

JOINT COUNCIL OF EXTENSION PROFESSIONALS - WISCONSIN BY-LAWS

Article I - Name

The name of this organization shall be the:
Joint Council of Extension Professionals – Wisconsin (JCEP-WI).

Article II - Vision and Mission

The Vision of JCEP-WI is:

To improve and strengthen the avenues of communication between Extension professionals, faculty and administrators and foster cooperation among Extension Professional Association members. JCEP-WI supports the Extension mission of outreach scholarship.

The Mission of JCEP-WI is:

To provide a unified voice which addresses the associations' issues and concerns, and create opportunities for interdisciplinary teamwork and networking.

Article III - Non-Profit Professional Organization

This is a non-profit professional organization and should the Council disband for any reason, assets shall go to a worthy cause as determined by the Executive Board.

Article IV - Membership

Section 1

Membership shall include all paid members of the following professional associations.

Wisconsin Association of Extension 4-H Youth Development Professionals (WAE4-HYDP)

is a professional organization with membership open to any person who has full or partial responsibility for UW-Extension youth development programs. Any university student aspiring to work as a UW-Extension youth development professional can also become a member. The mission of the Association is to promote, strengthen, and advocate for the Extension 4-H Youth Development profession while providing a safe forum, camaraderie, support and recognition of its members. Committees – communications, national conference, awards and recognition, and professional concerns – involve members in accomplishing the Association's goals. *Entre Nous* is the Association's publication which is published three times a year.

Wisconsin Extension Association of Family and Consumer Sciences (WEAFCS)

is a professional organization open to any UW-Extension employee holding a professional appointment working in the field of family and consumer sciences, or Cooperative Extension administration. WEAFCs educates professionals to empower individuals and families to make informed decisions. The objectives of the organization are to promote professional growth and development; encourage continued support from all levels of Extension administration; promote communications among all relevant groups regarding achievement in the area of Extension family and consumer sciences; and to develop an awareness of current social needs and concerns affecting families and communities.

Wisconsin Association of County Agricultural Agents (WACAA)

is a professional organization for county and area Extension agents and others maintaining membership in the National Association of County Agricultural Agents and approved by the Board of Directors. The objectives of the Association are to encourage excellence and professionalism by county and area Extension agents, improve effectiveness of Extension programs, provide assistance for agents to seek and participate in professional improvement opportunities, recognize and promote superior achievement, provide opportunities for exchange of program ideas, encourage qualified people to make Extension a career, bring attention to individuals and organizations who give assistance and leadership to County Extension programs and the Association and to continually work for improving conditions of work, salaries, and benefits for all Extension workers.

Wisconsin Extension Environmental and Community Development Association (WEECDA)

is a professional organization with membership open to both faculty and academic staff in the University of Wisconsin-Extension who have a responsibility, as identified by title or program in environmental, community development, and/or related subject matter, or any retired faculty or staff who have had responsibility in these areas. The objectives of the Association are: To improve UW-Extension environmental and community development efforts in the State of Wisconsin and beyond; to meet the educational needs and maintain the professional excellence of faculty and academic staff; to encourage scholarship through the organization's scholarship fund and to ensure the sharing of study findings; to encourage continuous sharing in general and knowledge exchange among the membership and related professional groups; to recognize excellence and service of our members and our partners in environmental and community development efforts; and to maintain a supportive climate for environmental and community development practitioners.

Epsilon Sigma Phi (ESP)

is a national Honorary Extension Association. The purpose of the association is to maintain high standards and ideals of the Cooperative Extension System; uphold the morale, prestige, and respect of its members; develop effective working relationships and fraternal fellowship; and promote professionalism within the Cooperative Extension System. Membership is extended to faculty or academic staff who are holding/have held a professional role with Cooperative Extension.

Article V - Executive BoardSection 1

The JCEP-WI Executive Board

- a) Shall consist of three representatives from each of the five professional associations.
- b) Initially, representatives from each association shall be elected/appointed in the following manner:
 - 1 representative for a 3-year term,
 - 1 representative for a 2-year term, and
 - 1 representative for a 1-year term.
- c) Thereafter each representative shall be elected for a 3-year term, unless fulfilling the remainder of an unexpired term due to vacancy. At least one from each group of three representatives should be a member of the board of their respective association.

Section 2

Responsible for appointing Executive Board members and others to committees, and for electing officers.

Section 3

If a vacancy on the Executive Board should occur, the respective association shall select a replacement to complete the unexpired term.

Section 4

Names and addresses of the Executive Board members shall be updated once a year or whenever there is a change in the Executive Board membership.

Article VI - Executive Board Meetings

Section 1

Meeting Frequency

- a) At least two meetings of the Executive Board shall be held annually to conduct the business of JCEP-WI.
- b) Other meetings shall be arranged as needed.

Section 2

Purpose of Meetings

- a) Annually review the mission, goals and purpose of JCEP-WI.
- b) Strengthen communications among the professional associations.
- c) Keep each association up-to-date on current issues directly affecting their membership.
- d) Define current concerns of each association as they affect Extension.
- e) Coordinate activities for the mutual benefit of all members.

Section 3

Attendance: Executive Board members are expected to attend all Board meetings, including teleconferences, or send a representative.

Article VII - Officers

Section 1

The officers of the JCEP-WI Board shall consist of a Chairperson, Chairperson-Elect, Secretary and Treasurer.

Section 2

- a) Initially a chairperson shall be elected for a 1-year term.
- b) The secretary and treasurer shall each be elected for a 2-year term.
- c) The Chairperson-elect shall be elected yearly to serve a two year term, the first year as chairperson-elect, the second year as chairperson.
- d) All officers shall be elected by the Executive Board, and assume office at the first JCEP-WI Board meeting following the annual conference.

Section 3

All officers serve on the Executive Committee.

Section 4

If a vacancy should occur for one of the officer positions, the Executive Board shall appoint an officer from the executive board to finish out the unexpired term.

Article VIII Duties of Officers

Section 1

Chairperson shall:

- a) Preside at each of the Executive Board meetings.
- b) Appoint appropriate committees as needed.
- c) Coordinate the efforts JCEP-WI's committees.
- d) Schedule Executive Board meetings in accordance with Article VI - Section 1 (a-b), prepare and send agendas to Executive Board members in advance.

Section 2

Chairperson-Elect shall:

- a) Preside at the Board meeting in the absence of the chairperson.
- b) Assume the duties of chairperson after a one year term.

Section 3

Secretary shall:

- a) Keep all records and minutes of meetings and submit copies to each Executive Board member.

Section 4

Treasurer shall:

- a) Keep accurate and detailed record of all money received and paid in connection with the JCEP-WI annual conference.
- b) Work closely with the JCEP-WI annual conference planning committee and the Cooperative Extension Financial Officer, who serves as the financial advisor to JCEP-WI.
- c) Keep record of all money received and paid in connection with JCEP-WI's activities.
- d) Prepare JCEP-WI budget for Executive Board's yearly activities.
- e) Prepare records for annual financial review after the annual conference and have ready for the JCEP-WI summer Executive Board meeting.

Article IX - Committees

Section 1

Committees shall be entrusted to carry out the goals of JCEP-WI and meet as needed and report to the Executive Board.

JCEP-WI Annual Conference Planning Committee

- a) Three representatives from each association shall serve on the annual conference planning committee. At least one representative of each respectively must be a member of the JCEP-WI Executive Board. All present for meetings vote.
- b) Planning committee members may recruit additional volunteers from their respective association to assist with the annual conference.
- c) Plan and coordinate the annual conference.
- d) Prepare and present the proposed schedule of events to the Executive Board for approval.
- e) Prepare and present the Annual Conference budget to the Executive Board for approval.

Executive Committee

- a) The four officers shall be on the Executive Committee, and shall have the powers of the Executive Board in extenuating or time-sensitive circumstances at the call of the Executive Board Chairperson.
- b) Each association shall have a representative on the Executive Committee. Should an association not be represented on the committee by one of the four officers, an at-large member is named by that association from among its three Executive Board members.
- c) Update and keep current the goals and bylaws of JCEP-WI to ensure JCEP-WI's mission is being achieved.
- d) Select the location and facility for the following year's annual association's conference.
- e) Ad hoc committees can be appointed. Examples are audit or PILD committees.

Promotion and Marketing Committee

- a) Build confidence in membership about JCEP-WI's mission.
- b) Articulate purpose of JCEP-WI to membership.
- c) Help Extension professionals understand association membership and relationship to faculty/academic staff governance and program areas.
- d) Coordinate the JCEP-WI Award or other JCEP-WI recognition.
- e) Coordinate publicity of JCEP-WI Award to recipients' county stakeholders.

Issues and Concerns Committee

- a) Identify and address issues and concerns of membership/associations.
- b) Develop strategies to provide opportunities for interdisciplinary teamwork and networking.
- c) Demonstrate to administration JCEP-WI's sincerity and effectiveness.
- d) Coordinate strategies for legislative political effectiveness.

Article X - Funding JCEP-WI Activities

Section 1

The JCEP-WI Executive Board will establish a budget for the JCEP-WI annual conference and the Board's yearly activities as defined in these bylaws. A fee will be assessed and paid by the members of the associations who attend the JCEP-WI annual conference to cover the expenses of the conference and JCEP-WI Executive Board activities.

Section 2

The Cooperative Extension Financial Officer shall serve as the financial advisor. This person will serve on the audit committee and advise the Treasurer and Board on financial matters, such as recommended cash handling procedures.

Section 3

A financial audit will be conducted at the close of each fiscal year, or at such time as the Executive Board shall determine. The books and accounts of the organization shall be examined by either a qualified auditor or an ad hoc committee.

Article XI - Authority in Parliamentary Law

The rules contained in the newest revised Robert's Rules of Order shall govern this organization in all cases where it is applicable.

Article XII - Amendments

Section 1

- a) Proposed by-laws changes by any association member or JCEP-WI Executive Board member must be submitted to the JCEP-WI Chairperson.
- b) The Chairperson will then distribute the proposed changes to the JCEP-WI Executive Board members 14 days in advance of the next scheduled meeting.
- c) Each association shall have one vote in a change of the by-laws.
- d) The by-laws may be amended by the Executive Board with a majority vote in accordance with Article XII - Section 1(c).

Adopted: March 11, 1994
Revised: May 20, 1994
Revised: March 20, 1998
Revised: April 14, 2004
Revised: December 12, 2005
Revised: May 21, 2009