CONSTITUTION AND BY-LAWS OF THE NEW MEXICO ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

CONSTITUTION

NEW MEXICO ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

The name of this organization shall be the New Mexico Association of County Agricultural Agents.

Object: The object of this organization shall be improvement in professional standing of all New Mexico extension workers, and shall further be assistance to all branches of New Mexico State University in the furtherance of agricultural education in New Mexico.

Membership: (Active Member) All Agricultural Agents, 4-H Agents and Extension Specialists with Agricultural and Resource Development responsibilities employed by New Mexico State University Extension Service are eligible for membership.

- Administrative District Department Heads, Administrative Assistant Directors and the Administrative Director of the New Mexico Extension Service are eligible for membership but are not eligible to hold office.

- (Associate Member) Upon retirement active members will be given an associate lifetime membership to NMACAA and NACAA to be paid by the State Association. Does not include subscription to County Agent magazine.

- Dues: The annual dues of the Association shall be the combined total of both State and National dues of the current year.

Section I - Officers: The officers of this association shall be the Past President, President, President Eelect, Vice President, and Secretary-Treasurer accepted at the annual meeting of the association for a one year term. The secretary-treasurer shall be nominated from the rotating 4-H district and shall be voted upon by the general membership. Thereafter shall move through the succession of the officer’s position accepting the next succession office each year. In the event that an officer cannot fulfill their office for any reason all officers shall advance and the executive committee shall nominate two officers at the next annual meeting, Secretary/Treasurer and Vice President. In the event the Secretary/Treasurer cannot fulfill their responsibilities the Vice President shall assume their duties until a replacement can be nominated and elected.

Section II - District Directors: A director shall be elected from each of the four extension 4-H districts, preferably such election should be held at the district extension conference or district caucus. The terms of the directors shall be for four years. The director shall be nominated in rotation from the 4-H district for the office of Secretary/Treasurer elect. The Secretary/Treasurer elect shall come from the district that the President was elected from. Said directors will be presented to the annual meeting for ratification.

Duties of Officers:  

A. Past President: 

1. Serve on Executive Committee.

2. Serve as representative of the Association to the State Federation of extension workers.

B. **President:**

1. To preside at all association and executive committee meetings.
2. To appoint all committees except the executive committee and to supervise their activities.
4. Represent the association with extension director’s advisory committee.
5. Serve as a representative of the association to the State Federation of Extension Workers.

C. **President elect:**

1. To assist the president in his functions.
2. To serve as president in the event of temporary or permanent vacancy in that office.
3. To serve as chairman of the Membership Committee.

D. **Vice-President:**

1. To succeed the President elect or President in rotation in the event of temporary or permanent vacancies in those offices.
2. To serve as chairman of the Publicity Committee for the State Association.

E. **Secretary-Treasurer:**

1. To keep all records and funds of the association and to render a report of same at the end of a meeting. To pay all bills.
2. To handle correspondence of the association.
3. To inform the membership on all meetings of interest or importance to them.
4. To keep active membership list of those eligible for the Distinguished Service Award, and to make that list available to the membership and awards committee.

F. **District Directors:**

1. The elected directors shall represent his district as a member of the executive committee of the association.
2. Directors shall be the nominees for the office of Secretary Elect in appropriate rotation.
3. Upon direction from the president of the association, the directors shall represent the association at state meetings of other organizations held in his district.
Executive Committee:

The New Mexico Association of County Agricultural Agents shall be governed by an Executive Committee composed of the president, president elect, vice president, secretary-treasurer, immediate past president, and the directors from each of the four districts. This board shall have the duty of representing the association in dealing with problems concerning this association, the administration sections of New Mexico State University, or with any other organization. The President shall serve as chair of the executive committee.

Meetings:

A. The annual meeting of the association shall be held at the extension conference at the time designated by the State Extension Service.

B. Special meetings: Special meetings shall be held at the call of the president or at such time, as a majority of the executive committee deems necessary.

Section III - Committees: The standing committees of this association shall be those designated by the membership and shall be appointed by the President elect within two weeks of the national meeting, and submitted to the national at that time.

A. Animal Science Committee
B. Association Policy Committee
C. Agronomy and Pest Management Committee
D. Agricultural Economics and Community Development
E. Forestry and Natural Resources
F. Horticultural and Turf grass
G. Aquaculture and Sea Grant
H. Public Relation and Ag Issues
I. Early Career development
J. Administrative Skills Development
K. Teaching and Educational Technologies
L. Recognition and Awards Committee
M. Communications
N. Extension Programs
O. 4-H and Youth development
P. Professional Excellence
Q. Public Relations
R. Scholarship Committee
S. Life Member Committee

Section IV - Amendments to the Constitution or By-Laws: Amendments will be submitted to the membership at the annual meeting of the association. Two-thirds majority of the members present shall be necessary to amend the constitution or by-laws. Amendments shall be presented in writing 30 days before the annual meeting to the executive committee. The amendment will then be mailed (emailed) to membership for review.

Section V - Parliamentary authority shall be Roberts Rules of Order, and past president shall serve as Parliamentarian.

Passed and in acted on ______ day of ____________ or ____________ year, presiding President________________
BY-LAWS

1. **Order of Business:**

   A. Call to order
   B. Roll call and determination of a quorum
   C. Reading of the minutes
   D. Treasurer’s report
   E. Review of object, policy, standing committees by the president for the benefit of new members.
   F. Old business
   G. New business
   H. Election of officers
   I. Ratification of directors on odd numbered years
   J. Committee reports
   K. New committee appointments by the new president

2. **Quorum:** A quorum of the membership shall be designated as a majority of the voting members.

3. **Voting:**

   A. Each duly paid and initiated member shall be entitled to one vote.

   B. Voting shall be by voice vote on general business and by show of hands in the election of officers, or by secret ballot if requested.

4. **Proposed Amendments to the Constitution or By-Laws:** Presented to the membership.

5. **Adjourned**