

MICHIGAN STATE UNIVERSITY EXTENSION SPECIALISTS AND STATE STAFF ASSOCIATION (MESSSA)

BYLAWS

(Revised and approved 11-08-01)

(Proposed changes spring 2006; revision 2 May 10, 2006; Revised and approved 10-4-06)

ARTICLE I

Purposes of the Association

The Michigan State University Extension Specialists and State Staff Association (MESSSA) shall provide for liaison between itself and other Extension organizations, particularly the Michigan Council of Extension Associations (MCEA), and the Extension Administration; shall arrange for and conduct seminars and educational programs for specialists and program staff; and shall provide recognition for outstanding extension work by specialists and program staff.

ARTICLE II

Name

This organization shall be known as the Michigan State University Extension Specialists and State Staff Association (MESSSA).

ARTICLE III

Membership and Dues

Sec. 1. The membership shall consist of dues-paying faculty and state staff members of Michigan State University having a formal Extension appointment, who fulfill a role generally recognized as that of an extension specialist, or state-level extension program staff. Questions of eligibility for membership shall be decided by the elected Executive Committee.

Sec. 2. The Executive Committee shall recommend dues assessment for the Association that will be imposed officially by a majority vote of a quorum of Association members present at a business meeting. Notice of such vote shall be given to all members at least two weeks in advance of that meeting. The dues assessment shall remain in force until changed by the membership.

Sec. 3. The membership dues for newly appointed Extension specialists and state staff shall be waived for the first year of their employment with Michigan State University Extension.

Sec. 4. The membership year runs from August 16 through August 15 of the following year.

ARTICLE IV

Executive Committee

Sec. 1. The Executive Committee shall consist of six members, three of which are officers (the president, president-elect, and secretary-treasurer), two members at-large, and the past president.

Sec. 2. A new president-elect is elected annually, and a secretary-treasurer is elected every two years at the fall membership meeting. The president-elect shall be elected by and from the members present and voting, by a majority vote, to serve a three-year term – the first year as president-elect, the second year as president, and the third year as past president. The secretary-treasurer shall be elected by and from the members present and voting, by a majority vote, to serve a two-year term. Members at-large shall be elected to serve a two-year term.

The vice president and secretary-treasurer shall be elected in alternate years (vice-president in even years and secretary-treasurer in odd years), and the two members at large shall be elected in alternate years.

If a vacancy occurs on the Executive Committee prior to the fall membership meeting, the remaining Executive Committee members shall appoint a member of the Association to fill the vacated position (or, alternatively, to fulfill the duties of the vacated member).

Sec. 3. A nominating committee (Article VII) shall nominate a slate of officers and members-at-large, as appropriate for each year, and there shall be a call for nominations from the floor. Voting shall be by secret ballot.

Sec. 4. Members of the Executive Committee may not serve two consecutive terms.

ARTICLE V

Meetings

Sec. 1. At least one membership meeting shall be held during the fall semester and shall include officer elections. Additional membership meetings may be conducted throughout the year.

Sec. 2. A membership meeting is any meeting of the entire membership during which business is conducted. Speakers or other program activities may be incorporated into such meetings.

Sec. 3. A quorum shall be 25 percent of the current membership.

Sec. 4. The Executive Committee shall meet at least two times per year, and as deemed necessary by the president. The Committee will set the agenda for the meetings, and a suggested agenda is as follows:

1. Call to order by president
2. Approval of minutes from previous meeting
3. Report of the president
4. Report of the secretary-treasurer

5. Election of Executive Committee members for open positions (fall membership meeting only)
6. Report of standing committees
7. Report of special committees
8. Unfinished business
9. New business
10. Presentation of Awards (fall membership meeting only)
11. Announcement of election results
12. Adjournment

ARTICLE VI

Duties of Officers

The officers shall take office immediately following their election and shall perform duties as follows:

The president shall:

1. preside at all meetings of the Executive Committee and the membership body, and issue calls for same;
2. appoint the chairpersons of all standing committees after they have been selected with the advice of the Executive Committee;
3. serve as ex officio member of all such committees and chairperson of the Executive Committee;
4. be responsible for passing on historical records to the next president; and
5. represent the membership at MCEA board meetings.

The president-elect shall:

1. perform the duties of the president in the absence of the president, and assist the president as necessary;
2. serve as a member of the MCEA Public Relations Committee; and
3. represent the membership at MCEA board meetings, as needed.

The secretary-treasurer shall:

1. keep an accurate record of the proceedings of all meetings of the Association and the Executive Committee;
2. carry on necessary correspondence of the Association;
3. be custodian of all funds;
4. receive and record all finances and transactions, pay all bills in a timely manner, and make a report in full at membership meetings;
5. make a summary report at membership meetings of all important minutes and correspondence;
6. turn over all records and funds of the Association to his/her successor within ten days of the completion of his/her term of office; and
7. keep Association's web site updated.

The past-president shall:

1. serve as a member of the Executive Committee during the year following his or her term as president;

2. represent the membership on the MCEA's John Hannah Award Committee; and
3. represent the membership at MCEA board meetings, as needed.

The Executive Committee as a whole shall arrange for seminar speakers and other relevant programs. Additional Association members may be asked to assist with this function. The president shall appoint one member of the Executive Committee to serve on the MCEA Professional Improvement Committee.

ARTICLE VII

Standing and Other Committees

The following standing committees shall be established by the Executive Committee within 30 days of the fall membership meeting. Each committee shall consist of at least three members appointed by the Executive Committee.

1. The Audit Committee shall audit the books of the treasurer annually and make a report to the membership at the fall membership meeting.
2. The Professional Recognition Committee shall issue a call for nominations for the Outstanding Extension Specialist and State Staff Award, select the award recipients and make the presentation at the Fall Extension Conference or the fall MAESPS membership meeting. This committee also shall handle other awards, as appropriate, and its chairperson shall serve on the MCEA Awards and Recognition Committee.
3. The Nominations Committee shall prepare a slate of nominees for Executive Committee elections in advance of the fall membership meeting.

Additionally, the Executive Committee shall be empowered to appoint other representatives to MCEA or other committees, as necessary.

ARTICLE VIII

Ad Hoc Committees

The Executive Committee shall be empowered to appoint ad hoc committees, as necessary. These committees shall be dissolved at the completion of the duties assigned.

ARTICLE IX

Amendments

Amendments to the bylaws shall be made by a two-thirds majority vote of a quorum of members present at a membership meeting. Notice of amendments proposed by the Executive Committee must be part of the call of the meeting. Members may make recommendations to the Executive Committee for bylaws amendments.