

**CONSTITUTION  
OF THE  
COLORADO COUNTY AGENTS ASSOCIATION**

Article 1 - NAME AND OBJECT

- Section 1 - This association shall be known as the Colorado County Agents Association.
- Section 2 - Objectives of this organization shall be to encourage a high standard of professional performance among Colorado County Agents; to promote a high degree of cooperation and loyalty among Extension workers; to assist in furthering the ways of means of improving the effectiveness of Extension work; to cooperate in carrying out the policies and programs of Colorado State University; to cooperate with the National Association of County Agricultural Agents; and to assist agents in the development of leaders and leadership.

Article II - MEMBERSHIP

- Section 1 - All Colorado off-campus Extension workers, CSU Extension Specialists, *CSU Administrators, and students who are members of Alpha Tau Alpha* are eligible for membership. They shall be referred to, hereafter, as Extension Agents.
- Section 2 - Those eligible for membership shall become bonafide members of this association upon payment of annual dues. Non-members will have neither voice nor vote in any meeting.

Article III - OFFICERS

- Section 1 - The officers of this association shall be (5) - President, President Elect, Vice-President, Secretary, and Treasurer.
- Section 2 - President, President Elect, and Vice-President shall be elected for a term of one year, and shall hold office for one year or until a successor has been duly elected. The Secretary and Treasurer shall hold office for two years, with the Secretary being elected on odd numbered years and the Treasurer being elected on even numbered years.
- Section 3 - Each officer shall be elected by a majority vote at the annual meeting of this association and shall assume office following his election.
- Section 4 - No person shall be elected to an office of the association unless said person has been a bonafide member of this association and a member at the time of election.
- Section 5 - In the event a vacancy occurs in any office, the Board of Directors are empowered to fill the vacancy.

Section 6 - All offices are up for election except that of President *and President elect*. *Nominating committees will consist of the Senior Board Member of each District*. Nominations can be made known to the ranks at any time. Nominations for CCAA offices will be taken from the floor according to the most current issue of Roberts Rules of Order at the time of the annual meeting.

Section 7 - *A member will hold elected office in only one association at a time.*

#### Article IV - DELEGATES

Section 1 - The Association shall provide support for a least one voting delegate to the annual meeting of the National Association of County Agricultural Agents.

Section 2 - The President of this association is hereby designated the official delegate of this association.

Section 3 - If this association is permitted additional delegates under Article IV, Section 3 of the Constitution and By-Laws of National Association of County Agricultural Agents, the first additional delegate shall be the President Elect, the second additional delegate shall be the Vice President and additional delegates, if required, shall be elected by the association or appointed by the Board of Directors.

Section 4 - In the event, the national association meeting in any given calendar year is after the Colorado annual meeting, the officers who had served the Colorado association for that calendar year would be the official delegates.

#### Article V - DUTIES OF OFFICERS

Section 1 - The President shall perform such duties as usually pertain to this office. He/She shall be the official representative of the association. The President is hereby empowered to call meetings of this association at such time as he/she deems necessary, per Section 3, Article IX. He/She is an ex-officio member of all committees.

Section 2 - The President Elect shall perform the duties of the president in the absence or disability of the president. The President Elect shall appoint all committees upon the approval of the Board of Directors. The President Elect is responsible for the reports of such committees, and is responsible for such reports to be properly recorded with the secretary of this association. He/She shall be an official delegate to the annual meeting of the National Association of County Agricultural Agents Association as prescribed in Article IV, Section 3. The President Elect shall publish a quarterly newsletter to all members of the Association.

Section 3 - The Vice President shall be responsible for sending a letter of welcome to all newly appointed Extension Agents or to any other person who will be eligible to belong to the Colorado County Agents Association. *He/She is responsible for making sure that all commodity groups within the State are visited by a CCAA representative*. He/She will also be responsible for a membership campaign and recruiting new members. He/She shall be an official delegate to the annual meeting of the National Association of County Agricultural Agents Association as prescribed in Article IV, Section 3. *The Vice President shall also*

*be responsible for updating the County Agent Handbook. The vice president will chair the nomination committee for CCAA upcoming year.*

Section 4 - The Secretary shall keep a proper record of all proceedings of this association. He/She shall in addition maintain a file of all correspondence of the association. The Secretary shall be the parliamentarian of the association and shall be responsible for keeping the Constitution and By-Laws of the association up to date. The Secretary may succeed himself/herself for no more than two consecutive terms.

Section 5 - The treasurer shall receive all monies due the association and shall pay all obligations to the association as approved by the Board of Directors. He/She shall maintain a proper and accurate record of all receipts and expenditures of the association for all members *and prepare a proposed budget for board review.* He/She shall forward to the National Association the annual dues, as assessed by the NACAA, for each member of the association. The Treasurer shall deposit all monies of the association in a bank or banks whose deposits are insured. The Board of Directors shall designate such bank or banks. The Treasurer shall pay only such bills as approved by the Board of Directors. The Treasurer may succeed himself/herself for no more than two consecutive terms.

Section 6 - *The proceeding years Officer of the Association will attend the Joint Board Meeting at Extension Annual Forum.*

#### Article VI - BOARD OF DIRECTORS

Section 1 - During the interim of meetings of this association all business and activities shall be conducted by the Board of Directors.

Section 2 - The Board of Directors shall consist of; 1) Five elected officers, 2) immediate past-president, 3) one Board members from each Extension Region, and 4) one specialist representative (state, campus, or regional). The regional representative and specialist Board members shall be elected each year at the annual meeting, with no term limits. Board members will meet at least three times per year.

Section 3 - The Board of Directors shall meet upon the call of any officer, and shall have at least a simple majority present to conduct business of this association.

Section 4 - The Board of Directors is responsible for establishing the time and place of the annual meeting of the association.

Section 5 - The Board of Directors shall meet just prior to the annual meeting and prepare a program of business for the annual meeting of the association. In addition, this Board shall properly report of their activities during the interim from the last meeting of the association.

#### Article VII - COMMITTEES

Section 1 - All committees shall be appointed by the president Elect upon the approval of the Board of Directors.

Section 2 - The Board of Directors shall prescribe the necessary standing committees, upon

the approval of this association, at each annual meeting for the ensuing year.

Section 3 - The Board of Directors is hereby empowered to designate all special committees deemed necessary to report on particular problems. Upon submission of final reports such committees shall automatically dissolve.

#### Article VIII - FEES

Section 1 - Each eligible member shall pay an annual fee, as decided according to Article VIII, Section 4, to the Treasurer of this association.

Section 2 - Such fee is payable on or before March 1 of the calendar year. {The dues for new members will be in the amount of the NACAA annual dues.}

Section 3 - The Treasurer shall provide a receipt upon payment of annual fees.

Section 4 - The annual fee amount can be changed by a vote of two-thirds of the members of this association.

#### Article IX - MEETINGS

Section 1 - This association shall have at least one meeting per annum.

Section 2 - Any special meeting may be called at any time at the discretion of the Board of Directors.

#### Article X - QUORUM

Section 1 - A quorum shall consist of the paid members attending any regular or special meeting of the Association.

#### Article XI - ORDER OF BUSINESS

Section 1 - Roberts Rules of Order shall apply in all meetings of this association.

Section 2 - The order of business for all meetings of this association shall be:

- A. Call to order by the President
- B. Minutes of previous meeting
- C. Treasurer's report
- D. President's report
- E. Executive committee report
- F. Old business
- G. Committee reports
- H. New business
- I. Election of officers for coming year
- J. Appointment of committees
- K. Adjournment

#### Article XII - ADOPTION

Section 1 - Upon adoption this constitution supersedes all previous constitutions and by-laws of this association.

Article XIII - AMENDMENTS

Section 1 - The constitution and by-laws once adopted may be repealed, amended, and/or revised at any annual meeting by an affirmative vote of two-thirds of those present, providing written notice of such change is given each member at least two weeks prior to the annual meeting.

**BY-LAWS**

Article 1

Section 1 - This association shall establish the Colorado County Agents Association Self-Assurance Fund (SAF) to provide financial support to current CCAA members or their spouse/significant other upon loss of the member or spouse/significant other. The current association treasurer and elected SAF committee members, consisting of current CCAA members, will be responsible for governing this program, including determining member eligibility, participation requirements, issuance of payment to spouse/significant other or beneficiary, application process and deadlines, and determination of use for excess funds.

Article II

Section 1 - Any agent who is not a paid CCAA member by March 1 of the current year will not serve on any committees representing CCAA or receive any awards from the State of National Associations.