

**Oklahoma Association
Extension Agriculture Agents**

CONSTITUTION, BY-LAWS AND POLICY HANDBOOK

OKLAHOMA ASSOCIATION OF EXTENSION AGRICULTURE AGENTS

CONSTITUTION, BY-LAWS, AND POLICY HANDBOOK

TABLE OF CONTENTS

Page number	
Constitution-----	4-6
Name-----	4
Objectives-----	4
Membership-----	4
Membership dues-----	4
Meetings-----	5
Board of Directors-----	5
Officers-----	6
Duties of Officers-----	6
Quorum-----	6
Amendments-----	6
By-Laws-----	7
Delegates to National Meeting-----	7
Committee Reports-----	7
Amendments to By-laws-----	7
Policies-----	8-26
General Policies-----	8
Policies Affecting Duties of OAEAA Officers and Directors-----	8-12
President-----	8-9
President-Elect-----	9-10
Vice President-----	10-11
Secretary/Treasurer-----	11
Secretary/Treasurer-Elect-----	12
Immediate Past President-----	12
Policies and Duties of OAEAA District Directors-----	13
OAEAA Committees, Professional Enhancement Councils, Duties and Responsibilities--	14-19
Association Policy-----	14
Extension Programs-----	15
Fairs and Shows-----	15
4-H and Other Youth-----	15
Professional Training-----	16
Public Information-----	16
Pubic Relations-----	17

Page number	
Recognition and Awards-----	17
Scholarship-----	17-18
Policies Concerning OAEAA Committee Chairs-----	18-19
OAEAA NACAA AM/PIC DELEGATE EXPENSES POLICY-----	19
Eligibility Requirements for DSA and AA-----	20-21
Distinguished Service Award Requirements-----	20
Achievement Award Requirements-----	21
Eligibility Requirements for OAEAA Awards-----	22-23
OAEAA Outstanding New Extension Agent Award Requirements-----	22
OAEAA Outstanding State Specialist Award Requirements-----	22
OAEAA Friend of Extension Award Requirements-----	23
Policy Regarding Special Recognition-----	23
OAEAA Annual Meeting Policy-----	24
Purpose of Annual Meeting-----	24
Responsibility of Board-----	24
Responsibility of President-----	24
Selection of Meeting Site-----	24
Annual Meeting Policies in Brief-----	24
OAEAA Auction Funds Distribution-----	25
Sponsors and Donors-----	25
Annual Meeting General Policy Understandings-----	25
Approval of Meeting Expenses-----	25
OCES Policies Regarding OAEAA Meetings-----	26

The last revision of this handbook was 08-16-2002.

OKLAHOMA ASSOCIATION OF EXTENSION AGRICULTURE AGENTS

CONSTITUTION

ARTICLE I - NAME

Section 1.

The name of this Association shall be the Oklahoma Association of Extension Agriculture Agents.

ARTICLE II - OBJECTIVES

Section 1.

Objectives of this Association are:

1. Encourage high standards of professional performance
2. Improve effectiveness of OSU Extension work
3. Motivate members to participate in professional studies and activities
4. Encourage loyalty and mutual helpfulness among Extension Agents.

ARTICLE III - MEMBERSHIP

Section 1.

Regular membership in the Association shall be open to any county, unit, area, district, or state agriculture, rural development or 4-H Cooperative Extension worker with Extension appointment within the Division of Agriculture and Natural Resources at Oklahoma State University or Langston University, except those with administrative responsibility. (Amended: 6-15-98) Retired Extension Agents shall remain as active members with all rights and privileges through the end of the currently paid dues cycle.

Section 2.

Associate members are retired and former Extension Agents who have served at least five years in the Cooperative Extension Service, (provided they have paid their lifetime membership dues to NACAA.)

1. Associate members will not have voting rights in OAEAA.
2. Associate members will elect such officers as needed for their group.
3. The Associate members' elected officers or designated representatives will be invited to meet with, act in an advisory capacity, and assist in the activities to promote the welfare of the OAEAA, Cooperative Extension work and workers.
4. The Associate members group will be organized in a manner that will permit support and action on matters of importance to the OAEAA independent of the OAEAA.

ARTICLE IV - ANNUAL MEMBERSHIP DUES

Section 1. (Amended 7-10-02)

The Board of Directors shall recommend the state portion of the dues. This recommendation must be passed by two-thirds majority of those in attendance at a regular OAEAA Annual meeting. The state portion of the dues is in addition to the required national dues as set by NACAA.

The membership year begins with the OAEAA Annual Meeting/Professional Improvement Conference.

ARTICLE V - MEETINGS

Section 1.

The OAEAA Annual Meeting can be held at any time during the calendar year with the date set by the Board of Directors at which time the annual business meeting for election of officers for the year shall be held. A special meeting of the OAEAA may be held upon call of the President with the consent of the Board of Directors. A regular meeting shall be either the OAEAA Annual Meeting or the meeting at Oklahoma Cooperative Extension Service Annual Conference. Notices shall be mailed to all members five days prior to any state-wide meeting or such time that all members have been given an official notice one day prior to the meeting date.

Section 2.

The OAEAA Annual Meeting will be hosted by districts on a rotating basis as follows:

Southeast
Northeast
Northwest
Southwest
State Specialist

1 Amended 7/12/01 to add state specialists to rotation.

*** Guidelines for hosting meeting are available from the OAEAA Secretary-Treasurer.

ARTICLE VI - BOARD OF DIRECTORS

Section 1.

The Board of Directors shall consist of two members from each of the Extension districts in the state, together with the President, President-Elect, Vice-President, Secretary/Treasurer, Secretary/Treasurer-Elect and Immediate Past President.

State Extension Specialists, who are members of OAEAA, together shall be considered as a Special Extension District. This Special District shall be allowed to elect only one representative to the OAEAA Board of Directors unless the state specialist membership in the OAEAA is 15 or more, in which case they can elect a second representative to the OAEAA Board of Directors.

The District Directors shall be elected by special caucus of the membership from the district in which they work during the OAEAA Annual Meeting with the Senior member as chairman. The new Director shall be elected for a two-year term. Vacancies may be filled by appointment by the President, until the next regular meeting. The Board of Directors may meet as often as deemed necessary by the President and Board.

(Amended - 1992)

Section 2.

The Senior Director of each district shall be responsible for the collection of the dues of the members in his/her district. The Board of Directors shall carry out the policies and business of OAEAA.

ARTICLE VII - OFFICERS

Section 1.

Officers of OAEAA will consist of a President, President-Elect, Vice-President, (each to serve a one-year term only), Secretary/Treasurer and a Secretary/Treasurer-Elect (each to serve a two-year term only). The officers shall be elected by the members of the association at the OAEAA Annual Meeting. Candidates shall be nominated by a committee consisting of the Senior Directors from the Extension districts and the three Immediate Past Presidents. Other nominations may be made in addition to those of the Nominating Committee. The Executive Committee then shall be composed of the President, President-Elect, Vice-President, Secretary/Treasurer, Secretary/Treasurer-Elect, together with the Immediate Past President. In case an OAEAA Annual Meeting is not held, balloting will be done by mail.

Section 2.

Officers and Directors replacement - If a vacancy should occur within either the slate of officers or Directors and the Constitution does not provide for a replacement, the Board of Directors shall appoint a replacement who will serve until the OAEAA Annual Meeting at which time the replacement will be selected by the association membership. The Board of Directors will have the discretion to permit the membership to select the replacement if it so desires.

Section 3.

New officers, district directors and committee chairmen will assume duties immediately after the OAEAA Annual Meeting. If the NACAA Annual Meeting/Professional Improvement Conference does not occur within the year an OAEAA President is in office then he/she as Immediate Past President, will be responsible for conducting the duties of OAEAA President at the NACAA Annual Meeting/Professional Improvement Conference.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1.

The President shall preside at all meetings of OAEAA and all meetings of the Board of Directors. The President shall appoint such committees as are necessary. The President-Elect shall serve in the absence of the President or in case of vacancy of the office. The Secretary-

Treasurer shall keep all records of OAEAA. The President shall have authority to contact or call a meeting of executive officers and directors to transact necessary business pertaining to the OAEAA. When time does not permit or it is economical to do so, the President is empowered to transact emergency business. All transactions will be reported to the membership at the OAEAA Annual Meeting.

ARTICLE IX - QUORUM

Section 1.

A quorum shall consist of those members present at the date and time of a regular meeting.

ARTICLE X - AMENDMENTS

Section 1.

This constitution shall be amended by two-thirds vote of the membership present at any regular meeting. A copy of all proposed amendments must be mailed to all members by the Secretary at least 10 days previous to the OAEAA Annual Meeting at which time action will be taken on the proposed amendment. A regular meeting shall be either the OAEAA Annual Meeting or the meeting during the Oklahoma Cooperative Extension Service Annual Conference.

OKLAHOMA ASSOCIATION OF EXTENSION AGRICULTURE AGENTS

BY-LAWS

ARTICLE I - DELEGATES TO NATIONAL MEETING

Section 1.

The number of members in OAEAA determines the number of official (voting) delegates to the NACAA AM/PIC (Number determined by NACAA policy.) The President, President-Elect and Secretary/Treasurer, Vice President will occupy voting delegate positions, in that order. If any of the above named officers cannot attend the NACAA AM/PIC a replacement will be named by the OAEAA President with priority consideration given to Distinguished Service Award winners. (Amended: 6-15-98)

ARTICLE II - COMMITTEE REPORTS

Section 1.

OAEAA professional enhancement councils and standing committees are required to report to the OAEAA membership and Board of Directors as directed by the Board.

The following procedures concerning professional enhancement councils and standing committees reports to the board and membership are to be followed at each annual meeting/professional improvement conference of the Oklahoma Association of Extension Agriculture Agents.

- a) The chairpersons of OAEAA professional enhancement councils and standing committees are required to provide a written report to the OAEAA Vice President immediately following the council and committee meetings held during the OAEAA AM/PIC.
- b) OAEAA Vice President will review the council and committee reports and bring before the Board any recommendations that require board action or approval by the membership.
- c) The OAEAA Board of Directors will meet during the OAEAA AM/PIC to take action on OAEAA council or committee recommendations as reported by the Vice President.
- d) Prior to the adjournment of the OAEAA AM/PIC the OAEAA Vice President will provide a written report to the OAEAA membership concerning board actions taken on council and/or committee recommendations. If lack of office equipment prevents the expeditious printing of the report the Vice President may present an oral report but a written report must be provided to the membership as soon as possible following the OAEAA AM/PIC.
- e) The OAEAA Board will bring to the vote of the membership any issues or recommendations made by OAEAA councils and committees that require a change in the OAEAA Constitution and By-Laws or are a major change in OAEAA policy.
- f) OAEAA members can call from the floor for discussion and vote of the membership on any committee report and override the decision of the Board by a simple majority vote.
- g) A simple majority vote of the members present at any regular meeting will approve Professional Enhancement Councils or Standing Committee recommendations brought before the membership by the Vice President. When committee reports are approved it will make the report a guideline for action for by OAEAA.

Section 2.

When OAEAA wishes to annul a Standing Committee recommendation or resolution approved by the board or that membership has previously approved, the course of action will be to rescind the recommendation or resolution. Any member of OAEAA can make a motion to rescind any standing committee recommendation or resolution. A simple majority vote of the members present at any regular meeting will annul a Standing Committee recommendation or resolution.

Section 3.

- a) After approval by the OAEAA membership, the Standing Committee member designated as "Committee Member Responsible For Follow Through" will have the duty to carry out the committee recommendation.
- b) "All professional enhancement councils and standing committees of OAEAA and shall be appointed by the Vice President during an OAEAA AM/PIC, subject to the approval of the Board of Directors and approved by a two thirds vote of the OAEAA membership present at any regular OAEAA meeting. Addition or elimination of any OAEAA professional enhancement council or standing committee will require approval of a two thirds vote of OAEAA membership present at any regular meeting of OAEAA."

ARTICLE III - AMENDMENTS TO BY-LAWS

Section 1.

The OAEAA By-Laws shall be amended by a two-thirds vote of the membership present at any

regular meeting. A copy of all proposed amendments must be mailed to active OAEAA members, by the secretary, at least 10 days prior to any regular meeting at which action on proposed amendments is to be taken.

OKLAHOMA ASSOCIATION OF EXTENSION AGRICULTURE AGENTS

POLICIES

GENERAL POLICIES OF OAEAA

1. The Constitution and By-laws establish the organizational structure and operational guidelines for OAEAA.
2. The publication and revision of the Oklahoma Association of Extension Agriculture Agents Constitution, By-Laws, and Policy Handbook will be the responsibility of the OAEAA Association Policy Committee and subject to approval by the OAEAA Board of Directors.
3. Members desiring to effect a change in the OAEAA constitution, by-laws, or policies should submit a written copy of the suggested changes and revisions to the Officers and Directors of the OAEAA.
4. Policies to direct various activities of OAEAA may be developed by the Board of Directors (not to conflict with articles of the Constitution or By-laws). Suggestions for new policies or changes in policy may come from members, OAEAA Standing Committees or Ad-hoc Committees, or from within the Board.
5. New policies that involve expenditure of OAEAA funds or significantly impact OAEAA procedures will be presented to the membership and subjected to a vote of approval.
6. Changes in policy determined by the Board will become effective immediately unless otherwise directed by the Board.
7. Changes in policy presented to the membership do not require prior notice of the membership, are approved by a simple majority vote, and become effective immediately, unless otherwise stated in the motion of approval.
8. Only dedicated, capable, and active members should be recommended for becoming OAEAA Officers, Directors, or Committee chairs.
9. Postage expenses for conducting official OAEAA business will be reimbursed to OAEAA Officers, Directors and Committee chairs.

POLICIES AFFECTING AND DUTIES OF OAEAA OFFICERS AND DIRECTORS

President

The President of OAEAA shall perform such duties as usually pertain to this office. This person shall have the power to call meetings of the OAEAA membership, the Executive Committee and Board of Directors, and shall preside at such meetings and be a member ex-officio of all OAEAA committees.

Other responsibilities:

1. Provide to newly elected officers and directors a copy of the duties of the office to which they have been elected.
2. Develop the program for the OAEAA Annual Meeting.
3. Promote and advertise the OAEAA Annual Meeting and other activities through the OSU Director of Oklahoma Cooperation Extension Service newsletter, OAEAA newsletter, and other appropriate means.
4. Extend official invitations to the OAEAA Annual Meeting to: retired OAEAA members; President of Oklahoma State University; Dean of Agriculture, Oklahoma State University; Associate Director of the Oklahoma Cooperative Extension Service; Assistant Director of Extension Agriculture and Rural Development Programs; Department Heads in the Division of Science and Natural Resources; Presidents of OAFCS, OAE4-HA, Epsilon Sigma Phi; other persons important to the promotion and professionalism of OAEAA.
5. Write a quarterly OAEAA newsletter and make it available to the OAEAA membership.
6. Present the Oklahoma state flag during the opening ceremonies of the NACAA AM/PIC.
7. Purchase, at OAEAA expense, a cowboy hat for the NACAA president. Contact the president of NACAA and obtain information on hat size, style, etc.
8. Present a cowboy hat to the out-going president of NACAA during the State President and Vice President Luncheon at the NACAA AM/PIC.
9. Notify OAEAA membership of fund-raising activities, i.e. OAEAA Annual Meeting auction, solicit auction items, and participation of Extension administration.
10. The President or a designee of his/her choice should represent OAEAA at meetings and activities of other organizations when appropriate. The President shall determine which meetings or activities are appropriate to attend by considering the following criteria:
 - a) Does an opportunity exist to promote OAEAA and/or maintain professional relationships that are important to OAEAA?
 - b) Is there an opportunity to actively and meaningfully participate in the organization's program?

11. Continually seek and identify ideas, programs, activities, etc. that can be implemented by OAEAA to make it a better service to its members and a more professional association.

12. Be alert when visiting other OAEAA members to observe those doing a good job. These are the agents worthy of leadership positions within OAEAA.

13. Upon the death of an active OAEAA member the OAEAA President shall send flowers to the family on behalf of the OAEAA membership. Upon the death of a close relative of an OAEAA Officer or Director the President shall send flowers or a sympathy card to the family, which ever the Board deems appropriate, on behalf of the Association.

PRESIDENT-ELECT

The President-Elect shall perform the duties of the President in case of his/her absence, disability or resignation of the President, and shall assume any other obligations that may be assigned this person by the President or Board of Directors.

Other responsibilities:

1. Three to six months prior to the OAEAA Annual Meeting, contact past OAEAA sponsors and solicit financial donations to support the upcoming OAEAA Annual Meeting.

2. Identify, contact and solicit funds from potential new sponsors of the OAEAA Annual Meeting.

3. During the OAEAA Annual Meeting, provide to the Board and members a list of names and addresses of OAEAA donors and sponsors.

4. Work with the OAEAA Secretary/Treasurer and the OAEAA Annual Meeting Committee in arranging, scheduling and extending invitations to the First-Timers Breakfast and the Administrative Breakfast.

a) Identify OAEAA members who are first-time OAEAA Annual Meeting attendees and invited them and their spouses to the OAEAA Annual Meeting First-Timers Breakfast.

b) Arrange for an OAEAA Officer, OAEAA past president or NACAA Southern Region Director to make welcoming comments during the First-Timers Breakfast.

c) Active OAEAA past presidents are invited to the First-Timers Breakfast.

d) Invite current OAEAA Officers and Directors, OSU Dean and Director of Agriculture, Associate Director of Cooperative Extension, and Assistant Director of Extension Agriculture Programs to attend the Administrative Breakfast. Visit with OSU Extension administration concerning payment of expenses for this activity. In past years the Extension administration has paid for this meal.

5. Obtain a plaque for the outgoing OAEAA President.
6. Contact OAEAA Directors and other OAEAA members to promote and solicit the donation of items to be sold at the auction conducted during the OAEAA Annual Meeting.
7. Attend, at OAEAA expense, NACAA Southern Region Officers Workshop and present reports as requested by NACAA Southern Region Directors.
8. Attend, at OAEAA expense, the JCEP Officers Workshop in Washington, DC.
9. Continually seek and identify ideas, programs, activities, etc. that can be implemented by OAEAA to make it a better service to its members and a more professional association.
10. Be alert when visiting other OAEAA members to observe those doing a good job. These are the agents worthy of leadership positions within OAEAA.

VICE PRESIDENT

The Vice President shall perform duties of the President in case of the absence, disability or resignation of both the President and President-Elect. The Vice President will assume the duties of the President-Elect in case of disability or resignation of the President-Elect. The Vice President shall assume any other obligation that may be assigned this person by the President or Board of Directors.

Other responsibilities:

1. The Vice President assumes responsibility for OAEAA committee work.
2. Provide to newly elected committee chairs a list of duties and responsibilities of the committee that he/she will be chairing and also the policy regarding OAEAA committee chairs.
3. Members of OAEAA committees are assigned by the Vice President. The Vice President will prepare the entire committee rosters for presentation to the OAEAA membership during the OAEAA Annual Meeting. Old committee rosters should be reviewed to determine members who will move to new committees and those with time remaining on their current committee assignment.
4. Immediately following the OAEAA Annual Meeting, the Vice President is responsible for reviewing OAEAA committee reports to determine actions and recommendations that need the attention of the OAEAA Board of Directors.
5. At the first OAEAA Board meeting following the OAEAA Annual Meeting, provide a report to the Board of Directors concerning OAEAA Committee reports and at that time introduce any committee actions or recommendations that need to come before the Board.

6. Continually seek and identify ideas, programs, activities, etc. that can be implemented by OAEAA to make it a better service to its members and a more professional association.

7. Be alert when visiting other OAEAA members to observe those doing a good job. These are the agents worthy of leadership positions within OAEAA.

SECRETARY/TREASURER

The OAEAA Secretary/Treasurer serves a two year term. The Secretary/Treasurer shall keep full and accurate minutes of the proceedings of all meetings of the Executive Committee, Board of Directors, OAEAA Annual Meeting and regular meetings and shall receive all communications and papers that normally come with such an office. The Secretary/Treasurer will send out notices of OAEAA meetings, conduct all necessary correspondence, and perform such other duties as usually pertain to the office. He/she shall keep a full and complete record of money received and paid out; send out all notices of unpaid dues; receive and receipt all membership dues; keep an accurate account of the membership fees paid and the date thereof; keep accurate account of all memberships paid to the National Association of County Extension Agents; keep an accurate account of all OAEAA members who have paid scholarship fees to NACAA; deliver to the successor all funds and records remaining in hand at the expiration of the term of office.

Other responsibilities:

1. Within 30 days after adoption, a written copy of changes in OAEAA Constitution, By-Laws, or policies will be provided to the chair of the Association Policy Committee for incorporation into the OAEAA Constitution and By-Laws and Policy Handbook. A copy of changes will also be provided to OAEAA Officers and Directors

2. Within 30 days after OAEAA Board meetings and the OAEAA Annual Meeting, minutes of the board meetings and/or annual meeting are provided to: OAEAA Officers, Senior Directors and Junior Directors asking for any corrections or revisions within 10 days of receipt

3. Fifteen days after minutes are sent to Board members, Secretary/Treasurer will revise minutes and send a final copy to the OAEAA Board of Directors

4. Have minutes approved at the following Board meeting

5. Maintain Secretary's minutes for 10 years

6. Maintain an accurate and legible account of all OAEAA income and expenses

7. Provide a financial report, at the OAEAA Annual Meeting, of all OAEAA income and expenses incurred since the last OAEAA Annual Meeting.

8. Insure, with the assistance of the chair of the OAEAA Association Policy Committee, that all OAEAA officers and directors have a current OAEAA Constitution, By-laws and Policy Handbook.

9. Attend, at OAEAA expense, NACAA Southern Region Officers Workshop
10. Continually seek and identify ideas, programs, activities, etc. that can be implemented by OAEAA to make it a better service to its members and a more professional association.
11. Be alert when visiting other OAEAA members to observe those doing a good job. These are the agents worthy of leadership positions within OAEAA

SECRETARY/TREASURER-ELECT

The OAEAA Secretary/Treasurer-Elect serves a 2 year term. The Secretary/Treasurer-Elect shall perform the duties of the Secretary/Treasurer in case of his/her absence, disability or resignation, and shall assume any other obligations that may be assigned by the President, or the Board of Directors.

Other responsibilities:

1. Serve as liaison between the OAEAA and the OAEAA Retired Members Committee.
2. Interact with the officers and/or representatives of the OAEAA Retired Members Committee.
3. Attend a portion, if not all, of the Retired Members Committee meeting conducted at the OAEAA Annual Meeting.
4. Present to the Board the recommendations and concerns of the Retired Members Committee.
5. Present to the Retired Members Committee any resolutions, requests, etc. as directed by the OAEAA Officers and Directors.
6. Continually seek and identify ideas, programs, activities, etc. that can be implemented by OAEAA to make it a better service to its members and a more professional association.
7. Be alert when visiting other OAEAA members to observe those doing a good job. These are the agents worthy of leadership positions within OAEAA.

IMMEDIATE PAST PRESIDENT

The Immediate Past President is a member of the Executive Committee and the Board of Directors and shall attend all meetings of the Board. The Immediate Past President, because of valuable experience, can be of great assistance to the OAEAA President and the Board, and shall stand ready to accept assigned responsibilities.

Other responsibilities:

1. Chair the OAEAA Officer Nominating Committee.

2. Conduct the OAEAA officers and directors installation service during the OAEAA Annual Meeting.

POLICY AND DUTIES OF THE OAEAA DISTRICT DIRECTORS

Directors shall be responsible to the OAEAA District from which they were elected in presenting that District's members' recommendations and suggestions to the OAEAA Board of Directors, and keeping said members informed as to the activities and policies of the OAEAA.

Both directors shall keep in close communication with the OAEAA membership of his/her district and keep the Board fully informed as to their problems and views of OAEAA activities and policies.

Other policies and duties:

1. OAEAA Directors will be elected for a two-year term.
2. The Director serving the second year of his/her term will be recognized as the Senior Director.
3. The Director serving the first year of his/her term will be recognized as the Junior Director.
4. The Junior Director shall perform the duties of the Senior Director in the event of the absence, disability or resignation of the Senior Director.
5. The Junior Director begins his/her term immediately upon the close of the OAEAA Annual Meeting.
6. OAEAA members can be elected to serve more than one term as an OAEAA Director. It is recommended that multiple terms not be successive

Other responsibilities:

1. The Senior Director can call meetings of the OAEAA membership within his/her District when special problems or events need to be addressed.
2. Senior and Junior Directors will attend all OAEAA Board meetings.
3. It is the responsibility of the Senior and Junior Director to inform their District Director of board or coalition meetings that they will be attending at least one week prior to the called meeting.
4. The Senior Director, with assistance from the Junior Director, will continuously solicit and encourage Cooperative Extension Agriculture agents in his/her district to join OAEAA.
5. The Senior Director should work closely with the OAEAA Secretary/Treasurer to encourage OAEAA members to pay their annual Association dues by the deadline.

6. The Senior Director will plan and conduct a district meeting during the OAEAA Annual Meeting.

7. The Senior Director should nominate and/or encourage OAEAA members in their District to apply for and participate in the OAEAA and NACAA awards and scholarship programs.

8. The Junior Director will serve as Secretary to record proceedings of District meetings held during the OAEAA Annual Meeting.

9. Both Directors should assist in obtaining items for the OAEAA auction held during the Annual Meeting, either through directly providing items and/or encouraging the OAEAA membership in their District to provide auction items.

PROFESSIONAL ENHANCEMENT COUNCILS, COMMITTEES, DUTIES AND RESPONSIBILITIES

ASSOCIATION POLICY COMMITTEE

This committee serves to protect the interests of the entire membership of OAEAA. The responsibilities of this committee are very important as a safeguard to the intent of the OAEAA, its constitution, by-laws, and policies. It will work closely with and within the policies of Oklahoma State University and the Cooperative Extension Service. It evaluates the association's program. All questionable matters on policy should be referred to this committee, but the committee has no authority to establish policy. The Policy Committee is directly responsible to the OAEAA Officers and Directors.

1. Membership of the Association Policy Committee shall be limited to active Past Presidents of OAEAA. The committee will consist of no more than three active Past Presidents. Committee members will be restricted to a three-year term. Past Presidents can serve more than one term on the Association Policy Committee but there must be at least a two-year separation between terms.

2. The chair of the Association Policy Committee will be a non-voting member of the OAEAA Board of Directors. He/She is expected to attend all OAEAA Board meetings and advise the Board on policy as needed.

3. The chair of the committee will be the active Past President who has a one year term remaining on the Association Policy Committee. When this committee is established, under the above guidelines, terms will be assigned as follows: one member will serve a one-year term (chair), one member will serve a two-year term, the remaining member will serve a three-year term. Past Presidents joining this committee after the first year will serve a three-year term.

Duties:

1. Elect a chair who will serve as a non-voting member of the OAEAA Board of Directors.

2. The chair of this committee will be intimately familiar with the OAEAA Constitution, By-Laws and Policy Handbook. He/She will attend all OAEAA Board meetings and advise the Board if actions and decisions taken by the Board are within the constitution, by-laws and policies of OAEAA.
3. Study proposed or new policies which may be under consideration by the Board of Directors, and advise the Board whether such new policies would be in the long-term best interest of OAEAA, Oklahoma Cooperative Extension Service, and Oklahoma State University.
4. Revise and update the OAEAA Constitution, By-Laws and Policy Handbook so that it continually reflects any amendments to the constitution and by-laws and/or changes in OAEAA polices. Copies of revised versions of the OAEAA Constitution, By-Laws and Policy Handbook should be provided to OAEAA officers and directors.
5. Safeguard the intent and professional objectives of OAEAA.
6. Continually evaluate old or on-going programs of OAEAA and make recommendations as to changes needed.
7. Advise OAEAA officers and directors on policy matters whereby OAEAA will grow in its program in behalf of Oklahoma Cooperative Extension agents, and at the same time increase its standing among Cooperative Extension Service administrators and other groups as a constructive professional improvement organization.
8. Clarify OAEAA purposes, policies and procedures when needed.
9. Special assignments - This committee will take under consideration, study and make recommendations to the membership any particular "hot" question or proposal that affects the OAEAA and its membership.

EXTENSION PROGRAMS COMMITTEE

Extension Programs Committee evaluates those programs, activities or events that bring recognition and professional improvement to OAEAA members, and Extension as a whole and recommend their emphasis by the membership.

Other duties:

1. Bring to the attention of members information as to how different Extension programs are being used effectively in the various counties. This is presently carried out through the "Search for Professional Excellence" program and the "Dow Study Tour".
2. Each year select a program that is receiving current emphasis by some agent and determine through comprehensive study if that program merits statewide emphasis.
3. Administer, select winners, and encourage participation in the NACAA/OAEAA award programs:

- A. Crop Production Program
- B. Environmental Protection Through Responsible Use of Pesticides
- C. Farm and Ranch Financial Management
- D. Livestock Production Program
- E. Excellence in Forestry

4-H And Other Youth/Fairs And Shows Committee

The objectives of the 4-H and Other Youth/Fairs and Shows committee are to enhance the 4-H program of OAEAA and the Oklahoma Cooperative Extension Service and to serve as a liaison between OAEAA members and major fairs and shows that involve 4-H and other youth.

Duties

1. Review all rules or regulations of major fairs and shows that involve 4-H youth.
2. Make recommendations to the appropriate show officials or committees as to OAEAA's desires for changes and adjustments as needed to maintain and improve high standards of practices and conduct.
3. Make recommendations to insure that fairs and shows provide educational and rewarding experiences to 4-H youth.
4. Encourage members with 4-H responsibility to develop effective youth training programs.
5. Encourage more in-service training for agents working with the 4-H and youth program.
6. Provide opportunities for successful 4-H programs to be displayed and shared at the OAEAA Annual Meeting.
7. Represent OAEAA at important national youth functions including 4-H Conference, 4-H Congress and other activities when requested by the President.
8. Provide and encourage agents having 4-H responsibilities to participate in the "Career Guidance" program.
9. Encourage professionalism among its members.
10. The chair of the this committee will serve as the contact between the NACAA 4-H and Youth Committee and OAEAA.
11. This committee will administer, select winners and encourage participation in the NACAA/OAEAA award program involving 4-H:
 - A. 4-H Recognition Program

PROFESSIONAL TRAINING COMMITTEE

Professional Training Committee seeks out and encourages participation in programs, tours, and other educational opportunities that can improve the professional expertise of OAEAA members.

Duties:

1. This committee is responsible for encouraging professional improvement of the OAEAA membership.
2. Develop plans for participation by agents in group professional training programs.
3. Take the lead in securing offers for scholarships and other educational opportunities for agents including advanced study and in-service training.
4. Keep a detailed record of procedures followed in selecting participants in planning study tours and other professional training activities.
5. Administer, select winners and encourage participation in the NACAA/OAEAA award programs:
 - A. Applied Science and Technology Seminar
 - B. Workshop for Consensus Building and Holistic Management
 - C. OAEAA Scholarships
 - D. NACAA/RISE Horticulture/Turfgrass Study Tour
6. Advise the OAEAA Board of Directors on opportunities that will result in educational assistantships and professional study leave for members.

PUBLIC INFORMATION COMMITTEE

Duties:

1. Encourage OAEAA members to make best use of all available local, state and regional news media, radio, TV, daily and weekly newspapers and magazines in the effort to promote OAEAA and the Cooperative Extension Service effort.
2. Submit articles to the national or regional magazines and National 4-H News and County Agent magazine.
3. Keep a record of all news articles and pictures received, submitted and used in all OAEAA publicity.
4. See that all OAEAA members receiving state and national recognition or elected to an office get local publicity in papers, radio and TV.
5. Assist with advance publicity for the OAEAA Annual Meeting or other OAEAA or Cooperative Extension Service meetings that this committee deems publicity needs be given.

6. Enlist aid of State Extension Agriculture Information Specialists for advice, assistance and guidance on publicity items. In turn, keep them informed of local news, etc.
7. Encourage professionalism in public information.
8. Encourage members to submit entries in State Public Information Awards Programs.

Professional Excellence and Public Relations Committee

The objectives of the Professional Excellence and Public Relations Committee are to showcase and publicize excellence in Extension programming conducted by OAEAA members.

This will be accomplished by providing OAEAA members the opportunity to present educational posters at both the OAEAA AM/PIC and NACAA AM/PIC.

A second objective is to implement a system whereby all OACAA award recipients receive recognition in their home community media, advisory committees and District and State administrators.

Included, as recipients will be OAEAA elected officers and directors, DSA and AA recipients and attendees of NACAA professional improvement programs. The committee will work with the chairs of the appropriate committees for implementation and maintenance of this system. The chair of this committee will contact the chairs of the other Program Recognition Council committees and the Professional Improvement Council to obtain the names of the award recipients.

The committee can seek assistance from OSU Ag. Communications in the writing and dissemination of publicity concerning OAEAA award recipients.

Other Duties:

Conduct the Public Relations in Daily Efforts (PRIDE) program

Encourage OAEAA members to enter educational posters in the NACAA poster competition

Make OAEAA members aware of the NACAA guidelines for poster preparation and writing abstracts.

Recognition, Awards & Scholarship Committee

The objective of the Recognition, Awards and Scholarship will be to provide leadership in the recognition of outstanding accomplishments by OAEAA members including the selection and appropriate recognition of three awards programs. They will administer the selection and presentation of the Distinguished Service Award, the Achievement Award and contingent upon availability through NACAA, the Pursell Pinnacle Award.

In addition this committee is charged with the responsibility of promoting the scholarship program by obtaining funds through Board approved OAEAA activities.

The chairman of this committee will be the OAEAA Secretary/Treasurer Elect.

Duties:

The chair of this committee will recognize and make award presentations to all winners of OAEAA awards programs at the OAEAA Annual Awards Banquet or at other appropriate times during the OAEAA AM/PIC. Contact each member who is to be recognized at the OAEAA AM/PIC regarding his or her attendance at that meeting. Work with the Executive Committee on program slots for presentation of awards at the OAEAA AM/PIC.

1. Provide the membership information on awards that are administered by this committee.
2. Work with other committee chairmen who have award programs regarding certificates, plaques, checks, etc.
3. Collect scholarship funds by voluntary contributions, auctions, sales and other methods approved by the officers and directors of OAEAA. All collected funds will be funneled through the OAEAA Secretary/Treasurer.
4. Encourage OAEAA members to apply for NACAA scholarships through the OAEAA Newsletter and other forms of communication.
5. Assist eligible OAEAA members in applying to the NACAA Scholarship Committee for scholarships.
6. Approve all OAEAA scholarship applications that are to be forwarded to the NACAA Scholarship Committee.
7. Maintain a list of OAEAA members who have met the NACAA scholarship eligibility requirements.

This committee is responsible for the following programs:

Distinguished Service Award

Achievement Award

Outstanding Young Agent

Pursell Pinnacle Award (contingent upon availability through NACAA)

POLICIES CONCERNING DUTIES OF OAEAA COMMITTEE CHAIRS

You have been elected to serve the OAEAA in the capacity of committee chairman. Your acceptance of this responsibility will require additional time, effort and sacrifice on your part. Due to the great importance of committee work in OAEAA, you are encouraged to uphold the high ideals of the County Extension Agent profession in accordance with its Constitution and

By-Laws including the Association Policy. Through continued observance of these ideals and consideration of the following duties, your committee will have a fruitful year.

1. Chairmen of OAEAA committees work under the direction of and are responsible to the Board of Directors. The First Vice-President acting for the Board is in charge of all OAEAA committee work.
2. Each committee chairman is responsible for keeping the committee record and notebook up to date and pass it on to his/her successor at the end of the OAEAA Annual Meeting.
3. Each committee chairman is responsible for promoting, advertising, receiving, and judging entries for the award(s) for which his/her committee is liable.
4. Each committee chairman is responsible for keeping committee members informed of activities or events that occur throughout the year which involve that committee.
4. Keep the President-Elect informed of committee progress by providing copies of all reports and correspondence. Annual reports are to be completed at the end of the OAEAA Annual Meeting.
5. Each committee chairman is to present recommendations, plans and accomplishments of that committee before the OAEAA body for approval or rejection.
6. Each chairman is expected to be present and chair all business sessions where that committee is in session.
7. Each committee chairman is expected to have knowledge of that committee's function and conduct committee meetings within the guidelines of that committee.
8. Should business matters come up that are not the function of any of the Standing Committees, the Board of Directors may designate a committee to carry out the work or direct the President to appoint a special committee for that purpose.
9. Inform each committee member of all committee meetings and the importance of his/her attendance. Assign responsibilities to members and expect progress reports.
10. Elect chairman and vice-chairman at annual committee meeting held during the OAEAA Annual Meeting.
11. Designate committee member responsible for "follow through" of each committee recommendation.

OAEAA NACAA AM/PIC DELEGATE EXPENSES POLICY

Refer to current OCES policy for reimbursement for out of state professional association meetings. (Policy adopted by Board of Directors, April 19, 2002)

NACAA/OAEAA DISTINGUISHED SERVICE AWARD ELIGIBILITY REQUIREMENTS

1. The eligibility requirements set forth by the NACAA for the Distinguished Service Award shall serve as the guidelines for OAEAA.
2. In addition to the NACAA requirements, the OAEAA policy is to select, as recipients of DSA award, OAEAA members who have been active in and made significant contributions to OAEAA.

The Nominee:

1. Shall have served a total of at least 10 years with outstanding service as a member of the Oklahoma Cooperative Extension Service. Must be a member of NACAA when selected. The cut-off date for determining years of service is March 15 of current year. Exception: Other Cooperative Extension workers who have only recently been approved to be members of OAEAA must have 10 years or more Cooperative Extension work experience and been a state member since membership became available in Oklahoma.
2. Should have worked out and put into effect an effective Cooperative Extension Service program that includes carrying to completion some constructive and outstanding work. Be specific. Military duties, church work, and civic activities do not apply.
3. Shall be actively interested in the improvement of the Cooperative Extension profession. Should participate in the affairs of the OAEAA and NACAA and constructively support the State and National Associations' programs.
4. Should have acquired some professional improvement by group study, correspondence, university residence study, State or National Associations' workshops or tours or should have pursued some other means to improve his/her professional knowledge and abilities as it relates to the Cooperative Extension profession.
5. Must have the recommendation and approval Director of the State Cooperative Extension Service.
6. Recipient must attend the OAEAA Annual Meeting and the NACAA AM/PIC to receive award. unless exempted by the National Recognition and Awards Committee Chair because of extenuating circumstances. (Established by NACAA Board of Directors, August, 1993)

NACAA General Requirements:

1. Nominations are limited to 2% and/or major fraction thereof, of the membership of each state. This will be based on the membership paid the NACAA Treasurer on March 15 of previous year.
2. Each State Association may nominate one nominee, irrespective of the number of State Association members.
3. A State Association is not required to make a nomination.
4. Recognition and Awards Committee of the NACAA must give the final approval on all nominees for awards to be presented at the NACAA AM/PIC each year. No publicity on nominees should be provided to local and state news media until this approval is given by NACAA to State Extension Directors.
5. Each year all information should be in the hands of the National Chairman of the NACAA Recognition and Awards Committee no later than the deadline date set by Recognition and Awards Committee National Chair.

Recognition:

Each state winner and their spouse will be individually introduced at the NACAA Annual Meeting Banquet and each state winner will be presented a "Certificate of Distinguished Service". All winners will also be listed in the NACAA DSA brochure. The OAEAA will also present the state winners with a plaque during the OAEAA Annual Meeting Award Banquet. (Revised by NACAA 10/94)

NACAA/OAEAA ACHIEVEMENT AWARD ELIGIBILITY REQUIREMENTS

1. The eligibility requirements set forth by the NACAA for the Achievement Award shall serve as the guidelines for OAEAA.
2. In addition to the NACAA requirements, the OAEAA policy is to select, as recipients of AA award, OAEAA members who have been active in and made significant contributions to OAEAA.

Purpose: The purpose of the Achievement Award is to encourage and recognize excellence in the field of professional Cooperative Extension Service for NACAA/OAEAA members with less than 10 years of service.

Selection: Each year, each State may submit the name(s) of 1% or fraction thereof of the state's membership based on each state's membership as of March 15 of the previous year, with a minimum of one nominee per state. A nomination form is available from the National or State Recognition and Awards Committee Chair. All winners must be approved by their State Extension Director. AA nominee(s) will be submitted at the same time as DSA nominees.

Recipient(s) must be a member of NACAA when selected and must attend the NACAA AM/PIC and the OAEAA Annual Meeting to receive the award, unless exempted by National Recognition and Awards Committee Chair because of extenuating circumstances. (Established by NACAA Board action, August, 1993.)

Number of Number of
Members AA's
1-100 1
101-200 2
201-300 3
301-400 4
401-500 5

Recognition: A "Certificate of Achievement" will be presented by NACAA to each state winner during the Regional Meetings held at the NACAA AM/PIC and the state winners will be recognized at the NACAA Annual Meeting Banquet. All names will also be listed in the DSA brochure.

OAEAA will present Oklahoma's AA winner(s) a plaque and recognize the winner(s) during the OAEAA Annual Meeting Awards Banquet.

Note: NACAA urges State Associations to recognize their state winners at the State's Annual Meeting and encourage winner(s) (financially, if possible) to attend the National Meeting. Please forward winner's nomination sheet to the National Chair Recognition and Awards Committee along with DSA nominees.

(Revised by NACAA 10/94)

OAEAA OUTSTANDING NEW AGENT AWARD (Name revised by OAEAA Board 12-14-99)

OBJECTIVE: To recognize agents new to Oklahoma Cooperative Extension Service for superior job performance and to encourage same new agents towards more active participation in OAEAA and NACAA.

ELIGIBILITY: Must be a member of Oklahoma Association of Extension Agriculture Agents with five years or less of Cooperative Extension Service. (Revised by OAEAA Board 12-14-99)

RECOGNITION and AWARDS: An engraved plaque will be presented to the state winner at the OAEAA Annual Meeting Awards Banquet.

RULES and REGULATIONS:

1. Any OAEAA member can nominate new Extension Agriculture Agents who are worthy of special recognition.
2. OAEAA members with five years or less of service can make application for this award with being nominated by other OAEAA members. (Revised by OAEAA Board 12-14-99)
3. OAEAA members nominating an individual for this award will need to make arrangements to have information on the nominee's Cooperative Extension educational programs and projects submitted to the chair of the OAEAA Recognition and Awards committee.
4. A brief description of the nominee's Extension educational program, including objectives and accomplishments should be submitted to the chair of the OAEAA Recognition and Awards committee. Including material such as examples of news stories, newsletters, and news pictures will be beneficial to the nominee.
5. The OAEAA Awards and Recognition committee will be responsible for selecting the winner of the OAEAA Outstanding New Agent award.

OAEAA OUTSTANDING STATE EXTENSION SPECIALIST AWARD

OBJECTIVE: To recognize State Extension Specialists who have made outstanding contributions to Extension field programs

ELIGIBILITY: Must be an active member of the Oklahoma Association of Extension Agriculture Agents

RECOGNITION and AWARDS: The winner of this award will be introduced and presented an engraved plaque at the OAEAA Annual Meeting Awards banquet.

RULES and REGULATIONS:

1. OAEAA members will asked to submit nominations for the Outstanding State Extension Specialist award.
2. Persons nominating a State Specialist or the nominee will need to arrange for the submission of information on the nominee's Extension educational programs and projects
3. Information concerning the nominee participation in OAEAA and any other material , such as pictures, news releases, news stories, etc. that provide information concerning the nominee's programs and projects will be useful.
4. Submit entries to the state chair of the OAEAA Recognition and Awards committee.
5. The OAEAA Awards and Recognition committee will be responsible for selecting the winner of the OAEAA Outstanding State Extension Specialist award.

OAEAA FRIEND OF EXTENSION AWARD

OBJECTIVE: To recognize a person who strongly supports Oklahoma Cooperative Extension Service programs on a county, district or state-wide basis

ELIGIBILITY: Any person other than professional employees of Oklahoma State University

RECOGNITION and AWARD: During the Oklahoma Association of Extension Agriculture Agents Annual Meeting Awards Banquet, the recipient of this award will be introduced and recognized as a supported of the Oklahoma Cooperative Extension Service. A plaque will be presented to the recipient at the time of his/her introduction at the OAEAA Annual Meeting Banquet.

RULES and REGULATIONS: No more than two persons may be honored each year. The OAEAA Public Relations Committee will make the final selection(s) for this award. Nominations for this award must be made through an active member of OAEAA.

GUIDELINES FOR SELECTION

1. Nominee should have provided obvious support to county, district or state-wide Oklahoma Cooperative Extension Service programs and to OAEAA.
2. Nominee should have been active in civic and community activities at the state, district or county level
3. Consideration to be given to any activities involving the nominee that contributed to Oklahoma agriculture or the well being of our state.

POLICY REGARDING SPECIAL RECOGNITION

1. The President-Elect shall purchase, at OAEAA expense, a plaque for the outgoing President to be presented during the OAEAA Annual Meeting Awards Banquet.
2. The President-Elect shall purchase, at OAEAA expense, a plaque for the outgoing Secretary-Treasurer to be presented during the OAEAA Annual Meeting Awards Banquet
3. The President shall purchase, at OAEAA expense, or make arrangements for, an inscribed gavel for the President-Elect. The gavel should be presented during the OAEAA Annual Meeting Awards Banquet.
4. The President shall purchase, at OAEAA expense, orange sports jackets for the President-Elect and an incoming Secretary/Treasurer. The jackets should be presented during the OAEAA Annual Meeting Awards Banquet

5. OAEAA will purchase a cowboy hat for the out-going NACAA President. The hat will be presented to the out-going NACAA President at the NACAA AM/PIC by the out-going OAEAA President

OAEAA ANNUAL MEETING POLICY

Purpose of Annual Meeting: The purposes of OAEAA as outlined in the Articles of the Constitution include: professional improvement; high standards of professional performance; promotion of cooperation and loyalty; increasing the effectiveness of Extension Agriculture Agents; and close cooperation with Oklahoma State University Cooperative Extension Administration. These purposes form the framework for planning the OAEAA Annual Meeting. The purposes of the OAEAA Annual Meeting are more specifically set forth in the thrusts that are designed to provide new opportunities, to stimulate and to serve as an incentive whereby Extension agriculture agents can develop new methods, innovative approaches and new program ideas.

1. Responsibility of the Board:

A. The OAEAA Board shall be fully responsible for the OAEAA Annual Meeting arrangements, and may designate committees and representatives to make plans and arrange details. The actions and programs developed by any ad-hoc Annual Meeting Planning Committee or subcommittees must be within the policies and precedents as established by the OAEAA Officers and Directors.

2. Responsibility of the President:

A. The OAEAA President is responsible for the OAEAA Annual Meeting program.

B. Visit meeting site three to six months prior to upcoming OAEAA Annual Meeting to confirm that meeting facilities are adequate and to enter into contracts with hotels and other businesses that will be contracted to accommodate the Annual Meeting.

3. Selection of Meeting Site:

A. The hosting district will select, upon approval of the Board, the OAEAA Annual Meeting site and facilities.

B. The hosting District will select two OAEAA members from their district to serve on an ad-hoc Annual Meeting Planning Committee during the year prior to the district hosting the OAEAA Annual Meeting. These agents will assist the President and the Board of Directors in planning activities and obtaining keynote speakers for the Annual Meeting. They will also accompany the President when he/she meets with the representatives of the hosting facilities.

ANNUAL MEETING POLICIES IN BRIEF

1. Purpose

a) To provide professional improvement opportunities for members as they strive to improve effectiveness of their respective programs.

- b) To encourage high standards of professional performance.
- c) To provide stimuli and incentive on the part of the members to develop new methods, new approaches, and new projects.
- d) To provide opportunities for OAEAA members to present, on a state level, reports on successful Extension programs.

2. OAEAA Board of Directors is responsible for the OAEAA Annual Meeting. The OAEAA Annual Meeting Committee is to follow direction of the Board.

3. Selection of OAEAA Annual Meeting site will be the responsibility of the hosting district with approval by the Board.

OAEAA AUCTION FUNDS DISTRIBUTION

1. Breakdown of the funds generated by the OAEAA Scholarship Auction is as follows:

- 1. 50% of funds to next District hosting the OAEAA meeting
- 2. 25% of funds to NACAA Scholarship (These funds retained in 2002 and 2003 to offset increase in NACAA dues by decision of the board on 4/19/02)
- 3. 25% of funds to OAEAA First Timers account

1. First Timers account funds are used to pay \$100 to OAEAA members who are attending the NACAA AM/PIC for the first time. (Approved by membership 6-15-98)

2. First Timers account funds are used to pay \$100 to OAEAA DSA and AA winners attending the NACAA AM/PIC to receive their award. (Approved by membership 6-15-98)

3. The First Timers account has a \$1000 cap. (Approved by membership 6-15-98)

SPONSORS AND DONORS:

1. Many organizations and companies have been sponsoring the OAEAA Annual Meeting for many years. It is the responsibility of the President-Elect to make the contacts for their continued sponsorship if such is desired.

2. If new potential sponsors are to be solicited, members should first contact the President-Elect for approval of the sponsorship.

3. Host districts should not use traditional and long standing OAEAA sponsors to provide support of the meal provided by the host district at the OAEAA Annual Meeting or to pay expenses for other events sponsored by the host district, unless approved by the President.

ANNUAL MEETING GENERAL POLICY UNDERSTANDINGS

1. The OAEAA Annual Meeting will be self-supporting to the extent possible using registration fees and outside sponsorship to supplement costs
2. Hold the OAEAA Annual Meeting during June or July
3. Give major emphasis to professional improvement
4. The host district will provide an evening meal on the opening night of the OAEAA Annual Meeting.

APPROVAL OF EXPENSES:

The OAEAA President shall approve payments of all expenses pertaining to OAEAA Annual Meeting. Bills are paid by the OAEAA Secretary/Treasurer.

OKLAHOMA COOPERATIVE EXTENSION SERVICE, OKLAHOMA STATE UNIVERSITY, POLICIES REGARDING PROFESSIONAL ASSOCIATION MEETINGS FOR FIELD STAFF (Policies effective 01/01/00) (Discussed and accepted at December 14, 1999 Extension District Director Meeting)

IV.3.1 IN-STATE MEETINGS

Oklahoma Cooperative Extension field staff are authorized official time to attend and participate in two annual meetings(s) of the state associations(s) of which they are a member. These state associations include the Oklahoma Association of Extension Agriculture Agents, Oklahoma Association of Family and Consumer Sciences (formerly OAEHE) and/or Oklahoma Association of Extension 4-H Agents. Expense reimbursement for travel, per diem and registration fees when attending state association annual meetings may be claimed from budgeted travel funds, subject to the availability of travel funds and the approval of the County and/or District Extension Director. All travel claims must adhere to OSU Travel Policies and Procedures

IV.3.2 OUT-OF-STATE MEETINGS

With the approval of their County Director, District Director and the Associate Director, Cooperative Extension field staff members may attend meetings of their national association or professional meetings relating to their work. Official time may be claimed for the length of the meeting, plus no more than two travel days. When attending any out-of-state meetings on official time, staff must request and receive approval for the out-of-state travel in advance of the trip. Expense reimbursement for travel, per diem, and registration fees when attending an out-of-state national association meeting or professional meeting related to their work, may be claimed from budgeted travel funds, subject to the availability of travel funds and the approval of the County and/or District Extension Director. All travel claims from state and county funds must adhere to OSU Travel Policies and Procedures.

IV.3.3 BOARD MEETINGS AND ASSOCIATION COALITION MEETINGS

OCES field staff will be allowed official time for a total of three (3) board meetings and/or agent association coalition meetings per year. If the meeting is held in conjunction with an Extension approved district or state meeting, then the meeting will not have to be counted as one of the three allotted meetings. If staff attend more than a total of three (3) board meetings and/or association coalition meetings in one calendar year, they will be expected to take annual leave. The only exception to this would be if staff are serving on more than one (1) association board during the same calendar year. It is the responsibility of each association's District Director to inform the District Director of board or coalition meetings at least one week prior to the called meeting. Expense reimbursement for travel, per diem, and registration fees when attending a board meeting or educator/agent association coalition meeting may be claimed from budgeted travel funds, subject to the availability of travel funds and the approval of the County and/or District Extension Director. All travel claims from state and county funds must adhere to OSU Travel Policies and Procedures.