

Illinois Extension Professionals for Youth Education By-laws

ARTICLE I - NAME OF THE ORGANIZATION

The name of this organization shall be the Illinois Extension Professionals for Youth Education (IEPYE).

ARTICLE II - PURPOSE

Mission

The Illinois Extension Professionals for Youth Education promotes, strengthens, enhances, and advocates for the personal and professional development of Extension professionals programming and promoting for youth.

Vision Statement

Illinois Extension Professionals for Youth Education is the recognized network for Extension professionals who provide programming and promotion for youth. The Association positively impacts its membership by:

- promoting personal and organizational development of all Extension professionals who provide programming for youth;
- increasing knowledge and skills through its newsletters, conferences and workshops;
- providing leadership opportunities and recognition of its members;
- assisting members in developing personal and professional satisfaction in their careers.
- improving the professional cooperation between its members and Extension administrators; partnering with internal and external organizations, recognizing the value of interdisciplinary teamwork and serving as a catalyst for further collaborations;
- promoting professional integrity and ethics between its members;
- providing leadership in anticipating youth issues and initiating action;
- embracing and encouraging diversity in youth programming;
- recognizing extension youth programming with diverse audiences;
- supporting diverse participation and dialog by its members;
- increasing interest in Extension youth work as a career.
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ARTICLE III - MEMBERSHIP

Membership in IEPYE is open to any current or retired University of Illinois Extension Staff members “as determined by Extension administration” who are engaged in the delivery of educational programs, without regard to race, color, creed, gender, age, religion, national origin, disability, veteran status, marital status, public assistance status, or sexual orientation. Membership is also open to the professional staff of the Illinois 4-H Foundation.

ARTICLE IV - OFFICERS

Section I

The officers of this Association shall consist of the President, Vice President, Secretary and Treasurer.

Section II

The President, Vice President, Secretary, and Treasurer shall be elected by a majority of the members present at the annual meeting. These officers must have served at least one year on the Board of Directors prior to their election. The Vice President will automatically assume the presidency after one year.

Section III

Officers shall take office immediately following their election. The President and Vice President shall serve a one-year term. The Secretary and Treasurer shall serve a two- year term. The Secretary shall be elected on even numbered years and the treasurer on odd numbered years. Officers may not succeed themselves. Interim officers elected by the Board to fill a vacancy shall be eligible to be elected by the membership to a full year's term in that same office.

Section IV - Vacancies

If officer vacancies occur, the Board of Directors shall elect an interim replacement from the Board at the first board meeting after the vacancy occurs.

Section V - Duties of the President

The President shall have duties normally associated with that office including the power to appoint committees. He/she may also call special meetings, plan the agenda for meetings, conduct the annual meeting and other necessary state meetings and represent the Association as called upon by the Director of Extension.

Section VI - Duties of the Vice President

The Vice President shall be responsible for programs of the annual and any other planned meetings of the membership and will also perform duties normally associated with that office. The Vice President shall serve as membership chairperson, maintaining the membership list and providing membership information to the Board of Directors and the National Association of Extension 4-H Agents.

Section VIII - Duties of the Secretary

The Secretary shall have those duties normally associated with that office.

Section IX - Duties of the Treasurer

The Treasurer shall accept membership dues collected by the IEPYE Vice President and keep all financial records necessary for the Association. The fiscal year of IEPYE shall be October 1 to September 30. The Treasurer shall close the books within two weeks of that date.

ARTICLE V - DUTIES

Section I – Duties

The business affairs and property of this association shall be managed and controlled by the Board of Directors.

Section II - Board Membership

The Board of Directors shall consist of directors, committee chairpersons, all elected officers of the association, and the immediate Past President. Committee chairpersons of the Member Recognition, Professional Development, Public Relations and Information, as well as the Newsletter Editor serve as voting members of the Board. Ex-Officio members serve on the boards as representatives of the Illinois 4-H Foundation Board of Directors and the Epsilon Sigma Phi Employee Benefits as non-voting members. The President of the Association serves as the board representative on the field staff advisory committee unless the director requests that members serve a two-year term in which case the President will serve this role in their year as President and Past President.

- The Newsletter Editor will be selected by the current Association President.
- The advisory committee shall be chaired by the immediate Past President and its members shall consist of all past presidents who are currently active members of the Association. This committee's responsibilities include nominating officers, serving in an advisory capacity to the Board and standing committees, and serving as the Policy and Resolutions Committee.
- The life member committee shall consist of at least three IEPYE life members. Members will serve a two year term, and individuals may serve consecutive terms. Members of the committee will be appointed by the IEPYE Board. Members interested in serving on the committee should contact the current IEPYE President. They will be installed at the Annual Meeting. Annually, the committee will choose a chair that will serve as an ex-officio member of the Board of Directors.

Section III - Association Directors

There will be one Association Director from each of the four regions, North, West Central, East Central, and Southern .

- Northern Region consist of the following counties:
JoDaviess Stephenson, Winnebago, Boone, McHenry, Lake, Carroll, Ogle, DeKalb, Kane, DuPage, Cook, Whiteside, Lee, LaSalle, Kendall, Will, Grundy, Kankakee, Rock Island, Mercer, Henry, Stark, Bureau, Marshall, and Putnam.
- West Central Region consist of following counties:
Henderson, Warren, Knox, McDonough, Hancock, Adams, Pike, Brown, Cass, Schuyler, Fulton, Peoria, Tazewell, Logan, Mason, Menard, Sangamon, Morgan, Scott, Greene, Jersey, Calhoun, Macoupin, Montgomery, Christian.

- East Central Region consist of the following counties:
Woodford, Livingston, McLean, DeWitt, Macon, Piatt, Moultrie, Shelby, Douglas, Coles, Cumberland, Edgar, Clark, Crawford, Champaign, Vermilion, Ford, and Iroquois.
- Southern Region consist of the following counties:
Madison, St. Clair, Monroe, Randolph, Bond, Clinton, Washington, Perry, Jackson, Union, Alexander, Pulaski, Johnson, Massac, Pope, Hardin, Saline, Gallatin, Williamson, Franklin, Hamilton, White, Jeffereson, Fayette, Effingham, Clay, Richland, Wayne, Jasper, Lawrence, Wabash, Edwards, and Marion.

They shall be selected by the membership from the region at a caucus before the annual meeting. Association Regional Directors shall serve a two-year term. The Association Regional Directors from the North and East Central Regions will be elected on odd numbered years; West Central and Southern Regions will elect Directors on even numbered years.

The duties of the Association Regional Director are to serve as regional chairperson and conduct regularly scheduled business meetings at the regional level. They will give reports on regional meetings to the Board of Directors and submit information on regional activities to the state association newsletter editor. Association Directors serve a two-year term and may not serve two consecutive terms.

Section IV - Association Regional Directors-Elect

The same year that a new Associaton Regional Director is elected, a Regional Director-Elect will be elected. The Association Regional Director-Elect will support the Association Regional Director by planning meetings, taking minutes, and preparing to take the role of Regional Director at the end of term.

An Association Director who transfers from one region to another must resign his/her directorship and may not complete his/her term. If an Association Director vacancy occurs because of transfer, resignation, or retirement, members from that region shall elect a new Association Director to fill the unexpired term.

Section V - Meeting Dates

The Board of Directors shall be inducted each year at the annual meeting of the Association and shall meet for the transaction of business as soon as practical after the annual meeting and as often thereafter as may be necessary to conduct business of the Association. Notice of regular and special meetings of the Board shall be given upon call of the President at least seven (7) days prior to the meeting.

Section VI - Quorum

A simple majority of the voting members of the Board must be present during any called meeting before business can be transacted.

ARTICLE VI - STANDING COMMITTEES

Section I -

This association shall have the following standing committees:

- A. Member Recognition
- B. Advisory
- C. Professional Development
- D. Public Relations &
Information
- E. Life Member

Section II -

Each standing committee shall select a chairperson and chair-elect and submit these names with the end of the year committee report. This written report is due at least two weeks before the Association's annual meeting. Committee chairpersons shall serve a two-year term. In even years a new chair will be selected for the Member Recognition and Public Relations and Information. In odd years a new chair will be selected for Professional Development. The life member committee will select a new chair annually to serve as an ex-officio member of the board. A list of life member responsibilities will be provided by the president.

The only exception to this is stated in Article VI Section I relating to the composition and chairmanship of the advisory committee.

Section III-

The Association shall have representation on the following committees:

- A. Illinois 4-H Foundation Board of Directors
- B. Field Staff Advisory Committee

ARTICLE VII - MEETINGS

Section I - Annual Meeting

The annual meeting of the Association shall be held in the fall prior to the first of the year. Notice thereof, starting date, time and place of meeting shall be given to the membership in such a manner as the Board of Directors may determine at least three (3) months prior to the meeting.

Section II - Special Meetings

Special meetings shall be called at any time by the President with concurrence of the Board of Directors. Notice thereof, starting time, date, and place of meeting shall be given to the membership at least three (3) months prior to the meeting.

Section III - Quorum for Annual or Special Meeting

A quorum of one-half (1/2) of the dues paying members must be present or represented by proxy votes delivered to the Association Directors prior to the meeting for business to be conducted.

ARTICLE VIII - DUES

Section I -

The membership dues of this Association shall be twenty-five (\$25) per calendar year. Association members who elect to take retirement may become life-time members by making a one time payment of two times the annual dues or \$50.00.

Section II -

Extension personnel who begin work for University of Illinois Extension after July 1 may join the Association for the remainder of that same year for one-half (1/2) the annual dues (\$12.50).

ARTICLE IX - MOTIONS

A motion may be passed by a simple majority of the dues paying members present or represented by proxy votes at any meeting of the Association.

ARTICLE X - AMENDING

The by-laws may be amended by a two-thirds (2/3) vote of the members present or represented by proxy vote, at the annual meeting or any other meeting called for the purpose of amending the by-laws, provided notice of the proposed amendment changes be given to the membership thirty (30) days prior to the meeting.

Last Amended – March 2017

IEPYE Policies:

- ◆ A slate of officers will be presented to the membership, by the advisory committee, to be voted on at the Fall Annual Meeting.
- ◆ When members of the association retire, a card from the IEPYE membership will be sent to the retiree by the IEPYE secretary.