

Extension Professional Associations of Florida

OUR MISSION

The Extension Professional Associations of Florida

- 1) provides a framework for conducting professional development through, but not limited to, an annual meeting, including the handling of related monies (but not dues);
- 2) defines responsibilities so the coalition does not usurp the authority of the associations;
- 3) unifies the associations with the University of Florida/Institute of Food and Agricultural Sciences/Extension; and
- 4) communicates concerns and needs of its members where necessary.

OUR ORGANIZATION

The Extension Professional Associations of Florida is a coalition of the Florida Association of County Agricultural Agents, the Florida Extension Association of Family and Consumer Sciences, the Florida Association of 4-H Agents, Epsilon Sigma Phi – Alpha Delta Chapter, and the Florida Association of Natural Resources Extension Professionals.

OUR VISION

The Extension Professionals Association of Florida is committed to and supports the mission of Florida Extension.

The Extension Professional Associations of Florida is committed to providing a mechanism for dialogue and communication for the Extension organization.

The Extension Professional Associations of Florida encourages and supports cooperation and communication between Extension associations promoting mutual respect and an appreciation for the diversity of Extension professionals.

The Extension Professional Associations of Florida is committed to and supportive of professional development for all Extension professionals.

The Extension Professional Associations of Florida is a full partner in promoting Florida Extension among the people of Florida.

**Extension Professional Associations of Florida
Constitution and Bylaws**

Article I. Name

Section 1: An organization to be known as the Extension Professional Associations of Florida (EPAF) is hereby formed in January, 2005, pursuant to the actions outlined in Article VIII, Section 1

Article II. Purpose and Objectives

Section 1: The primary purpose of this organization is to establish and maintain a professional structure through which member organizations may be joined in a united educational and professional effort.

Section 2: The objectives of this organization are as follows:

- (1) To promote professional improvement of all professional Extension workers.
- (2) To support and encourage the development of a united approach to a total Extension program.
- (3) To provide opportunities for recognition of leadership and service, especially through an annual meeting.
- (4) To encourage and promote high professional standards and maintain a high esprit de corps among all members.
- (5) To promote understanding and cooperation among all Extension professionals and to provide a channel for exchange of ideas.
- (6) To establish and maintain a line of communication with Extension administration.
- (7) To provide educational programs for the benefit of the members.
- (8) To work for the benefit and service of members and ultimately for all the Extension customers of Florida.

Article III. Membership

Section 1: Member organizations shall be: the Florida Association of County Agricultural Agents (FACAA), the Florida Extension Association of Family and Consumer Sciences (FEAFCS), the Florida Association of Extension 4-H Agents (FAE4-HA), Epsilon Sigma Phi – Alpha Delta Chapter (ESP), and the Florida Association of Natural Resources Extension Professionals (FANREP).

Section 2: The University of Florida/ IFAS Dean for Extension shall provide annually a liaison from extension administration to serve as a non-voting member of the Board of Directors.

Section 3: New member organizations may be admitted by a 2/3 vote of board members, present at the board meeting held at the annual conference; with the following stipulations:

- Association must be nationally affiliated
- Association must have a minimum of 30 members
- Receives 1 voting delegate on the EPAF Board of Directors
- Upon reaching a membership of 50 or more, the Association will then be eligible to participate in the EPAF leadership rotation and will receive 2 voting delegates on the EPAF Board of Directors.

Article IV. Organizational Structure

- Section 1: The Extension Professional Associations of Florida shall be governed by a Board of Directors.
- Section 2: The Board of Directors shall consist of EPAF officers and committee chairs, voting delegates from the member associations, members of the EPAF Immediate Past-Presidents Committee, and the administrative liaison.
- Section 3: Voting delegates shall be the president and president-elect of each of the five professional associations: FACAA, FEAFCFS, FAE4-HA, ESP and FANREP.
- Section 4: Each member association shall have two (2) voting delegates on the Board of Directors.
- In the event that a voting delegate cannot attend an EPAF Board meeting, it shall be the responsibility of that member association's president to appoint a proxy.
- Section 5: The EPAF Chair shall vote only to break a tie.
- Section 6: Voting delegate members of the Board of Directors shall be empowered by their respective member associations to represent their particular and collective interests in conducting the business of EPAF.
- Section 7: The fiscal year, for purposes of budgeting and auditing, shall be January 1 to December 31.

Article V. Offices

- Section 1: The officers of this organization shall be chair, chair-elect, secretary and treasurer.
- Section 2: The offices of chair, chair-elect and secretary shall rotate annually among the five (5) member associations as follows:

<u>Office</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Chair	ESP	FEAFCS	FAE4-HA	FANREP	FACAA
Vice-Chair	FEAFCS	FAE4-HA	FANREP	FACAA	ESP
Secretary	FAE4-HA	FANREP	FACAA	ESP	FCS

The rotation shall continue in this manner unless modified by an amendment to the Bylaws.

Section 3: Each member association shall appoint representation to the Board of Directors for the office(s) it is assigned in the rotation.

The member association assigned the office of EPAF Secretary shall fill it with its president-elect.

The member association assigned the office of EPAF Vice-Chair shall fill it with its president.

The member association assigned the office of EPAF Chair shall fill it with its immediate past-president.

Should a vacancy occur during an appointment, it is the responsibility of the assigned member association to fill its designated office.

Section 4: The EPAF Treasurer is a non-voting officer of the Board of Directors. The office of Treasurer shall be filled by a nominee from the president of any member association.

The Treasurer shall be elected by the EPAF Board of Directors annually. A Treasurer may be re-elected to serve for more than one year.

Section 5: The term of office for all members of the Board of Directors shall begin and end with the “Exit Meeting” of the Board of Directors immediately following conclusion of the annual EPAF professional development conference.

Article VI. Meetings

Section 1: The Extension Professional Associations of Florida shall host a professional development conference for its member associations annually.

Section 2: The Board of Directors shall hold business meetings as deemed necessary during the year and an Annual Meeting at the site of the professional development conference.

Conduct of official business at the annual meeting shall require the presence of at least two voting delegates or designated proxy(ies) from each association, plus the EPAF chair or chair-elect.

EPAF Board meetings shall be held in person, via video conference, or phone with the exception of the meetings held at the annual conference.

In cases of state or national emergencies and where official government restrictions prevent face to face gatherings, and/or member institution restrictions prevent a

quorum, and upon approval of the board, the annual membership and board meeting may be held virtually using the latest technology, provided every delegate can be positively identified, all participants have the ability to communicate simultaneously and votes can be recorded. All votes should be made by roll call to ensure every vote is counted.

Section 3: A quorum for conducting business requiring a vote, at all meetings except the annual meeting, shall consist of at least one voting delegate member or proxy from each member association, plus the chair or chair-elect.

Section 4: Except as herein provided, proceedings, rules and parliamentary procedures shall be conducted according to Roberts Rules of Order, current revision.

Article VII. Committees

Section 1: Other committees of this organization may be established by the Board of Directors. Chair appointments shall be made annually by the EPAF Chair.

Standing committees established at the time of Bylaws adoption are as follows:

- Facilities
- Registration
- Program
- Sponsorships
- Auction
- Retirees
- Poster Session
- Abstracts
- Budget/ Audit
- Handbook
- and Policies
- Website
- Wellness
- In-Services

Committee additions or deletions may be made by the Board of Directors as deemed necessary.

Duties and responsibilities of committees shall be described in the EPAF Handbook and Policies, which is to be updated annually, as approved by the Board of Directors

Section 3: Presidents-elect shall be appointed to chair EPAF committees to the extent possible. Committee chairs may also be recruited directly from the member associations and appointed by the EPAF Chair as deemed necessary and appropriate.

Article VIII. Adoption and Amendments

Section 1: Ratification of this Constitution and Bylaws must be accomplished by a vote of two-thirds of the group of presidents and presidents-elect (or designated proxies) of the five (5) Extension professional associations in Florida, provided the membership of each association is notified in writing, by postal or electronic delivery, of the ratification vote at least thirty days in advance. Said notice shall include a copy of the proposed Constitution and Bylaws.

Section 2: The EPAF Constitution and Bylaws may be amended by a two-thirds vote of the voting delegates present at the Annual Meeting of the EPAF Board of Directors, provided the total membership of each member association is notified of the proposed changes at least thirty days prior to the meeting.