BYLAWS

Utah State University Extension Specialists Association

Last Revision – May 2008

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 Utah State University (USU) 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

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 improvement among Specialists.
6. Promote the personal welfare of Specialists.
7. Propose and participate in activities, programs, and personal contacts designed to 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. Intrastaff relationships of USU and USU Extension personnel.
   c. Interstate staff relationships with government personnel and University staff whose assignments are similar.
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 III

Membership and Dues

1. Employees of USU Extension who have a specialty, regardless of percentage of Extension appointment, shall be considered members of this Association upon payment of the annual dues.

2. A Specialist is defined as a person employed by USU who has expertise in a specialty area. In some cases the individual may not have the designation “Extension Specialist” from USU Extension.

3. All USU personnel whose duties are exclusively administrative or clerical in nature are excluded from membership.

4. 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.

5. The fiscal year shall date from USU Extension Annual Conference to USU Extension Annual Conference.

ARTICLE IV

Officers and Executive Committee. The officers of this Association shall consist of a President, President-elect, and Secretary-Treasurer. All said officers are to be members of the Association. These officers shall constitute an Executive Committee.
Election of Officers. The officers of the Association shall then be elected by secret ballot at the Annual Conference meeting. Officers are determined by simple majority vote from members present at the Annual Conference meeting. 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. The nomination process for officers is outlined in Article VIII.

ARTICLE V

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 all regular and special meetings.
2. To direct and/or carry out all activities and functions as determined by the Executive Committee and membership.
3. To be an ex officio member of all committees.
4. To maintain a file of all deliberations and actions of the officers and the Association and turn this file over to the new officers;
5. 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 office of President in the absence or disability of the President.
2. 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.
ARTICLE VI

Meetings

1. The annual meeting shall coincide with the USU Extension Annual Conference.

2. Additional meetings may be called by the Executive Committee or a majority of the membership.

3. Notification of meetings and an agenda shall be sent to Association members at least two weeks prior to the scheduled date.

ARTICLE VII

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 VIII

Committees

1. Nomination Committee

   a. The nomination committee should be made up of the Executive Committee.

   b. At least one month prior to the Annual Conference, the nomination committee will send out a nomination request for the offices of President-elect and Secretary-Treasurer (in even years).

2. Awards Committee

   a. The awards committee should be made up of the Executive Committee and Specialists who received awards during the previous year.

   b. At least two months before Annual Conference, requests for nominations for the five Specialists Association awards should be sent to Association members.

   c. The five awards include:

      i. Overall Extension Specialist Award

      ii. Innovative Program Award

      iii. New Specialist Award

      iv. Agent Cooperator

      v. Agent Team
d. The criteria for these awards are listed separately (see the last page of this document).

e. The committee will evaluate the nominations, assess the qualifications of the nominees, and identify qualified individuals for each award. The Secretary-Treasurer will send out a ballot with nominees and nomination materials for each award.

f. The awards nominations are read during the annual meeting at the Annual Conference.

3. Professional-University Relations Committee

a. Develop job evaluation tools for Specialists.

b. Identify department problem areas.

c. Encourage position descriptions be developed for each Specialist with consultation by department head and Extension administration.

d. Promote intrastaff relationships, USU departments, Extension personnel, and esprit de corps.

e. Promote interstate relations, government personnel.

f. Establish guidelines for publications regarding procedures and royalties.

g. Work closely with the faculty senate in regards to extension responsibilities, needs, and interests.

4. Refreshment and Social Committee - A VERY IMPORTANT COMMITTEE!!!

a. The committee will be responsible for providing refreshments at each of the Association meetings and special functions.

b. The cost of refreshments and retreats will be coordinated through the Treasurer to make sure that there is enough funding to cover the costs.

5. Professional Development Committee

a. This committee’s major responsibility will be working with Association in developing programs that will help the professionalism of the Association. 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 IX

Extension Specialists Awards

Individuals who nominate a Specialist and/or Agent for consideration must include 1 to 2 pages of written information describing the accomplishments of the person and justification for this recognition. Please limit the supporting materials for all nominations to no more than two pages. This information will be distributed to all Association members for their evaluation when voting on the recipient for each award.
1. Overall Specialist Award

- Effectively uses a variety of educational methods, such as mass media, publications, high-tech methods and direct teaching
- 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

2. Innovative Program Award

- Non-traditional clientele, program delivery methods, collaboration with other personnel, agencies or academic units
- Development of non-traditional resources and support base to maintain program
- Effective overall program, publication and dissemination, interaction in academic unit and applied research

3. New Specialist Award

- Less than 3 years as a specialist
- Development of an effective program
- Good interaction in academic unit

4. Agent Cooperator 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.

- An essential Extension program was jointly developed or improved upon
- The Extension program was jointly implemented, advanced, and/or administered
- One or more positive measurable impacts occurred through this program’s implementation

5. Agent Team Award

- Two or more agents, working with one or more specialists, jointly developed or improved 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