

UTAH ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

CONSTITUTION

(Revised 2021)

ARTICLE I – NAME

The name of the organization shall be the Utah Association of County Agricultural Agents (UACAA).

ARTICLE II – OBJECTIVES

The objectives of the Utah Association of County Agricultural Agents shall be to stimulate a feeling of strong fellowship and high morale within Extension, to inspire dignified respect for the office of Extension agent, and foster personal advancement and professional growth of its association members. Association goals are as follows: (Rev 2013)

1. Improve effectiveness of USU Extension.
2. Cooperate with USU Extension administration.
3. Encourage excellence in performance of Extension agents.
4. Advance agriculture and related industries in Utah's economy.
5. Promote cooperation and loyalty among Extension agents.

ARTICLE III – MEMBERSHIP

Section I. The membership shall consist of Extension workers who have paid their dues, and have an interest in agriculture and natural resource education in the state.

Section II. Life Membership - a former member of UACAA 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 association, be granted life membership status. (Rev 2013)

ARTICLE IV – OFFICERS

Section I. Association officers shall consist of a president, president-elect, secretary, and treasurer. The immediate past president-elect shall be advanced to office of president, and immediate secretary shall be advanced to the office of president-elect at conclusion of the Annual NACAA AM/PIC Conference. (Rev 2013)

Section II. A secretary shall be elected by vote of association membership, and balloting will take place at the annual meeting or other association meeting. (Rev 2013)

Section III. The treasurer is appointed for an indefinite period of time by the executive committee which consists of the president, president-elect, secretary and past president.

Continuity will allow for orderly management of dues and association expenses. (Rev 2013)

Section IV. The duration of each office, except that of treasurer, will be for one year. (Rev 2013)

ARTICLE V – DUTIES OF OFFICERS

Section I. The duties of president, president-elect, secretary, treasurer and past president shall be those that are usually invested in such officers. These officers are designated as the Association Executive Committee. They shall be empowered to carry on all Association business between regular meetings.

Section II. The Executive Committee shall meet at least quarterly, under the direction of the president.

ARTICLE VI – MEETINGS

Section I. The association's annual meeting will be held at Annual Conference time. Other association meetings can be called by the Executive Committee as they desire. The president is empowered to meet with the Executive Committee at any time deemed necessary for the interest of the association. At the discretion of the Executive Committee, a summer meeting will be held for Personal Improvement, to be chaired by the past president.

Section II. When appropriate, and upon approval of the executive committee, annual meetings and elections may be held virtually, provided every member can be positively identified, all participants have the ability to communicate and votes can be recorded. (Rev 2021)

ARTICLE VII – FINANCES

(Added 2021)

Section I. All bills presented to the association shall have the approval of the Executive Committee before being paid.

Section II. The UACAA Quasi investment account funds can be accessed annually (June).

Section III. Investment interest is automatically reinvested. The association has the option request approval to utilize funds annually prior to the withdrawal window (June).

Section IV. The use of invested funds must be preapproved by the Area Director and Association Treasurer prior to April 1 of each year. This is outlined in the [Policies and Procedures for Distribution of Administrative Travel Funds Through The Utah Association of County Agricultural Agents](#) document.

Section V. The association intends to utilize a portion of the invested funds to assist future western states that host the national meeting/conference.

ARTICLE VIII – STANDING COMMITTEES

- Section I. The business of the association shall be carried on throughout the year by committee appointments and by the Executive Committee at the beginning of the president's year of service. Committee chairmen will be appointed annually by the Executive Committee at their first Executive Committee meeting following their installation.
- Section II. The duties of the chairman of each committee shall be to serve as directing officer for the committee at hand, and to keep the interest of all county agents in mind in fulfilling this duty. Chairmen must be current in payment of dues to both the Utah Association of County Agricultural Agents and the National Association of County Agricultural Agents, at the time of appointment and during tenure in office.
- Section III. Standing Committees shall be organized into Councils to mirror the National Association of County Agricultural Agents Council and Committee structure. However, other committees may be created by action of the association. (Rev 2013)
- Section IV. Duties of all committees shall be developed from action of the association, or by the Executive Committee, as such action is necessary before an annual meeting. Duties of committees will be outlined in accordance with National Association of County Agricultural Agents policies.

ARTICLE IX – AWARDS

(Added 2021)

- Section I. NACAA Distinguished Service Award (Summarized from the NACAA Policy Handbook)
- The purpose of the Distinguished Service Award Program is to encourage and recognize excellence in the field of professional Extension for members with more than ten years of service.
 - Nominee 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.
 - Recipient must attend Annual Meeting and Professional Improvement Conference the year they are selected to receive the award, unless exempted by Committee Chair because of extenuating circumstances. Financial assistance for meeting attendance is outlined in the UACAA Travel Funds Policy.
 - 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.

Section II. NACAA Achievement Award (Summarized from the NACAA Policy Handbook)

- 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.
- Nominees must be members of the State and National Association the year that they receive the award. The cut-off date for determining years of service is March 15 of the current year.
- Recipient must attend Annual Meeting and Professional Improvement Conference the year they are selected to receive the award, unless exempted by Committee Chair because of extenuating circumstances. Financial assistance for meeting attendance is outlined in the UACAA Travel Funds Policy.

Section III. UACAA Specialist Award (Est. 2021)

- This award is given annually to a USU Extension Specialist for significant achievements, contributions, and support to county faculty.
- The recipient of the UACAA Specialist Award must be currently employed with USU at least half-time and for a minimum of one year.
- Recipient does not need to be a UACAA member.
- Recipient will be recognized during Extension Annual Conference and will receive a plaque from the association.
- No faculty member shall be eligible to receive this award more than once within five-year period.
- Self-nominations will not be accepted.
- To nominate a specialist, submit the follow to the UACAA Recognition and Awards committee chair (currently Matt Palmer) prior to December 1st: Nominee's name & a brief description of an achievement that was jointly accomplished with the help of the nominee.
- By definition, a Specialist is a person employed by USU with an Extension appointment (at any percentage) who has expertise in a specialty area, and works in a statewide capacity (or large region of the state). This person may have a degree of any level, and in some cases, the individual may not have the designation "Extension Specialist" from USU Extension.

Article X – CHANGES TO CONSTITUTION AND BY-LAWS

The Constitution and By-laws of this association may be changed by a two-thirds majority vote of the members present. This will take place at any official meeting of the Utah Association of County Agricultural Agents, provided that the proposed change has been revised and studied previously by the Executive Committee.