

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 National Association of State Universities and Land-Grant Colleges (NASULGC).

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 NASULGC, 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 Section 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 NASULGC, 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.

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

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 NASULGC. The Extension Committee on Organization and Policy (ECOP) acts on behalf of the Section, functioning in most ways as an Executive Committee 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 Administrator of CSREES, USDA (or his/her designee) , the ECOP Executive Director, and the ASRED Executive Director shall be ex-officio, non-voting members 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

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 NASULGC (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 shall be elected from among the 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 comprised 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 desired (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 Research Activity-Information Exchange 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.*

**Office of the Executive Director
of the
Association of Southern Region Extension Directors
(Guidelines developed with establishment of the Office of Executive Director)**

Statement of Purpose

The Office of the Executive Director of the Association of Southern Region Extension Directors (ASRED) is established to provide administrative and staff level support for association business, programs, and activities of ASRED.

The executive director will promote and facilitate greater programmatic cooperation and coordination among the member states of ASRED. Such cooperation should afford the cooperating states an opportunity to share programmatic resources as well as personnel. It should also foster the linkages, partnerships, and collaborative arrangements necessary to place the member states in the strongest position possible to compete for competitive funds available through USDA, other federal agencies and non-governmental sources. The executive director is charged with coordinating the cooperative development of both print and electronic publications, interactive web sites and virtual centers that can strengthen extension programming on a multi-state and regional level.

ASRED, through the office of its executive director, will support the mission and programs of the National Association of State Universities and Land Grant Colleges (NASULGC) and its various boards, commissions, and councils; the mission and programs of the Cooperative States Research Extension and Education Service (CSREES); and the work of AESOP and/or other similarly authorized agencies as appropriate.

Responsibilities and Duties of the Executive Director

The executive director serves as the principal staff person to ASRED. The executive director advises ASRED and its member directors on the policies and programs. The executive director works closely with the ASRED chair, to whom he or she is responsible on a day to day basis. The duties and responsibilities of the executive director include, but are not limited to, the following:

1. Provide direct staff support for the ASRED Chair and for committees and programs of ASRED as assigned.
2. Coordinate regional and multi-state and integrated programs, publications, and educational activities. Facilitate the collection of data on the implementation and evaluation of multi-state programs within the region. Make these data appropriately available for states to use in reporting against annual plans of work. Tender regional reports to CSREES as appropriate.
3. Actively pursue regional and multi-state funding opportunities on behalf of the member states, facilitate the development of proposals and appropriately support those proposals through the funding process.
4. Cooperate and collaborate as appropriate with experiment station directors, academic heads, and 1890 administrators at both the regional and national level.

5. Promote and facilitate the goals and objectives of ASRED through effective liaison among states within the region, between the Southern Region and other extension and experiment station regions, with CSREES, and with a variety of other federal partners.
6. Work closely with the Southern Association of Agricultural Experiment Station Directors (SAAESD) staff to coordinate programs and activities and to promote joint research/extension cooperation within the Southern Region.
7. Servers the ASRED liaison to SAAESD. (*Note: This was never agreed upon.*)
8. Serve as ASRED's principal contact with NASULGC's Director of Extension and Outreach.
9. Support the office of NASULGC's Director of Extension and Outreach and the initiatives and activities of ECOP as appropriate.
10. Be responsible for all fiscal and personnel matters related to the office of the ASRED Executive director.

Location and Facilities

ASRED will seek the cooperation of one of its member campuses to serve as the host campus for the office of the executive director. The logistics of this arrangement will be handled through a MOU with that host campus.

Governance

Each of the participating states is afforded one vote on issues related to the office of the executive director of ASRED.

The executive director is responsible to the total membership of ASRED and reports directly to the ASRED chair, who serves as the executive director's access point to the ASRED membership. Together the ASRED chair and the executive director are charged with the interpretation of policy and the initiation of procedures necessary to discharge the day to day business of ASRED.

The ASRED Chair (chair elect and past chair) will annually conduct a performance review on the executive director and report that appraisal to the membership of ASRED. Input from ASRED membership will be sought prior to conducting the review.

Formulation of policy, changes in policy, deviations from the approved annual operating budget; appropriation of funds not covered by the budget, and personnel actions are the responsibility of the ASRED membership and may not be delegated to the chair and/or the executive director.

The office of the executive director for ASRED will be established for a period of five years beginning with the fiscal year closest to the date of hire of the first executive director. Prior to or during year five of the agreement, ASRED will review the office and determine if another five-year commitment will be made. This action must take place not less than six months prior to the end of the fiscal year of each fifth year of the agreement. ASRED will provide not less than a 180-day notice of termination of the office of the executive director.

ASRED maintains the discretion to abolish the office of the executive director at the end of any fiscal year or with ISO-days notice, by a two-thirds vote should extenuating circumstances emerge that place severe financial hardships on the Cooperative Extension System or on the states so that in the best judgment of ASRED it is not in the best interest of ASRED or the states that this financial commitment continues.

Operations and Assessments

The office of the executive director will operate on a fiscal year that is consistent with the University who serves as the host institution. The office will operate by a memorandum of understanding that provides for an agreement on the host institution and ASRED mutual contributions and support for the office of the executive director.

The office of the executive director will be supported by the thirteen (13) member states of ASRED. Because of their remote locations and limited access to multi-state and regional programming opportunities, Puerto Rico and the American Virgin Islands are not expected to pay an annual assessment. They are expected to negotiate a fair and equitable charge for specific support and services through the office of the executive director.

Each of the 13 states will annually share equally in the financial support of the office of the executive director by providing 7.7% of the total annual budget as approved by ASRED. This allows each state to have an equal commitment to, input on and access to this office.

The executive director will be responsible for preparing an annual budget and presenting to the ASRED membership for approval.

Funds will be accounted for by an audit committee appointed by the ASRED chair.

Budget and Staffing

It is the intent of ASRED that the office of the executive director performs its designated duties in an expedient and professional manner and yet recognizes and practices fiscal prudence in the execution of these duties. ASRED supports situations where specific duties can be executed by contracting with or utilizing agreements with existing resources versus creating a large infrastructure.

This allows for flexibility in addressing dynamic issues and situations that the office will need to address in response to federal, state and clientele needs.

The executive director will present a budget request to ASRED at a regularly held meeting not less than 120 days prior to the beginning of the next fiscal year. This budget request should be distributed to ASRED members at least one week prior to the meeting. *(Note: It was decided at the November, 2002 ASRED meeting that the budget would be presented at the annual spring meeting.)*

Amendments to the budget (moving funds from one line to another) can be approved by the Chair of ASRED. Any budget changes impacting the bottom line must be approved by a two-thirds vote of all eligible ASRED members.

Chester Fehlis
June 13, 2000