



WISCONSIN ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

Policy and Procedures Manual

Adopted April 2004

Amended October 2008

Amended April 2012

Amended April 2013

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PURPOSE

To outline functions of the officers, directors, and committees of the association and serve as a resource for policy and procedures not covered in the association by-laws.

Each officer, director and committee chairperson shall be notified of the location of the electronic manual upon election/appointment. It should be used as a resource in the execution of their duties and a place to make changes/suggestions for improvement of the document.

The current policy manual will be kept on the WACAA website at <https://fyi.uwex.edu/wacaa/>.

New policy approved by the directors should be prepared and sent to all holders of this manual as soon as adopted by the directors.

An Ad Hoc Policy and Procedures Committee may be appointed to review this manual for necessary updates/changes.

All changes to this manual should be dated and initialed by the person making the change to insure subsequent users will have updated information to reference.

OBJECTIVES

Wisconsin Association of County Agricultural Agents (WACAA) is a professional organization for county, area and state Extension professionals and other maintaining membership in the National Association of County Agricultural Agents (NACAA) and approved by the Board of Directors.

The objectives of the association are:

- to encourage excellence and professionalism.
- improve effectiveness of Extension programs.
- provide assistance for agents to seek and participate in professional improvement opportunities.
- recognize and promote superior achievement.
- provide opportunities for exchange of program ideas.
- encourage qualified people to make Extension a career.
- bring attention to individuals and organizations who give assistance and leadership to county Extension programs and the association.
- continually work for improving conditions of work, salaries, and benefits for all Extension professionals.

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Bylaws of the Wisconsin Association of County Agricultural Agents (WACAA)

Article I: Name

1.1 The name of this corporation is:

Wisconsin Association of County Agricultural Agents, Inc. and is incorporated under Chapter 181, Wisconsin Statutes.

Article II: Principal Office

2.1 The principal office shall be located in Madison, Wisconsin.

Article III: Purposes

3.1 The purposes shall be:

- a. To be the Wisconsin representative of the National Association of County Agricultural Agents (NACAA).
- b. To uphold the teachings of the University of Wisconsin System.
- c. To promote the welfare of the Extension workers.
- d. To maintain the standard of excellence of the men and women who engage in Extension work.
- e. To encourage mutual helpfulness among its members.

Article IV: Membership

- 4.1 **Regular Members.** Regular members in this association shall be Extension professionals employed in agriculture and related fields who maintain membership in the National Association of County Agricultural Agents (NACAA). Provision for continuing membership shall be accorded those on leave for professional improvement provided all membership dues are paid.
- 4.2 **Associate Non-Voting Members.** Associate non-voting membership shall be granted to members upon their retirement. Retired members become life members of the National Association of County Agricultural Agents upon payment of life membership dues to the WACAA treasurer.
- 4.3 **Association and/or Honorary Membership.** Association and/or honorary membership without voting right may be given by a majority vote of either the directors or members at any regular membership or Board of Director Meeting.

Article V: Association Meetings

- 5.1 **Number of Meetings.** The association shall have an annual meeting at such time and place as determined by the Board of Directors.
- 5.2 **Notice of Meetings.** Notice shall be given not less than seven (7) nor more than thirty (30) days before each annual meeting. Written/electronic notice of the time and place of the meeting shall be given to the members personally or by written/electronic notice to their last known addresses or email addresses as shown in the association records.

5.3 Special Meetings

- a. The president may call a special meeting of the association upon giving notice to the members in the manner herein described for an annual meeting, except that the notice shall also specify the purpose of the special meeting.
- b. Upon written demand signed by at least twenty percent (20%) of the members, the president shall call a special meeting for the purpose to which the demand relates, in the manner herein described.

5.4 **Quorum.** One-third of the membership shall constitute a quorum at all membership meetings.

5.5 **Voting.** Each member is entitled to one vote on each question. Voting by proxy is not allowed in the corporation; members may submit a signed vote on a ballot which sets forth the exact question to be voted upon or through an electronic voting process.

5.6 Meeting Management

- a. **Order of Business.** The order of business at annual meetings and so far as applicable at other meetings of the members, shall be as follows:
 1. Registration
 2. Proof of due notice of meeting
 3. Reading and disposal of unapproved minutes
 4. Report of officers and committees
 5. Unfinished business
 6. Election of directors
 7. New business
 8. Adjournment
- b. **Rules of Order.** Meetings of the members and of the Board of Directors shall be conducted according to and governed by Roberts Rules of Order (revised) except as otherwise provided in the by-laws.

Article VI: Board of Directors

6.1 **Directors.** There shall be a Board of Directors composed of seven members. Three members shall be elected from each Extension supervisory region (North and South) and one member elected at large. A majority vote of the membership shall be required for election to the board. Directors shall serve for a period of three years. The directors may serve no more than two consecutive three year terms. The past-president will serve as an ex-officio, non-voting member of the Board of Directors; however, if the past-president has time remaining on their term as an elected board member they may retain voting rights.

6.2 **Qualification.** Any regular member may be nominated and elected to the Board of Directors.

- 6.3 **Nomination.** A nominating committee shall consist of the outgoing or past directors, either at large or representing a supervisory region, with a designated chairman appointed by the president. This committee shall select and contact two nominees for each vacancy on the Board of Directors. Such selection and contact is to be done at least 30 days prior to the annual meeting. The nominating committee shall nominate nominees that include a cross section of agent responsibility.
- 6.4 **Election.** The election shall be conducted at the annual meeting.
- 6.5 **Vacancies.** Vacancies occurring on the Board of Directors shall be filled by appointment to complete the remainder of that position term by the remaining directors.
- 6.6 **Board of Director Meetings.**
- a. **Frequency.** The directors shall hold an annual meeting of both retiring and newly elected directors within 90 days following the annual meeting.
 - b. **Additional Meetings.** The president shall call other meetings at any time and shall do so upon request of a majority of board members.
 - c. **Notice.** Notice need not be given of the annual meeting of the directors if it is held immediately after the annual meeting of members. Electronic notice of all other directors meetings shall be given to each director; or a meeting may be held on written/electronic waiver of notice signed by all directors.
 - d. **Quorum.** A majority of the directors shall be a quorum at a board meeting, but a less number may adjourn to another time upon giving notice to the absent members of the time and place of the adjourned meeting.
- 6.7 **General Powers and Duties, Management.** The directors shall conduct, manage and control the affairs and business of the association. They shall have installed and maintained an adequate accounting system and require proper records of all business transactions to be kept and audited, and reports to be filed as required by law.
- 6.8 **Registered Agent.** A Registered Agent shall be elected and maintained by the Board of Directors as provided by the Chapter 181 of the Wisconsin Nonstock Corporation Law.
- 6.9 **Check Signing.** All checks, notes, bills of exchange and other instruments calling for the payment of money shall be signed by such officers as the Board of Directors may from time to time designate.
- 6.10 **Bonds.** The directors may require every officer, manager and employee to whom funds or other property of the association are entrusted, or who is empowered to disburse or authorize the disbursement of its funds, or is charged with making or keeping its records, to furnish at association expense bond in such amount as the directors shall determine.
- 6.11 **Insurance.** The directors shall provide for the adequate insurance of the property of the association and property in its possession or stored by it, liability to employees and the public.

- 6.12 **Scholarship Fund.** The directors shall set up a Scholarship Fund to be administered by the Board of Directors. The scholarship fund's basic purpose is to assist members to further their academic and professional training. Details of administration and criteria of the scholarship fund will be developed by the board of directors.

Article VII: Officers

- 7.1 **Election.** The Board of Directors shall elect from their membership a president, president-elect, secretary and treasurer. The term of president and president-elect shall be for one year with the president-elect assuming the president's position after his/her one-year term. The secretary and treasurer shall be elected for a two-year term and each shall be elected in alternate years. The secretary shall be elected in even number years and the treasurer shall be elected in odd number years.
- 7.2 **Other Officers.** The directors may also elect such other officers, as may be necessary, who may or may not be a director.
- 7.3 **Duties of Officers.** The duties of the officers shall be those ordinarily carried on in business corporations and those specifically delegated to them by the Board of Directors.

Article VIII: Delegates

- 8.1 The president of the WACAA, or his/her designee, shall represent WACAA at the annual meeting and professional improvement conference (AM/PIC) of the NACAA.
- 8.2 The voting delegates to the NACAA may or may not be award winners. All of the voting delegates shall be members who have attended at least one previous NACAA AM/PIC.

Article IX: Committees

- 9.1 The Board of Directors shall determine the committees that need to be appointed. The president-elect shall make nominations for membership on these committees, but membership of such committees shall be approved by the Board of Directors. The committees make up shall follow the NACAA committees structure.

Article X: Capital Structure

- 10.1 The dues of this association shall be established by the membership of the association and may be changed only by a majority vote of the membership present at an annual meeting. The state and national dues shall be collected in one sum and that portion necessary to pay the NACAA dues shall be forwarded directly by WACAA to NACAA.
- 10.2 All contributions shall become income to the association.
- 10.3 All earnings from group effort shall be income to the association.

Article XI: Distribution of Net Earnings

- 11.1 Any net earnings remaining after payment of all costs and expenses, together with reasonable reserves, may be retained by the association as unallocated surplus.
- 11.2 No dividends or pecuniary profit shall be declared or paid by the association or any officer, director or to any person, firm or corporation.

Article XII: Liquidation and Dissolution

- 12.1 Upon liquidation or dissolution the liabilities and obligations of the association shall be paid and any remaining assets shall be transferred to a similar nonstock, nonprofit or public organization, providing the organization itself if qualified as an organization described in Section 501(c) of the Internal Revenue Code of 1954, (or the corresponding provisions of any future United States Internal Revenue Law).

Article XIII: Audits

- 13.1 The records of the association shall be audited annually by two members of WACAA not consisting of the directors.

Article XIV: Amendment of Bylaw

- 14.1 Any bylaws may be adopted, amended, or repealed by a majority vote at any regular member meeting or at any special meeting of the association members called for that purpose.
- 14.2 The Directors are authorized to adopt or amend any bylaws. Bylaws adopted or amended by Directors shall be reported at the next regular member meeting and shall be subject to repeal or amendment by the members.

Article XV: Fiscal Year

- 15.1 The fiscal year of this association shall be the twelve-month period from July 1 through June 30.

Appendices

Officer Duties, Responsibilities, & Timelines

President

- A) The primary duty of the President is to oversee the operation of the association.
- B) In doing so, he or she shall:
 - 1) conduct quarterly director meetings.
 - 2) preside over the annual meeting of the membership.
 - 3) be responsible for overseeing WACAA activities at the Joint Council of Extension Professionals of Wisconsin (JCEP – Wisconsin) annual conference.
 - 4) communicate relevant information to:
 - a) active members.
 - b) life members.
 - c) extension administrators.
 - d) other state presidents within the North Central Region.
 - e) any other appropriate people.
 - 5) attend the following events:
 - a) National JCEP Leadership Conference held in the spring.
 - b) The NACAA Annual Meeting/Professional Improvement Conference (AM/PIC).
 - (i) Attends officer training workshop
 - (ii) Carries state flag during opening ceremonies
 - (iii) Serve as a member of the State President’s Committee
 - 6) oversee selection of delegates to the NACAA AM/PIC (see bylaws).
 - 7) prepare a state report which is submitted at the National JCEP Leadership Conference and at the NACAA AM/PIC.
 - 8) appoint ad hoc committees as necessary, including an audit committee, annually.
 - 9) welcome new agents/specialists as they are appointed to Extension positions and encourage them to become members of WACAA.
 - 10) coordinate mailing lists (including retiree list) with treasurer and secretary.
 - 11) call special meetings as needed - WISLINE, etc.
- C) In support of his or her attendance of WACAA sanctioned events outlined above, the association shall provide partial financial support to the president in carrying out these duties. Refer to the Policies section of this handbook.
- D) Serve as past president. See the past president and board of director duties outlined below.

President-Elect

- A) The President-Elect serves in the absence of the president and becomes president at the conclusion of the succeeding annual meeting.
- B) The President-Elect also:
 - 1) is responsible for planning the WACAA program at the JCEP-Wisconsin Conference. Solicits input for the WACAA recognition program from the Program Recognition Council committee chairs.
 - 2) is responsible for organizing the Annual Awards Program of WACAA and serves as the master of ceremonies.
 - 3) attends the Public Issues Leadership Conference (PILD) in Washington, DC in accordance to UW-Extension travel program policy.
 - 4) attends the National JCEP Leadership Conference (usually held in the spring).
 - 5) oversees the operations and functions of all standing committees of the association.
 - 6) shall make a special attempt to attend the NACAA AM/PIC and assist with any state function.
 - 7) appoints open committee chair-elects.
 - 8) updates the NACAA website committee chair and state officer's positions following appointments and nominations.
- C) In support of his or her attendance of WACAA sanctioned events outlined above, the association shall provide partial financial support to the President-Elect in carrying out these duties. Refer to the Policies section of this handbook.
- D) See board of director duties outlined below.

Secretary

- A) The Secretary shall:
 - 1) be elected for a two year term.
 - 2) have at least two years remaining on the board at the time of election.
 - 3) be elected in even numbered years so as to alternate with the election of the treasurer.

- B) The primary duties of the secretary are to record the proceedings of all meetings of the board of directors and the association and to perform any necessary correspondence on behalf of the association not specifically assigned elsewhere.

- C) Other duties are to:
 - 1) email minutes of previous meetings to all board members prior to the next meeting.
 - 2) provide copies of all member meeting minutes by email to the UW-Extension Agriculture Administrators and the Agriculture Academic Department Chair (Department of Agriculture and Life Sciences currently).
 - 3) provide a copy of previous annual meeting minutes by email or upon request, for distribution to members at the annual meeting.
 - 4) maintain & record changes to the Policy and Procedures Manual.
 - 5) maintain & update the WACAA email list serve and website.

- D) See board of director duties below.

Treasurer

- A) The Treasurer shall:
- 1) be elected for a term of two years.
 - 2) have at least two years remaining on the board at the time of election.
 - 3) be elected in odd numbered years so as to alternate with the election of the secretary.
- B) The primary duties are to:
- 1) maintain the association's checking account.
 - 2) send out statements of dues to members and collect them.
 - 3) pay the bills of the association.
 - 4) pay affiliation dues to the national association.
 - 5) prepare and present necessary reports for the annual meeting.
 - 6) maintain the membership roster of the association.
 - 7) invest reserve funds.
 - 8) record & pay annual filing fee required by the Secretary of State.
 - 9) serve as WACAA's Registered Agent.
 - 10) keep a record of the association's active and life memberships including current mailing addresses.
 - 11) submit the retiring members' NACAA life membership dues upon collection from life member.
 - 12) pay first year members' national dues.
 - 13) contribute \$20 towards the members' NACAA Scholarship Fund when the member contributes their first \$20.
 - 14) work with scholarship committee chair to make timely payments of members' contributions to the NACAA scholarship fund.
- C) See board of director duties below.

Timetable for Treasurer

- December** Email annual statements of state and national dues to members (some need early statements for budget purposes).
- January 15** Deadline for membership dues to WACAA treasurer.
- February 15** Deadline for payment of NACAA dues.

Past President

- A) The primary duty of the Past President is to:
 - 1) serve as an ex-officio member of the board of directors.
- B) Other duties include:
 - 1) serving as chair of the Policy and Procedures Committee.
 - 2) advising president, president-elect and committee chairs on committee operations and functions.
 - 3) serving as a WACAA representative to the JCEP – Wisconsin executive board for a 3-year term.
- C) See board of director duties below.

Life Membership Liaison

One WACAA director or one WACAA/NACAA life member(s) will be selected to serve as liaison to the WACAA directors and officers.

Duties and responsibilities include:

- A) assisting the life membership committee in reviewing and updating life members' addresses
- B) notifying the committee of illness or death of any life member
- C) contribute relevant information about life members and activities.
- D) assisting in promoting life membership to agents as they retire.
- E) assisting WACAA in inviting life members to WACAA events and functions.
- F) distributing the 'W' blanket to retiring WACAA members in good standing.

Board of Directors Duties

- A) The primary duties of the Board of Directors are as follows:
 - 1. be a member in good standing.
 - 2. serve for a term of three years.
 - 3. strive to attend all National Meetings during term of office.
 - 4. attend all board meetings and association meetings unless excused by the President.
 - 5. encourage 100% membership within their respective Extension Administrative Regions.
 - 6. represent WACAA at retirement functions within their respective regions if a member of the life membership committee is unable to attend such functions.
 - 7. inform the President of happenings within each director's respective region.
 - 8. Board member shall host an in-person or WisLine meeting each July to onboard new chairs while past chair duties are still relatively fresh in mind for those exiting. This should be led by the immediate past-president.

Committee Structures

Program Recognition Council (PRC) Committees:

1. Communication
 2. Search for Excellence
 3. 4-H & Youth
 4. Professional Excellence
 5. Public Relations
 6. Recognition & Awards
 7. Scholarship
- A. Chairs of Program Recognition Council committees must be members of WACAA and are automatically members of that national committee of NACAA.
- B. The term of a Program Recognition Council committee chair begins immediately following the NACAA annual meeting and continuing through the following year's NACAA annual meeting. **Good communication between outgoing and incoming chairs needs to be exercised.**
- C. Program Recognition Council committee chairs should make a concerted effort to attend the NACAA AM/PIC or arrange to have a committee representative participate in the committee's activities at the annual meeting.
- D. Program Recognition Council committee chairs are to report on their respective committee's yearly activities. This report is to be presented to the Board of Directors prior to the annual meeting and to the membership at the WACAA annual meeting. (Note: The board of directors usually meets just prior to the WACAA annual meeting during the JCEP-Wisconsin annual conference.)
- E. Program Recognition Council Committee Chairs are responsible for notifying WACAA President-Elect of award winners for the ordering of plaques to be presented at the WACAA annual recognition program/award banquet.
- F. The following pages explain the programs and activities associated with the respective committees.

Communications Committee

The WACAA Communications Committee works to help association members provide Extension programming through effective use of the media. Members are encouraged to develop and improve their communication skills and to employ those skills in expanded use of mass media in their Extension programming. The committee strives to assist members in developing these needed communications skills. The committee strives to accomplish this goal in a number of ways:

1. It conducts and encourages member participation in the various NACAA awards activities, namely, the Communication Awards Program.
2. It encourages training in communications skills and enhances outlets for Extension information by working with state Extension information specialists.

COMMITTEE CHAIR RESPONSIBILITIES AND TIMETABLE

Sep-Dec

- Organize committee, plan strategy for encouraging entries in each administrative region.
- Begin work on securing award program sponsors for cash awards at the state level.

Jan 1 – Feb 1

- Send NACAA Professional Improvement weblink to members and encourage applications.
- Confirm judge for each category.
- Confirm sponsorship for cash awards.

Feb 1 March 1 Via emails, continue to encourage members to apply and resend weblink.

Mar 1 Entry deadline

Mar 1 – 10 Organize submissions and scorecards, then send to judges.

Mar 23 Deadline for judges to return completed scorecards and placings.

Mar 25

- Send results to President-Elect for plaque order and to include in recognition program/award banquet.
- Send information on award winners to Public Relations Committee Chair for media coverage. Send copies of awards program, winners, list, and thank you letters to sponsors.
- Mark state winners on NACAA application site for Wisconsin entries so they can be included in Regional judging.

Apr Present awards at annual meeting. Prepare annual committee report.

Search for Excellence Committee

The WACAA Extension Programs Committee assumes operational responsibility for the following NACAA “Search for Excellence” Awards:

1. **Crop Production:** This program recognizes a NACAA member who has developed and carried out an outstanding extension educational program in crop production.
2. **Livestock Production:** This program recognizes a NACAA member who has developed and carried out an outstanding extension educational program in livestock production.
3. **Farm and Ranch Financial Management:** This program recognizes a NACAA member who has developed and carried out an outstanding extension educational program in farm and ranch financial management.
4. **Sustainable Agriculture:** This program recognizes NACAA members who develop and implement outstanding educational programs in sustainable agriculture.
5. **Remote Sensing and Precision Agriculture:** This program recognized a NACAA member who has developed and carried out an outstanding extension educational program in utilizing remote sensing and/or precision agriculture techniques.
6. **Landscape Horticulture:** This program recognizes a NACAA member who has developed and carried out an outstanding extension educational program in horticulture.
7. **Young, Beginning, or Small Farmers/Ranchers:** This program recognizes NACAA members who have developed and carried out outstanding Extension educational programs for Young (<35 years of age), Beginning (<10 years management experience), or Small Farmer/Ranchers (<250,000 annual agricultural sales).
8. **Farm Health and Safety:** This program recognizes a NACAA member who has developed and carried out an outstanding extension educational program in farm health and safety.

Applications for awards offered through this program are received from members. The committee reviews them and selects the winners in each category. The state winners' applications are then sent on to national competition. The program is to cover work performed during the past three (3) years. Team entries are permitted. National winners will present his/her program at the function during the NACAA AM/PIC.

PROGRAM TIMETABLE

- | | |
|-----------------------|--|
| Dec. 15 | National Chair provides promotional material for up-coming year application. State Chair sends weblink to members and encourages applications. |
| Mar. 1 | Applications due at state level. |
| Mar. 1-Mar. 15 | <ul style="list-style-type: none">• Selection of State Winners by committee.• Send results to President-Elect for plaque order and to include in recognition program/award banquet.• Send information on award winners to Public Relations Committee Chair for media coverage. |
| Apr. 1 | State winner application to Regional Vice-Chair. |
| Apr. 15 | Regional winners to National Chair. |

4-H and Youth Committee

The WACAA 4-H and Youth Committee seeks to obtain recognition for members who have developed and carried out outstanding Extension Education Programs in Agriculture and Natural Resources for 4-H Members. This committee is responsible for promoting and seeking entries in the NACAA Program Recognition Council Awards Program. 4-H and Youth Committee reviews entries and selects the state winner which is sent on to regional and national competition.

When the National Convention is held in the North Central Region, this committee shall solicit entries for the National 4-H Talent Review and communicate that interest to the host state AM/PIC Talent Review Committee. Members and/or 4-H clubs from throughout Wisconsin shall be encouraged to audition to perform at this event which is an annual part of the program at each NACAA Annual Meeting/Professional Improvement Conference (AM/PIC).

Previous state and regional winners are encouraged to participate again each year. National winners in this program during the past three (3) years, State 4-H and Youth committee chairs and regional 4-H and Youth vice chairs are not eligible to participate in this program.

Winners will be recognized at the NACAA AM/PIC. The national winner is expected to attend the NACAA AM/PIC and report on his/her award-winning program by displaying a poster in the exhibit area.

COMMITTEE TIMETABLE

Dec. 15 National Chair provides promotional material for up-coming year application. State Chair sends weblink to members and encourages applications.

Mar. 1 Applications due at the state level.

Mar. 1-Mar. 15

- Selection of State Winners by committee.
- Send results to President-Elect for plaque order and to include in recognition program/award banquet.
- Send information on award winners to Public Relations committee chair for media coverage.

Apr. 1 State winner application submitted to Regional Vice-Chair.

Apr. 15 Regional winners due to National Chair.

Professional Excellence Committee

The WACAA Professional Excellence Committee is responsible for soliciting Papers for the Poster Session. As applications are received, the committee reviews them and selects winners in each category.

CALL FOR PAPERS FOR THE POSTER SESSION: This opportunity will provide members in good standing the opportunity to present their work at the NACAA AM/PIC in the form of a poster paper, at a session dedicated to **applied research** or a session dedicated to **Extension Education programs**.

An NACAA member in good standing must submit an abstract to which they have been a contributing investigator. A member can only be the senior author (the first name appearing on the poster) on one poster in each category each year.

The senior member author of the posters must be registered for the NACAA AM/PIC (minimum of 1 day fee) and be in attendance at the meet the authors session during the AM/PIC. Posters will be displayed continuously during NACAA AM/PIC.

Posters are judged on the following criteria:

Scientific/Educational Merit	-60%
Poster Presentation	-30%
Following instructions, etc.	-10%

Awards: Awards for the best poster papers in each category are as follows:

Best Contributed Poster	- \$500 and a certificate
Second Place	- \$250 and a certificate
Third Place	- \$150 and a certificate
Region Winners	- Certificate
Finalists	- Ribbons

Instructions for completing the abstract form are printed in The County Agent (magazine) Awards Edition.

COMMITTEE TIMETABLE

December Application materials arrive with the Awards Issue of The County Agent magazine.

Jan-Feb Chair and committee members encourage members to apply for the Poster Session.

Mar. 1 Applications due to state committee chair.

Apr. 1 Applications will be reviewed and state winner selected. Announcement of winner will be made at the WACAA recognition program/award banquet.

Apr. 15 State winner's entry will be sent on for regional and higher competition.

Public Relations Committee

The WACAA Public Relations Committee has been responsible to recognize NACAA members or team of members for outstanding use of public relations in daily efforts that improve the understanding of agriculture in their communities. At the state level, this committee has responsibility for the following programs and activities:

- A) NACAA Agricultural Awareness and Appreciation Award
- B) WACAA "Friend of the County Agent" and "Second Mile" awards
- C) Provide publicity and recognition for all WACAA award winners,
- D) Promote the visibility of WACAA and UWEX.
- E) Coordinate other activities related to public relations that may be requested by the President of WACAA, the Board of Directors, Committees, or members.

COMMITTEE TIMETABLES

A) Agricultural Awareness and Appreciation Award:

- | | |
|----------------|--|
| Dec | Agricultural Awareness and Appreciation Award applications are in the Special Awards Edition of the County Agent magazine. |
| Jan-Feb | State Chair and committee members encourage applications. |
| Mar 1 | Award entries due to State Committee Chair. |
| Mar 15 | Winning entry sent to Regional Vice-Chair. Send results to President-Elect for plaque order and to include in Banquet Program. |
| Apr | Award winners recognized at WACAA Annual Banquet. |

B) Friend of the County Agent and Second Mile Awards:

- 1) The "**Friend of the County Agent**" award is presented annually to a Non-Extension person, who through his/her individual efforts, has greatly enhanced the status of Wisconsin County Agricultural Agents and their associated educational extension programs.
- 2) The "**Second Mile**" award is presented annually to a State Extension Specialist who has put forth exceptional effort to support Wisconsin County Agricultural Agents in carrying out their educational programs.

- | | |
|---------------|--|
| Feb 1 | Request nominations from members. |
| Mar 1 | Nominations due to committee chair. |
| Mar 15 | Selection of winners completed by committee. Send results to President-Elect for plaque order and to include in banquet program. |
| Mar 20 | Contact winners & invite to WACAA annual banquet. |
| Apr | Present awards to winners at annual banquet. |

C) Publicity for Award Winners:

- | | |
|-----------------|--|
| Feb 1-15 | News release assignments to committee members. |
| Mar 1 | Invite major news media to annual meeting. |
| Mar 1 | Arrange for photographer at annual banquet. |
| Mar 1 | Request news release data from committee chairs |
| Apr 1 | News data due to Public Relations committee. |
| May 5 | Send releases to statewide and local media and UWEX administration |
| June | Provide other WACAA news to major media. |

Recognition and Awards Committee

The WACAA Recognition and Awards Committee is in charge of four awards programs. They administer the selection of the **Distinguished Service Award (DSA)**, the **Achievement Award (AA)** and **Hall of Fame (HOF) Award** nominees, and the **25-year Service Awards**. These award applications are available on the NACAA website and must be filed electronically.

- A) **THE DISTINGUISHED SERVICE AWARD** is presented to members who have served at least ten years as a member of the Cooperative Extension Service, who have conducted outstanding programs, are held in high esteem by their fellow workers and are approved by the State Director of Extension. They must be members of the State and National Association the year they are selected. States are allocated DSA's based on 2 percent of its membership 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 the previous year with a minimum of one agent per state. Quotas based on the NACAA membership in Wisconsin are one DSA award for 1 to 75 members, two DSA's for 76 to 125 members and three DSA's for 126 to 175 members.
- B) **THE ACHIEVEMENT AWARD** is awarded to agents with less than 10 years of service in the Cooperative Extension Service, who have exhibited excellence in the field of professional extension. Nominees must be members of the State and National Association the year they receive the award. Each state is eligible to nominate up to two percent or fraction thereof of the state's membership based on each state's membership as of February 15 of the previous year with a minimum of one agent per state. Therefore, 1-75 members =1; 76- 125 = 2; 126-175= 3, etc.
- C) **THE HALL OF FAME AWARD** is to recognize NACAA individuals for demonstrated commitment, dedication and effective leadership in job performance as an outstanding educator, consideration for association involvement at both the state and national level, and outstanding humanitarian service. This award recognizes NACAA members with sustained and distinguished careers. This award will be presented annually to one person from each of the four NACAA regions. The Vice Chairs of Recognition and Awards from each region will be responsible for collection of applicants from the states.
- D) **THE TWENTY-FIVE YEAR SERVICE AWARD** is presented to those members who have completed 25 years of service in the Cooperative Extension Service as of June 30 in the year of the award. This award will be presented annually at the WACAA banquet following the year they have completed 25 years of service.

COMMITTEE TIMETABLE

- Aug:** Regional Vice-Chairs send quotas to state chair and electronic nominating procedures for AA, DSA, and HOF Awards
- Oct - Nov:** State Chair calls for applications for AA, DSA, and HOF Awards
- Dec 15:** AA, DSA and HOF Award Applications due to the Committee. All applications must be submitted electronically using the awards applications on the NACAA Awards website. Receive Mini Vitae from nominees as needed.
- Late Dec:** Committee selects DSA, AA, and HOF nominees and gets applications in order. Chair secures necessary photos from applicants to submit electronically.

- January 5:** State Chair reviews all electronic nomination forms and evaluates quality of photos. Evaluate all citations and check for clarity.
- January 15:** All electronic nominations are due to Regional Vice-Chairs from State Committee Chair. Obtain Membership List from WACAA Treasurer and coordinate 25 Year Service Awards. Notify President-Elect of AA, DSA, HOF and 25 Year Service Award winners for plaque order and to include in annual banquet program.
- Send AA, DSA, HOF and 25 Year Service Award winners to Public Relations Committee chair for media coverage.
- April:** Present DSA, AA, HOF and 25 Year Service awards at the annual banquet

Scholarship Committee

The WACAA Scholarship Committee administers both the WACAA scholarship applications and the applications from members for NACAA scholarships. Responsibility for approval of scholarship requests shall rest with the scholarship committee.

The committee is also responsible for the annual WACAA fundraiser at either the JCEP- Wisconsin Conference or the UW-Extension ANRE Conference. The money from the annual WACAA fundraiser will be used for awarding annual WACAA scholarships.

A) Criteria for Awarding WACAA Scholarships:

1. Must have been a member of WACAA for at least two years.
2. Scholarship requests may be considered for graduate study, tours, conferences, workshops, etc.
3. Must be currently employed with UW-Extension and plan to continue employment for at least two years. If employment with UW-Extension is self-terminated within two years of receiving a WACAA scholarship, the award must be returned to WACAA treasurer 30 days after final employment date.
4. Study cannot be completed before application is approved and must be started within one year following approval.
5. Guidelines for scholarship amounts will be for \$200 each for a total of up to 4 scholarships per year.
6. Scholarships will not be granted more than once in three years for an individual.
7. Applications are due May 1 to WACAA scholarship committee chairperson.

B) Criteria for Awarding NACAA Scholarships: (application forms are available on the NACAA website)

1. Must be an NACAA member in good standing for the past two years.
2. Application must be approved and signed by the State Association President, State Scholarship Chair, and the State Director of Extension.
3. Member vestment will be \$40 to qualify for up to \$1,000 scholarship and a vestment of \$100 (an additional \$60 contribution to the scholarship fund) to qualify for an additional scholarship awards from \$1,001 to \$2,000 (no more than \$1,000 in any one year will be awarded). Effective dates for this change will be the 2013 scholarship requests. Each participant must have made this contribution before the end of the previous year's AM/PIC. (If one person within the group has not contributed \$40 by the deadline, it disqualifies the entire group). (\$20 will be matched by WACAA).
4. Award is for individual or group professional improvement.
5. Maximum scholarship per member is \$1,000 per year and \$2000 in your career. (This amount includes scholarships received as an individual or as part of a group.)
6. Applications are due May 1 to WACAA scholarship committee chairperson. Chair will approve application and submit to Regional Vice Chair by June 1.

Life Membership Committee

The WACAA Life Membership Committee shall ensure that all retired members of the WACAA are aware of the life membership benefits. More specifically, the duties of the committee and the life membership liaison are as follows:

1. Notify WACAA President and Treasurer of agents who have submitted letters notifying CES Administration of their intent to retire.
2. Purchase and coordinate the presentation of the "W" blanket retirement recognition to retirees. Presentation will be made at the WACAA annual awards banquet, or at a county retirement program, or at both events, depending on the wishes of the retiree.
3. Follow up after a member retires to insure that a life member is receiving communication from WACAA and NACAA.
4. Insure that retirees are invited to all functions at both the state and national levels.
5. Create a better understanding of the Life Members role and relationship within WACAA and NACAA.
6. Promote a system within the WACAA for supporting the life membership of retiring members.
7. Encourage retired members to become life members of the National Association of County Agricultural Agents and submit payment of life membership dues to the WACAA treasurer.

Policy-Retirement Blanket

A Wisconsin "W" Blanket is presented to retiring WACAA members in good standing.

- A. Presentation will be made at the WACAA annual awards banquet, or at a county retirement program, or at both events, depending on the wishes of the retiree.
- B. Blanket should be presented by the WACAA President or a member of the Life Membership Committee or a member of the WACAA Board of Directors from the Extension Region of the retiree.
- C. Board members from each region should be aware of the status of members who are scheduled to retire. They shall notify the Life Membership Committee Liaison who will initiate the blanket presentation process.

NACAA life membership process

1. When a member of WACAA retires from Extension service, the retired person is eligible for a lifetime membership to WACAA and NACAA.
2. When paying dues the year following retirement, lifetime membership is selected on the membership dues statement.
3. Lifetime membership dues are payed to the WACAA treasurer and the WACAA treasurer sends the national dues in to NACAA.

Professional Improvement Council (PIC) Committees

The current Professional Improvement Council Committees include:

1. Agronomy & Pest Management
2. Agricultural Economics & Community Development
3. Animal Science
4. Horticulture & Turfgrass
5. Natural Resources, Aquaculture, & Seagrass
6. Sustainable Agriculture*

These special interest committees function at all levels assisting members with professional development activities. They sponsor no awards but do sponsor tours, seminars and encourage members to make presentations at the NACAA AM/PIC.

State contacts are expected to share information with members statewide as they receive it from the Regional Vice-Chairs. Announcement of their activities appear in the Special Awards Edition of The County Agent magazine.

Each PIC committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

*** Sustainable Agriculture Committee is responsible for reviewing and approving NACAA/SARE Fellows applications from the State.**

Timeline

Dec	NACAA/SARE Fellows applications are in the Special Awards Edition of the County Agent magazine.
Jan-Feb	State Chair and committee members encourage applications.
Mar	15 NACAA Fellows Applications due.
Apr 1	Winning entry sent to Regional Vice-Chair.

Extension Development Council (EDC) Committees

Extension Development Council Committees include the following:

1. Leadership & Administrative Skills Development
2. Agricultural Issues and Public Relations
3. Early Career Development
4. Teaching and Educational Technologies

A state contact/liaison will be assigned for each of these committees from the WACAA membership. A primary responsibility of the state contact/liaison is to inform WACAA members of opportunities that are offered through their respective NACAA committee.

The Extension Development Council (EDC) strives to enhance the professionalism of our members by providing opportunities for strengthening their leadership and educational delivery skills. One common thread among NACAA members is the fact that we are all Extension agents/educators. **Therefore, it is imperative that our organization strengthen and continue to offer training in the process of how to become better extension professionals.** This is the one area that effectively separates NACAA from other subject specific professional organizations. The sub-areas of the EDC are not to be subject matter specific, but rather cover broad, general extension related topics that focus on the following: Agriculture Issues and Public Relations, Early Career Development, Administrative Skills, and Teaching and Educational Technologies. Each of these broad headings is addressed by a committee.

Resolutions Committee

The WACAA Resolutions Committee receives, reviews, and makes recommendations for action on all resolutions presented to the association. Resolutions may be submitted by officers, committees, or individual members of WACAA. Resolutions must be received by the Resolutions Committee at least two weeks prior to the annual meeting of WACAA in order to be placed on the annual meeting agenda. Resolutions not received by the deadline may be placed on the annual meeting agenda (without recommendation) by approval of a majority of the members in attendance at the annual meeting. The two-week requirement shall apply in the event a special meeting of the membership is called for the purpose of acting on any resolution.

COMMITTEE TIMETABLE

- Dec** Send reminder to members of deadline date.
- Mar** Deadline for receiving resolutions for committee review (two weeks prior to annual meeting).
- Apr** Present resolutions and recommendations to Board of Directors just prior to annual meeting.

Policy and Procedures Committee

The President of WACAA may appoint an ad hoc committee on Policy and Procedures to study association policy, make recommendations for change, and update this manual.

Members of this committee should include but not be limited to active past presidents of WACAA.

The chair of this committee should be the Immediate Past President of WACAA if still an active member.

It is suggested that if the president appoints this committee, it meet as soon as possible after the annual meeting. At that time, the manual will be reviewed and maintained as electronically available to newly elected officers, directors, and appointed committee chairs.

Policies

Policy I- Support to attend NACAA Sanctioned Activities

WACAA will provide the following monetary support for certain members to attend the annual meeting of NACAA, the PILD National Leadership Conference and the National JCEP Leadership Conference:

A. NACAA Annual Meeting

1. Association Delegates	\$200
2. Distinguished Service Award (DSA) and Achievement (AA) Recipients	\$200
3. President	\$200
4. National Award Winners	\$100
5. Regional Committee Vice Chairs	\$100 *
6. National Committee Chairs	\$100 *
7. Regional Vice Director	\$100 *
8. Regional Director	\$100 *
9. National Officers	\$100 *

* This monetary support is effective only for those annual meetings in which that person is serving in the listed capacity. (In most cases, this will be for two years following the annual meeting in which that person assumes that position.)

B. Public Issues Leadership Development (PILD) Conference in Washington, DC: all appropriate travel, lodging, and meal expenses incurred by President Elect. **

C. National JCEP Leadership Conference: all appropriate travel, lodging and meal expenses incurred by President or President Elect. **

** Agents may seek professional improvement funds from their administrative director to attend any one of these listed meetings or conferences; however, WACAA support will be applied after all other funding sources have been used. Participants should follow the University of Wisconsin System Travel Policy from the UW System Travel Regulations (UWSTR).

Policy II- Support of states within the North Central Region hosting the National Conference

The WACAA will provide support to states within the North Central Region who plan to host an NACAA annual meeting by sponsoring a meal, snack, or break during the NACAA AM/PIC. As soon as the host state is announced, the Board of Directors of WACAA shall begin seeking monetary and product support. This will allow sponsors to include these projects in their respective budgets. An ad hoc committee may be appointed for this.