

BY-LAWS
(Approved Nov. 25, 2008)

of

**Montana Association of
Community Development Extension Professionals (MACDEP)**

ARTICLE 1
National Affiliation

The Montana Association of Community Development Professionals (MACDEP) is the state affiliate of the National Association of Community Development Extension Professionals (NACDEP).

ARTICLE II
Mission

The mission of the Montana Association of Community Development Extension Professionals (MACDEP) is to encourage excellence in community development educational programs, processes, research, and technical assistance through the exchange of ideas and methods, collaboration, and professional development of members to benefit communities.

ARTICLE III
Purpose

The purpose of MACDEP shall be:

1. To provide quality professional development opportunities for members.
2. To create a reward and recognition structure for excellence in education, research, technical assistance and outreach in the Community Development areas of expertise.
3. To provide representation for MACDEP members with Montana State University (MSU) Extension and other agencies and organizations within and outside of MSU.
4. To affiliate with The National Association of Community Development Extension Professionals and/or other national organizations, which provide support for MACDEP as determined from time to time.
5. To provide opportunities for members to network, share and mentor others engaged in similar educational, research, technical assistance and outreach activities.

ARTICLE IV

Dues and Membership

Memberships of this Association shall be available to all Montana State University Extension professionals, Extension program associates, and Extension-related county staff, or retirees. Association members are in good standing and considered active when they have paid their annual dues.

1. Active Members:
 - a. State and National members. State and National dues paid members may vote, hold elected or appointed positions, and apply for scholarships at both levels.
 - b. State-Only Members. State-only membership in the Association is available without joining the national organization. While eligible to participate fully within the State Association, these members are not eligible to serve as a state officer (as defined in Article VII), hold national elected or appointed positions, apply for national scholarships and awards, or vote at the national level. They will not receive any national newsletter.
2. Professional members of other MSU Extension Associations may become members of this Association by paying dues. Non-members shall be allowed to participate in meetings, but will not be allowed to vote.
3. Dues of the Association shall be reviewed during at the MACDEP Annual Meeting.
4. Billing of dues will be handled by the treasurer and are payable to him/her no later than January 31.

ARTICLE V

Annual Meeting

There shall be an annual meeting of the membership at a location agreeable to the quorum as defined in Article XII (1). The call of the meeting shall be communicated to its members at least 30 days prior to the meeting date. Minutes shall be taken at Annual Meeting and all other meetings and shared with membership by some means convenient for all members to obtain and read at least 30 days after the meeting.

ARTICLE VI

Duties of Members

1. To determine a program of activities for the Association for the year and recommend such committees as are necessary for the completion of such a program.
2. To hold an organizational meeting of old and new Board of Directors (herein Directors, and defined in Article VI) and Executive Committee Members (herein Officers and defined in Article VII) during the annual meeting.
3. The MACDEP members will serve as the Board of Directors.

ARTICLE VII
Elections of Officers

1. During the MACDEP Annual Meeting, dues-paying members shall meet and elect its officers to an executive committee.
2. The officers of this association shall consist of president, vice-president, secretary and treasurer. They shall be elected by the quorum at the MACDEP Annual Meeting.
3. Any member is eligible for nomination to be president, vice-president, secretary or treasurer.
4. Nominees receiving a majority vote of the quorum as defined in Article XII (1) shall be declared elected.
5. Voting is open to all current members either present or voting by absentee ballot, submitted either in writing or electronically.
6. Officers shall assume their duties January 1, following their election and shall hold office for a minimum of one year and may hold multiple year terms.
7. Should one of the duly elected officers resign or leave office for any reason, the vacancy shall be elected by members, except in the case of the president, the vice-president would fill the unexpired term and members shall elect a new vice-president.

ARTICLE VIII
Duties and Responsibilities of the Officers of the Association

Sec. 1 - The President Shall:

1. Preside at all meetings of the executive committee, and the membership body and issue calls for the same.
2. Inspire leadership and represent the Association as the situation demands (When meeting with MSU Extension administration on MACDEP business, he/she shall see that the vice-president is also in attendance to provide continuity of policy).
3. Shall be empowered to appoint all committees.
4. Be an ex-officio member of all such committees.
5. Be empowered to fill all committee vacancies by appointment.
6. Nominate agents / specialists to National Association committees.
7. Initiate unusual and special correspondence with the knowledge of the secretary, such as congratulatory letters, letters of recommendation, etc.
8. Be responsible for the Annual State Report.
9. Be responsible for official representation of MACDEP where appropriate.
10. Shall be responsible for the historical records including reports and communications.

Sec. 2- The Vice-President Shall:

1. In the absence of the president, the vice-president shall assume the duties of the same.
2. Shall be responsible for collecting committee reports for the annual meeting (15 days prior to the annual meeting.)

Sec. 3 - Duties of the Secretary:

1. To keep an accurate record of the proceedings of all meetings of the Association and the executive committee.
2. Carry on the necessary correspondence of the Association.
3. To initiate and prepare progress reports from the executive committee to the membership under the name of the president, vice-president, secretary and treasurer.
4. Send copies of the minutes to members.
5. Send official notice of annual meetings to all members, including, all retirees in good standing.
6. Keep a list of state Officers and Directors up to date and properly inform the National Association.

Sec. 4 - Duties of Treasurer:

1. Be custodian of the funds. Pay all bills and prepare a financial statement for Board of Director meetings and membership meetings.
2. Initiate the collection of dues by sending invoices on or about December 1 with dues being paid by January 31 of each year, except for the first collection of dues after this association has been formed.
3. Maintain an up to date list of paid members with address, phone, email and other information deemed necessary.
4. The books of the treasurer shall be audited at the ending of term or office by an auditing committee appointed by the president, and the report of the committee shall be made to the membership at any meeting close to the end of the fiscal year.
5. Upon completion of his/her term of office shall turn over all records and funds of the Association to his/her successor within 10 days.

Sec. 6. - Duties of the Executive Committee.

1. The executive committee, as created in the By-Laws of this Association, shall be responsible for conducting the business of the Association in accordance with the policy and agenda set forth by the members at their Annual Meeting.

ARTICLE IX
Fiscal Year

1. The fiscal year shall date from Jan 1 to December 31.

ARTICLE X
Special Meetings

1. Special meetings of the membership of the Association may be called by the president. The membership must be notified 20 days ahead of the meeting.

Article XI
Order of Business

1. The order of business at all Association meetings shall be determined by an agenda drafted by the president and adopted by the quorum at the outset of the meeting. Procedures for meetings shall be based on Robert's Rules of Order Newly Revised (10th Edition) unless specified otherwise in these By-laws.

ARTICLE XII
Quorum

1. A quorum sufficient for the transaction of business by the membership at any meeting shall be a majority of those present at the meeting but not less than at least one-fourth of the eligible membership and so long as at least two of the executive committee members are actively participating. Nothing herein shall prohibit meetings or communication by telephone, email, teleconferencing or other electronic means as agreed appropriate by the membership.

ARTICLE XIII
Amendments

1. Amendments to the By-Laws shall be presented to the membership no later than 30 days prior to annual or special meeting of the membership. Any changes must receive a majority of votes by the quorum.