

Constitution and By-laws

Florida Association of County Agricultural Agents (FACAA)

Article I: Membership Dues

Section 1

The name of this Association shall be the Florida Association of County Agricultural Agents (FACAA), hereinafter referred to as the "Association". The Association shall continue to function until it officially is voted out of existence by a two-thirds (2/3) majority of the membership. This organization is a charter of the National Association of County Agricultural Agents, a non-profit organization, hereinafter NACAA and shall operate in a manner consistent with the NACAA Constitution and By-Laws. Extension agents and state faculty with an Extension appointment are eligible for membership and induction at the annual business meeting. Members of the Association shall be members of NACAA, through payment by the Association of membership dues to the National Association.

Section 2

The annual membership dues shall be set by the FACAA Board of Directors with changes approved by the membership, collectible by the Treasurer on or before the date of the annual business meeting. Dues shall be waived for first-year membership of new members who join during first year of employment.

Section 3

Agents granted Life Membership in the Association may be Life Members of NACAA upon payment of a fee, as prescribed by the By-Laws of that Association.

Section 4

Life and Honorary members shall not pay annual dues to the Association.

Section 5

Membership shall be revoked for failure to pay membership dues prior to March 15. The Board of Directors may revoke membership, for cause, providing the member is allowed a hearing with the Board in a regular meeting.

Section 6

Members may be considered for awards, recognition, scholarships, and other programs of the Association if, and only if, the Treasurer receives annual dues by January 1.

Article II: Board of Directors and Officers

Section 1

The Board of Directors shall be the governing body of the Association, The Board of Directors shall consist of the officers and ten (10) elected non-officer member Directors.

Section 2

A. The officers shall be President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President. (Revised (9/14/94)

B. The President-Elect shall automatically move into the office of the President. At the Annual Meeting, the following shall be elected: President-Elect, Vice President, Secretary, and Treasurer. Each shall hold office for a one year term or until a successor is elected and installed, President, President-Elect, Vice President, and Secretary commencing on the date of their installation; the Treasurer on January 1 of the year following the election. The Treasurer may be reelected, but shall not serve more than three (3) one year terms. No other officer shall be eligible to serve for more than one term in the same office. (Revised 9/14/94)

C. Except for the Treasurer, at least one officer shall be elected from each of the FACAA Districts in rotation as established by Section 3 of this article. (Revised 9/14/94)

D. The President-Elect will have the responsibility of working with committee chairs to insure that committee assignments are carried out in a timely manner. (Adopted 9/2009)

Section 3

Two (2) Directors shall be elected to represent each of the FACAA Districts of Florida. The districts shall stay current and match the UF/IFAS administrative organization unless UF/IFAS Extension removes districts completely. Currently districts are comprised of the following:

NW District – Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, and Washington.

NE District – Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Suwannee, Taylor, and Union.

Central District – Flagler, Hernando, Lake, Marion, Orange, Osceola, Putnam, Seminole, St. Johns, Sumter, and Volusia.

SW District – Charlotte, Collier, DeSoto, Hardee, Hillsborough, Lee, Manatee, Pasco, Polk, Pinellas, and Sarasota.

SE District – Brevard, Broward, Glades, Hendry, Highlands, Indian River, Martin, Miami-Dade, Monroe, Okeechobee, Palm Beach, St. Lucie, and Seminole Tribe.

State faculty with Extension appointments will be members of the District in which their office is located.

Directors shall be elected for a period of two (2) years with staggered terms. The two (2) Directors representing a District shall not be agents in the same county or faculty from the same department. (Revised 9/14/94)

Section 4

One (1) Webmaster will be assigned to the board. This position will be responsible for maintaining the information posted on the FACAA website (<http://faca.ifas.ufl.edu>). These duties include communication with the president and treasurer for up-to-date changes to membership, committee chairs, by-laws, policies, etc. This non-voting position will be appointed annually by the board and can be reassigned to an unlimited number of terms. (Adopted 8/31/11).

Article III: Meetings

Section 1

There shall be an annual business meeting of the Association, held at a time and place selected by the Board of Directors.

Section 2

Special meetings other than the annual business meeting may be held at the call of the President for purposes designated by the Board of Directors.

Section 3

The Board of Directors shall meet at least three (3) times during the year, at the call of the President. A quorum for meetings of the Board of Directors shall consist of a majority of the members of the board.

Section 4

The Secretary shall notify the membership of any meeting of the Association at least fifteen (15) days prior to the meeting. Notice shall include an agenda of the meeting. The Secretary shall forward a copy of the minutes of all meetings to the membership within thirty (30) days after the meeting.

Section 5

The order of business meeting shall be: 1. Call to Order by Presiding Officer 2. Invocation 3. Reading and Disposal of Minutes of Previous Meeting 4. Reports of Officers and Committees 5. Unfinished Business 6. New Business 7. Program 8. Adjournment

Section 6

Roberts Rules of Order shall apply in all meetings of the Association. (Revised 9/14/94).

Article IV: Delegation of NACAA, Awards, Recognition

Section 1

The Association shall have delegates to the Annual Meeting of the NACAA. The President shall designate delegates on or before June 30 of each year, in a manner prescribed by NACAA policy. The President shall be, or shall appoint, the chair of the delegation.

Section 2

Distinguished Service Award (DSA) and Achievement Award (AA) nominations shall be made in accordance with guidelines set forth by the National Association of County Agricultural Agents. Nominees for these awards shall be selected by a statewide committee of former recipients of the DSA, appointed by the President, representing each of the Association Director Districts equally. (Revised 9/1994)

Section 3

The Association shall grant other recognition for outstanding Extension programs, and shall offer professional development opportunities. The President shall delegate responsibility for selection of members of recognition and professional improvement.

Article V: Nomination, Elections, Filling of Vacancies

Section 1

The President shall appoint a Nominating Committee, to nominate candidates for the elected officers of the Association. The Nominating Committee shall report a slate of candidates at least thirty (30) days prior to the annual business meeting to the Secretary. Nomination will be called from the floor following the report of the Nominating Committee. Election shall be held during the Annual business meeting.

Section 2

Directors shall meet with members from the Districts they represent prior to the annual business meeting to nominate at least one candidate for Director for that District. The Director shall report nominations to the President-Elect and Nominating Committee. Nominations will be called for from the floor. Election shall be by the entire membership at the same time as election of officers.

Section 3

Each member shall be privileged to cast one vote for each elective office and for each elective position for each Director position.

Section 4

Voting shall be by voice, show of hands, or written ballot. Election of officers and Directors shall require a simple majority.

Section 5

Officers and newly elected Directors shall be installed in office at the close of the annual business meeting.

Section 6

A) The President-Elect shall serve in the absence or disability of the President. Vacancies in the offices of President-Elect, Vice President, Secretary, Treasurer, or Directors shall be filled by appointment of the President for the remainder of the term of office, subject to approval of the Board of Directors. (Revised 9/14/94)

B) If a FACAA board member or officer misses 2 consecutive meetings without written prior communication and justification, they will be asked by the president to step down from their position on the board. (Adopted 9/2009)

Article VI: Committees

Section 1

Committees and the nature and extent of their duties shall be such as the Board of Directors deems necessary to further the purpose of the Association. The President shall appoint all committee chairs and members. (Revised 9/14/94)

Section 2

A) The Educational Foundation committee shall be composed of current officers and directors and be responsible for screening and selection of scholarship recipients. Educational Foundation Committee shall be composed of four members appointed by the president plus the past-president serving as chair. This committee will be responsible for screening and selection of scholarship recipients. Those serving on the committee may not apply for a scholarship during the same year. (Adopted 8/31/11)

B) The five most recent Past Presidents shall comprise the Officer Nominating Committee. The immediate Past President will Chair this Committee. (Adopted 9/2009)

C) All members of the Awards and Recognition Committee shall have been recipients of the Distinguished Service Award. (Adopted 9/2009)

D) The Life Member Committee Chair will be a Life Member. (Adopted 9/2009)

E) Only paid members may serve on Association Committees. To insure this, after January 1, the President and President-Elect will verify all Committee members are in good standing with the Association. (Adopted 9/2009)

F) The selection of an annual Hall of Fame Award will be the responsibility of the Awards & Recognition Committee. (Adopted 9/2009)

Section 3

The Funding and Support committee shall be a standing committee and shall be composed of the five (5) most recent active past presidents having active membership in the Association. The Funding and Support Committee is responsible for raising funds for the Educational Foundation. (Adopted 8/31/11)

Article VII: Financial Affairs

Section 1

The Treasurer shall deposit all funds of the Association in a bank or banks designated by the Board of Directors as depositories for the funds of the Association.

Section 2

The President and the Treasurer must approve the withdrawal of any funds from the Association's account.

Section 3

The Board of Directors may refuse to pay any expense accounts by any person or committee until all required expense accounts are properly presented to and filed with the Treasurer and have been approved by the Board of Directors.

Section 4

The fiscal year of the Association shall begin on run from July 1 to June 30. (Adopted 8/2017)

Article VIII: Amendments

Section 1

These By-laws shall be amended by majority vote of members in attendance at the annual meeting. The Secretary shall notify the entire membership of any proposed amendments of the By-laws at least thirty (30) days prior to consideration for adoption. No amendments shall be adopted without such prior notification.

Section 2

All amendment shall include an effective date. (Revised 9/10/02)

Policies of FACAA (Updated August 2017)

1. Financial support is provided by the Dean of Extension's Office for FACAA each year is to be used to offset expenses of DSA and AA award winners attending the National Meeting to receive their awards. A maximum of \$250 per DSA or AA award winner will be provided. In addition, \$200 is available to offset the costs for a spouse, family member, or significant other to attend the national meeting. These are not funds that FACAA administers.
2. The President Elect of FACAA shall register as President of FACAA at the National Meeting should it occur during the summer months preceding his or her being installed as President at the FACAA Annual Meeting, generally held in September.
3. The FACAA President Elect shall attend and register as an Associate Member for the Florida Association of Counties (FAC) Annual Meeting. The President-Elect should notify the executive director of the Florida Association of Counties prior to becoming President, that he/she will represent FACAA as an Associate Member. The FACAA Treasurer will pay the necessary registration fees, in accordance with the Bylaws.
4. The President and President Elect shall attend the NACAA Public Issues Leadership Development Conference (PILD) and Joint Council of Extension Professionals Leadership Conference (JCEP) during their terms of office. Other officers may attend the Southern Region meeting provided funds are available. Registration fees, lodging, meals, and transportation will be paid by the FACAA, in accordance with the Bylaws.

5. The President Elect will Chair the County Commissioners Liaison Committee and will coordinate the FACAA "Country Store" at the Annual Meeting of the Florida Association of Counties.
6. FACAA shall provide one night's lodging and meals for Outstanding Agriculturist Award recipients and their spouses at the FACAA Annual Meeting.
7. If any active member passes away, FACAA will donate \$50 to the Educational Foundation in memorial. The Secretary will see that proper notification, carrying the President's signature, be sent to the family.
8. The FACAA Past-President will serve as chair and FACAA President as Vice-Chair of the FACAA Foundation Committee and their duties will include managing the foundation, coordinating the annual foundation breakfast and coordinating the scholarship and application and award. (Revised December, 2009).
10. The Treasurer will notify all potential Life Members that they need to pay their one-time Life Member dues.
12. Membership dues are not generally refundable; the Board of Directors must approve exceptions.
13. Requests for FACAA membership mailing list. The President and one member of the Executive Board will review each request and make a decision based on the merits of the request.
14. A plaque in recognition of service to FACAA will be presented to the President upon retirement from office at the EPAF Annual Conference.
15. Annually the FACAA President shall appoint an ambassador(s) to attend the New Agent In-Service Training social event to promote FACAA Membership. The association will attempt to coordinate this activity with the participation of the other Extension Agent professional associations.
16. The Winner of the FACAA "Young Professional Award" will receive a Plaque and \$100. In addition, they will be granted a stipend of up to \$300 to attend a National Meeting. This amount will be held in escrow for a period of not more than 2 years, after which time it will be transferred to the Educational Foundation Fund if not used and credit for contribution to the Foundation will be given to the recipient. (June 2005.)
17. Reimbursement of officer expenses for travel on behalf of the Association to attend training programs such as PILD, regional, and national training programs of JCEP and NACAA will be based on PeopleSoft guidelines for meals as well as actual expenses for registration, airfare, hotel and incidentals such as airport parking and shuttle services. (Sept. 2005).
18. An annual \$500 scholarship will be awarded from the educational foundation to a UF student in consultation with advisors from the Agricultural Education and Communication Department. The Chair of the Educational Foundation (Past President) shall coordinate with the student advisor to present the student with the scholarship recognition at an official FACAA meeting or an Ag Ed & Communication Student function. Recipient must be present for recognition at an official FACAA meeting. (Revised December 2008).