

Bylaws of the University of Kentucky College of Agriculture & Human Environmental Sciences Alumni Association

ARTICLE I: NAME

The name of this association shall be The University of Kentucky College of Agriculture and Human Environmental Sciences Alumni Association

ARTICLE II: PURPOSE

The purposes of this organization shall be: To foster professional pride; to promote activities and projects for the advancement, best interests and welfare of the College; to assist in communicating the strategic plan of the College and University; and to provide activities, education, and supportive services for students, graduates, faculty, staff, members and friends.

ARTICLE III: MEMBERSHIP AND MEETINGS

Section I: Types of Membership

A. **Annual members:** Any person who has earned a minimum of 12 semester hours* at the University of Kentucky (U.K.) in the College of Agriculture or Human Environmental Sciences, or any person who is, or has been, a faculty member, employee, or extension professional with U.K. is eligible for annual membership with the annual payment of dues.

(*These semester hours may have been granted in the College of Agriculture, School of Human Environmental Sciences, College of Human Environmental Sciences, School of Home Economics, College of Home Economics or College of Education.)

B. **Associate Membership:** Persons who do not qualify for annual membership, but are friends of and interested in the welfare of the College may become associate members of the organization. Associate members may not vote or hold office.

C. **Honorary Lifetime Members:** Persons may be elected to honorary lifetime membership upon recommendation by the Executive Committee and approval by the State Board of Directors. Honorary lifetime membership may be conferred at the state level only. Honorary members may not vote or hold office.

D. **Life Members:** Any person qualifying for annual or associate membership as defined above may become a life member upon payment of Life membership dues. Life members shall have all the privileges of annual or associate members, depending upon their status as stated above.

Section II: Dues & Finances

A. Membership dues for the operation of the state Association will be collected as established by the Board of Directors. Both annual and lifetime payments are available.

B. The treasurer will monitor the income and expenses of the Association. The treasurer's books will be maintained by the professional staff of the College of Agriculture and Human Environmental Sciences Alumni Office and will be reviewed annually and audited at the request of the Board.

Section III: Meetings

A. An annual meeting of the Association shall be held at a place and on a date determined by the Board of Directors. At this meeting, in odd numbered years only, the members of the Association shall recognize new board members and transact other business as may be determined by the President and Board. Members present shall constitute a quorum.

B. Other meetings of this Association may be called by the Board. Members will be notified 30 days prior to the meeting.

Section IV: Area Chapters

A. The Area Chapters may adopt rules and regulations for governing as they see fit, as long as they do not conflict with the provisions of these by-laws.

B. Area Chapters shall meet at least once a year prior to the annual meeting. At the annual meeting of Area Chapters, officers will be nominated and elected and such other business shall be transacted as deemed necessary.

1. Area Chapter Presidents or their designees will serve on the Board of Directors.

2. **Area Chapter Presidents are expected to attend at least two Board meetings each year.** Presidents failing to comply with this provision in any year shall be considered as having forfeited their position on the Board.

3. In the event an Area Chapter President cannot attend a scheduled board meeting, the Area Chapter Vice President or an appointed representative shall be eligible to attend the meeting with full voting rights.

C. Area Chapters shall be established by the Board of Directors as stated in policy.

D. Alumni living outside Kentucky will be encouraged to join an area chapter of their choosing as well as the state Association. They will be entitled to rights and privileges available to in-state alumni consistent with their type of membership.

ARTICLE IV: OFFICERS & BOARD OF DIRECTORS

Section I: Officers

A. Officers of this association shall be President, Vice-President, Secretary, Treasurer, and Immediate Past President(s).

B. Elections:

1. Officers will be elected by the Board of Directors for a two year term from January 1 through December 31 beginning in odd- numbered years.

2. A nominating committee, appointed by the President, will present a single slate of officers to the Board of Directors for election. Nominations may also be made from the floor. The consent of the candidate for a specific office shall be required.
3. Officers cannot serve in the same position for consecutive terms. Individuals do not automatically advance to the next position.

C. Duties of officers:

1. The President shall preside at all meetings, appoint all committees and chairs as needed, be responsible for general supervision of the Association's work, act as chair of the Executive Committee, serve as chair of the Board of Directors and perform other usual duties of the office.
2. The Vice-President shall be responsible for the program of work and, in the absence of the President, assume the duties of the President.
3. The Secretary will record minutes of all Association, Board, and Executive Committee meetings, be responsible for meeting notifications and for other correspondence.
4. The Treasurer, who will be bonded, will monitor the income and expenses of the Association and will have the books reviewed annually and audited at the request of the board.

Section II: Board of Directors

A. The affairs of the Association shall be conducted by a Board of Directors consisting of:

1. The five officers of the Association.
2. The Area Chapter Presidents or their designees.
3. Three College faculty or professional staff members, recommended by the College Associate Deans and appointed by the President, one representing Instruction, one representing Research and one representing Cooperative Extension. Each will serve a two year term.
4. Three students:
 - a. One representative of the College of Agriculture Student Council who will serve a one year term.
 - b. Two students selected by the College of Agriculture Associate Dean for Academic Programs. Each will serve a one year term.
5. Two members-at-large appointed by the President of the Association, who will serve a two year term.
6. One representative to the National Agriculture Alumni and Development Association (NAADA) appointed by the President.
7. The Dean of the College of Agriculture who will serve as ex-officio, non-voting member of the Board.

B. The Board of Directors shall meet quarterly. Every board member is expected to attend at least two meetings each year. The President may, for good cause, call special meetings of the Board. Any member failing to comply with this provision in any calendar year shall be considered as having forfeited his/her position on the Board. A quorum of the Board of Directors for conducting business of the Association shall consist of fifty percent plus one member.

- C. No board member may hold two positions at one time.
- D. Any officer vacancies on the Board of Directors shall be appointed by the Board for the unexpired term of the vacant office.
- E. The Board of Directors shall adopt operating policies.

Section III: Terms of Office

- A. Area Chapter Presidents on the Board shall serve two-year terms. They will begin their term on the state Board at the conclusion of the winter annual board meeting following their elections. Their terms will end at the conclusion of the second winter annual board meeting following their election.
- B. Area Chapters will elect officers on a designated schedule as determined by the Board of Directors.

Section IV: Committees

- A. The Executive Committee of the Association shall consist of the five officers and the two at-large Board members. It shall meet as deemed necessary by the President of the Association. This body is empowered to conduct business that needs immediate attention, plan full Board agendas, and make recommendations for full Board consideration. Other powers and duties of the Executive Committee may be delegated to it by the Board. Two thirds of the Executive Committee shall constitute a quorum.
- B. The standing committees of the Association shall be: Annual Events, Awards, Endowments/Grants, Membership, Publicity/Advocacy, Budget/Finance and Student Recruitment.
 - 1. The chairs of the standing committees shall be current members of the Board of Directors or appointed by the President and approved by the Executive Board.
 - 2. Committee chairs may appoint other members from the Association to serve on committees representing Agriculture and Human Environmental Sciences interests.
- C. Ad Hoc committees shall be appointed by the President as needed.

ARTICLE V: AWARDS

This Association and Area Chapters may develop awards as desired to recognize the achievements and contributions of alumni, staff, faculty, and friends of the College.

- A. The Awards Committee will be responsible for developing, promoting and implementing the Alumni Awards program.
- B. All awards criteria must be approved by the Board of Directors.

ARTICLE VI: TAX EXEMPT STATUS

This Association is a non-stock and non-profit corporation. No part of the net earnings of the Association will inure to the benefit of, or be distributable to, its directors, officers, or other private persons,

except those earnings authorized by the Association as payment of reasonable compensation for services rendered or as payments or distributions to further the purposes set forth in Article I of these by-laws.

A. Notwithstanding any of the provisions in the Articles of Incorporation, the Association will not carry on any other activities not permitted to be carried on either by a corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future U.S. Internal Revenue Law) or by a corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Law.

ARTICLE VII: AMENDMENTS

These by-laws may be amended by a 2/3 vote of a quorum of the Board of Directors, provided the entire dues-paying membership has been notified 30 days in advance.

ARTICLE VIII: DISSOLUTION

Section I: In the event of the dissolution of the University College of Agriculture and Human Environmental Sciences Alumni Association, all monies and properties remaining after all creditors of the organization have been paid in full will be dispersed at the discretion of the Executive Committee to support the purposes of the organization as stated in Article II.

Section II: In the event of the dissolution of an Area Chapter, all monies remaining after all creditors have been paid in full and will be added to the area chapter scholarship fund or endowment.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Except as otherwise provided in its bylaws and policies, the Association shall be governed in its proceedings by the most recent edition of *Roberts Rules of Order*.

Operating Policies - UK College of Agriculture & Human Environmental Sciences Alumni Association

BACKGROUND

The following policies are established for the purposes of making an orderly transition in the merger of the Human Environmental Sciences Alumni Association with the College of Agriculture Alumni Association, to be known as the College of Agriculture and Human Environmental Sciences Alumni Association.

The policies also elaborate procedures and processes to further define the operations of the merged association per the adopted by-laws of the association.

The policies may be amended by action of the board of the association.

BOARD OF DIRECTORS

- A. The board of directors shall be composed of those positions described in the by-laws.
- B. For the two-year transition, the past president of the HES Alumni Association shall serve as an officer of the merged association.
- C. Prior to the merger of the two associations, the president of HESAA shall designate two at-large members to serve on the board and the executive committee for the years 2005-2007. At least one of the two at-large positions during 2007-2009 will be a representative of HES, appointed by the current (2004) HESAA president. As of 2010, the two at-large members shall be appointed by the president of the merged association.

MEMBERSHIP

A. Annual and Associate Member Dues

- 1. Annual dues shall be \$15 per year for annual and associate members. Dues shall be on a calendar basis for the time period, January 1 through December 31. Annual dues shall be deposited in the association's operational account for purposes of supporting the activities of the Association.

B. Complimentary Membership

- 1. A complimentary membership shall be given to all graduates and advanced degree graduates of the college for the year immediately following graduation. A letter will be sent to each graduate with a membership card and information about the Association.
- 2. A complimentary membership shall be given to all new faculty members for the initial year of their employment. A letter explaining this benefit shall be sent.

C. Life Membership

1. Life membership dues are \$200 and may be paid over a period of three years, \$80 per year. An individual graduate who was granted a complimentary membership in the year following his or her graduation, or a faculty member who was granted a complimentary membership during his or her initial year of employment, may purchase life membership for \$150 during that year.
2. Any HESAA or College of Agriculture life member at the time of the merger of the associations shall have life membership in the merged association.
3. Erikson and Scovell Society members who do not have life membership in either of the Associations at the time of the merger shall be granted life membership in the merged association. An individual who becomes an Erikson or Scovell Society member after the date of the merger of the associations and who does not possess life membership in the association shall be granted life membership.

FINANCES

60% of life membership dues shall be designated for the general endowment; 40% shall be designated to general operating expenses.

If the Ag & HES Alumni Board has a board member that is serving on the National Agricultural Alumni and Development Association (NAADA) Board, the board member will be reimbursed for travel expenses to NAADA's board meeting(s). Reimbursement will be based on the University of Kentucky's per diem rate.

Treasurer

The elected treasurer shall serve as chair of the budget/finance committee.

The staff person, the elected treasurer, and the designated Board member assigned to write checks in lieu of the treasurer, shall be bonded. The Association shall pay the cost of the annual bond.

Neither the elected treasurer nor the staff person serving in a disbursement function shall pay any expenses that are not included in the budget approved by the board, or the executive committee. The board or the executive committee acting on behalf of the board shall approve additional expenditures.

AWARDS

By February 15, 2005 the president of the merged association shall establish a committee, which may be composed of members of the board and the general membership to study all awards and ensure they reflect the purposes of the new association. The board shall adopt an awards program, beginning with the 2006 membership year. The awards shall be described within the written operating policies or incorporated by reference with that document. Until such time as the board or the executive committee acts upon the awards program, the awards in effect at the time of the merger shall continue.

ENDOWMENTS

A. Specific endowments that have been established by a bequest, pledge, or designated for a specific purpose through a legal agreement with the University of Kentucky shall not be modified by the association without the express consent of the initiator of the endowment.

B. The Board shall annually examine the general endowment program of the Association to determine if guidelines need to be changed to support the overall purpose of the Association.

AREA CHAPTERS

A. The state will be divided into 14 areas. The 14 area chapter Presidents or their designees will serve on the Board of Directors herein referred to as the Board.

B. Chapter presidents representing the 14 areas on the board shall serve a two-year term. They will begin their term on the Association Board at the conclusion of the winter annual board meeting following their election. Their term will end at the conclusion of the second winter annual board meeting following their election. New board members will be expected to be at the winter annual board meeting prior to taking office for orientation purposes only. New board members will not have voting privileges at this meeting.

C. The 14 Area Chapters are constituted of Kentucky counties as follows:

1. Bluegrass Area: Bourbon, Clark, Estill, Fayette, Harrison, Madison, Nicholas, Powell and Scott
2. Fort Harrod Area: Anderson, Boyle, Franklin, Garrard, Jessamine, Lincoln, Mercer and Woodford
3. Green River Area: Daviess, Hancock, Henderson, McLean, Ohio, Union and Webster
4. Lake Cumberland Area: Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor and Wayne
5. Licking River Area: Bath, Bracken, Fleming, Lewis, Mason, Menifee, Montgomery, Morgan, Robertson and Rowan
6. Lincoln Trail Area: Breckinridge, Grayson, Hardin, Larue, Marion, Meade Nelson and Washington.
7. Louisville Area: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble
8. Mammoth Cave Area: Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren
9. Northeast Area: Boyd, Carter, Elliot, Floyd, Greenup, Johnson, Lawrence, Magoffin, Martin and Pike
10. Northern Kentucky Area: Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen and Pendleton
11. Pennyrile Area: Caldwell, Christian, Crittenden, Hopkins, Livingston Lyon, Muhlenberg, Todd and Trigg
12. Purchase Area: Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, McCracken and Marshall

13. Quicksand Area: Breathitt, Knott, Lee, Leslie, Letcher, Owsley, Perry and Wolfe
14. Wilderness Trail Area: Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle and Whitley

D. The following chapters shall elect officers at their annual area meeting in even numbered years: Fort Harrod, Green River, Lake Cumberland, Lincoln Trail, Northern Kentucky, Purchase and Wilderness Trail.

E. The following Chapters shall elect officers at their annual meeting in odd numbered years: Bluegrass, Licking River, Louisville, Mammoth Cave, North-East, Pennyriple and Quicksand.

F. The area chapter configurations may be changed by action of the Board of Directors.

MEETINGS

Alumni members representing any school, department or unit within the College of Agriculture may be permitted to hold events on a cost-recovery basis.

*11/20/04 changes recorded by Celeste Moore, Executive Secretary
01/04/07 Dues increase updated by Jaime Sparrow, Alumni Program Coordinator
11/05/09 NAADA Representative Reimbursement updated by Diana Doggett, Treasurer*