northeast	Open	North Central	Southern
2019	North Central	North Central	Open	North Central	Southern	Northeast
2020	Southern	Southern	North Central	Southern	Northeast	Open
2021	Northeast	Western	Southern	Northeast	Open	North Central
2022	Open	Open	Western	Open	North Central	Southern
2023	North Central	North Central	Open	North Central	Southern	Western
2024	Southern	Southern	North Central	Southern	Western	Open
2025	Western	Northeast	Southern	Western	Open	North Central
2026	Open	Open	Northeast	Open	North Central	Southern
2027	North Central	North Central	Open	North Central	Southern	Northeast
2028	Southern	Southern	North Central	Southern	Northeast	Open
2029	Northeast	Western	Southern	Northeast	Open	North Central
2030	Open	Open	Western	Open	North Central	Southern
2031	North Central	North Central	Open	North Central	Southern	Western
2032	Southern	Southern	North Central	Southern	Western	Open
2033	Western	Northeast	Southern	Western	Open	North Central
2034	Open	Open	Northeast	Open	North Central	Southern
2035	North Central	North Central	Open	North Central	Southern	Northeast
2036	Southern	Southern	North Central	Southern	Northeast	Open
2037	Northeast	Western	Southern	Northeast	Open	Northcentral
2038	Open	Open	Western	Open	North Central	Southern
2039	North Central	North Central	Open	North Central	Southern	Western
2040	Southern	Southern	North Central	Southern	Western	Open
2041	Western	Northeast	Southern	Western	Open	North Central
2042	Open	Open	Northeast	Open	North Central	Southern
2043	North Central	North Central	Open	North Central	Southern	Northeast
2044	Southern	Southern	North Central	Southern	Northeast	Open
2045	Northeast	Western	Southern	Northeast	Open	North Central
2046	Open	Open	Western	Open	North Central	Southern
2047	North Central	North Central	Open	North Central	Southern	Western
2048	Southern	Southern	North Central	Southern	Western	Open
2049	Western	Northeast	Southern	Western	Open	North Central
2050	Open	Open	Northeast	Open	North Central	Southern

## **SECTION VIII – EDUCATIONAL FOUNDATION**

Department of State  
The State of Ohio  
Sherrod Brown  
Secretary of State

618021

Certificate

It is hereby certified that the Secretary of State of Ohio has custody of the Records of Incorporation and Miscellaneous Filings; that said records show the filing and recording of:

ARN

\_\_\_\_\_ of:

**THE NACAA EDUCATIONAL FOUNDATION**

Recorded on Roll \_\_\_\_\_ F299 \_\_\_\_\_ at Frame 0410 \_\_\_\_\_ of  
**United States of America**  
**State of Ohio**  
**Office of the Secretary of State**

the Records of Incorporation and Miscellaneous Filings

**Witness my hand and the seal of the Secretary of State, at  
the City of Columbus, Ohio, this 5th day of Aug. .  
A.D. 1983 .**

(seal)  
(signed)

Sherrod Brown  
Secretary of State

## **ARTICLES OF INCORPORATION OF THE NACAA EDUCATIONAL FOUNDATION**

The undersigned, desiring to form a charitable corporation under the Ohio Non-Profit Corporation Law, does hereby certify:

FIRST: The name of the Corporation shall be THE NACAA EDUCATIONAL FOUNDATION (hereinafter the "Corporation").

SECOND: The place in the State of Ohio where the principal office of the Corporation is to be located is the City of Cincinnati, County of Hamilton.

THIRD: The Corporation is organized and shall be operated exclusively for charitable or educational purposes by conducting or supporting activities for the benefit of or to carry out the purposes of the qualified organization specified herein. The National Association of County Agricultural Agents (hereinafter "the Association") is so specified. An organization is a "qualified organization" for purposes of these Articles only if it meets the requirements of a supported organization under Section 509(a)(3) of the Internal Revenue Code of 1954, as amended (hereinafter the "Code"). If the Association ceases to be a qualified organization, the Corporation shall be operated exclusively for the benefit of, or to carry out the purposes of, one or more qualified organizations as shall be selected by the Board of Trustees of the Corporation.

Solely for the above purposes, the Corporation is empowered to exercise all rights and powers conferred by the laws of the State of Ohio upon non-profit corporations, including, but without limitation thereon, to receive gifts, devises, bequests, and contributions in any form, and to use, apply, invest, and reinvest the principal and/or income there from or distribute the same for the above purposes.

FOURTH: No part of the net earnings of the Corporation shall inure to the benefit of or be distributed to the Corporation's Trustees, Officers, or private individuals, but the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article THIRD thereof.

FIFTH: It is intended that this Corporation shall have the status of a corporation which is exempt from federal income taxation under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code and which is other than a private foundation by reason of being described in Section 509(a)(1), (2) or (3) of the Code. These Articles shall be construed accordingly, and all powers and activities of the Corporation shall be limited accordingly. The Corporation shall not carry on propaganda or otherwise attempt to influence legislation to such extent as would result in loss of its exemption from federal income tax under Section 501(c)(3) of the Code. Neither shall any activity of the Corporation consist of participating in or intervening in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

SIXTH: The Member of the Corporation shall be the Association. There shall be one class of Trustees. The name and address of each initial Trustee of the Corporation is listed below and each Trustee shall serve for the stated term and until his successor is duly elected and qualified or until his earlier resignation, removal from office or death.

Name	Address.....	Term
James A. Smith	P.O Box 488..... Appomattox, Virginia 24522	1 year
Leslie N. Firth	P.O. Box 530..... Mercer, Pennsylvania 16137	2 years
A. Daniel Merrick	1205 Sunnyside Lane ..... Atlantic, Iowa 50022	3 years

The method for selecting successor Trustees shall be set forth in the Code of Regulations of the Corporation.

SEVENTH: Upon the dissolution of the Corporation, the Board of Trustees shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, distribute all of the assets of the Corporation exclusively for charitable or educational purposes in such manner and to such organization or organizations described in Section 509(a)(1), (2), or (3) of the Code as the Board of Trustees shall determine. Any of such assets not so distributed shall be distributed by the Court having general jurisdiction in the county in which the principal office of the Corporation is located at the time, exclusively for the aforesaid purposes of the Corporation or to such organization or organizations described in Section 509(a)(1), (2), or (3) of the Code as said Court shall determine.

EIGHTH: The affirmative vote of the member shall be required to adopt or approve the following actions:

- (i) Liquidation or dissolution of the Corporation;
- (ii) Merger, consolidation, or transfer of substantially all the assets of the Corporation; and
- (iii) Repeal, modification, amendment, in whole or in part, or addition to the Articles of Incorporation or Code of Regulations of the Corporation or adoption of new Articles of Incorporation or Code of Regulations.

The notice of the meeting at which any such action is to be considered shall set forth the subject of the action or actions to be approved.

NINTH: All references in these Articles to Sections of the Internal Revenue Code shall be considered references to the Internal Revenue code of 1954, as from time to time amended, and to the corresponding provisions of any similar law subsequently enacted.

IN WITNESS WHEREOF, the Incorporator has hereunto subscribed his name this 26 day of July 1983.

(signed)

A. DANIEL MERRICK, Incorporator

1205 Sunnyside Lane

Atlantic, Iowa 50022

**Exhibit B**

**CODE OF REGULATIONS OF THE NACAA EDUCATIONAL FOUNDATION**

**ARTICLE I: Membership**

Section 1. Designated of Member. The National Association of County Agricultural Agents (“Association”) shall be the only member of the Corporation. The President of the Association, shall from time to time, designate a representative and alternate (the authorized person acting is hereinafter referred to as the “Representative”) to exercise its vote, executive proxies, and in all other respects, act on its behalf as member. The Representative shall be certified to the Secretary of the Corporation by an appropriate officer of the Association.

Section 2. Meetings. The Annual Member’s Meeting shall be held at such date, time, and place within the first five months following the end of the fiscal year of the Corporation as may be fixed by the Board of Trustees, or by an officer of the Corporation authorized by the Board, and as stated in the notice of the meeting. Special Member’s Meetings may be called by the President, or, in case of the President’s absence, death, or disability, by the Vice President; by the Trustees by action at a meeting; by a majority of the Trustees acting without a meeting; or by the member.

Section 3. Notices of Meetings. Written notice of each Annual Member’s Meeting or special meeting stating the date, time, and place thereof shall be given by the Secretary or the person or persons calling the meeting by personal delivery or by mail, telegram, or other written media to the Representative, not more than sixty (60) days nor less than seven (7) days before any such meeting. Except as provided in Article EIGHTH of the Articles of Incorporation, such notice need not specify the purposes of the meeting. If mailed, such notice shall be directed to the Representative at the Representative’s address as the same appears upon the records of the Corporation. The giving of notice shall be deemed to be waived by the member of its Representative shall attend and participate in such meeting without protesting, prior to or at the commencement of such meeting, the lack of proper notice and may be waived, in a writing, by the Representative either before or after such meeting.

Section 4. Place of Meetings. Member’s Meetings shall be held at the principal office of the Corporation unless the Board of Trustees or an officer of the Corporation authorized by the Board determines that a meeting shall be held at some other place within or without the State of Ohio and causes the notice thereof to so state.

Section 5. Action Without A Meeting. Any action which might be taken at any Member’s Meeting may be taken without such meeting by a writing signed by the Representative. The writing evidencing such action without a meeting shall be filed with the Secretary of the Corporation and inserted in the permanent records relating to Member’s Meetings.

## ARTICLE II: Trustees

### Section 1. Number, Classes, Election, and Term of Office.

- A. The number of Trustees shall be not less than three nor more than seven, all of one class.
- B. Except for the terms set forth in the Articles of Incorporation, each Trustee shall hold office for a term of three years and until his or her successor is duly elected and qualified or until his or her earlier resignation, removal from office, or death. A Trustee may not serve for more than two consecutive terms. For such purposes, a Trustee who is elected to fill the balance of another's term shall be considered to have served for his or her predecessor's entire term.
- C. Those Trustee positions for which the term has or will expire in any given year shall be filled at the Annual Member's Meeting occurring during the year of such expiration, or if such meeting is not held or Trustees are not elected thereat, at a special Member Meeting called for that purpose. Each Trustee shall be considered for quorum purposes and shall be entitled to vote at any meeting of the Trustees.

Section 2. Qualifications. An individual who is not either an active or Life Member of the Association (as that status is defined by the Association from time to time) shall be eligible to serve as a Trustee only if immediately after his election, a majority of the Trustees shall be individuals who are active or Life Members of the Association. At no time shall the Board of Trustees of the Corporation be constituted so as to be controlled directly or indirectly by one or more disqualified persons with respect to the Corporation (as defined in Section 4946 of the Code) other than "foundation managers" as defined by the Code.

Section 3. Resignation or Removal. Any Trustee may resign at any time by notice in writing to the Board of Trustees. Any Trustee may be removed from office by the member without assigning any cause.

Section 4. Vacancies. A vacancy caused by the death, resignation, or removal of any Trustee may be temporarily filled at a meeting of the Trustees by a majority vote of the remaining Trustees and a Trustee so elected shall hold office until a Trustee is elected by the member. The member shall have the right to fill such vacancy (whether or not the vacancy has been temporarily filled by the remaining Trustees) at any Member's Meeting, and a Trustee so elected shall hold office until the Annual Member's Meeting occurring during the year his or her predecessor's term would have expired and until his or her successor is duly elected and qualified.

Section 5. Quorum. Except with respect to the filling of a vacancy in the Board, a majority of the whole authorized number of Trustees shall constitute a quorum for the transaction of business at any meeting of the Trustees.

Section 6. Meetings of Trustees. The annual meeting of the Board of Trustees shall be held as soon as practicable following the Annual Member's Meeting if one is held or, if not held, then at such date, time, and place within the first five months following the end of the fiscal year of the Corporation as may be fixed by the Board of Trustees or by an officer of the Corporation authorized by the Board, and as stated in the notice of the meeting. Special meetings of the Board may be called by the President, the Vice President, or any two Trustees.

Section 7. Notice of Meetings of Board of Trustees. Written notice of the time and place of each meeting of the Trustees shall be given by the Secretary or the person or persons calling the meeting not more than sixty (60) days nor less than two (2) days before the date of such meeting to each Trustee. Except as provided in Article VI, the notice need not specify the purpose of the meeting and may be given by any reasonable means. Notice of any meeting shall be considered given if mailed or otherwise sent or delivered in writing to the Trustee at his or her address specified in the records of the Corporation. The giving of notice shall be deemed to be

waived by any Trustee who shall attend and participate in such meeting without protesting, prior to or at the commencement of such meeting, the lack of proper notice and may be waived, in a writing, by any Trustee either before, at, or after such meeting.

Section 8. Powers. The Board of Trustees shall have general charge of the affairs, property, and assets of the Corporation. It shall be the duty of the Trustees to carry out the aims and purposes of the Corporation and, to this end, to manage and control all of its property and assets.

Section 9. Committees. The Board of Trustees may, from time to time, create an Executive Committee of the Board and other committees. The Board of Trustees may delegate to any such committee which consists solely of Board members any of the authority of the Board, other than the authority to fill vacancies under Section 4 of this Article and to take certain actions described in Article VI, provided that any such committee to which authority is delegated shall consist of at least three Trustees. Each such committee shall serve at the pleasure of the Board, shall act only in the intervals between meetings of the Board, and shall be subject to the control and direction of the Board; provided, however, that any third party shall not be adversely affected by relying upon any act by any such committee within the authority delegated to it. Each such committee shall act by not less than a majority of the whole authorized number of its members.

Section 10. Action Without A Meeting. Any action which might be taken at any meeting of the Trustees or of any committee thereof (including without limitation any action provided for in Article VI) may be taken without such meeting by a writing or writings signed by all of the Trustees or all of the members of such committee, as the case may be. The writing or writings evidencing such action taken without a meeting shall be filed with the Secretary of the Corporation and inserted in the permanent records relating to meetings of the Trustees.

Section 11. Meetings Held Through Communications Equipment. Meetings of the Board of Trustees or any committee of the Board may be held through communications equipment if all persons participating can hear each other and such participation shall constitute presence at such a meeting.

### **ARTICLE III: Officers**

Section 1. Election. The Officers of the Corporation shall consist of a President and a Vice President, both of whom shall be Trustees, a Treasurer, and a Secretary, and such other Officers as the Trustees shall designate from time to time. The President and the Vice President shall also serve as the Chairman and Vice Chairman respectively of the Board of Trustees. Officers shall hold office until the date fixed in accordance with this Code of Regulations for the annual meeting of the Trustees next following the election of such Officers and until their successors are elected and qualified; provided, however, that any Officers may be removed with or without cause by the Trustees.

Section 2. Duties. The Officers shall have such authority and shall perform such duties as are customarily incident to their respective offices and such other and further duties as are prescribed in this Code of Regulations and as may from time to time be required of them by the Trustees.

### **ARTICLE IV: Indemnification**

Section 1. Authorization.

- A. In the event that any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, seeks indemnification from the Corporation against expenses (including attorney fees), and in the case of actions other than those by or in the right of the Corporation, judgments, fines, and amounts paid in settlement, incurred by such person in connection with such action, suit, or proceeding by reason of the fact that such person is or was a Trustee, officer, employee, or agent of the Corporation or is or was serving at the request of the Corporation as a trustee, director, officer, employee, or agent of another corporation (domestic or foreign, non-profit, or for profit), partnership, joint venture, trust, or other enterprise, then, unless such indemnification is ordered by a court, the Corporation shall determine or cause to be determined in the manner provided in Ohio Rev. Code § 1702.12 whether or not indemnification is proper in the circumstances because the person claiming such indemnification has met the applicable standards of conduct set forth in Ohio Rev. Code § 1702.12 and, to the extent that it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified.
- B. Expenses, including attorneys' fees, incurred in defending any action, suit, or proceeding referred to in Paragraph A of this Section may be paid by the Corporation in advance of the final disposition of such action, suit, or proceeding as authorized by the Trustees in the specific case upon receipt of an undertaking by or on behalf of the Trustee, officer, employee, or agent to repay such amount unless it shall ultimately be determined that such person is entitled to be indemnified by the Corporation as authorized in this Article.
- C. The indemnification provided by Paragraph A of this Section shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the law or any agreement, action or the member, vote of disinterested Trustees, or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Trustee, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrator of such a person.

Section 2. Insurance. The Corporation, to the extent permitted by Ohio Rev. Code § 1702.12 may purchase and maintain insurance on behalf of any person who is or was a Trustee or officer of the Corporation, or is or was serving at the request of the Corporation as a trustee, director, officer, employee, or agent of another corporation (domestic or foreign, non-profit or for profit) partnership, joint venture, trust or other enterprise.

#### **ARTICLE V: Fiscal Year**

The fiscal year of the Corporation shall end on the last day of June, or on such other date as may be fixed from time to time by the Board of Trustees.

#### **ARTICLE VI: Voting Requirements for Certain Actions by Trustees**

The affirmative vote of a majority of the Trustees at any annual meeting or special meeting of Trustees shall be required to approve the designation of a successor qualified organization, as authorized in Article THIRD of the Articles of Incorporation and distribution of assets as authorized in Article SEVENTH of said Articles upon dissolution of the Corporation. The notice of the meeting at which any such action is to be considered shall set forth the subject of the action or actions to be approved.

#### **ARTICLE VII: Record of Member and Trustees**

The Secretary of the Corporation shall keep or cause to be kept a book, which may be included in and be a part of the book containing the minutes of meetings of the member and of the Trustees, in which shall be written in ink or typed the names of the member and all Trustees, together with the last known address of the Representative and alternate and each Trustee. There shall also be stated therein the date upon which each became a Representative, alternate or Trustee, and upon termination for any cause, the facts relating thereto shall be recorded in said book, together with the date of such termination. It shall be the duty of every Representative and alternate and every Trustee, upon becoming such forthwith to furnish to the Secretary of the Corporation, for inclusion in such record, his or her then address and likewise promptly to report to the Secretary for inclusion in such record any change in any such address.

**RESOLUTION APPROVING AND AUTHORIZING THE PRESIDENT OF THE NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS TO ESTABLISH CERTAIN RELATIONSHIPS WITH SUPPORTING FOUNDATIONS**

Adopted by Board of Directors of the National Association of County Agricultural Agents (hereafter the "Association"), July 15, 1983.

WHEREAS, it has been brought to the attention of the Association that certain persons are or may be desirous of furthering and advancing the purposes of the Association by establishing or converting certain charitable organizations to be operated, supervised, or controlled by or in connection with the Association; and

WHEREAS, it has been determined that such charitable organizations when operated for the benefit of or to carry out the purposes of the Association are advantageous to the Association in carrying on the Association's programs; and

WHEREAS, it is necessary to establish a relationship between the Association and such charitable organizations pursuant to which duly authorized representatives of the Association can act for the Association in the membership or governing body of such charitable organizations in order for the Association to exercise appropriate authority in the conduct of such charitable organizations in furtherance of the purposes of the Association; and

WHEREAS, it is contemplated that such charitable organizations shall qualify as organizations described in Section 509(a)(3) of the Internal Revenue Code by reason of their purposes and relationship to the Association.

NOW THEREFORE, it is hereby —

RESOLVED that the Association hereby approves the establishment of relationships between the Association and organizations which, in the opinion of counsel for the Association, do or can qualify under Section 509(a)(3) of the Internal Revenue Code where the Association is included in a class of beneficiaries or as the sole beneficiary of any such organization; and it is FURTHER RESOLVED that the President, or in his or her absence any officer of the Association designated by the President, is hereby authorized without further action by the Board of Directors (or Executive Committee) of the Association under circumstances in which he or she determines it is in the best interests of the Association, to appoint one or more persons (including himself or herself) to act for or represent the Association in the membership of such organization and to serve as, or appoint or elect, representatives of the Association in other positions in or with such organization; and it is

FURTHER RESOLVED that the President is authorized and directed to provide such procedures and rules for the Association's representatives as the President deems necessary or desirable to carry out effectively the responsibilities and purposes of the Association, including a report at least annually to the Board of Directors of the Association with respect to the operations of each such organization with which the Association has such relationship; and it is

FURTHER RESOLVED that this resolution shall have continuing effect in providing continuing authorization for establishing and maintaining such relationships and for appointing and reappointing representatives of the Association to serve and to continue to serve for the Association as members, Trustees, or Directors of all future organizations of the kind described above; and it is

FURTHER RESOLVED that is intended the aforesaid relationships shall be established with organizations which qualify as organizations described in Section 509(a)(3) of the Internal Revenue Code and this resolution shall be continued and given meaning in a manner consistent with the qualification of such organizations as organizations described in Section 509(a)(3) of the Code.

\_\_\_\_\_  
Secretary

Attest:

\_\_\_\_\_  
President

## **NACAA DONOR/SPONSOR FUNDING DIRECTED THROUGH NACAA EDUCATIONAL FOUNDATION 501(C)3**

- A. Funds received by NACAA Educational Foundation from NACAA commercial donations shall be used to help pay for the following AM/PIC educational events and items.
- 1) A/V costs that are associated with the two General Sessions (excludes DSA banquet, opening session, Talent Review equals 2/5ths of total AM/PIC A/V cost).
  - 2) Educational seminars - meals.
  - 3) Executive Director  
Restricted to the functions associated with the AM/PIC which are related to educational programming.
  - 4) Committee Chairs  
A portion of expenses for NACAA Committee Chairs who provide and actively do a portion of the educational opportunities at the AM/PIC. Up to 50% of the Registration, lodging and transportation expense for those applicable Committee chairs.
  - 5) Tour costs  
Funds may used to help defray NACAA expenses associated with educational tours.
- B. Funds will not be used for the following functions:
- 1) Individual/team monetary awards
  - 2) Programs that is NOT educational in nature. (I. E. entertainment,)
- C. Process for directing NACAA donor/sponsor funds through NACAA Foundation's 501(c)3
- 1) NACAA Executive Director and President Elect will identify NACAA donors/sponsors requiring a 501(c)3 and provide donors/sponsors information required to direct the funds to the NACAA Foundation
  - 2) NACAA Treasurer and President will submit an invoice for payment, not to exceed the amount of sponsor/donor funds, to the NACAA Foundation to cover the cost of identified AM/PIC educational programs/events.
  - 3) NACAA Foundation trustees will approve submitted invoice and will issue a check to NACAA in the amount of submitted invoice.
  - 4) Annually NACAA will strive to consolidate AM/PIC educational event expenses and submit a limited number of invoices to NACAA Foundation for payment.
  - 5) Host state funds will not be deposited through Education Foundation 4/11

### **RELATIONSHIP BETWEEN NACAA AND THE NACAA EDUCATIONAL FOUNDATION**

#### **Background**

The NACAA Educational Foundation is a 501(c)3 non-profit corporation, wholly separate and distinct from the National Association of County Agricultural Agents (NACAA). The NACAA Board of Directors acknowledges that the NACAA Educational Foundation Board of Trustees is solely responsible for the management of Foundation funds as spelled out in the NACAA Educational Foundation Articles of Incorporation and The Code of Regulations of The NACAA Educational Foundation, Article II, Section 8, Powers. (Updated 12/2017)

#### **Representation**

A representative from the Board of Directors of NACAA shall serve as a voting member of the Trustees of the Foundation to provide communications with the NACAA Board of Directors regarding the Foundation. Historically the Past President has been appointed to fill this role but the President and Board can choose another board member to serve at their discretion. (April 2000, Updated July 22, 2016)

## **SECTION IX - APPENDIX**

## NACAA WORKING AGREEMENT WITH HELMSBRISCOE

NACAA shall establish and maintain a working agreement with HelmsBriscoe (specifically Jill Slater, Regional Vice President and Patty Richbourg, Regional Director) to provide site selection and contract negotiations for the AM/PIC each year as outlined below. This agreement shall begin with the 2009 NACAA Annual Meeting and Professional Improvement Conference (AM/PIC) and continue until it is canceled as stated in the cancellation clause. Should an AM/PIC not be held in a given year neither party shall have any obligation in that given year. No contacts, proposals or contracts will be initiated by a potential host state(s)/ region(s) or NACAA. Any contact from potential host site facilities (ie. hotels, CVBs, sales representative) should be referred to the current NACAA President and Jill Slater or Patty Richbourg with HelmsBriscoe.

- I. HelmsBriscoe will offer the following services complimentary (no cost) to NACAA or host state(s)/region(s).
  - Complimentary site selection of all cities who wish to host the Annual Meeting and Professional Improvement Conference of the National Association of County Agricultural Agents. (Note: cities/sites may only be considered if approved on behalf of a state association or NACAA Board. A city/convention location cannot be considered on their own request to host the NACAAAM/PIC.)
  - Site selection of any meetings hosted by the NACCA or their members
  - Contract negotiation to include working from NACAA's concessions "wish list" and a list of agreed upon contract clauses to protect NACAA's best interest.
  - Review of current contracts already "in place" to determine if any action needs to be taken to re-negotiate or add an addendum
  - Schedule site inspections, we will join the NACAA Board and local committee on AM/PIC site inspections.
  - Patty Richbourg and/or Jill Slater will work your Annual Meeting and Professional Improvement Conference for every year that HelmsBriscoe contracts and secures a future year
  - Will assist with the creation and implementation of ways to keep NACAA Members booking within the dedicated room block
  - Function as advocate / liaison for NACAA with various CVB's, Center and Hotel Partners under consideration
- II. HelmsBriscoe will also offer these secondary services complimentary (at no cost) to NACAA or host state(s)/region(s) if desired by NACAA;
  - Negotiate gold files numbers for airlines to provide discounts to the NACAA and potential complimentary tickets
  - Negotiate discounted rates with car rental companies to benefit NACAA and its members
  - Will assist with offsite venue selections (ie. Wednesday night BBQ, VIP Supper)
  - Will assist with multiple bids from Audio Visual companies
  - Will assist with bids from transportation companies
- III. HelmsBriscoe can provide the following services, NACAA and /or host state(s)/region(s) will incur a charge to use these services;
  - Customizable housing / registration integration technology
  - Full service – on site meeting management (to include selections of menus, operation of all transportation, etc).
- IV. Cancellation Clause and Commission Statement  
Cancellation Clause: Either party may terminate this Agreement for any reason at any time with thirty (30) days' notice. Should NACAA exercise its option to terminate this Agreement under this provision after the lead/RFP has been distributed to the agreed hotels/destinations, NACAA shall ensure that commission specified in the lead/RFP is paid to HelmsBriscoe as specified in the lead/RDP. Should HelmsBriscoe exercise its option to terminate this agreement HelmsBriscoe shall agree to follow through with all previously contracted NACAA AM/PICs under this agreement until those contracts are executed in full as outlined in this agreement.

Commission Statement: Non-transferable commission payment: A placement fee of 10% based upon actual room revenues is to be paid by the hotel to HelmsBriscoe. HelmsBriscoe is acting with full consent and the client is aware of the placement fee. The Hotel further agrees that placement fee for the booking of this meeting is non-cancelable and non-transferable to any other party.

Jill Slater,  
Regional Vice President  
Patty Richbourg,  
II  
Regional Director  
Dated: October 6, 2004

Glenn Rogers,  
President - NACAA  
Frank L. FitzSimons,  
Past President, NACAA

### **Example of site selection process:**

2009 AM/PIC bid process coming from NACAA Western Region State. Multiple Cities within a state – (Ex. California)

1. California Association State President contacts Western Region Director & indicates interest to submit a bid to host 2009 AM/PIC in San Diego or San Francisco. State may or may not have specific site(s)/facility(s) in mind. .
2. Region Director would advise NACAA President. President (or designated Region Director) would arrange contact between State President and HB to begin proposal development. HB would have ALL contact with potential site facilities (hotels, convention centers, meeting facilities, etc.). If no specific sites are submitted then HB would recommend sites within the two cities or elsewhere in California.
3. HB determines if proposed site(s) can support an AM/PIC. If so, it then develops proposals and returns to State Association. On acceptance by State Association, the proposal(s) would then be forwarded to NACAA Board.
4. If proposal(s) are acceptable to State Association and NACAA, they may be presented by State Association to NACAA voting delegates for consideration.

Note: The same process will also be followed when multiple states within a region wished to be considered for a group effort.

# PROCEDURES FOR PREPARING COLLECTIONS FOR DONATION TO THE SPECIAL COLLECTIONS OF THE NATIONAL AGRICULTURAL LIBRARY

## Summary

Special Collections houses records of agricultural organizations and papers of individuals associated with agricultural research. The term “records” applies to the activities of an organization, professional society, or institution while the term “papers” refers to the actions of a person or family.

As the donor, you must identify items that will become an official part of the records of your organization or your personal papers, depending on what type of collection you are donating. These are unique documents that re-searchers of the future will find useful in their agricultural research.

After selecting the materials and contacting Special Collections to see if the collection is within the collecting scope of the library, the next step is organizing the materials. The arrangement and description of the materials is the most important activity involved in organizing a collection. Internal, external, and remote users depend on a clear, organized structure to retrieve information.

Processors, or those individuals who organize collections, divide materials into categories called series. Series are similar to subject areas. Examples include correspondence, clippings, photographs, drawings, minutes, reports, memoranda, publications, articles, reprints, ledgers, legal documents, newsletters, field notes, lab notebooks, etc. Frequently, collections are already organized into subject areas and just need some arranging to put like items together. Keep in mind, however, that it is important to keep materials that are already grouped together in some way (in notebooks or by paperclips and staples) together. Original order usually had a purpose to the person or organization.

Once you have arranged the materials into series, you can move on to the housing of the documents. Materials must be in archival file folders and boxes. Recommended supplies and the suppliers are listed at the end of this document. Below you will also find specific instructions for removing paperclips and staples from documents, for placing documents in folders and labeling the folders, and for placing folders in boxes and labeling. Make sure you keep similar items together and put them in folders. Do not stuff folders with documents. It is better to put fewer documents in a folder and give the folder a clear, concise description of the contents. Folders are always given a unique number and the collection name in case of separation from the boxes of the collection.

After placing the collection in the archival boxes with the appropriate labels, you can move on to writing a description of the collection. Special Collections uses the term “finding aid” to refer to the document created that describes the intellectual and physical content of the collection. Finding aids include a title page, introduction, organizational history or biographical note, scope and content note, series description, and container list. Definitions of these sections of a finding aid are included below as well as sample finding aids of collections housed in Special Collections.

Contact Special Collections when you have completed organizing and writing about the collection. Both parties must sign a deed of gift which gives Special Collections all rights, title and interest in the materials. The donor must transport the materials to the library. Once the collection is part of Special Collections, users must make an appointment to view the materials. Any future additions to the collection will be handled in a similar method and the donor must update the finding aid.

## Instructions

Follow the instructions below to prepare the records for placement in Special Collections. Arrangement and Housing

Handle each document carefully. Use a flat, open work space for arranging the documents. Do not allow food, drinks or other substances that might spill or damage the materials near the documents.

Divide materials into subject areas called series. There are many possible series. Examples include correspondence, clippings, photographs, drawings, minutes, reports, memoranda, publications, articles, reprints, ledgers, legal documents, newsletters, field notes, lab notebooks, etc.

Arrange materials within in each series according to a specific order. Chronological and alphabetical orders are the most frequently used.

Remove all staples, paper clips, metal binders and other hardware. Use a “straight-style” not a “clam-style” staple remover. Take great care not to rip or tear papers when removing hardware. If sections of the document need to be kept together, fold a sheet of acid-free archival bond paper around that section. Make sure that the document is kept in its original order. Use stainless steel or plastic clips to secure the archival bond to the document section. Do not try to repair a document in fragile condition! Do not use tape! Simply make note of the condition of the document and place in a file about the collection.

Place each document or group of like documents in an acid-free, buffered archival folder for long-term preservation. Most paper contains acids which cause the paper to self-destruct over time. Housing documents in acid-free folders and containers slows this process dramatically.

Store all items flat, not folded. If there are legal-size materials, house them in legal-size folders and document cases.

Write, in pencil, the title or description of the document on the right half of the folder tab. Full-cut, 1” tab folders allow enough space to write.

Write, in pencil, the collection title (e.g., Records of the Tobacco Inspection and Market News Services, 1920-1975), box number, and the folder number on the left half of the folder tab. Leave space for the box number, but actually write the number after you have placed folders in boxes and know how many folders will fit in each box. The folder numbers begin with folder 1 of the first series and continue consecutively throughout each series of the entire collection. Do not start numbering over again at the beginning of each series. Each folder will have a unique number.

Place numbered folders in acid-free archival storage boxes; 5 inch document cases are recommended. Folders beginning with number 1 should be placed in Box 1.

Number and fill each box. Do not overfill. It may not be possible to fill every box completely; the last box may be partially full or the next numbered document may be so large that it must go in the next box. In that case, support the folders with an acid-free box spacer in order that the contents not slide, bend or fold in the box. Make sure the box number is written on each folder.

Label each box with the following information:

Name of the collection (e.g., Records of the [organization’s name]) Inclusive dates of collection (e.g., 1910-1960)

Box number

The numbers of the documents contained in the box (e.g., Documents 17-25) Standard laser-jet labels are adequate for this purpose.

## Finding Aid

Prepare a written document called a finding aid so that researchers and users of the collection will understand its organization. Include the following information (see also the attached samples of finding aids):

**Title Page** - Include the name of the collection, inclusive dates, measurements (linear feet in quarterly progressions - 3.25 feet), National Agricultural Library and address, your name, and date of preparation.

**Introduction** - Include the name of the collection, inclusive dates, measurements, provenance (where papers came from), condition of materials, any restrictions on the materials, and your name.

**Biographical Sketch/Administrative History** - Write a history of the organization or a description of a person's life. Include only information pertinent to the years of the collection. If the archive has a large number of files relating to an individual(s), include a biographical sketch of that individual(s).

**Scope and Content Note** - This is an essay on the collection. It is a general description of the whole collection (physical dimensions, inclusive dates, bulk dates, arrangement, types of materials, condition of materials, and intellectual content), with emphasis on series, major correspondents, important subjects and issues of the collection that may interest researchers the most. Refer to the series and specific folders that contain pertinent information.

**Series Description** - Put the series in order by number on the Series Description page. For each Series, include the series number, series title, dates of series, and number of boxes in the series. Provide a short description in paragraph format on the types of materials found within each series.

**Container List** - Prepare a list of all materials in collection. Include each box number and every document folder. List the box number with the folder numbers and titles in the order in which they appear in the boxes.

For example:

Box 4 Folder 37 Memorandum from Secretary Daniel Glickman to the President, re: farm exports, June 25, 1996

Folder 38 Letter from Mexican Minister of Agriculture to Secretary Glickman, re: farm exports, September 5, 1996

Prepare a draft of the finding aid for Special Collections staff to review. A staff member will schedule an appointment with the donor to discuss the finding aid.

## RESOURCES

### Archival supplies:

5 inch Document cases in legal and letter sizes  
Archival file folders in legal and letter sizes, reinforced 1” full-cut tab Box spacers, for 5” document cases  
Archival bond paper, buffered, legal size Stainless steel or plastic paper clips

### Suppliers:

Gaylord Bros. P.O. Box 4901 Syracuse, NY 13221 1-800-962-9580  
<http://gaylordmart.com/archivalsolutions.asp>

Hollinger Metal Edge (Hollinger and Metal Edge are now one company) 9401 Northeast Drive  
Fredericksburg, VA 22404 1-800-634-0491 [www.hollingercorp.com](http://www.hollingercorp.com)  
6340 Bandini Blvd. Commerce, CA 90040 1-800-862- 2228 [www.metaledgeinc.com](http://www.metaledgeinc.com)

University Products, Inc. P.O. Box 101  
Holyoke, MA 01041-0101 1-800-628-1912 <http://www.universityproducts.com/main2.html>

### Guides for arrangement and housing of documents (processing guides):

The Archivist’s Toolkit [http://aabc.bc.ca/aabc/TK\\_00\\_main\\_page.html](http://aabc.bc.ca/aabc/TK_00_main_page.html)

### Tools for Archivists

Tools for the Work of the Center of Southwest Studies [http://swcenter.fortlewis.edu/archives\\_pro\\_manual.shtml](http://swcenter.fortlewis.edu/archives_pro_manual.shtml)

### Processing Manual

Beinecke Rare Book and Manuscript Library, Yale University <http://www.library.yale.edu/beinecke/manuscript/process/>

July 2009