

Purdue University Cooperative Extension Specialists Association

CONSTITUTION AND BY LAWS

(As amended by the Association in meeting November 22, 1965; October 19, 1970; April 17, 1972; October 20, 1981; September 19, 1986; October 18, 1988; December 5, 1995; October 15, 1996; October 2003; October 2014; and November 2016; February 15, 2023)

ARTICLE I – NAME

The organization's name shall be Purdue University Cooperative Extension Specialists Association (PUCESA).

ARTICLE II – OBJECTIVES

PUCESA serves as an organization that:

1. Gathers Purdue Extension specialists from all departments.
2. Discusses issues that affect the mission of Purdue Extension carried out through Extension Specialists within the Colleges of Agriculture, Veterinary Medicine, and Health and Human Sciences.
3. Promotes the role of Extension within the University.
4. Provides professional development opportunities for Extension staff,
5. Recognizes Purdue Extension Specialists who have excelled in research and extension programming.

ARTICLE III – MEMBERSHIP

Section 1. Membership in the Association shall be available to all state staff of the Cooperative Extension Service, department heads who have one or more Cooperative Extension specialists within their department, district directors, and retired members of this Association.

Section 2. Initially, eligible members complete the PUCESA membership form to enroll as a member. This form will include contact information as well as their Extension affiliation. Members are expected to update their membership information as needed to reflect changes in job position or retirement. Each year members will be asked to make updates to their membership form. PUCESA shall maintain a current list of members that is electronically accessible to all members.

Section 3. Students with an interest in Extension can become a member if sponsored by an Extension Specialist. Student members will be able to attend meetings and workshops, but will not have voting privileges.

ARTICLE IV – OFFICERS AND EXECUTIVE COUNCIL

Section 1. The officers of PUCESA shall be President, President – Elect, Secretary, and Treasurer. These officers shall each perform the duties customarily performed by holders of these respective offices and such other functions as may be assigned by the Executive Council. In the event that a vacancy occurs in the office of the President-Elect, Secretary, or Treasurer, it shall be the responsibility of the Executive Council to appoint an appropriate replacement from the Executive Council or PUCESA membership to complete the term of office. The term for office holders on the Executive Council is one year, but may serve more than one term.

Section 2. Voting members of the Executive Council shall consist of at least one member from each of the following departments:

- College of Agriculture—4-H, Agricultural and Biological Engineering; Agricultural Communications; Agricultural Economics; Agricultural Information Technology (AgIT); Agronomy; Agricultural Sciences Education and Communication; Animal Sciences; Botany and Plant Pathology; Entomology; Food Science; Forestry and Natural Resources; Horticulture and Landscape Architecture;
- College of Health and Human Sciences Extension
- College of Veterinary Medicine.
- Purdue Center for Regional Development

Section 3. Departmental council representatives shall be selected by their respective departments, units, or schools and reported to the Secretary one month prior to the annual meeting. If a departmental council member leaves the University and/or the Association, it shall be the obligation of the members in that department or school to select a successor. A report must be made to the Secretary as soon as possible after that vacancy is filled. It is recommended that a departmental council representative serve no more than two consecutive 4-year terms.

Section 4. The election of Executive Council officers shall be held during the annual meeting. The council will appoint nominees for office prior to the annual meeting using the following guidelines:

- 1) Nominate one candidate for the officers of President-Elect, Secretary, and Treasurer.
 - a) Nominees for President-Elect must come from the present Executive Council.
 - b) Nominees for Secretary and Treasurer can come from the general PUCESA membership.

- 2) The current Executive Council President shall appoint a nominating committee (2-3 people) from the current council and/or membership to contact members for nomination to serve in vacant officer positions.

The President-Elect shall become the President in the succeeding year.

Section 5. Roberts Rules of Order shall be used on points not covered in these articles.

ARTICLE V – ASSOCIATION YEAR

The Association year shall be from the close of the annual meeting of the Association through the following annual meeting.

ARTICLE VI – MEETINGS

Section 1. Executive Council shall meet monthly throughout the academic year (typically no meetings held in January, June, July, and August).

Section 2. The annual meeting of the PUCESA general membership shall be held (in person or virtual) between October and December of each year, or with at least a 30-day notification to members.

Section 3. Special meetings of the PUCESA general membership and/or Executive Council may be called by the President or a majority of the Executive Council with at least a 14-day notification to members.

Section 4. Quorum – Members in good standing present shall constitute a quorum to conduct business at all general member meetings. A majority of the Executive Council Members shall constitute a quorum to conduct business at executive council meetings.

ARTICLE VIII – AMENDMENTS TO CONSTITUTION AND BY LAWS

Amendments to this Constitution and By Laws may be made at any regular or called meeting of the Association, provided notice of such proposed amendments is sent to the members at least 14 days before the meeting. A two-thirds vote of members present or those participating in an online vote shall be necessary for adoption of an amendment.

ARTICLE IX – EXECUTIVE COUNCIL

Section 1. The Executive Council shall have the power to designate and name any necessary committee, to define their duties and responsibilities, and to

delegate to such committees and of the power of the Executive Council as it may prescribe.

Section 2. It shall be the duty of the Executive Council to see that the books of the Treasurer are audited annually prior to the annual meeting. The auditing committee, appointed by the President, shall report to the membership at the annual meeting.

ARTICLE X – DUTIES OF OFFICERS

Section 1. The president a) presides at all Executive Council and membership meetings; and b) appoints committees and delegates responsibilities.

Section 2. The president-elect a) presides over meetings in the absence of the president.

Section 3. The secretary a) records and distributes minutes of all executive and membership meetings; b) distributes notice of all called executives meetings; c) serves as corresponding secretary, and d) maintains electronic or web-based information for membership.

Section 4. The treasurer a) maintains the membership list; b) maintains all fiscal records; c) submits financial records to the audit committee; and d) reports financial status at each meeting.

In addition to these responsibilities, the officers will fulfill any duties assigned by the Executive Council.