

BYLAWS

Utah State University Extension Specialists Association

Last Revision – December 2020

Preamble and Notice of Intent

This organization is instigated in the spirit of mutual helpfulness. Officers of the organization will work with and through the Vice President for Extension and other appropriate channels to accomplish purposes of this Association.

ARTICLE I

Name

The name of the organization shall be the Utah State University Extension Specialists Association.

ARTICLE II

Definitions

1. **Specialist:** 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.
2. **Agent:** an off-campus USU Extension faculty member that works in one of the USU Extension county offices in Horticulture/Agriculture, 4-H, Family and Consumer Sciences, or other discipline.

ARTICLE III

Purposes

The purposes of the Association shall be to:

1. Encourage members to promote and advance USU Extension programs.
2. Provide an avenue for Extension Administration to work with the Specialists as a group.
3. Provide representation of Specialists in all programs where such involvement will assist in achieving purposes of this organization.
4. Encourage loyalty and mutual helpfulness among Extension personnel.
5. Encourage professional development among Specialists.
6. Propose and participate in activities, programs, and personal contacts that improve the professional status of Specialists.

Objectives

To accomplish the foregoing purposes, the Association will concern itself with such things as:

1. Professional relations

- a. Specialist-administrative relationships, operating procedures, and work assignments.
 - b. Relationships between Extension and non-Extension personnel.
2. Professional improvement
 - a. Sabbatical leave privileges and policies.
 - b. Development of specialized training programs.
 - c. Aiding in development of opportunities and stipends for advanced study.
 - d. Recognition of outstanding professional performances of Specialists.
3. Personal welfare
 - a. Staff evaluation criteria and procedures.
 - b. Tenure policy.
 - c. Policy and procedures for advancement in rank.
 - d. Contract negotiations for salary, rank, and fringe benefits.
 - e. Size and use of operating budgets with emphasis on facilitating rather than restricting.
 - f. Status after 65 years of age such as re-employment, emeritus recognition, and retirement.

ARTICLE IV

Membership and Dues

- Employees of USU Extension who have a specialty (see definition in Article II) shall be considered members of this Association upon payment of the annual dues.
- All USU personnel whose duties are exclusively administrative or clerical in nature are excluded from membership.
- Dues of the Association, if any, shall be determined by a majority of the members of the Association present and voting in any duly called meeting.
- The fiscal year shall date from USU Extension Annual Conference to USU Extension Annual Conference.

ARTICLE V

Executive Committee

The officers of this Association shall constitute an Executive Committee. The officers consist of a President, President-elect, and Secretary-Treasurer. All said officers are to be members of the Association.

Election and Duration of Officers

Each year, approximately one month before the Annual Conference meeting, the President shall solicit nominations for officers. Officers will then be elected by secret ballot at the meeting, determined by majority vote from the members present.

The President-elect shall serve a term of one year and then shall become President at the conclusion of the Annual Conference meeting the following year. The Secretary-Treasurer shall serve a two-year term.

ARTICLE VI

Powers and Duties of the Executive Committee and Officers

The *Executive Committee* shall:

1. Be empowered to represent the Association in furtherance of all purposes herein enumerated.
2. Be empowered to appoint and release working committees.
3. Report actions of this committee to the membership.

The duties of the *President* shall be:

1. To preside at all meetings of the Association and issue calls for any additional meetings.
2. To direct and/or carry out all activities and functions as determined by the Executive Committee and membership.
3. To have one vote on the Executive Committee.
4. To solicit award nominations from the Association, during fall before the Annual Conference meeting.
5. To solicit nominations for the offices of President-elect and Secretary-Treasurer (in even years) from the Association, at least one month prior to the Annual Conference meeting.
6. To lead the Awards Committee (see Article IX).
7. To be an ex-officio member of all other committees.
8. To maintain records of deliberations and actions of the officers and the Association, update the Association by-laws where necessary, and turn these files over to the new President.
9. To provide a communication link with USU Extension Administration and other Extension organizations.

The duties of the *President-elect* shall be:

1. To perform the duties of the President in the absence or disability of the President.
2. To have one vote on the Executive Committee.
3. To serve as a member of the Executive Committee, accept and fulfill responsibilities as requested by the President and Executive Committee.

The duties of the *Secretary-Treasurer* shall be:

1. To keep an accurate record of the proceedings of all meetings of the Association, and to carry on necessary correspondence of the Association.
2. To be custodian of any funds, receive and record all financial transactions, and make a report in full at the Annual Conference meeting.
3. To pay all bills as authorized by the Executive Committee.

4. To turn over all records of the Association to his or her successor within sixty days of the completion of his or her term of office.
5. To have one vote on the Executive Committee.

ARTICLE VII

Meetings

1. The annual meeting shall coincide with the USU Extension Annual Conference.
2. Additional meetings may be called by the President, Executive Committee, or a majority of the membership.
3. Notification of meetings and an agenda shall be sent to Association members prior to the scheduled date.

ARTICLE VIII

Amendments to Bylaws

The bylaws may be amended by a majority vote of members in attendance at the annual meeting or any special meeting provided in the call of the meeting it is indicated that an order of business is to be transacted and due notice is given Association members.

ARTICLE IX

Committees

Awards Committee

1. The awards committee shall be made up of an odd number of Association members, ideally five. This includes all members of the Executive Committee (3), plus at least two past Presidents to be solicited for the Committee by the current President.
2. At least two months prior to Extension Annual Conference, the President shall solicit nominations for awards from the membership, and shall then distribute nomination submission materials to the Awards Committee, for the following awards:
 - a. Career Specialist Award
 - b. Innovative Program Award
 - c. New Specialist Award
 - d. Cooperator Award
 - e. Team Award
3. The criteria for these awards are listed at the end of this document.
4. The Awards Committee shall evaluate the nominations, assess their qualifications, and identify winners for each award in a protocol agreed upon by the committee. A recommendation is for each Committee member to rank the awards, followed by group discussion and final decision.
5. The winning awards are read and presented during the annual meeting.

Additional Optional Committees

Professional-University Relations Committee

1. Develop job evaluation tools for Specialists.
2. Identify department problem areas.
3. Encourage position descriptions be developed for each Specialist with consultation by department head and Extension administration.
4. Promote understanding of USU Extension within USU academic departments.
5. Establish guidelines for publications regarding procedures and royalties.
6. Work closely with the faculty senate in regards to Extension responsibilities, needs, and interests.

Refreshment and Social Committee

1. The committee will be responsible for providing refreshments at each of the Association meetings and special functions.
2. The cost of refreshments and retreats will be coordinated through the Treasurer to make sure that there is enough funding to cover the costs.

Professional Development Committee

1. Work with Association in developing programs that will help the professionalism of the Association.
2. This could include a retreat with invited speakers or activities that relate to the goals of the Association. Activities on the retreat will be coordinated with the Social Committee to develop outside interests and to help in developing a spirit of camaraderie among the Association members.

ARTICLE X

Award Descriptions

Individuals who nominate a Specialist and/or Agent (see definitions in Article II) for consideration should submit a one- to two-page description of the accomplishments of the nominee and justification for this recognition to the President before the provided deadline. Please limit supporting nomination materials to no more than two pages.

Career Specialist Award

- *Eligibility:* All Specialists
- Effectively uses a variety of educational methods, such as mass media, publications, technology, direct teaching, etc.
- Conducts, publishes and disseminates applied research
- Generates monetary and cooperative support for programs
- Works well with colleagues in counties and department
- Works with enthusiasm, dedication, and willingness to go the extra mile

Innovative Program Award

- *Eligibility:* All Specialists
- The program involves non-traditional clientele, unique delivery methods, and collaboration with other personnel, agencies or academic units
- Development of non-traditional resources and support base to maintain the program
- The program is effective overall, with publications, dissemination of results, impacts, interaction in the academic unit, and applied research

New Specialist Award

- *Eligibility:* Specialists with three years or less in the position
- Development of effective major programs
- Good interaction in academic unit

Cooperator Award

- *Background for this award:* The ability of USU Extension to serve our clientele successfully is dependent upon positive specialist and agent interaction. Agents and specialists share the responsibility for meeting the needs of clients throughout the state of Utah by “Extending the University” in a team effort. Therefore, it is vital that positive relationships be established and sustained. Such relationships improve our ability to better serve our clientele and make a greater impact on people’s lives.
- *Eligibility:* A single award is given to *either* a Specialist or an Agent, where this person has demonstrated:
 - Joint development or significant improvement of one or more essential Extension programs
 - The Extension program(s) was jointly implemented, advanced, and/or administered
 - One or more positive measurable impacts occurred as a result of the Cooperator’s work

Team Award

- *Eligibility:* All Specialists; A single award is given to the team leader, but all members may be recognized at the award ceremony
- The Team shall consist of one or more specialists working with two or more agents to jointly develop or significantly improve an Extension program
- The team members jointly implemented, advanced, and/or administered the Extension program in multiple counties
- One or more positive measurable impacts occurred through this program’s implementation and/or adoption