

Constitution of the New Mexico Extension Specialists' Association

Revised January 1997

Article I

The name of the Association shall be the New Mexico Extension Specialists Association.

Article II

The mission of the Association shall be:

- A. To promote and advance the Cooperative Extension program in its entirety.
- B. To develop and maintain the professional status and personal welfare of its members.
- C. To represent the interests of members and provide a voice for members to the administration.
- D. To promote networking and cooperation among specialists, researchers, and teaching faculty.
- E. To encourage and foster professional courtesy within the profession.
- F. To encourage and stimulate technology transfer as part of each specialist's role.

Article III

Membership in this Association shall be available to all subject matter specialist personnel (faculty and professional) with a minimum of .51 appointment actively employed by New Mexico Cooperative Extension Service. Personnel whose duties involve supervision of subject matter specialists (department heads, directors, and deans) are excluded from membership. Any person eligible for membership shall be admitted to the term for which the membership fee is paid.

Article IV

In addition to the annual meeting, subsequent meetings will be held as needed.

Article V

The officers of this Association shall consist of a president, president-elect, secretary, and treasurer to be elected as set forth in the by-laws. The duties of the officers shall be set forth in the by-laws of the Association.

Article VI

The constitution can be amended only by the procedure set forth in the by-laws of the Association.

By-laws of the Association

Article I

The officers of this Association shall consist of a president, president-elect, secretary, and treasurer.

The officers shall be elected at the annual meeting. Officers shall be elected to hold office one year and/or until their successors are elected and, upon election, shall immediately assume the duties of their respective officers.

Article II

The duties of the **president** shall be to:

1. Preside at all meetings of the Association and issue calls for all regular and special meetings.
2. Appoint the chairmen of all committees.
3. Communicate on a regular basis with the president-elect and encourage his/her participation in decision-making affecting the Association.
4. Serve as representative on the Director's Advisory Committee soliciting input from Association membership for each meeting and reporting actions to the membership.
5. Prepare and send a newsletter to the membership at least twice a year informing them of activity of the Association and the Director's Advisory Committee.
6. Be an ex-officio member of all committees.

Article III

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

1. To perform the duties of the office of president in the absence or in case of the disability or death of the president.
2. Serve as chairman of the Program Committee.

Article IV

The duties of the **secretary** shall be:

1. To keep an accurate record of the proceedings of all meetings of the Association.
2. To carry on necessary correspondence of the Association.
3. To send a letter of invitation to join the Association to all eligible non-members.
4. To turn over all records of the Association to his/her successor within ten days of the completing of his/her term of office.

Article V

The duties of the **treasurer** shall be:

1. To receive dues, be custodian of the funds and record all financial transactions, pay bills, and make a report in full at the annual meeting.
2. To pay all bills as authorized by the president.

Article VI

Committees of the Association shall include:

1. **Executive Committee** – made up of current officers and immediate past president. The Executive Committee shall consider items of importance that arise at times when members cannot meet and act on behalf of the Association if prompt action is required. Actions shall be reported to the membership in writing as soon as possible after taken.
2. **Nominating Committee** – made up of at least three (3) members. The Nominating Committee shall prepare a slate of qualified candidates to be voted on at the annual meeting.
3. **Members' Service Committee** – made up of at least three (3) members. The Members' Service Committee's duties include organizing social activities, selecting gifts, and sending cards and flowers as needed. The Committee will also be responsible for keeping the Specialist Memorial Plaque up-to-date.
4. **Program Committee** – made up of at least three (3) members. The Program Committee shall plan the program for the annual meeting in cooperation with the president and keep members informed of opportunities for professional development.

Article VII

Dues of the Association shall be determined by a majority of the members of the Association present and voting at the annual meeting. Dues for new members employed during the year will be prorated on a monthly basis.

Article VIII

Special assessments may be levied from time to time when approved by a majority of the members present and voting at any meeting of the membership.

Article IX

The fiscal year of the Association shall date from January 1 to December 31 of each year.

Article X

The Specialists' Association will participate as an active member of the Extension Federation. The Association president and immediate past president will serve as the Association's representatives to the Federation.

Article XI

A quorum will consist of no less than eight members of the Association.

Article XII

Amendments to the by-laws and constitution will be made according to procedures outlined in Robert's Rules of Parliamentary Procedure. Amendments must receive a majority of votes of the membership. All other matters requiring action by ballot will also require a majority of votes of the membership.