

**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 AND DIRECTORS**

**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 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 members of the AIAEE. Also, the Treasurer shall maintain a list of 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. Member-at-Large Director**

Individual elected to the Board of Directors from the membership to assist the officers in conducting activities necessary for successful achievement of the objectives of the AIAEE.

**Section 7. Student Representative**

A student elected to the Board of Directors from the membership to provide a student perspective and to assist in conducting activities necessary for successful achievement of AIAEE's objectives. A student is defined as someone who is actively enrolled at a recognized institution of education.

**Section 8. 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.

**Section 9. Policies and Procedures**

Officers and directors shall refer to the Policies and Procedures Handbook for guidance governing operations, especially in regard to financial procedures.

**ARTICLE IV. NOMINATION AND ELECTION OF OFFICERS**

**Section 1.** Prior to the time when officers are to be elected, the President shall appoint a Nominations 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 balloting, 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 balloting, the official ballot for all positions shall be mailed electronically by the Chair of the Nominations Committee to

each member of record of the AIAEE for that year at least 60 days prior to the annual meeting. If electronic balloting is used, members will have at least 10 business days to submit their ballots. The Nominations Committee shall be responsible for counting the ballots and informing the President of the names of the persons elected to each office. The officers shall be elected by a majority vote. In the absence of a majority vote, a run-off election between the two candidates with the highest number of votes will be conducted within 14 days of the official report of the election results.

- 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 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. If voting is conducted using electronic balloting, the President shall announce the results immediately after the Nominations Committee has counted the ballots.

## **ARTICLE V. VACANCIES**

**Section 1.** In case the President becomes unable to fulfill the duties of the office and resigns or is determined by two-thirds (e.g., 5 of 7) of the elected officers to not be fulfilling the duties, such office shall be declared vacant 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 and resigns or is determined by two-thirds (e.g., 5 of 7) of the elected officers to not be fulfilling the duties, such office shall be declared vacant and a special election will be held, following procedures outlined in ARTICLE IV.

**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 is unable to fulfill the responsibilities as a committee member, the member may resign or, as determined by two-thirds (e.g., 5 of 7) of the elected officers to not be fulfilling the duties, the position shall be declared vacant, and a special election will be held following procedures outlined in ARTICLE IV.

## **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 AIAEE members.

**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. Auditing
- b. Communications
- c. Conference Planning
- d. Constitution and Bylaws
- e. Nominations
- f. Scholarly Activities
- g. Professional Development
- h. Awards
- i. 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 conduct the activities of the AIAEE. The term of appointment and description of duties shall be established by the Board and reported to the members. Examples of legitimate appointments may include that of journal editor or project coordinator.

**Section 6.** The Board of Directors of the AIAEE may select representatives from the 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 in officially-appointed, non-voting positions on the Board of Directors of the AIAEE. There are three positions (Managing Editor, Executive Editor, and Past Editor), each with a two-year term.

**Section 8.** The Editorial Board of the *Journal* shall consist of representatives reflective of the organization's membership.. To maintain balance in experience and service to agricultural and extension education and to ensure the broadest representation possible, members of the Editorial Board shall be selected by the Executive 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 Executive 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 AIAEE. An annual report shall be presented to the AIAEE Board of Directors and to the AIAEE members.

**Section 10.** The Chair of the Scholarly Activities Committee and the Committee's two sub-Chairs shall serve in officially-appointed, non-voting positions on the Board of Directors of the AIAEE. There are three positions (Poster Chair, Abstract Chair, and Scholarly Activities Chair), each with a one year term.

## **ARTICLE VII. DUES**

**Section 1.** Members shall be defined as individuals who have current dues paid.

**Section 2.** Membership dues shall be established at the annual meeting of the AIAEE.

**Section 3.** Students are considered members on payment of membership dues.

**Section 4.** Chapters may collect individual membership dues and forward them to the AIAEE. Where appropriate, chapters will receive correspondence and journals, and distribute them to its members.

## **ARTICLE VIII. QUORUM FOR CONDUCTING BUSINESS**

**Section 1.** Members in attendance at the designated business meeting held at the annual conference for purposes of record shall constitute a quorum for conducting business.

**Section 2.** A majority of the voting-eligible members must be present for the purposes of conducting business at meetings of the Board of Directors.

**ARTICLE IX. AMENDMENTS**

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

**Approved on April 22, 2019.**