

Rules of Operation
Association of Southern Region Extension Directors

SECTION I – Name

The name of this organization shall be the Association of Southern Region Extension Directors (ASRED), hereinafter called the Association, which is established in conformity with the constitution of the Association of Public and Land-grant Universities (APLU).

SECTION II – Purposes

The purposes of the Association include, but are not limited to, the following:

Represents the Directors of the State Cooperative Extension Services* in the Southern Region in their collective dealings.

Provides a forum for consensus among members, and represents and provides service to the individual State Directors on matters of regional, national and international concern.

Plans and develops programs that expand the quality and effectiveness of individual member state Cooperative Extension Services and their impact in the states of the Southern Region.

Initiates, monitors and reports the results of regional Extension activities, including projects, cooperative efforts and communications.

May employ and pay the salaries and/or benefits and expenses of an Executive Director or other personnel to carry out multi-state, regional and ASRED initiatives.

Collects and disburses dues or assessments, enters into agreements or contracts with cooperators and/or granting agencies as agreed upon by the Association.

Elects members to and participates with the various standing committees of the Association and other regional associations in developing and conducting cooperative regional initiatives.

Facilitates cooperation among its members with federal and other state agencies, and with industry and others in the planning, financing and performance of Extension and Extension-related activities.

At the national level, functions as the regional linkage to APLU, ECOP, the U. S. Department of Agriculture and other agencies and groups of interest to the region.

The Association (1) elects members to ECOP**; (2) may formally exchange information between the regional and national levels via input to the Extension Section of APLU or ECOP; and (3) is the normal channel for Directors of Extension Services in the Southern Region to engage the Board on Agriculture Assembly via the Section or ECOP.

On matters to be ratified by, reported to, or recommended to APLU, the consensus of the Association shall be conveyed to the chair of ECOP (who is also the chair of the Extension Section) by the chair of the Association or the members of ECOP from the Southern Region or by the ASRED Executive Director, as staff of ASRED.

The Association shall conduct its affairs in conformance with the Rules of Operation of the Cooperative Extension Section and of APLU.

The procedural details of the operation of the Association may be amended by a simple majority vote at any meeting where a quorum attends.

* The use of the term "State" includes the Commonwealth of Puerto Rico and the United States Virgin Islands, each of which have Cooperative Extension Service organizations that receive funds via the Smith Lever Act of 1914 and are members of the Association.

** When combined, the five Regional Associations make up the Cooperative Extension Section, Board on Agriculture Assembly of APLU. The Extension Committee on Organization and Policy (ECOP) acts on behalf of the Section, functioning in most ways as an Executive Board of the Section.

SECTION III – Membership

The formal voting members of the Association (those who will vote to elect officers, to commit Southern Region Extension Service resources or deal with policy matters of the Association) shall be fifteen (15) in number, consisting of the Directors (Chief Operating Officers {COOs} or duly authorized representatives of the State Extension organizations in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, the U. S. Virgin Islands, and Virginia.

Associate and Assistant Directors (non-COOs) and others holding similar or equivalent titles of the member Southern Region Extension Services shall also be members. They may vote on matters other than funding and policy, however, there shall be one formal vote for each state Extension Service organization. The Chair may stipulate when a formal vote is in order.

The ASRED Executive Director shall be an ex-officio, non-voting member of the Association.

SECTION IV – Meetings

Meetings may be held as determined by the Association or on the call of the Chair, but no less frequently than twice per year, and the fall meeting is held in conjunction with the 1890 Extension Administrators and the Program Leadership Committees of the region.

SECTION V – Officers

A. Officers

The officers of the Association shall be the Chair, Chair-Elect and Secretary, each serving a one-year term that begins at the conclusion of the annual meeting of the Cooperative Extension Section of APLU (regardless of whether there is a meeting of this Association) and ends at the same time the following year. Officers may be re-elected for one additional sequential term. A member may be elected for a previously held office.

B. Elections

The Chair and Chair-Elect shall be elected from among the fifteen (15) Directors (COOs) who are formal voting delegates of the Association. After completing the one-year term, the Chair-Elect shall ascend to the role of Chair. The Secretary may be elected from among the Director, Associate and Assistant Director members (non-COOs). Nominations shall be submitted by a Nominating Committee named by the Chair. A simple majority vote is required for election. In the event the Chair-Elect or Secretary resigns or is otherwise unable to serve, the Chair, in consultation with the remaining members of the Executive Committee, shall make appointments to fill the unexpired terms.

C. Duties

The Chair shall preside at business meetings of the Association, at meetings of the Executive Committee and on all other occasions where the head of the organization is required. He/she is the chief executive officer of the Association. The Chair acts on behalf of the Association in taking interim actions between meetings, with the advice and consent of the Executive Committee on matters of policy and precedent. The Chair-Elect shall perform the duties of the Chair in the absence of the Chair. He/she shall become Chair for the unexpired term should the Chair resign or otherwise be unable to serve. The Secretary shall be responsible for taking the official minutes and facilitating communication among the members and the officers. He/she shall serve as the Secretary of the Association and of the Executive Committee.

SECTION VI - Executive Committee

The Executive Committee shall be composed of the Chair, Chair-Elect, immediate Past Chair, Secretary, and as a non-voting, ex-officio member, the ASRED Executive Director. The Executive Committee, through the Chair, executes the established programs of the Association and provides oversight for the activities of the Association.

SECTION VII - Committees and Designees

Committees may be established and Administrative Advisors and other designees named by the Chair at the will of the Association. Administrative Advisors shall be named from among the membership of the Association; committee members may include anyone (members or not) who is willing to serve. Administrative Advisors to various multistate committees and taskforces may be drawn from the administrative teams of member Extension Services. Heads or Chairs of Departments from member Extension Services may serve as Administrative Advisors to Southern Extension and Research Activity groups.

SECTION VIII – Quorum

For purposes of doing business of the Association, a quorum shall consist of a minimum of ten members (COOs) or their officially designated representatives present and voting at any duly called meeting where written notice and agenda are set out in advance of the meeting. A simple majority resolves all issues except amendment of the Rules of Operation (see below).

SECTION IX - Parliamentary Authority

The emphasis in all meetings shall be an orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

SECTION X - Repository of Documents

The Southern Rural Development Center, located at Mississippi State University, will serve as a repository of documents of ASRED.

SECTION XI - Amendment of Rules of Operation

These Rules of Operation may be amended at any business meeting of the Association, provided the proposed amendment has been made available to all members one month in advance of the meeting and is passed by a two-thirds majority of the membership.

The original by-laws were accepted and approved by the Association of Southern Region Extension Directors on April 22, 1993 as an informal organization, not a 501.C.3 organization.

*C. Wayne Jordan, Chair and D. S. Padda, Secretary
Association of Southern Region Extension Directors*

Amended as Rules of Operation by the Association of Southern Region Extension Directors on November 13, 2001, Washington, DC

*Christine Waddill, Chair and Jon Ort, Secretary
Association of Southern Region Extension Directors*

Amended Sections V and VI at Fall 2002 ASRED meeting to change officers to Chair, Chair-elect and Secretary

*Jon Ort, chair and Kwame Garcia, Secretary
Association of Southern Region Extension Directors*

Amended as Rules of Operation by the Association of Southern Region Extension Directors on April 8, 2010, Oklahoma City, OK

*James Trapp, Chair and Kyle Smith, Secretary
Association of Southern Region Extension Directors*

Amended Sections IV, V and VII by the Association of Southern Region Extension Directors on August 27, 2020.

*Tom Dobbins, Chair and Paul Brown, Secretary
Association of Southern Region Extension Directors*