

BYLAWS
of the
Association for International Agricultural and Extension Education

ARTICLE I. PURPOSE

Section 1. The Bylaws of the Association for International Agricultural and Extension Education (AIAEE) provide the regulations and administrative procedures for implementing the Constitution of the AIAEE.

ARTICLE II. RESOLVING CONFLICT WITH CONSTITUTION

Section 1. In the event of conflict between the Constitution and the Bylaws of the AIAEE, the Constitution shall prevail.

ARTICLE III. DUTIES OF OFFICERS

Section 1. President

The President shall preside at all meetings of the AIAEE and the Board of Directors. The President shall appoint committees as authorized by the Board of Directors and shall act as the official representative of the AIAEE unless another representative is otherwise appointed. In addition, the President shall perform the duties customarily associated with the office of president of an organization.

Section 2. President-elect

The President-elect shall, in the absence of the President, act in the official capacity of the President and shall perform all duties of that office. The President-elect shall succeed to the office of President upon completion of one term of office as President-elect.

Section 3. Immediate Past President

Immediately upon completion of the term of office as President, the immediate Past President shall serve on the Board of Directors of the AIAEE for a one-year term in an advisory capacity to the President and the Board and serve as student group mentor. In the event the Immediate Past President cannot serve or must leave the position, the position will remain vacant until the President succeeds to the office of Immediate Past President.

Section 4. Secretary

The Secretary shall keep full and accurate records of all business and proceedings in regular and special meetings. The Secretary shall be responsible for correspondence of the AIAEE upon direction of the President and/or the Board of Directors.

Section 5. Treasurer

The Treasurer shall be responsible for the safekeeping of funds and shall be responsible for reporting receipts, expenditures, balances, and investments at the

request of the Board of Directors. The Treasurer shall be responsible for accepting and dispensing funds and for investment of balances as appropriate in accordance with policies established by the Board of Directors. The Treasurer shall submit an annual budget for consideration by the Board of Directors and the membership of the AIAEE. Also, the Treasurer shall maintain a list of all members in each category of membership, receive applications for membership and dues from prospective members, and make certain that members receive notification of their membership status for each membership year.

Section 6. Directors

Directors elected to the Board of Directors from the active membership shall assist the officers in carrying out all of the activities necessary to the successful achievement of the objectives of the AIAEE.

Section 7. Board of Directors

A business meeting of the Board of Directors shall be held each year prior to an annual meeting of the AIAEE. Other meetings may be held on a call by the President, or by written request of a majority of the members of the Board of Directors. The Board shall act on behalf of the AIAEE as directed by action of the members. The Board shall investigate and recommend courses of action to the AIAEE that affect the direction and nature of programs of action for which the AIAEE was formed.

ARTICLE IV. NOMINATION AND ELECTION OF OFFICERS

Section 1. Prior to the time when officers are to be elected, the President shall appoint a Nominating Committee of three members whose duty shall be to solicit recommendations and nominate candidates for each office to be filled. The committee shall consider all suggestions and shall nominate a minimum of two candidates for each office.

Section 2. There shall be an opportunity for nominations from the floor immediately prior to any voting by members if the election for officers is held during an annual business meeting. If the election is held by electronic mail, there shall be provisions for writing in the names of candidates other than those nominated by the committee. In either event, an official ballot shall be distributed among members and voting shall be by secret ballot. If the election is held by electronic mail, the official ballot for all positions shall be mailed electronically by the Secretary to each member of record of the AIAEE for that year at least 60 days prior to the annual meeting. Ballots shall be returned within 30 days of initial notice to the office of the Secretary. The Nomination Committee shall be responsible for counting the ballots and informing the President of the names of the persons elected to each office.

Section 3. The terms of office for the officers on the Board of Directors of the AIAEE shall be:

- a. President: one year, with an interval of two years from the time of completing a term of service before being eligible for election to the position of president-elect again.

- b. President-elect: one year, followed by a term of office as President for one year.
- c. Secretary: one year, without limitation on number of terms for which that person can be re-elected.
- d. Treasurer: two years, without limitation on number of terms for which that person can be re-elected.
- e. Immediate Past President: one year immediately following his or her term of office as President.
- f. Member-at-Large Director: three years, with an interval of one year after completion of a term of service before being eligible for election to position again.
- g. Student Representative: one year, with an interval of one year after completion of a term of service before being eligible for election to the position again.

Section 4. New officers shall begin their term of office immediately after the annual meeting at which they are elected or at which their election is announced.

ARTICLE V. VACANCIES

Section 1. In case the President becomes unable to fulfill the duties of the office, such office shall be declared vacant immediately by the Board of Directors and be filled by the President-elect.

Section 2. In case the President-Elect, Secretary, Treasurer, or a Director becomes unable to fulfill the duties of the office, such office shall be declared vacant immediately and the vacancy filled by the person receiving the second highest number of votes at the most previous annual election.

Section 3. In case the Immediate Past President becomes unable to complete the term of office, the office shall remain vacant until the President succeeds to the office of Immediate Past President.

Section 4. Tenure in office by virtue of succession as described in Sections One through Three above in this Article shall not prevent election to that office for another term.

Section 5. If an elected committee member fails to pay dues, or for other reasons be unable to fulfill the responsibilities as a committee member, the position shall be declared vacant and the President shall appoint a replacement to serve until the next regular election.

ARTICLE VI. COMMITTEES AND APPOINTED POSITIONS

Section 1. Standing and ad hoc committees may be established to accomplish the goals and activities of the AIAEE. Committee members shall be dues-paying members only.

Section 2. Membership on a standing committee may be 1) by election or 2) by appointment. Standing committees shall be established for the following:

- a. Audit
- b. Communications
- c. Conference Planning
- d. Constitution and Bylaws
- e. Nominations
- f. Scholarly Activities
- g. Any other area or activity seen as necessary by the Board of Directors to accomplish the goals and activities set forth in an annual program of work.

Section 3. The Board of Directors holds the authority to request the removal of a Chair of a Standing Committee should the need arise.

Section 4. Ad hoc committees may be appointed by the President unless otherwise directed by passage of a motion to refer. Such committees shall be discharged once they have completed their assigned responsibilities.

Section 5. The Board of Directors shall appoint persons to positions beyond the scope of responsibilities of Board members needed to carry out the activities of the AIAEE. The term of appointment and description of duties shall be established by the Board and shall be reported to the membership. Examples of legitimate appointments may include that of newsletter editor, journal editor, or project coordinator.

Section 6. The Board of Directors or the AIAEE may select representatives from the active membership at large to serve on other councils or organizations. These representatives shall be appointed or elected for a three-year term.

Section 7. The Executive and Managing Editors of the Journal of International Agricultural and Extension Education, the official journal of the AIAEE, shall serve as ex-officio members of the Board of Directors of the AIAEE.

Section 8. The Editorial Board of the Journal shall consist of representatives of the five regions of the world. To maintain balance in experience and service to agricultural and extension education and to assure the broadest representation possible, members of the Editorial Board shall be selected by the Editor and approved by the Board of Directors of the AIAEE. Prospective members of the Editorial Board may apply to or be recommended to the Editor for service on the Editorial Board.

Section 9. The Editorial Board of the Journal shall conduct its annual planning and business meeting at the same time and place as the Annual Conference of the AIAEE. An annual report will be presented to the AIAEE Board of Directors and the AIAEE membership.

ARTICLE VII. DUES

Section 1. Membership dues shall be established at the annual meeting of the AIAEE.

Section 2. Students are considered regular members upon payment of regular membership dues.

Section 3. Chapters may collect individual membership dues and forward them to the AIAEE. Where appropriate, chapters will receive correspondence, newsletters and journals, and distribute them to the local membership.

ARTICLE VIII. QUORUM FOR CONDUCTING BUSINESS

Section 1. Active members in attendance at the meeting designated as the annual meeting for purposes of record shall constitute a quorum for conducting business.

ARTICLE IX. AMENDMENTS

Section 1. Amendments to the Bylaws shall be made in accordance with Article XI of the Constitution.