

# BY-LAWS OF THE MONTANA ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

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## ARTICLE I: NAME AND OBJECTIVE

### Section 1. Name

This organization shall be known as the Montana Association of County Agricultural Agents (MACAA).

### Section 2. Symbol

The symbol of MACAA shall be the North American Bison (Buffalo).

### Section 3. Objectives

The objectives of this Association shall be:

- To encourage and create opportunities for professional improvement for its members
- To encourage high standards of performance
- To encourage loyalty, mutual helpfulness, and esprit de corps among members
- To establish and maintain a close liaison with Extension Administration
- To foster good public relations with non-extension individuals and groups
- To recognize outstanding leadership and service
- To encourage good fellowship and high morale among members and colleagues

## ARTICLE II: MEMBERSHIP AND DUES

### Section 1. Members of this Association

Any personnel who have a responsibility for Montana State University Extension programming may become a member of this Association by paying annual assessed dues and agreeing to uphold its Constitution and By Laws.

A member shall be considered in good standing upon payment of annual dues to the MACAA Treasurer.

### Section 2. New Members

A new Montana State University Extension Service professional staff employee will be eligible to join the MACAA by payment of the National Association of County Agricultural Agents (NACAA) dues their first year (MACAA will waive payment for MACAA dues for first year members). Thereafter, members will be required to pay full membership dues (NACAA and MACAA).

### Section 3. Dues

Dues shall be proposed at each Annual Meeting by the- Financial Review Committee. Membership dues are then established by a quorum vote of the membership at the Annual Meeting. All dues are to be paid by January 15<sup>th</sup> to the MACAA Treasurer.

Retired Extension Agents with twenty-five (25) years of paid-up membership or a majority vote of the general membership are entitled to a free Life Membership.

Retired Extension employees who choose to pay Life Membership dues to the NACAA

also become an Associate Life Member of MACAA.

## ARTICLE III: OFFICERS

Executive structure will be a Board of Directors, composed of four (4) officers and three (3) directors, one from each region, with allowance for ex-officio directors (Sec. 4). The Board does not normally make policy, rather it coordinates committee function, executes policy and decisions approved by the organization, *and maintains close liaison with the NACAA*. The new MACAA Board is normally installed at the end of the annual meeting.~~installed at the end of the NACAA Annual Meeting and Professional Improvement Conference (AM/PIC).~~

### Section 1. Elections

The nominating committee shall be appointed by the President. The committee shall present a slate of officers with additional nominations from the floor being in order at the Annual Meeting.

### Section 2. Offices

The officers shall be a President, First Vice President, Second Vice President, and a Secretary/Treasurer. Normally, the First Vice President advances to President at the end of the year and the Second Vice President advances to First Vice President. A new Second Vice President and a Secretary/Treasurer are elected annually from the members by a secret ballot at the Annual Meeting. In case of a vacancy by resignation or employment termination, all or part of the officers can be elected at the Annual Meeting.

### Section 3. Directors

The Directors shall serve two (2) year terms; be elected by and from the members in their District. Director's terms will stagger to maintain experience on the board. Vice Directors shall be elected at the same time. They will fill the role of an absent director and assist the Directors as necessary.

### Section 4. Ex-officio Directors

The Board of Directors, or the Association, may, through official action, designate Ex-officio Directors to a maximum of three (3) at any given time to perform a special function, or to chair a special committee. Their function and term (not to exceed one year) must be specified in the official action.

### Section 5. Elections

Elections of Officers and Directors will normally be held at the Annual Meeting. However, Districts may elect Directors and Vice Directors at District meetings to fill vacancies.

### Section 6. Resignation of Office

If for any reason an elected officer cannot serve the tenure of office, he/she shall notify the Board of Directors and a replacement must be duly elected immediately either in a regular meeting, a called meeting, or by correspondence which may include electronic voting.

### Section 7. Removal

An officer may be removed by an "aye" vote of no confidence by more than 60% of the membership.

### Section 8. Qualification of Board Member

A director or an Officer is qualified after being duly elected at the District meeting or full organization meeting by a majority of a quorum by secret ballot. The installation of oath of office is:

“I believe in the Montana Association of County Agriculture Agents and will ever strive during my term of office to stimulate a spirit of good fellowship and high morale among my colleagues, and shall do my utmost to effectively discharge the duties of my office.”

## ARTICLE IV: DUTIES OF OFFICERS

### Section 1. President

The President shall preside at State meetings of the Association, and shall be responsible for all the administrative functions of the organization during the tenure of office. He/she shall provide the State Extension Administration Office information of the actions of the Association that pertain to the general improvement of Extension work upon request from the Director of Extension and with the approval of the Board of Directors. The President shall work to encourage membership by new employees and employees currently serving MSU Extension. The President shall update the Association membership with pertinent information.

### Section 2. First Vice President

The First Vice President shall preside in the absence of the President at all functions of the Association. He/she shall assist the President in carrying out the duties and serve in any other capacity at the instruction of the President. He/she shall also, with the help of the District Directors, appoint for the coming year, the membership of all committees, name the chairman and the vice-chairman for each committee, notify same and instruct the chairman to hold meetings during the Annual Meeting to develop objectives and plans for implementation and present same to the Board of Directors for approval. The First Vice President works with Extension Administration in the organization of an Ag Agents update.

### Section 3. Second Vice President

The Second Vice President shall serve in the absence of the President and First Vice President, should both be unable to serve. He/she shall act as a liaison representative between committee chairmen and the Board of Directors, prepare a resume of committee reports for the Annual Meeting and file these reports with the Secretary. The Second Vice President ensures that a historical record of MACAA is kept.

### Section 4. Secretary/Treasurer

The Secretary/Treasurer shall collect annual dues, pay all approved expenses, prepare annual Treasurer's report from a complete record of all funds received and disbursed. He/she shall assist in preparing the budget. He/she shall compile a list of members annually and report the membership to NACAA by the required deadline (January 1 of each year). He/she shall serve as the address coordinator contact for the NACAA. He/she shall keep the records of the Association, which includes minutes of all the meetings. He/she shall send notices of all meetings and other activities to members and maintain a file for all current and permanent records. He/she shall update the membership list annually and ensure that names are on the MACAA e-mail list serve. *Upon leaving office, a financial review will be conducted by a committee appointed by the President.*

## ARTICLE V: COMMITTEES

### Section 1. Appointed Committees

Committees shall be appointed in a manner similar to the committees of the NACAA insofar as they are needed, with such additional committees as may be needed.

### Section 2. Length of Committee Term

All Committees shall be appointed to serve for one year. However, the President shall have the power to continue any committee in office for a longer period if necessary to complete its work. The policy shall be to carry over one or more old members each year on each committee.

### Section 3. Meetings/Reports

The committee Chairman shall be responsible for calling a meeting of his/her committee and file a written report with the Board at the Annual Meeting.

### Section 4. Standing Committees

This organization shall not maintain committees competing with committees of other associations of Montana State University Extension. Standing Committees are:

Annual State Meeting  
Financial Review                      National Convention  
Quarter Horse Award  
Buffalo Initiation  
Proven Sire/Proven Dam  
Nominating Committee  
State Committee Chairs of NACAA programs

## ARTICLE VI: COMMITTEE DUTIES

Committee Chairmen shall make reports to ensure that all members of this Association are adequately informed on activities of the committees. A typed report shall be submitted by the Chairman of each committee at the Association meeting for acceptance and inclusion in the Secretary's report.

### Section 1. The Annual State Meeting Committee

This Committee will devote itself to arranging for convivial locations and atmosphere for the organization's official gatherings during the Annual Conference. This includes making new agents feel at home, arranging suitable refreshments to the level budgeted by the membership or as may be solicited from patrons of the organization.

### Section 2. Financial Review Committee

They will prepare a tentative budget for presentation at the Annual Meeting covering the coming year and will also review Association books and further prepare a concise written financial report in conjunction with the Secretary/Treasurer.

### Section 3. National Convention Committee

This Committee shall pursue with vigor the goal of maximizing our members' attendance at NACAA Conventions. First Vice President shall be Chairman of the Committee.

### Section 4. Quarter Horse Committee

The Quarter Horse Committee will be chaired by the most recent recipient of the award. This Committee is made up of all past winners of the award. Presentation of the award is made at the Annual Meeting by the immediate holder of the award.

Section 5. Buffalo Initiation Committee

This Committee shall see that all those considered worthy of the Extension Family shall be subject to the time-honored rites of the Buffalo Initiation. This committee may call upon resources outside the membership to make the ritual most dignified and impressive.

Section 6. Proven Sire/Proven Dam Committee

MACAA members are asked to report on any family additions such as marriages, births of children, grandchildren, stepchildren, etc. The President shall appoint a chairman for the next year from the list of members reporting at the Annual Meeting.

Section 7. Nominating Committee

The Nominating Committee consists of the Past President and the Directors. They shall present a slate of officers with additional nominations from the floor being in order at the Annual Meeting.

Section 8. State Committee Chairs of NACAA Programs

National Committee Representatives of the NACAA concern themselves with keeping members informed on NACAA concerns and awards. Announcement of State NACAA awards will be made at the Annual Meeting.

## ARTICLE VII: QUORUM AND MEETINGS

Section 1. Scheduled Meetings

The Annual Meetings will normally be held during Extension Annual Conference; but if this activity is not held, the Annual Meetings may be scheduled at another appropriate time or place by the Board of Directors.

Section 2. Quorum Requirement of Full Meeting

Quorum at a full meeting shall consist of 40% of MACAA membership. Full meetings of the Organization may be called by the President, by majority action of the Board, or by petition of 25% of the membership.

Section 3. Quorum Requirement of Region Meeting

Quorum at a District Meeting shall consist of 55% of MACAA membership of the District. District meetings can be called by the District Director, or held at any time that a quorum is present.

## ARTICLE VIII: REGIONS

The MACAA Regions shall be as follows:

Section 1 Western Region Lincoln, Flathead, Lake, Sanders, Mineral, Missoula, Powell, Lewis and Clark, Granite, Ravalli, Deer Lodge, Silverbow, Madison/Jefferson, Broadwater, Beaverhead, Gallatin and Park counties and Flathead Reservation.

Section 2. Central Region Glacier, Toole, Liberty, Hill, Blaine, Pondera, Teton, Chouteau, Cascade, Judith Basin, Fergus/Patroleum, Meagher, Wheatland, Musselshell/Golden Valley, Sweetgrass, Stillwater and Carbon counties Blackfoot and Fort Belknap Reservations.

Section 3. Eastern Region

Phillips, Valley, Daniels, Sheridan, Roosevelt, Garfield, McCone, Richland, Dawson, Prairie, Wibaux, Rosebud/Treasure, Yellowstone, Bighorn, Custer, Powder River, Fallon/Carter, and Fort Peck and Northern Cheyenne Reservations.

## ARTICLE IX: GENERAL POLICY

Section 1. Amending the By-Laws

Amendments to the By-Laws may be made at an Annual Meeting by a favorable vote of 51% of the membership.

Section 2. Policy and Program Structure

To the greatest practical degree, the programs and policy of the organization shall be developed by the committees, subject to organizational approval; recognizing the right of the Board to make policy in emergencies and to develop policy for consideration, where a relevant committee does not exist.

Section 3. Delegates to National Convention

MACAA membership will determine a set amount of money to be divided equally between members attending the National Convention. This amount may or may not cover member's air travel and registration fees. Bills for payment must be submitted to the Secretary within 30 days following the National Convention.

Section 4. Other

The Board of Directors and appointed Committee Chairman are assumed to be the committee with primary overall responsibility for maintaining good liaison with the NACAA.

Financial reports and minutes of Board and Annual Meetings shall be distributed promptly in written form or electronically to all members of the MACAA in good standing.