

Joint Council of Extension Professionals (JCEP)

By-Laws & Policy Handbook

Updated June 2007



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JCEP BY-LAWS AND POLICY HANDBOOK
TABLE OF CONTENTS

Bylaws	3
Articles of Incorporation.....	11
Policies and Procedures	16
Officer Elections	16
Election Procedures	16
Duties of the Officers	17
President	
President-Elect	
Secretary	
Treasurer	
Treasurer-Elect	
ECOP Budget Representative	
Handbook Chair	
Historian	
JCEP Internal Committees	18
Handbook Committee	18
Fiscal Committee	18
JCEP Partnerships and Public Issues Committee	18
PILD Committee.....	18
Regional Workshops Committee	18
Galaxy Conference Committee.....	18
Teamwork Award Judging Committee.....	18
ECOP Budget Committee	19
New Director Orientation	19
JCEP Electronic Voting Procedure.....	19
Risk Management/Liability	19
Conflict of Interest	20
Conference Planner.....	20
Team Award.....	20
Web Site Guidelines	21
JCEP Listserv	21
JCEP Nametags.....	21
JCEP Display Policy	21
JCEP Affirmative Action Policy.....	22
JCEP Affirmative Action EEO Policy	23
Fiscal Issues	25
JCEP Budget	25
Guidelines for Use of Funds	25
JCEP Board Member Fiscal Responsibility for Participation in JCEP Sponsored Activities	25
Guidelines for JCEP Contracts	25
Guidelines for Securing Funds.....	25
Refund Policy.....	26
Late Registration Fees.....	26

Insurance	26
ECOP Meeting - JCEP President Expenses.....	26
ECOP Budget Representative Expenses	26
JCEP Board Meetings Expenses.....	26
Guidelines for Reimbursement of Expenses for Invited Guests to JCEP Events	27
Policy for Gifts to Outgoing Officers	27
Financial Review Guidelines	27
JCEP Internal Financial Review Procedures	27
Galaxy Proceeds Distribution Policy	28
Criteria for Admitting New JCEP Members	29
Event Guidelines	30
Regional Leadership Officer Workshops.....	31
Public Issues Leadership Conference	37
Galaxy Conference.....	43
Guidelines for Galaxy Conference Request for Bids	45
Excellence in Teamwork Award.....	47
Forms	50
Operations Expense Voucher.....	51
Application Form for ECOP Budget Committee.....	52
National Galaxy Conference Application Form	53
Appendix.....	55
ECOP Budget Committee	56
JCEP Partnership and Public Issues Committee.....	57
Elected Officials Committee.....	59
Request for Proposals Conference/Meeting Planner	60
Conference/Meeting Planner Letter of Agreement.....	65
JCEP Evaluation Tool.....	68
Strategic Plan	69
Plan of Action	70

**BYLAWS OF
JOINT COUNCIL OF EXTENSION PROFESSIONALS**

Adopted, December 1991

ARTICLE I. MEMBERSHIP

1.1 General Membership. Membership of the Corporation shall consist of the members of the National Association of County Agricultural Agents, Epsilon Sigma Phi, the National Extension Association of Family and Consumer Sciences, National Association of Extension 4-H Agents, Association of Natural Resource Extension Professionals, National Association of Community Development Extension Professionals and such other organizations as may be designated by the members of the Corporation.

1.2 Certification of Membership. Certificates or other evidence of membership in the Corporation may be issued. If issued, each certificate shall be numbered, shall exhibit the member's name, and shall be signed by the JCEP president or secretary. The certificate number and the respective member's name shall be entered in the membership register of the corporation as the certificate is issued.

1.3 Status of Membership. Membership in the Corporation shall be personal, shall not survive the death of any individual member, and may not be transferred by any means. A member may resign at any time by written notice to the Corporation.

1.4 Termination of Membership. Membership in the Corporation may be terminated for any action by a member organization which is detrimental to the best interests of the Corporation, or for failure to actively support corporate purposes, or to actively participate in corporate activities, and removal shall require the affirmative vote of seventy-five (75%) percent of the JCEP Board of Directors.

1.5 Annual Meetings. The Annual meeting of JCEP, for the purpose of election of officers and for such other matters as may come before it, shall be held in June of each year, or at such other time as JCEP Directors deem appropriate. A notice setting forth the date, time and location of the Annual Meeting shall be sent ten days prior to the meeting, however, failure or irregularity of notice of any meeting shall not invalidate the meeting or any action taken at the meeting.

1.6 Quorum. At all JCEP meetings those represented in person or by written proxy shall constitute a quorum; for the purposes only of adjournment a quorum shall not be necessary. Any member shall be considered present in person who participates by means of a conference telephone or similar means of communications equipment by means of which all persons participating in the meeting can communicate with each other at the same time.

1.7 Voting.

1.7.1 At every meeting of JCEP, each regular director shall have the right to vote or to abstain from voting. JCEP Directors may vote either in person or by proxy appointed by an instrument in writing, signed by such member and filed with the secretary of the Corporation at or before the meeting. Said proxy so appointed need not be a member.

1.7.1.1 Proxies may be appointed to fill an absence of a member of the Board of Directors for a single meeting or to fill in for a board member who has vacated his/her position. Anyone in good standing of the association/fraternity they represent is an acceptable proxy, given that they have informed the secretary of the JCEP board in writing prior to serving as a proxy. The written notification must be provided and signed by the absentee board member and must clearly state who will be serving as the proxy.

1.7.2 Every director of record shall have the right at every JCEP meeting to one (1) vote, and the affirmative vote of the majority of the directors represented at a meeting shall be necessary for the adoption of a motion or resolution and for the determination of all questions and matters which shall come before the meeting.

1.7.3 Electronic voting: To conduct business between corporation meetings, electronic voting shall be used.

ARTICLE 2. BOARD OF DIRECTORS

2.1 General Powers. The business and affairs of the Corporation shall be managed by the Board of Directors, which shall exercise all the powers of the Corporation.

2.2 Number and Qualifications. The Board of Directors shall be composed of not less than three (3) Directors, none of whom need to be a resident of the State of Washington.

2.3 Term of Office.

2.3.1 JCEP Directors shall be designated by extension professionals of the participating organizations, set forth in paragraph 1.1 above.

2.4 Vacancies. In case of any vacancy in the Board of Directors, a replacement director shall be selected as set forth in Paragraph 2.3.1 above, for the unexpired portion of the term.

2.5 Resignation. Any Director may resign at any time, by delivering written notice to the secretary, to be effective at or after the next meeting of the Board of Directors.

2.6 Removal.

2.6.1 Any JCEP Director may be removed from office for cause by a majority vote of the membership of the Corporation or membership of the individual association.

2.7 Quorum and Voting.

2.7.1 A majority of the JCEP Directors presently in office shall constitute a quorum for all purposes; provided, however, at any meeting, whether a quorum be present or otherwise, a majority of the Directors present may adjourn from time to time and from place to place, without notice other than by announcement at the meeting. Any JCEP Director shall be considered present in person who participates by means of a conference telephone or similar means of communication equipment by means of which any persons participating in the meeting can hear each other at the same time; or by proxy.

2.7.2 At each meeting of the Board at which a quorum is present, all questions and other matters shall be determined by a vote of a majority of the Directors present, unless a different vote is required by law.

2.8 Required Documents. The following documents are required to be sent to members of the Board of Directors:

- (a) Agenda for regular and special meetings of the Board; and,
- (b) An annual report of the activities and finances of the Corporation.

2.9 Committees. The Board of Directors may adopt a resolution appointing such committees of the Board, either standing or special, as may, from time to time, be deemed advisable.

ARTICLE 3. MEETING OF DIRECTORS

3.1 Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as the Board of Directors may from time to time designate. There shall be at least one regular meeting of the Board of Directors each year in addition to the annual meeting.

3.2 Special Meetings. Special meetings of the Board of Directors may be called by the President and shall be called at the written request of at least two-thirds (2/3) of the members of the Board of Directors.

3.3 Notice. Written notice of the time, place and purpose of special meetings shall be sent to each member of the Board of Directors at least ten (10) days before the date of such special meeting; provided, however, that Notice specified in this section may be waived in accordance with the provisions hereinafter set forth pertaining to Notices.

3.4 Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum exists shall be the act of the Board of Directors.

3.5 Annual Meeting. The annual meeting of the Corporation shall be held in June of each year, or at such time, as the Board deems appropriate.

ARTICLE 4. ACTIONS BY WRITTEN CONSENT

Any corporate action required or permitted by the articles of incorporation or bylaws, or by the laws of the State of Washington to be voted upon or approved at a duly called meeting of the JCEP Directors or JCEP members.

ARTICLE 5. OFFICERS

5.1 Officers. The officers of the Corporation shall be president, president-elect, secretary and treasurer. All officers shall be selected by the Board of Directors from its members at the regular meeting prior to the beginning of the fiscal year. The president-elect shall be elected annually to serve one year as president-elect and shall serve the following year as president or until a successor has been elected. The president, secretary and treasurer shall hold office for a period of one year or until a successor shall be duly elected.

5.2 Appointive Officers. The Board of Directors may by resolution create the appointive offices of assistant secretary and/or assistant treasurer, define the duties and fill such offices, with the appointee to hold office at the pleasure of the Board of Directors. One person may fill both offices.

5.3 President. The President shall preside at all meetings of the Board of Directors, and shall have general supervision over the affairs of the corporation, shall sign or countersign all certificates, contracts and other instruments of the Corporation, as authorized by the Board of Directors, and shall make reports to the Board of Directors and shall perform all such duties as were incident to that office or as are required by the Board of Directors. The President shall be entitled to vote upon all matters coming before the Board.

5.4 President-elect. The president-elect shall perform all of the duties of the office of the president in the event of absence, disability or at the request of the president.

5.5 Secretary. The Secretary shall:

- a. Serve as secretary for all meetings of the Board of Directors and the Executive Committee.
- b. Act as clerk thereof and shall record all the proceedings of such meetings.
- c. Sign all notices required by law or these Bylaws.
- d. Perform such other duties as the Board of Directors shall prescribe.

5.6 Treasurer. The Treasurer shall:

- a. Supervise custody of the funds and securities of the Corporation.
- b. Cause full and accurate accounting of receipts and disbursements to be kept deposited in such depositories as may be designated by the Board of Directors.
- c. Cause the funds of the Corporation to be disbursed as may be ordered by the Board of Directors.
- d. Cause a report to be made at its regular meeting, or whenever the Board of Directors may require it, of all transactions and the financial condition of the Corporation.
- e. Perform such other duties as the Board of Directors from time to time prescribes.
- f. Fill all corporate documents as outlined in Paragraph 8.1 herein.

ARTICLE 6. INDEMNIFICATION OF OFFICERS AND DIRECTORS

6.1 Conditions for Indemnification. The Corporation shall indemnify each Director, officer and employee and each former Director, officer and employee of this Corporation, and each person who is serving or has served at its request as a Director, trustee, who is serving or has served at its request as a Director, trustee, officer or employee of another corporation, against expenses, judgments, decrees, fines, penalties or amounts paid in settlement in connection with the defense of any past, pending or threatened action, suit or proceeding, criminal or civil, to which the individual was, is or may be made a party by reason of being or having been such Director, trustee, officer or employee, provided a determination is made by the Board of Directors of this Corporation acting at a meeting at which a quorum consisting of Directors who neither were nor are parties to or threatened with any action, suit or proceeding is present, that:

- (i) such Director, trustee, officer or employee, was not, and has not been adjudicated to have been , guilty of misconduct in the performance of his/her duty to the Corporation of which he/she is or was a Director, trustee, officer or employee.
- (ii) he/she acted in good faith in what the individual reasonably believed to be in the best interest of such corporation, and
- (iii) in any matter the subject of a criminal action, suit or proceeding, the individual has no reasonable cause to believe that his/her conduct was unlawful.

6.2 Non-Exclusive. The foregoing rights of indemnification shall not be deemed exclusive of any other rights to which such Director, trustee, officer or employee may be entitled apart from the provision of this Article 6.

ARTICLE 7. GIFTS TO THE CORPORATION

7.1 Generally. Donors may make gifts to the Corporation by naming or otherwise identifying the Corporation. Gifts shall vest in the Corporation upon receipt and acceptance by it, whether signified by an officer, employee or agent of the Corporation.

7.2 Acceptance of Governing Documents. Each donor by making a gift to the Corporation accepts and agrees to all of the provisions of the Articles of Incorporation and these Bylaws.

7.3 Gifts. It is the intent of the Board of Directors to keep gifts substantially intact and to restrict distribution of the monies to interest income.

7.4 Remainder Gifts. If a gift is made to the Corporation or a third party in trust to make income or other payments for a period of a life or lives or other periods to any individuals or for non-charitable purposes, followed by payments to the Corporation, or in trust to make income or other payments to the Corporation, followed by payments to any individuals or for non-charitable purposes, only the payments to the Corporation shall be regarded as subject to the Corporation's Articles of Incorporation and these Bylaws, and then only when the Corporation becomes entitled to their use. The Board of Directors may take such actions as it from time to time deems necessary to protect the Corporation's rights to receive such payments.

7.5 Restricted Gifts; Acceptance. Any donor may, with respect to a gift made by such donor to the Corporation, provide at the time of the gift restrictions or conditions which are not inconsistent with the charitable purposes of the Corporation, as to (i) the manner of distribution, including amounts, times and conditions of payment, and whether from principal or income, and (ii) the name, as a memorial or otherwise, for a fund given, or addition to a fund previously held, or anonymity for the gift. Restrictions involving the naming of a fund as a memorial or otherwise may be satisfied by keeping under such name appropriate accounts reflecting the interest of such funds in a common investment. Nothing in the foregoing shall obligate the Corporation to accept any gift or perform any action, which in the opinion of the Board of Directors will not be in the best interests of the Corporation or which may jeopardize or cause it to lose its status as an exempt organization under Section 501(c)(3) and/or an organization described under Section 509(a)(3) as amended, as the case may be, of the Internal Revenue code 1954, as amended.

ARTICLE 8. BOOKS AND RECORDS

8.1 Records of Corporate Meetings and Membership Register. The Corporation shall keep, at its registered office, (1) complete records of all the proceedings of the JCEP Board of Directors and members.

8.2 Copies of Resolutions. Any person dealing with the Corporation may rely upon a copy of any of the records of the proceedings, resolutions, or votes of the Board of Directors or members, when certified by the president or secretary.

8.3 Books of Accounts. The Corporation shall keep appropriate and complete books of account.

ARTICLE 9. NOTICES

9.1 General Notice. Notices required to be given to any Director or officer shall not be construed to mean a personal notice, but may be given in writing and sent by electronic mail or regular mail to such addresses as may appear on the books of the Corporation. Such notice shall be deemed to have been given when thus sent.

9.2 Waiver of Notice. Any officer or Director may waive in writing any notice, whether before or after the time stated therein. Any officer or Director present at any meeting shall be deemed conclusively to have had due notice thereof.

ARTICLE 10. FISCAL YEAR

The fiscal year of the Corporation shall be September 1 – August 31.

ARTICLE 11. AMENDMENT

These Bylaws may be amended by the affirmative vote of not less than two-thirds (2/3) of all the duly appointed Directors of the Corporation irrespective of any quorum requirements at any annual meeting of the Board.

ARTICLE 12. RULES OF ORDER

The rules contained in the most recent edition of Robert's Rules of Order, Revised, shall govern all meetings of members and Directors where those rules are not inconsistent with the articles of incorporation, bylaws, or special rules of order of the Corporation.

The foregoing Bylaws were adopted by the Board of Directors on the 8th day of June, 1996.

Dianne S. Lennon
Secretary

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**ARTICLES OF INCORPORATION
OF
JOINT COUNCIL OF EXTENSION PROFESSIONALS**

The undersigned, being over the age of twenty-one (21) years, for the purpose of forming a non-profit corporation under the provisions of Chapter 24.03 of the Revised Code of the State of Washington, hereby adopts the following Articles of Incorporation.

ARTICLE 1. INTRODUCTION

1.1 Name. The name of this Corporation shall be Joint Council of Extension Professionals.

1.2 Duration. The duration of this Corporation shall be perpetual.

1.3 Registered Office. The location of the initial registered office of this Corporation is Kittitas County Courthouse, Room 217, 5th and Main, Ellensburg, Washington 98926.

1.4 Registered Agent. The initial registered agent of this corporation at such address is W. Doug Warnock.

ARTICLE 2. PURPOSES

2.1 Generally. This Corporation is organized, and at all times hereinafter shall be operated, exclusively for charitable, cultural, scientific or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, and at all times hereafter be operated as a non-profit corporation under the laws of the State of Washington. Its mission is to promote communication cooperation and professionalism among all Extension educators.

ARTICLE 3. POWERS

3.1 Powers. This Corporation shall have such powers as are granted by law, including those powers now set forth in RCW 24.03.035 as the same now exist or may hereafter be amended; provided, however, that such powers shall be exercised solely in furtherance of the purposes specified in Article II above and this Corporation shall have no authority to engage in any activity other than those activities which support or benefit the general public.

3.2 Additional Powers. The Corporation shall have the following powers in addition to the general powers stated in RCW 24.03.035 or the corresponding provisions of any future non-profit corporation law of the State of Washington, to the extent consistent with qualification under Section 501(c)(3) of the Internal Revenue Code.

3.2.1 To receive contributions and engage in fund raising activities to provide funds to be used in aiding organizations described in Section 501(c)(3) of the Internal Revenue Code and exempt from taxation under Section 501(a) of that Code.

3.2.2 To provide funds to the Federal Government or any state or local government to be used for public purposes.

3.2.3 To do all things in all manner and form as fully and completely as a natural person in law can do.

3.3 Non-Profit. The powers and purposes of this Corporation shall be so construed and limited at all times as to enable this Corporation to qualify as a non-profit corporation under the provisions of Chapter 24.03, Revised Code of Washington, as the same now exist or may hereafter be amended, including the limitations contained in RCW 24.03.030.

ARTICLE 4. DIRECTORS

4.1. Number and Qualifications. The management and administration of the affairs of this Corporation shall be vested in a Board of Directors consisting of not less than three (3), who shall be elected by the extension professionals. The number, qualifications, terms of office, manner of election, time and place of meeting and the powers and duties of Directors shall be prescribed in the Bylaws of the Corporation.

4.2 Initial Directors. There shall be four (4) members of the initial Board of Directors consisting of a group of persons appointed by the members of the corporation. The names and addresses of the initial Board of Directors are as follows:

W. Doug Warnock:	151 Cedar Cove Road, Ellensburg, WA 98926
Bill Braden:	106B Administration Bldg., Texas A&M University College Station, TX 77843-7101
Dianne S. Lennon:	6260 Old Harding Highway, Mays Landing, NJ 08330
Linda Webb:	P.O. Box 510, Cascade, ID 83611

4.3 Management. The management of affairs of the Corporation shall be vested in the Board of Directors which shall have all of the powers given in RCW 24.03 to the Board of Directors of a non-profit corporation.

4.4 Liability Limitation. No director of a corporation or a member of a corporation shall be personally liable for monetary damages arising from that person's conduct as a director or as a member; provided, however, that this clause shall not eliminate or limit the liability of a director for acts or omissions that involve intentional misconduct by a director or a knowing violation of a law by a director, or for any transaction from which the director will personally receive a benefit in money, property, or services to which the director is not legally entitled. This provision will not eliminate or limit the liability of a director for any act or omission occurring before the date of these articles.

ARTICLE 5. DISSOLUTION

5.1 Method. The dissolution of the Corporation shall be conducted in accordance with and be governed by the provisions of RCW 24.03.220 et. seq. as now or hereafter specified, with the precise details thereof to be as specified in the Bylaws of the Corporation.

5.2 Distribution. In the event of the termination, dissolution or winding up of this Corporation for any reason whatsoever, its remaining assets, if any, shall be disposed of exclusively for the purposes of this corporation in such a manner, or to such other organizations, as shall at the time qualify as exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code 1954, as amended, as the Board of Directors may direct.

ARTICLE 6. INTERNAL REVENUE CODE PROVISIONS

6.1 Net Earnings; Activities. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, trustees or officers, but the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

6.2 Prohibited Activities. Notwithstanding any other provisions of the Articles of Incorporation, the Corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code 1954, as amended.

6.3 Intent. This Corporation is intended to be an organization which is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code 1954, as amended. All terms and provisions of these Articles and all operations of this Corporation shall be construed, applied and carried out in accordance with such intent.

ARTICLE 7. AMENDMENTS

These articles of Incorporation may be amended at any annual meeting of the Board of Directors, or at any special meeting of the Board of Directors called for such purposes, at which a quorum is present and upon the vote of a majority of the Directors present in person at such meeting.

ARTICLE 8. INCORPORATOR

The Incorporator of this Corporation is W. Doug Warnock, who is over the age of twenty-one (21) years and whose address is 151 Cedar Cove Road, Ellensburg, WA 98926.

ARTICLE 9. BY-LAWS

The Board of Directors of this Corporation shall have the sole power to adopt, alter, amend or repeal the Bylaws of this Corporation which may contain any provisions for regulation and management of the affairs of the Corporation not inconsistent with law of the Articles of Incorporation.

IN WITNESS WHEREOF this instrument has been executed in duplicate form, one copy for filing with the Secretary of State and one copy for the corporate records of this Corporation, on this 13th day of September, 1996.

Original with signature on file
W. DOUG WARNOCK, Incorporator

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POLICIES AND PROCEDURES

GUIDE FOR DISTRIBUTION OF JCEP POLICY INFORMATION MATERIALS

1. The JCEP Policy Handbook shall be provided to the following: one copy each to Board of Directors and the Conference Planner. These remain the property of JCEP and are to be turned in to the Secretary at the termination of their term of office as they are updated yearly.
2. The Policy Handbook is to be updated by the JCEP Handbook Chair. New copies shall be available on the web or from the JCEP Handbook Chair.

OFFICER ELECTION

JCEP officers shall be elected from the presidents of the member organizations, therefore, serving as JCEP officer when they are past president of their respective organization.

- Officer Elections shall be held at the annual meeting, which is held in June.
- Offices of President and Secretary shall be assumed September 1.
- Office of Treasurer shall assume on January 1 of the year following elections.

Election Procedures

1. At the January board meeting, the JCEP President shall appoint a Past-President to serve as the chair of the nominating committee to facilitate the nomination/election process.
2. By April 1 the appointed nominating committee will distribute copies of the officer job duties to the JCEP directors.
3. By May 1 all JCEP directors interested in being considered as an officer candidate are to submit a brief statement of interest to the appointed director. The statement of interest includes two parts: 1) Listing of office(s) they are interested in. 2) A brief statement of why they are interested and qualified to serve in the office(s) as listed in the job duties described in the handbook (not to exceed the front side of page).
4. The appointed nominating committee receives and distributes all statements received to all board members, at least two weeks prior to the June JCEP board meeting.
5. Elections will be held at the June JCEP board meeting. Vote for all offices shall be by written ballot. Vote tallies shall be by CSREES Representative, NASULGC, and/or ECOP representative. To be elected, vote shall be by majority of votes cast.

DISABILITY

In the absence, disability, or removal for cause of the JCEP President, President-Elect, Secretary, Treasurer, Treasurer-Elect, ECOP Representative, Handbook Chair, and Historian, their office in either case shall be filled through majority appointment by the Board of Directors.

DUTIES OF OFFICERS

President. The President shall preside at all meetings of the Board of Directors, and shall have general supervision over the affairs of the corporation, shall sign or countersign all certificates, contracts and other instruments of the Corporation, as authorized by the Board of Directors, and shall make reports to the Board of Directors and shall perform all such duties as were incident to that office or as are required by the Board of Directors. The President shall be entitled to vote upon all matters coming before the Board. The President shall prepare and Accomplishment Report at the end of their tenure and have the report placed in the Handbook.

President-Elect. The president-elect shall perform all of the duties of the office of the president in the event of absence, disability or at the request of the president.

Secretary. The Secretary shall:

- a. Serve as secretary for all meetings of the Board of Directors and the Executive Committee.
- b. Act as clerk thereof and shall record all the proceedings of such meetings.
- c. Sign all notices required by law or these Bylaws.
- d. Perform such other duties as the Board of Directors shall prescribe.

Treasurer. The Treasurer shall:

- a. Supervise custody of the funds and securities of the Corporation.
- b. Cause full and accurate accounting of receipts and disbursements to be kept deposited in such depositories as may be designated by the Board of Directors.
- c. Cause the funds of the Corporation to be disbursed as may be ordered by the Board of Directors.
- d. Cause a report to be made at its regular meeting, or whenever the Board of Directors may require it, of all transactions and the financial condition of the Corporation.
- e. Perform such other duties as the Board of Directors from time to time prescribes.
- f. Fill all corporate documents as outlined in Paragraph 8.1 herein.

Treasurer-Elect. The Treasurer-Elect shall:

ECOP Budget Committee Representative. The ECOP Representative shall”
Serve at the representative for the JCEP-ECOP budget committee be selected through an application process.

Handbook Chair. The Handbook Chair shall, be a director appointed by the JCEP President on annual basis. This officer will update the handbook as prescribed by the JCEP Directors

Historian. The Historian shall acquire and archive the JCEP history on a continuing basis and have this information placed on JCEP’s webpage

JCEP INTERNAL COMMITTEES

HANDBOOK COMMITTEE

The Handbook committee shall be appointed annually by the JCEP President and shall consist of at least two incoming Association President Elects willing to serve a three year term with one of those individuals being appointed as chair of the Handbook committee in the third year. (The handbook is the policy guide for the JCEP Board and a three year appointment will allow for a continuity of leadership for this committee and serve as a policy guide for Board members.)

FISCAL COMMITTEE

The Fiscal committee shall consist of the Treasurer, Assistant Treasurer, an incoming Association President Elect, and one other member appointed by the President of the JCEP Board of Directors. The JCEP Treasurer shall serve as Ex-Officio on the Audit committee.

JCEP PARTNERSHIPS AND PUBLIC ISSUES COMMITTEE

Members of this committee should include JCEP Liaison to ECOP Budget and Legislative Committee, Past Presidents of each national association, ECOP Liaison to JCEP, and the CSREES Liaison to JCEP. Goals of the committee are to: inform and educate elected and other leaders of the need and importance of extension to them and their constituents; work within the university community to raise the importance and visibility of Extension in advancing the outreach success of the institution; strengthen the Extension resource base through innovative funding from public and other sources and work cooperatively with ECOP to develop and convey the Extension message

PUBLIC ISSUES LEADERSHIP DEVELOPMENT (PILD) COMMITTEE

PILD Committee will consist of two members from each JCEP association plus the JCEP President or designee and is charged with planning the PILD Conference.

REGIONAL WORKSHOPS COMMITTEE

The Regional Workshop Committee is responsible for planning the annual Regional Leadership Workshops and shall follow the hosting rotation as outlined in the Regional Workshop Planning guidelines.

GALAXY CONFERENCE STEERING COMMITTEE

Galaxy conference steering committee will be composed of two representatives from each of the sponsoring organizations plus the chair, vice chair, a site coordinator and a JCEP liaison. Each organization will be responsible for the expenses of their committee representatives. Should a committee member resign it is the responsibility of the respective organization to appoint a replacement.

TEAMWORK AWARD JUDGING COMMITTEE

The Teamwork Award Judging Committee shall consist of the president-elect of each member organization and will call for and judge the entries of Extension program or project teams that demonstrate effective performance and significant result impacts at community, area, state or multi-state levels.

ECOP BUDGET COMMITTEE

Membership of the ECOP Budget Committee should include: chair, appointed by the chair of ECOP, for each federal fiscal year from one of the five regional representatives, on a rotational basis; two members from each of the five regions serve four (4) year staggered terms; one member from JCEP partner organizations serves a three (3) year term; one member from the Council of Agricultural Research, Extension and Teaching (CARET), no term limit; one member of CSREES-USDA, ex officio, non-voting; ECOP Executive Director, ex officio, non-voting; and the respective organizations, associations and regions appoint representatives to the committee. The committee charge is to: develop budget recommendations to ECOP for federal funding for the Cooperative Extension System including consideration of recommendations from other ECOP committees; scan funding systems for nontraditional sources of budget support; represent ECOP with the NASULGC Board on Agriculture in budget preparation and assume responsibility for presenting and supporting the Cooperative Extension System budget at the congressional level.

NEW DIRECTOR ORIENTATION GUIDELINES

New JCEP Directors will be provided an orientation to JCEP by the JCEP President prior to and at their first JCEP meeting. Materials to be mailed to incoming Directors and information to be included in an on-site orientation session should include:

- 1) JCEP Handbook – now on the JCEP webpage
- 2) JCEP website protocol
- 3) JCEP meeting dates
- 4) PILD Conference materials
- 5) JCEP Regional Workshops information
- 6) CSREES and ECOP partner information
- 7) Recent JCEP minutes and running list of motions
- 8) JCEP budget.
- 9) JCEP election process
- 10) JCEP conference calls

Member organizations should also provide appropriate orientation to their incoming Director.

ELECTRONIC VOTING PROCEDURE

When a motion and second is sent there will be one week to discuss the issue and one week to vote. JCEP members will confirm to the president they have received the message. The JCEP President will keep track of who has received the first message. The President will fax the message to those who did not receive the email message. The President calls for the vote at the end of the week from the date the message was sent. The President will post the voting results on the list serve. Minutes of the special email vote will be approved at the next face to face board meeting.

RISK MANAGEMENT/LIABILITY

It is recommended that JCEP member organizations use the following risk management checklist to guide JCEP work/business.

Risk Management Checklist

_____ Association officers should use good faith in carrying out their responsibilities and use due diligence - keep informed about all important association matters.

Officers and directors shall:

- Attend all board and association meetings.
- Review bylaws, articles of incorporation and financial statements.
- Avoid any conflicts of interest.
- Have legal counsel closely supervise any association activities having legal ramifications.

_____ Identify who may seek or act for the association on legal matters and other policy matters.

_____ Legal counsel review convention contracts signing.

_____ Prudently manage the affairs of the association.

_____ Define association's purposes, goals, and policies.

_____ Keep detailed minutes. Should note any dissent or objection filed.

_____ Treasurer and other officers handling large sums of money should be bonded.

_____ President is legally responsible for the association. Needs to know what is going on.

_____ Know the laws regarding liability in the state where the Association is incorporated.

_____ Indemnification in by-laws, if the law permits (state where you are incorporated).

CONFLICT OF INTEREST

It is recommended that each association/fraternity incorporate appropriate policies and guidelines in their standing rules and/or policies and procedures to address conflicts of interest.

CONFERENCE PLANNER/EXECUTIVE SERVICES

JCEP may hire a conference planner/executive services to carry out agreed upon contracted services for regional meetings, PILD, JCEP meetings and other JCEP sponsored events.

TEAM AWARD

JCEP shall present a team award **annually**. A monetary award and certificates will be presented. *Application and criteria are outlined in the Team Award Guideline section of the handbook.*

WEB SITE GUIDELINES

Purpose of web site:

- Create a visible presence for JCEP
- Serve as a communications hub for professional organizations
- Provide updated information on JCEP-sponsored events and activities
- Share information

Posting:

The JCEP executive committee should serve as the group to make decisions on what to post on the web site as requested by others. Only officially approved JCEP documents should be posted on the site. Documents should be submitted in text-format that can be converted to HTML.

Maintenance/Lease

Web Master:

The web master for the JCEP web site should be approved by the executive committee with final approval of the full board of directors. The web master should handle site registration, management, updating and other web-related duties as necessary.

Links:

Each association should be asked to hot link back to JCEP on their individual web sites to ensure a connection. Suggested links are CSREES newsletter/alerts.

Review:

Web site guidelines should be reviewed each year for currency and relevancy.

Updating website information:

JCEP Secretary is responsible for sending new JCEP directors information to the JCEP web master. Secretary will also send summary of JCEP board meetings to web master for posting on the web site.

JCEP LISTSERV

JCEP president will send names and other information for new JCEP directors to CSREES liaison for updating the listserv.

NAMETAGS

JCEP secretary is responsible for ordering nametags for new JCEP directors.

JCEP DISPLAY POLICY

JCEP has an educational display that conveys the membership, mission, goals and sponsored events of JCEP. When possible the educational display should be used to convey and promote the mission of JCEP to the membership of the sponsoring associations. There should be priority given to providing a free exhibit space to display the JCEP educational display at the annual meetings/conferences of the professional associations that are members of JCEP. The following procedure is to be used for transporting the JCEP educational display to the sponsoring association meetings. The association representative on the JCEP traveling team is responsible for packing and shipping the display to their respective meeting site and is responsible for displaying the exhibit at their association's meeting. Cost of shipping the JCEP education display will be reimbursed by forwarding a receipt of the shipping costs to the JCEP President for approval who will then forward the request to the JCEP Treasurer. Use of the JCEP educational display other than at the sponsoring association meetings/conference should be coordinated through the JCEP President.

JOINT COUNCIL OF EXTENSION PROFESSIONALS AFFIRMATIVE ACTION POLICY

It is imperative that we review and strengthen our efforts to insure equal access and opportunity in all aspects of the programs and operations of the Joint Council of Extension Professionals without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. All members of the National Associations are required to comport themselves or conduct official business in such a manner that the Associations and/or JCEP do not directly or by implication support, encourage or condone the practices of segregation or other forms of discrimination.

The JCEP and each National Association must conform to the concept of equality of opportunity in a manner that precludes the abridgment of individual rights to the benefits offered by our organizations.

To assist in fulfilling the intent of our nondiscrimination affirmative action policy, the Associations shall:

- Seek to encourage all members to pursue their interests and realize their potential regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Establish a recruitment and selection process for minorities and under represented individuals that gives emphasis to achieving representation of minorities on committees and other leadership and decision-making bodies of the Associations and JCEP.
- Establish an outreach public notification effort to increase awareness of the Associations' program benefits and activities.
- Seek to establish effective communications between the State Associations/Chapters, the National Associations, 1862 and 1994 institutions to insure protection against discrimination contained in our policy.
- Ensure all information released to the public by the JCEP and the Associations will, as appropriate, contain no discriminative language.
- The Executive officials of the JCEP and the National Associations will engage affirmatively in creative strategies to harness the talent and cultural diversity of our membership, for full and meaningful participation in the official business and activities of the organizations.

**JOINT COUNCIL OF EXTENSION PROFESSIONALS
AFFIRMATIVE ACTION EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Nondiscrimination legislation writes into law a concept which is basic to our society that we the people should not support programs and activities which discriminate on the grounds of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. The Association feels that there are no exceptions to the intent of this law; no matter how important a program or how urgent the goals, we must conduct our programs in a manner that does not directly or by implication condone the practice of discrimination. To assure this, the Association/Fraternity will:

- Strengthen efforts to insure equal access and opportunity in all aspects of our programs without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Advance the concept of full compliance with and support of nondiscrimination requirements by demonstrating aggressive leadership in those matters related to the improvement of participation by racial/ethnic groups who are under represented.
- Motivate the membership to a fuller commitment of “equality.”
- Eliminate, insofar as possible, all vestiges of inequality and alienation in programs and processes which will motivate all members to become actively and effectively involved in all aspects of programs and activities.
- Administer Association business and all programs and activities at all levels in such a way that will not exclude from participation in or deny any member the benefits thereof because of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.
- Seek to encourage all members to pursue their interests and realize their potential regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Establish a recruitment and selection process for minorities and under represented individuals that gives emphasis to achieving representation of minorities on committees and other leadership and decision-making bodies of the Association.
- Establish an outreach public notification effort to increase awareness of the Association program benefits and activities.
- Serve as an advocate and planning resource to assure that programs and activities are meeting the needs and interests of minority members.

- Ensure all information released to the public by the Association will, as appropriate, contain nonsexist language.
- Affect a communication-information system with the organization for the sharing of affirmative action problems of mutual concern that need resolution.

The executive officials of the Association will engage affirmatively in creative strategies to harness the talent and cultural diversity of its membership, for full and meaningful participation in the official business and activities of the organizations.

FISCAL ISSUES

JCEP BUDGET

Treasurer will present proposed annual budget for approval at the August or September conference call.

GUIDELINES FOR USE OF JCEP FUNDS

It is not the intention or purpose of JCEP and its member organizations to make a profit. However, a minimum balance of \$10,000 should be maintained by JCEP for cash and/or payments of obligations in the event of cancellation of a workshop due to unforeseen reasons.

Any funds over \$10,000 will be available for disbursement by JCEP. The intent of these disbursements should be for mutual benefits of all member organizations of JCEP, based on official action by JCEP.

Requests for payment from JCEP workshop fund should be sent to the JCEP President. A receipt, invoice, or other proper documentation is necessary for payment. The JCEP President will prepare a voucher and forward to the JCEP Treasurer for payment.

At JCEP annual meeting, the Treasurer will present an accounting of income and expenditures of Regional Workshop funds.

JCEP BOARD MEMBER FISCAL RESPONSIBILITY FOR PARTICIPATION IN JCEP SPONSORED ACTIVITIES

All JCEP board members participating in JCEP sponsored activities such as PILD, Regional Workshops or Galaxy Conferences are expected to pay the full registration fee.

GUIDELINES FOR JCEP CONTRACTS

The JCEP President shall sign all contracts for JCEP activities and JCEP sponsored events.

GUIDELINES FOR SECURING FUNDS

Securing financial resources from donors or sponsors should be to assist in funding JCEP's sponsorship of JCEP events, such as Public Issues Development Seminar to assist in reducing the cost for participants to attend (support for educational programs/materials make it easier for participants to attend) and Regional Officers Workshops to provide high quality training provided by resource people. Any other funding secured by JCEP should be only after the program needs have been identified, as a role JCEP should fulfill. Funding should begin early in order to plan effectively.

Funds secured by JCEP should not compete for funds with member partners. In order to assure that competition does not happen, each partner should clear securing funds on behalf of JCEP. If funding is sought from organizations already supporting one or more JCEP partners, the funding source needs to be informed that such funding is in addition to support already provided. JCEP should not get into the practice of seeking funds for other purposes such as building a financial resource based without a program intent identified.

JCEP REFUND POLICY

Public Issues Leadership Development Conference (PILD) and JCEP Regional Leadership Workshops

Requests for refunds must be made in writing and mailed to designated person. A \$50.00 processing fee will be deducted from all refunds. All refunds will be issued 4 to 6 weeks after the event. Substitute registrants are welcome and may be named at any time.

Refunds will be granted as follows:

- Refund requests postmarked at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
- Refund requests postmarked 14 days to 27 days prior to the event will be granted at fifty percent (50%) less a \$50.00 processing fee.
- Refund requests postmarked less than 14 days prior to the event will be NOT be granted.

Refund appeals due to an emergency will be handled on a case by case basis by the JCEP Workshop or Conference Chair and Co-Chair.

LATE REGISTRATION FEE FOR WORKSHOPS/CONFERENCES

A late fee of \$50.00 will be charged if the registration is received after the original due date.

INSURANCE

Cancellation insurance for regional leadership workshops, PILD and JCEP meetings shall be purchased by JCEP. The cost of the cancellation insurance will be split equally between regional leadership workshops and PILD conference. Cancellation insurance shall be purchased for galaxy conferences. Professional liability insurance shall be purchased for the JCEP Board of Directors.

ECOP MEETING – JCEP PRESIDENT EXPENSES

Expenses for JCEP president to attend the ECOP meeting will be paid by JCEP. Reimbursable expenses are registration fee, economy airfare, ½ hotel room and per diem, tips as appropriate, airport parking and mileage. The JCEP board will set per diem and mileage rates. Single room expenses will be paid when a roommate is not available.

ECOP-BUDGET REPRESENTATIVE EXPENSES

Expenses for the JCEP-ECOP budget committee representative shall be paid by JCEP unless university, association/fraternity or some other source pays expenses.

JCEP BOARD MEETINGS EXPENSES

JCEP shall pay for equipment costs, meeting room space, breaks and meals that are a part of the JCEP board meeting. Travel, lodging and other meals for JCEP members will be the responsibility of the respective organizations.

GUIDELINES FOR REIMBURSEMENT OF EXPENSES FOR INVITED GUEST TO JCEP EVENTS

JCEP will cover the expenses for invited guests, including speakers as follows:

- Meals not covered in registration up to \$45 per day, receipts required
- Mileage at the current IRS rate of reimbursement.
- All reimbursable expenses must be submitted on the Operations Expense Voucher and submitted by e-mail or fax to the JCEP President for approval within 30 days of when the event occurred.

FINANCIAL REVIEW

An annual internal financial review shall be conducted.

POLICY REGARDING GIFTS AND SPECIAL RECOGNITION

Appreciation gifts are traditionally presented to the outgoing President. The gifts to the outgoing President will be presented to the Outgoing President at the Sept. Telephone conference call. The value of the gift shall not exceed \$100 and funds shall come from JCEP Treasury.

JCEP INTERNAL FINANCIAL REVIEW PROCEDURES

Secure all financial records (unused checks, cancelled checks, bank statements, records, receipts, etc.) for the review period.

1. Randomly review checks for appropriate signatures.
2. Randomly match documentation (vouchers) to checks. Record check numbers reviewed.
3. Determine if all expenditures were authorized.
4. Randomly check to see if expenditures in records are found on the bank statement. List expenditures reviewed.
5. Review numerical sequence of cancelled and unused checks. Note any missing checks.
6. Check to see if books have been reconciled to bank statements on a regular basis.
7. If certificates of deposit are owned, verify that they are still on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.
8. Compare vouchers/expenditures to budget. Determine if level of activity appears reasonable.
9. List any checks that are outstanding and date of issue.
10. Review committee members sign report.

GALAXY PROCEEDS DISTRIBUTION POLICY

The Galaxy proceeds distribution policy was developed to reflect the partnership in presenting Galaxy and the risk involved by each of the participating association/fraternities

After all bills are paid, the profits, if any, will be divided as follows:

- 15% to JCEP
- 25% to the host state
- 60% to be divided in equal portions (or prorated as per start-up investment) to each sponsoring JCEP organization

CRITERIA FOR ADMITTING NEW MEMBERS INTO THE JOINT COUNCIL OF EXTENSION PROFESSIONAL ORGANIZATION

Preface

The purpose of the Joint Council of Extension Professionals (as spelled out in the organization's promotion document), is to:

- Encourage communications and close working relationships (among the professional organizations), ECOP and CSREES,
- Provide liaison and a communications link to the individual organizations,
- Strengthen and support Extension as a profession,
- Coordinate and facilitate leadership training opportunities.

The potential of additional organizations joining JCEP raises the need to develop some guidelines or criteria for determining if the inclusion of additional organizations is in concert with the purpose and intent of the founding organizations. The present JCEP organizations should never operate in a mode of exclusivity. At the same time, as the Extension System faces potential downsizing and justification for its value as a public supported system, the proliferation of new groups that form because of some desire to maintain a unique discipline or process as professionals should be questioned with vigor by the present members of JCEP.

Criteria and Guidelines for Affiliation as a Partner Organization of JCEP

For a petitioning organization to become a part of the Joint Council of Extension Professionals the organization must provide documentation that meets the criteria listed below.

1. The petitioning organization must make a formal request to the JCEP president with the following information:
 - a. A statement of intent and rationale for becoming a full partner. That statement and intent must include documentation that the request is supported by the majority of the full membership of the petitioning organization,
 - b. A copy of the petitioning organization's mission and purpose. The statement shall clearly identify an Extension mission as one of the purposes of the organization,
 - c. A copy of the petitioning organization's Articles of Incorporation and bylaws indicating it is a non-profit organization at the time of the petition.
 2. The petitioning organization must be a part of the Land Grant System or in partnership with CSREES.
 3. The petitioning organization shall have at least 51% of its membership made up of Extension staff working at a county, area, state or national level in the Extension System. Members identified with Extension responsibility shall have at least 25% Extension appointment.
 4. The petitioning organization shall demonstrate an ability and commitment of adequate financial resources to support the activities of JCEP that are supported by member organizations.
 5. The petitioning organization must have been operating as an organization for at least three years.
 6. The petitioning organization shall include a statement of equal opportunity membership.
- Acceptance of a new affiliate organization must be supported by a two-thirds majority of the directors of JCEP.

Event Guidelines

REGIONAL LEADERSHIP WORKSHOP PLANNING GUIDELINES

Purposes of the Regional Leadership Workshops:

- Provide Training for association officers and members
- Conduct association business
- Provide leadership development training
- Provide networking opportunities for associations and states

Host Rotation

The rotation for hosting JCEP regional leadership workshops is NAE4-HA in 2006, NEAFCS in 2007, NACAA in 2008, ANREP in 2009, and ESP in 2010 and NACDEP in 2011. JCEP is the final authority for the dates and specific locations of the workshops.

Responsibilities of the Associations

- Provide current data base of members to receive invitations
- Provide regional officer list
- Promote attendance
- Plan/conduct association business/training
- Cover cost incurred by individual association (e.g. AV, print materials, presenters)

Host Association Responsibilities

The host association provides leadership to the regional leadership workshops on behalf of JCEP.

Primary responsibilities include:

- Work with JCEP board in planning meetings
- Propose dates and locations for regional meetings
- Prepare workshop budget
- Work with conference planner to prepare and send registration materials
- Coordinate AV needs
- Provide evaluation of workshops
- Make onsite hotel decisions

ESP Responsibilities

- Determine, plan and conduct the professional development general sessions with input from all JCEP partners and in a collaborative spirit. Reword this , make this a partnership not going to regional meetings in 2008

Conference Planner Responsibilities

- Develop workshop planning timeline in collaboration with host association
- Work with host association to select hotels
- Serve as primary contact with hotels, placing room, meal and AV orders
- Prepare and mail registration materials
- Determine individual meal costs (for guest meals)
- Receive registration information and fees, remit fees to JCEP Treasurer
- Send registration confirmations

- Prepare on-site registration material
- Attendance lists – alphabetically and alphabetically by association
- Receipts for all registrants indicating method of payment (check, credit card, etc.) and association
- Printed program
- Name tags
- Attendance list to distribute to attendees
- Review hotel bills and negotiate discrepancies
- Prepare financial report for each meeting
- Maintain credit history

Detailed list of Host Responsibilities

Date/Locations/Hotels

Host organization president will work with their regional directors and the JCEP conference planner to identify dates and locations for the regional workshops. The JCEP conference planner will identify hotels in the selected locations and work with the host organization president in finalizing plans. Location priorities include accessibility (proximity of major airports, hotel shuttle service, etc.) and cost (room, meeting space, transportation).

Host organization submits for approval, proposed dates and program plans for regional workshops at the Winter JCEP meeting one year prior to hosting.

Space needs include:

- 1 large meeting room for joint sessions and meals
- 5 breakout rooms for association meetings
- Break area or room
- Association specific needs (optional)

Program /Schedule

Program is to include:

- 1/2 day educational program coordinated by ESP/host association/JCEP
- 1 1/2 day of association business/training
- Presentation by JCEP traveling team
- Report from CSREES and ECOP – this may be given by JCEP member

Evening Programs – optional

Day 1 – all association dinner/program

Day 2 – open, regional event, association event, states’ night out, etc.

Work with other association directors to include them on the program in the group sessions/meal functions.

Determine and communicate with the JCEP “traveling team” as to the best time for the JCEP group presentation.

Host association regional director should emcee the first joint function.

Recognize all national association officer and regional directors, special guests, 1862, 1890 and 1994 college institution officials, extension administrators and university guests.

Work with JCEP Planner to develop printed program with JCEP and association/fraternity logos.

Finances

Develop a budget, including but not limited to:

- Meals
- Morning/afternoon breaks
- Printing costs – registration brochure, program, tickets, etc.
- Cancellation Insurance
- Name tags
- Transportation (only for entire group activities during actual meetings)
- Entertainment (optional)
- Postage
- Telephone
- Speakers
- Complimentary meals (speakers & guests)
- Meeting room rental
- AV equipment
- Credit card/merchant fees – budget for 3-5% to cover credit card fees
- Miscellaneous – incidentals (\$5-10 per registrant)
- JCEP Operating fund –10% OF GROSS REVENUE
- Conference Planner fee

The Conference Planner will provide the credit history necessary to establish credit and billing at the regional host facilities.

A Cancellation Insurance policy that covers all JCEP sponsored events (Regional Leadership Workshops, PILD, Galaxy, etc.) is purchased by the JCEP President. Premium costs are prorated to sponsored events based upon total revenue of each event.

Registration and Registration Fee

Registration information must include:

- Registration cost – same fee for all sites
- Registration deadline – at least one month prior to first event
- Late registration fee information
- **Refund Policy – see fiscal issues section of JCEP Handbook**
- Hotel reservation information (avoid 800#s) address and phone number
- Special event information
- Registration forms shall request email address for participant
- Confirmation will be sent to participants electronically
- Cancellation information
- Shuttle/ground transportation information
- Conference planner contact information (phone number/email address)

At least three months prior to the first regional meeting extend invitations to:

- State/territory presidents/president-elects
- Regional directors of all associations/fraternity
- National association/fraternity executive boards
- Other guests; host states director/administrator, etc.
- 1890 Agents/institutions
- 1994 Tribal Colleges
- ECOP/CSREES representatives (liaisons) to JCEP
- Host state administrators/program leaders

On-site registration packets shall contain the following:

- Receipt
- Name Tag
- Program
- Evaluation
- List of conference attendees
- Local area information, (i.e., sites of interest, restaurants, etc. (optional)

Work with other Association Regional Directors

Via e-mail or conference call work with other regional directors 3 months prior to the actual regional meeting – Communicate via email whenever possible thereafter.

Things to cover:

- Space needs
- Room set-ups
- Equipment needs
- AV equipment costs and options (bringing, on- site, sharing, etc.)

Responsibilities of each association:

- Registration
- Meal functions
- Meeting functions
- Emcees

Financial policies:

Host regional director is the only one to approve of “extra” expenditures that will affect the entire meeting, i.e. coffee, food, etc. Any other additional “costs” will be billed directly to that particular regional director/association/fraternity.

Reports and Evaluation

Work with Conference Planner to keep accurate records of attendance, costs, etc.

Develop, distribute, collect and tabulate an evaluation instrument. This evaluation tool should be similar across all four regions.

Submit final reports to JCEP at June meeting.

Overall Time Line and Checklist

One year out:

- Hosting organization presents proposed dates/location and program subject at the Winter JCEP meeting.
- Work with JCEP Conference Planner to secure hotels at selected sites with all contracts signed by the JCEP President.
- Develop budget
- Determine registration fees
- Secure speakers (ESP)

Four months out:

- Conference planner requests associations/fraternity data base mailing lists
- Host organization submits information for regional meeting invitation
- Conference planner creates meeting invitations
- Host association reviews/approves invitation

Three months out:

- Registration materials to be mailed and posted in JCEP website
- Host association submits preliminary regional program to conference planner
- Confirmations to be sent on receipt of registration, meal selections, etc.
- Hosting organizational regional director(s) hold conference call with other organizations' regional directors to share workshop plans and to request needed information

One month out:

- Communicate equipment needs, room set-up, etc.
- Final regional programs submitted to conference planner

June:

- Submit final host association/ESP report and summary of evaluations to JCEP president
- Send records to the next organization hosting the regional workshops and ESP Representatives
- Treasurer submits final workshops financial report

PUBLIC ISSUES LEADERSHIP DEVELOPMENT CONFERENCE GUIDELINES

Purpose

- Broaden understanding of public policy issues that impact Extension and Extension clientele.
- Enhance public policy education skills.
- Learn how the changing political environment affects support for Extension.
- Build political and public support for Extension through consistent and targeted communication with decision-makers.
- Strengthen existing partnerships and build new linkages with local, state and federal agencies.
- Visit with federal legislators and observe the political process in action.

Planning Committee

- Committee consists of two members from each JCEP association plus the JCEP President or designee.
- Committee Chair and Vice Chair shall come from the current PILD planning committee.
- Committee Vice Chair will assume duties as Committee Chair at the close of the annual PILD Conference.
- The Committee Chair shall facilitate all activities/functions of the Planning Committee.
- The Committee Vice Chair shall assume all duties of the chair in their absence.
- Work with JCEP board in planning meetings
- Propose dates and location
- PILD Planning Committee may negotiate a 2 year hotel contract with an escape clause after one year
- Prepare budget
- Determine theme, select speakers/program, and arrange JCEP general breakout training sessions
- Work with conference planner to prepare and send registration materials
- Coordinate AV needs
- Provide evaluation of workshops
- Make onsite hotel decisions
- Expenses, including registration and travel, for Chair and JCEP liaison are paid by JCEP.

Vice Chair Selection Process

- Chair will call for Vice Chair Nominations.
- All current planning committee members have the opportunity to submit their name to the chair for consideration for the Vice Chair position.
- Chair shall present all names of candidates to the entire committee. Selection shall be by committee vote.
- The name of the selected Vice Chair is submitted to JCEP for final approval.
- Vice Chair must have a letter of support from their association.

RESPONSIBILITIES

Associations

- Provide current data base of members to receive invitations
- Provide regional officer list
- Promote attendance
- Plan/conduct association business/training
- Cover cost incurred by individual association (e.g.. AV, print materials, presenters)

JCEP President or Designee

- Serve as communications link between the planning committee and the JCEP Board
- Provide assistance to the planning committee as they plan each year's conference
- All contracts (hotel, speaker, etc.) are signed by the JCEP President

Conference Planner

- Develop conference planning timeline in collaboration with planning committee
- Work with planning committee to select hotels
- Serve as primary contact with hotels - makes room, meal and AV arrangements that are approved by planning committee chair
- Prepare and mail registration materials
- Determine individual meal costs (for guest meals)
- Receive registration information and fees, remit fees to JCEP Treasurer
- Send registration confirmations including suggestion to visit JCEP web site for updates
- Prepare on-site registration material
- Attendance lists – alphabetical by association
- Receipts for all registrants indicating method of payment (check, credit card, etc.) and association
- Print program with JCEP and association/fraternity logos
- Name tags
- Attendance list to distribute to attendees
- Review hotel bills and negotiate discrepancies
- Prepare financial report for each meeting
- Maintain credit history

Contact Person for Planner

PILD Planning Committee Chair

Detailed List of Responsibilities

Date/Locations/Hotels

Planning committee will work with the JCEP president or designee and the conference planner to identify dates and location for the conference. To accomplish this in a timely manner, the RFP will be sent out by August 1 (or about 20 months) prior to the event. Bids are to be sent to the planner who presents to the planning committee at the November planning committee in Washington, DC. The committee decides to accept and JCEP president or designee presents the

planning committee's suggestions at the January JCEP meeting for approval of location and dates. Location priorities include accessibility (proximity of major airports, hotel shuttle service, etc.), cost (room, meeting space, transportation), and access to the metro.

Space needs include:

- Convenient registration area
- 1 large meeting room - general sessions/meals
- 3 - 5 breakout rooms for training sessions
- Meeting/storage room

Program Schedule

The following program schedule is suggested only as a guide based on previous experiences. Significant changes need to have strong rationale.

Saturday

- Afternoon can include sessions on preparing for trips to capitol hill
- Evening optional program or entertainment on your own

Sunday

- Faith service (optional)
- Association meetings
- Lunch and opening general session (Recognize all national association officers and regional directors special guests, 1862, 1890 and 1994 college institution officials extension administrators and university guests.)
- Evening optional program or entertainment on your own

Monday

- Morning general session and possible breakouts
- Afternoon breakout sessions
- Evening Associations' Night Out (or other options)

Tuesday

- All day visits to the hill (option activities should be available for those who are discouraged from making these visits by their administration)

Wednesday

- Breakfast with CSREES Program Leaders, CSREES administrator and other VIP guests.
- Adjourn at noon
- Afternoon debriefing meeting of planning committee

Thursday

- Meeting of following year's planning committee

Finances

(JCEP must approve the final budget about 4 months from the event)

Develop a budget, including but not limited to:

- Meals
- Morning/afternoon breaks
- Printing costs - registration brochure, program, tickets, etc
- Cancellation Insurance
- Name tags
- Transportation (only for entire group activities during actual meetings)
- Entertainment (optional)
- Postage
- Telephone
- Speakers
- Complimentary meals (speakers & guests)
- Meeting room rental
- AV equipment
- Credit card/merchant fees – budget for 3-5% to cover credit card fees
- Miscellaneous – incidentals (\$5-10 per registrant)
- JCEP Operating fund - 10% per registrant of budget (June 2003)
- Conference planner fees

Expenses associated with PILD conference

Planning committee chair:

1. Fall planning meeting – air fare, lodging, mileage, cab fare paid by JCEP
2. PILD conference – basic travel costs: air fare, mileage, cab fare
 - complimentary suite provided by the hotel (not a cost incurred by JCEP)
 - Individual’s association is responsible for registration costs.

JCEP Executive Committee liaison:

1. Fall planning meeting – air fare, lodging, mileage, cab fare paid by JCEP
2. PILD conference – basic travel costs: air fare, mileage, cab fare & hotel room paid by JCEP

PILD registration fee is waived for all members of the JCEP Executive Committee.

Planning committee:

1. Fall planning meeting – One member per association -air fare, lodging, mileage, cab fare paid by JCEP
 - a. PILD conference –Associations are responsible for covering their committee members expenses during PILD, including registration.

Conference Planner Fee

The Conference Planner will provide the credit history necessary to establish credit and billing at the regional host facilities.

A Cancellation Insurance policy that covers all JCEP sponsored events (Regional Leadership Workshops, PILD, GALAXY, etc) is purchased by the JCEP President. Premium costs are prorated to sponsored events based upon total revenue of each event.

Planning Committee chair is only one to approve of unplanned, "extra", expenditures that will affect the entire meeting, i.e. coffee, food, etc.

Registration and Registration Fee

Registration information must include:

- Registration cost
- Registration deadline – at least one month prior to the conference
- Late registration fee information
- **Refund Policy – see fiscal issues section of JCEP Handbook**
- Hotel reservation information (avoid 800#s) address, and phone number
- Special event information
- Registration forms shall request email address for participant
- Confirmation will be sent to participants electronically with a reminder to check the JCEP web site for updates
- Cancellation information
- Shuttle/ground transportation information
- Conference planner contact information (phone number/e-mail address)

At least three months prior to the conference extend invitations to:

- State/territory presidents/president-elects
- Regional directors of all associations
- National association/fraternity executive boards
- Other guests; host states director/administrator, etc.
- 1890 Agents/institutions

1994 Tribal Colleges

- ECOP/CSREES representatives (liaisons) to JCEP
- state administrators/program leaders

On-site registration packets shall contain the following:

- Receipt
- Name tag
- Program
- Evaluation
- List of conference attendees
- Local area information i.e. sites of interest, restaurant, etc. (optional)

Reports and Evaluation

(Planning committee chair or designee is responsible for these activities.)

- Work with Conference planner to keep accurate records of attendance, costs, etc.
- Develop, distribute, collect and tabulate an evaluation instrument.
- Submit final reports to JCEP at June meeting.

Overall Time Line and Checklist

20 months out:	Conference planner sends out RFP for a location. Develop budget, determine registration fees, secure speakers.
18 months out:	Conference planner presents bids and makes suggestions to planning committee. The planning committee elects a chair for this event among its current members.
16 months out:	JCEP president or designee presents bids at JCEP winter meeting and JCEP approves dates and location for PILD to be held the following year, and the planning committee chair for this event who was elected by the current planning committee. Conference planner will then secure hotel.
12 months out:	Begin planning at debriefing meeting following conference. Develop budget, determine registration fees, secure speakers.
4 months out:	Conference planner requests associations/fraternity data base/ mailing lists. JCEP approves final budget and registration announcement brochure. Planning committee submits information for invitations. Conference planner creates meeting invitations.
3 months out:	Registration materials to be mailed and posted in JCEP website. Planning committee submits preliminary program to conference planner. Confirmations to be sent on receipt of registration meal selections, etc.
1 month out:	Communicate equipment needs, room set-up, etc.

Final regional programs submitted to conference planner.

June:

- Planning committee chair submits final report and summary of evaluations to JCEP president.
- Send records to the next planning committee chair.
- JCEP treasurer submits final financial report.

GALAXY CONFERENCE GUIDELINES

Steering Committee

Galaxy conference steering committee will be composed of two representatives from each of the sponsoring organizations plus the chair, vice chair, a site coordinator and a JCEP liaison. Each organization will be responsible for the expenses of their committee representatives. Should a committee member resign it is the responsibility of the respective organization to appoint a replacement.

An application process will be used to select a chair and vice chair for the planning committee. An appointed committee of JCEP members will make selection to be presented to JCEP for approval. Expenses for the chair, vice chair and JCEP liaison will be paid by JCEP.

JCEP President will appoint the liaison to the JCEP steering committee.

Application Process for Chair and Vice Chair

Committee Meetings

Steering committee will determine its own meeting schedule. Face-to-face committee meetings should not exceed two per year.

Finances

A separate Galaxy conference budget will be developed. Galaxy conference budget must be approved by JCEP.

Expense vouchers for Galaxy related expenses must be signed/approved by both the JCEP liaison and Galaxy steering committee chair. JCEP treasurer serves as treasurer for galaxy conference.

JCEP chair will sign all contracts related to Galaxy Conference.

Cancellation insurance shall be purchased for the Galaxy Conference.

After all bills are paid, the profits, if any, will be divided as follows:

- 15% to JCEP
- 25% to the host state
- 60% to be divided in equal portions (or prorated as per start-up investment) to each sponsoring JCEP organization

Exhibit funds distributed as follows:

Income – Expenses for exhibits (includes hall rental, decorations, other expenses) =
Funds to divide.

1. New exhibitors divide among all participating association/fraternity
2. Remaining amount divided by length of participation for association/fraternity; i.e., Exhibitor A – 5 years NEAFCS, 3 years NAE4HA – NEAFCS would receive 5/8 of profit; NAE4HA 3/8 of profit

Duties of Chair

- Make all recommendations to JCEP for approval.
- Submit written committee report to JCEP President for each JCEP meeting.
- Submit committee-meeting minutes to JCEP President.
- Send copies of correspondence to JCEP President and Secretary.
- Make arrangements with conference calling service and have bills sent to JCEP treasurer.

Guidelines for Committee

- Develop objectives for the conference and submit to JCEP for approval.
- Develop timeline for committee work and submit to JCEP for review.
- Establish sub-committee as needed.
- Make keynote speaker(s) recommendations to JCEP for approval.

Registration

All extension employees shall pay registration fee, either full or part time, to attend the galaxy conference. Only special guests may purchase a single meal ticket with no registration fee required.

Exhibits

Each sponsoring organization shall receive one exhibit booth free and pay any fee established for each additional booth space.

GUIDELINES FOR GALAXY CONFERENCE REQUEST FOR BIDS

JCEP invites interested State Extension Professional Associations to participate in the submission of a bid to host a Galaxy Conference, a joint annual conference for the members of participating Extension Associations.

States whose associations are submitting a bid will be expected to work with a JCEP supported planning committee. The planning committee will be made up of a JCEP appointed Chair, Vice Chair, a JCEP representative, and two representatives from each of the participating organizations. The program for Galaxy will be determined by the planning committee. The state(s) receiving the bid will be expected to coordinate and work with the planning committee for needs such as soliciting and coordinating volunteers to perform tasks identified by the planning committee, which are necessary to insure a successful conference. The host state will be expected to provide an individual to serve as a liaison to the planning committee to serve as determined by the committee. The host state will be expected to cover all of the expenses required to support the liaison's participation in the Galaxy planning committee. The planning committee will begin meeting in the year two years prior to the date of the conference.

It is the intent of the JCEP Board of Directors that all JCEP activities be operated to generate revenue. The revenue is necessary to maintain the operations of the JCEP sponsored professional development activities. Once all of the Galaxy expenses and loans have been paid, the remaining revenue will be shared among the participating JCEP member Extension organizations, JCEP and the host state. The revenue will be distributed as follows: 15% to JCEP, 25% to the host state, and the remaining 60% will be divided among the participating JCEP member organizations.

The minimum requirements to be considered when submitting a bid to host the conference:

- 1) The ability to host 2500 to 3500 persons
- 2) Convention facilities / hotel facilities that provide:
 - a) Convention facilities and hotel facilities should be in close proximity to facilitate ease of attendance at conference activities
 - b) Meeting space for general sessions for all conference attendees
 - c) Breakout rooms for concurrent sessions and meetings which range in size from 50 to 500 people
 - d) Rooms for a peak of 1000-1100 room nights
 - e) Banquet facilities for the entire group as well as for groups ranging from 50 – 1000
 - f) Convention facilities should allow for 175 – 200 exhibitors for up to 36 - 40 hours of time during the conference
 - g) Information for special requirements or services required for conference facilities should be included in the bid
- 3) Located in a city which is serviced by major airlines with pricing conducive to such a meeting
- 4) Ground transportation should be readily available to move conference attendees to and from the airport or onsite events and activities
- 5) Preferred dates for conference are late September or early October (special consideration should be given to avoid any holidays out of respect to the diversity of our membership)

Additional information which might be beneficial in preparing a bid proposal can be found on the JCEP website which is found at <http://www.jcep.org>. The JCEP Handbook contains a section titled Galaxy Conference Guidelines that should be consulted before submitting a bid. The electronic form which must be completed to be submitted as a bid can be found on the website.

No contracts obligating JCEP will be signed by anyone except for the JCEP President.

The deadline for the submission of a bid will be determined by the JCEP Board.

Bid proposals should be sent to the current JCEP President-Elect.

The bids will be reviewed by a JCEP committee, which will determine the bids that will be required to give a presentation to the JCEP Board of Directors. States whose bids are selected to be presented to the JCEP Board of Directors will be notified no later than three (3) months following the JCEP Annual Meeting. Bid presentations will be made to the JCEP Board of Directors. States being asked to make a presentation will be responsible to have their representative(s) present at the prescribed time to present the bid proposal to the board. The time of the presentation will be determined by JCEP.

JCEP EXCELLENCE IN TEAMWORK AWARD
Sponsored by
JOINT COUNCIL OF EXTENSION PROFESSIONALS

The Joint Council of Extension Professionals sponsors this award **annually** to encourage and recognize successful Extension team programs or projects that demonstrate effective performance and significant result impacts at community, area, state or multi-state levels.

AWARD

Two awards of \$500 each and one plaque per team and certificates to individuals will be presented to the project team leader with certificates being presented to all team members. The presentations will be made to the project team leader at the national association meeting that the team leader will be attending.

PURPOSE

The purpose of this award is to recognize outstanding Extension programs or projects in the nation conducted by a team and reward those that have achieved significant outcomes.

ELIGIBILITY

1. Entries must be submitted by a team not to exceed ten (10) members.
2. Program/project must have been conducted within the past three years.
3. Program/project must involve at least two or more different program areas (i.e. agriculture, 4-H Youth Development, family and consumer science, natural resources or community development).
4. At least 50% of the team members must be current members of at least one of the national Extension professional organizations and employed by Extension at the time the program/project was conducted.
5. There is no limit on the number of entries from any one state.

DUE DATE

April 1

APPLICATION

(The following are the guidelines for submitting an application for the award.)

1. Title Page (see format attached)
2. Abstract of one hundred and fifty (150) words or less to summarize program.
3. Narrative - Describe significant program accomplishments in six (6) double-spaced 8 ½ x 11 pages or less in font not less than 12 point with 1" margins using the following format.
 - a. Situation Statement. Describe the need for the program including what makes this program unique.
 - b. Describe the target audience, their participation, involvement, and contribution.
 - c. State the programs measurable goals and clientele based objectives.
 - d. Describe outcomes/results/impacts in relationship to the measurable goals and clientele based objectives.
 - e. Explain the role of each Extension team member. Indicate the percent of time (1 yr. = 100%) contributed by each member to the project.
 - f. Describe collaborations/partnership within and external to the Extension System.
 - g. Describe how this program addressed the need of a diverse audience. Include specific examples used to attract a diverse audience to the program and indicate level of success.
4. Supplementary materials are optional and are limited to three (3) pages. This may include pictures; news clippings or letters (Print material only).
5. Four (4) letters of support, at least one of which shall be from a state association president.
6. Submit the application electronically to JCEP President-Elect for judging by the review committee and posting on website (this is to be posted on the JCEP web site). A hard copy of the application may be requested by the review committee.

JUDGING: Judging is conducted by the association presidents.

Judging will be based on the following criteria:

1. Scope of teamwork and collaboration among Extension colleagues and external partners.	40%
2. Successful outcomes/results/impacts related to measurable goals and clientele based objectives.	30%
3. Diversity addressed.	10%
4. Innovative design to meet program need.	10%
5. Justification for program issue needs. (situational statement)	5%
6. Quality of application including: format, neatness, requested information.	5%
	<hr/>
	100%

PROCEDURE

- Submit the completed application packet to the JCEP President-Elect by April 1. Applications should follow the application process as outlined and should be submitted as a word document attachment to an email. A hard copy of the application may be required at the request of the review committee.
- The winners will be announced and awards presented annually at a JCEP sponsored event.
- Provide information on who to make check payable to if selected.

FORMS

Joint Council of Extension Professionals (JCEP)
Application Form for
Extension Committee on Organization and Policy (ECOP) Budget Committee

Name _____

Office Address _____

City _____ State _____ Zip code _____

Telephone _____ FAX _____

Email _____

Current Position _____

List other Extension appointments. Indicate if they were county, district or state positions.

Educational Background: BA/BS _____ MS _____ Other (Specify) _____

Association/Fraternity Membership (Indicate years of membership in all that apply):

_____ ESP _____ NACAA _____ NAE4-HA _____ NEAFCS _____ ANREP _____ NACDEP

Please provide the following information. Limit to two additional pages. Please supply a letter of support from your Extension Director with this application. This is a three-year appointment. JCEP provides financial support, if needed. (State financial support would be appreciated.)

- Professional association leadership activities within the past five years
- Leadership activities in Extension (other than association) within the past five years. Please explain your role.
- Extension experience related to budget development, public issues, legislative issues, etc. that may have a direct or indirect relationship with the responsibilities of the ECOP budget committee. Have you attended a PILD conference sponsored by an Extension professional organization or JCEP?
- Explain why you are interested in this position.

Signature of Applicant _____ Date _____

State Association President _____ Date _____

State Extension Director _____ Date _____

Application is due to JCEP President by (date)

NATIONAL GALAXY CONFERENCE SITE APPLICATION FORM

State Extension Association(s) submitting the Bid:

If jointly sponsored – other states participating in the bid:

Name of Contact Person:

Statement of why the bid is being submitted (why are your state/organizations interested in hosting the meeting):

Suggested location of city and state (Please include information that would support this location as a good choice for the site of the conference. Include the benefits of this site for educational opportunities, cost and convenience of transportation, and desirability of facilities):

Please describe the following:

1. **Convention facilities** (include description of the proximity to housing facilities, large room facilities available, number of 100 – 500 capacity rooms, number of smaller 50 – 100 capacity rooms, cost information, food and beverage capabilities, and AV information. Proposed contracts would be helpful.):
2. **Housing facilities** (include description of the proximity to convention facility, number of sleeping rooms that can be blocked, banquet and meeting facilities that are available in the facility, estimated meeting room costs and estimated sleeping room costs. Proposed contracts would be helpful.):
3. **Educational Opportunities** (include information on tour opportunities, pre and post conference educational opportunities, onsite educational opportunities and unique educational opportunities available in the area or through the host university):
4. **Access to Educational Technology** (include discussion on available educational technology which could enhance either the educational program or expand the potential audience for the conference. Identify current technologies such as web streaming, compressed video or satellite broadcasts or identify new technologies which could be used.)
5. **Financial Information** (include any possible financial information that would be of use. Items such as convention facility costs, hotel meeting room costs, hotel sleeping room costs, perks that are being offered, potential sponsors, university in-kind and monetary contribution, and any other financial information)
6. **Conference Planner Information** (include any information on conference planners that would be available either locally or through the university. Include information on planners capability to handle registration, is a university capable to handle finances to allow for state sales tax exemption, what is the cost of the planner services provided):

7. **Exhibit Facilities** (include description of the area that is available, cost of space, costs of setup, electricity, insurance and the time available for exhibits)
8. **Volunteers** - (include a description of how volunteers will be solicited and how they will be managed and supported financially to participate at Galaxy)
9. **Application Process for Conference Chair Selection**

Additional Required Items to be submitted with the bid:

A completed bid will include letters of support for the bid submitted from the following:

1. The state Extension Director of the state submitting the bid
2. The presidents of the Extension organizations participating in the bid submission

Supplemental items which may be submitted with the bid presentation to the JCEP Board of Directors:

Additional items, which would strengthen the case for the bid, may be submitted. Items such as: convention bureau brochures, housing information, educational opportunity information, tourist information, or videos highlighting the city, dining or entertainment opportunities may be included.

APPENDIX

**EXTENSION COMMITTEE ON ORGANIZATION AND POLICY (ECOP)
BUDGET COMMITTEE**

Membership:

- Chair, appointed by the chair of ECOP, for each federal fiscal year from one of the five regional representatives, on a rotational basis
- Two members from each of the five regions serve four (4) year staggered terms
- One member from JCEP partner organizations serves a three (3) year term
- One member from the Council of Agricultural Research, Extension and Teaching (CARET), no term limit
- One member of CSREES-USDA, ex officio, non-voting
- ECOP Executive Director, ex officio, non-voting
- The respective organizations, associations and regions appoint representatives to the committee

Functions:

- Develop budget recommendations to ECOP for federal funding for the Cooperative Extension System including consideration of recommendations from other ECOP committees
- Scan funding systems for nontraditional sources of budget support
- Represent ECOP with the NASULGC Board on Agriculture in budget preparation
- Assume responsibility for presenting and supporting the Cooperative Extension System budget at the congressional level

JCEP PARTNERSHIPS AND PUBLIC ISSUES COMMITTEE

Members of this committee should include JCEP Liaison to ECOP Budget and Legislative Committee, Past Presidents of each national association, ECOP Liaison to JCEP, and the CSREES Liaison to JCEP.

Operational Considerations:

- Election of the chair will occur annually at the June JCEP Board meeting.
- Committee members are to serve as liaison to their member organizations' public policy or similar committee who works on related issues
- Committee reports impacts of their work at each JCEP meeting

Charge

- Communicate to association memberships of the formation and objectives of this committee through their annual meeting, newsletters, etc.
- Develop annual plans of action addressing goals of the committee
- Create and monitor performance standards for the actions of this committee

Goals

1. Inform and educate elected and other leaders of the need and importance of extension to them and their constituents.
2. Work within the university community to raise the importance and visibility of Extension in advancing the outreach success of the institution.
3. Strengthen the Extension resource base through innovative funding from public and other sources.
4. Work cooperatively with ECOP to develop and convey the Extension message

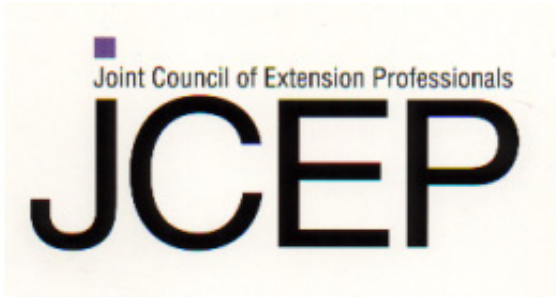
2005 Actions

- Approach NACAA in partnership to adapt their planned CD-ROM project to help all associations understand the importance of educating their elected officials while providing resources and tools to assist. Tentative title: "Working with Your Public Officials". The CD will contain the content of Robin Orr's presentation at the 2004 PILD conference and be timed to roll out in time for distribution at the 2005 PILD conference and form the basis for the JCEP traveling team engagement at annual association meetings. Additional subject support will be drawn from the historic document, "Building Political Support for Extension in the 21st Century". Each JCEP member organization is asked to 1) name one person who will serve on the project development committee and 2) consider funding a share of project expenses up to \$500. The Farm Foundation is also being approached for funding.
 - Design and implementation objectives:
 1. Provide education on how the allocation process works and when to intercede in this funding process at all levels-county, state, and federal. (to be included on the proposed CD)

2. Develop a coordinated, multiple-level system for educating elected officials around specific extension messages. This will be coordinated through the formal budget priority process utilizing the ECOP Budget and Legislative Committee, NASULGC Budget and Advocacy Committee and Blue Ribbon Team.
 3. Assist the JCEP traveling team to develop relevant priorities and support materials for use at national association meetings.
- Solicit, compile, and share effective strategies for educating and informing elected officials about extension. Minimal satisfaction of this function will be accomplished through committee conversations. Additional priority data may be considered for collection via a designed survey implemented through a service like Zoomerang. The desired end product is a set of “best extension practices”.

ELECTED OFFICIALS COMMITTEE

This page has been removed since we now have the JCEP Partnership and Public Issues Committee identified on page 18



REQUEST FOR PROPOSALS CONFERENCE/MEETING PLANNER

OVERVIEW:

The Joint Council of Extension Professionals, hereafter known as JCEP, is seeking a conference/meeting planner to handle JCEP sponsored events and JCEP Board meetings.

JCEP is a partnership of professional Extension organizations that focuses on strengthening the efforts of the member organizations and does what each cannot do individually. JCEP was organized in December 1989.

The JCEP Board of Directors is composed of the current president, immediate past-president and president-elect of each member organization and a representative of the Extension Committee on Organization and Policy (ECOP) and the Cooperative State Research, Education and Extension Service--U.S. Department of Agriculture (CSREES). The JCEP professional member organizations include:

- Association of Natural Resource Extension Professionals (ANREP)
- Epsilon Sigma Phi (ESP)
- National Association of County Agricultural Agents (NACAA)
- National Association of Extension 4-H Agents (NAE4-HA)
- National Extension Association of Family and Consumer Sciences (NEAFCS)
- National Association of Community Development Extension Professionals (NACDEP)

JCEP leadership is provided from within through an elected president, president-elect, secretary, and treasurer.

Selection timeline: RFP's are due May 30, 2006. A JCEP selection committee will review and interview companies prior to the JCEP Annual Meeting. Selection Committee recommendation will be made at the JCEP Annual meeting. Notification will be given to companies in June with services to begin in July.

Contract Period: July 1, 2006 to June 30, 2008 with option to renew on annual basis thereafter.

Contract Cancellation: By either party with 60 days written notice.

SCOPE OF SERVICES:

- JCEP sponsors four regional leadership workshops and one national public issues conference each year. The JCEP Board meets twice each year. JCEP members and appointed committee chairpersons approve dates, locations, budgets and expenditures.
- Detailed Planning Guidelines for these events are posted on our website: www.jcep.org

Description of Events

Regional Leadership Workshops:

- Four similar meetings, each held in four geographic regions, generally February, 2-2 ½ days duration.
- Participation ranges from 85-225.
- Each regional meeting has a primary contact from one of the partner organizations.

Public Issues Leadership Development (PILD) National Conference:

- A 4 ½ day conference held in the greater Washington DC area for 200-250 participants. Generally held in April-May.
- Must be near a Metro Stop.
- Planning committee appointed by JCEP.

Board Meetings:

- JCEP meets two times a year, currently in January and June for 2-3 days each, in various states.
- Total participation is 18 people needing lodging, meeting space, ground transportation and food service.

Services Required

Conference/meeting planner will provide the following services for JCEP.

Facilities

- Conduct site searches, evaluate facilities and negotiate contracts on behalf of JCEP. Search will include any hotel suggested by JCEP contact person. Conference/meeting Planner will present at least three options and make recommendation to the JCEP contact person.
(The conference planner will be allowed a minimum of 30 days in which to conduct a search, with a report and recommendations made to the JCEP representative within 10 additional days. JCEP representative(s) will approve hotel rate(s).)
- Arrange food service and amenities as requested. Suggest menu options for final decisions to be made in conjunction with JCEP contact.
- Provide checklist for Cooperative Extension On-Site Contact Person to use in assessing and recording services provided by the facility and audio-visual support services.
- Conduct a competitive bid process for needed audio-visual support. A list of AV equipment available and prices list is to be communicated to JCEP Contact person. Create a request form for securing/paying these items.
- Seek approval from JCEP contact person for arrangements.
- Equipment expenses will not be paid without this approval.

Pre-Registration

- Develop and distribute registration materials.
- Process individual registrations, whether online or email, with confirmations sent in a timely manner directly to each participant
- Receive and process all credit card payments
- Produce an on-line computer registration for each conference

On-Site Registration and Support

- Create a master list of all conference registrants, per site, including columns to indicate payment method, date of receipt of payment, receipt sent or provided, and other information deemed necessary by JCEP contact.
- Develop all needed materials and ship to conferences in a timely manner with directions for on-site JCEP leadership.
- Generate nametags for each conference participant. Nametags need to be assembled and sorted alphabetically by association for each regional meeting.
- Generate alphabetical lists of participants. Lists are to be sorted by association, region, and state with copies provided for distribution for each region's participants.
- Develop a process with JCEP to insure that charges to accounts at hotels and other facilities are correct as stated in the contract.
- Verify and review all bills with the JCEP contact person.
- Produce desktop printed programs when necessary.
- NOTE: On-site management of all meetings will be done by JCEP leadership with preparation for meetings handled by the conference planner.

Handling Finances

- Receive and process all registration fees for JCEP events.
- Forward all fees received within 10 days to JCEP treasurer.
- Process credit card payments.
- Send itemized lists of all credit card payments and checks to JCEP treasurer.
- Financial and registration reports will be sent to JCEP President, Treasurer and Conference Contact within 30 days of receiving the Facility Checklist back from the Cooperative Extension On-Site Contact Person.

Budget

- Submit a comprehensive budget for each meeting/conference and submit to the appropriate JCEP leadership.
- Prepare an accounting of all expenditures for each meeting/conference, including copies of receipts, and forward this following each meeting.
- Printing of registration forms, programs, evaluations and other materials may be arranged through conference planner. Bids for printing will be acquired from 3 vendors. Professional printing charges will be paid by JCEP.

Communication

- Phone, fax and e-mail communication will be returned in a timely manner.
- A company representative will be available for conference calls.
- Provide information to post on the website in a timely manner.

Evaluation

- Conduct post-conference participant evaluation, via e-mail, within 10 days of conference conclusion. Evaluation questions will be determined by JCEP.
- Compile responses and forward to the JCEP Chair within one month of the event.

Scheduling

Conference Planner will work with JCEP leadership to establish an appropriate and acceptable timeline for all conferences during the contracted period. The timeline will be distributed to all involved. Changes to that schedule will be made by joint agreement of both parties.

Cost

The cost of all listed services is (insert cost) per registered participant when conference planner negotiates facilities, (insert cost) per registered participant otherwise except when participant requests a refund prior to the event. An invoice will be sent within 30 days following each conference. Fees are payable within 30 days of receipt of invoice.

Contracted cost is exclusive of charges for travel, postage, shipping and professional printing. On-line registration services and post-conference participant evaluation are furnished at no additional cost. All hotel contracts will be negotiated based on a commissionable room rate paid to conference planner.

When a participant requests a refund, the conference planner will be paid (insert cost) when refund is requested before the registration deadline, (insert cost) if received less than seven days before the beginning of the event, (insert cost) if received within 30 days after the event.

The following services may be arranged for an additional negotiated charge.

1. Providing on-site professionals to assist in cases where it is deemed necessary.
2. Contacting and negotiating appropriate speakers.
3. Special events requiring decoration, catering or entertainment.
4. Professional design, artwork and advanced formatting.

Bonding

Provide evidence of your companies' bonding capacity.

JCEP agrees to:

- Provide dates and sites for events.
- Provide name of contact person for each event.
- Provide mailing labels necessary to communicate with participants.
- Review timelines for all conferences/meetings in contracted period for approval.
- Review menu options and other amenities.
- Provide room set up information and AV equipment needs.
- Provide evaluation questions as needed.
- Each national association will gather this information and be responsible for paying their portion of the AV equipment.
- Provide evaluation and performance feedback of the conference planner.

HOW TO SUBMIT THE PROPOSAL:

In order to better evaluate and compare services and costs, we ask that your proposal be complete and address the following items. Bid should not exceed four pages.

1. Describe your company including date founded, size of company, number of clients and experience in working with nonprofit professional associations.
2. Describe why your company would be an appropriate match for our needs.
3. Describe how you would address the scope of work outlined in this proposal. Including but not limited to staffing approach, database capabilities, tracking fees, handling credit cards, report preparation, etc. A brief summary or list of other services you provide may be included.
4. Provide a bid that reflects costs for the services requested.
5. Include names, addresses, and phone numbers of three companies/vendors with whom you currently conduct business.

Send proposal to: (insert current JCEP President)

Bids may be received by fax (insert number), electronically (insert email address), or by US Mail (insert address)

Authorization:

This request for proposal is authorized for release by: _____

JCEP President

JOINT COUNCIL OF EXTENSION PROFESSIONALS CONFERENCE/MEETING PLANNER

LETTER OF AGREEMENT

Conference planner will provide the following services for the Joint Council of Extension Professionals (JCEP). This agreement is in effect from July 1, 2006 through June 30, 2008, renewable annually thereafter.

Scope of Services

Facilities

- Site searches, evaluation of facilities and contract negotiation will be conducted by an experienced hospitality professional. Search will include any hotel suggested by JCEP contact person. Conference Planner will present at least three options and recommendation to the JCEP contact person. The conference planner will be allowed a minimum of 30 days in which to conduct a search, with a report and recommendations made to the JCEP representative within 10 additional days. JCEP representative(s) will approve hotel rate(s).
- A competitive bid process will be conducted for audio-visual support.
- Food service and menu options will be reviewed, evaluated, and suggestions made. Final decisions will be made in conjunction with JCEP contact and communicated to the appropriate facilities. Amenities will be requested.
- Provide checklist for Cooperative Extension On-Site Contact Person to use in assessing and recording services provided by the facility and audio-visual support services.
- List of AV equipment available and prices needs to be communicated to JCEP Contact person. Create a request form for securing/paying these items.
- All orders for AV equipment and room set up will be approved by JCEP contact person. Equipment expenses will not be paid without this approval.

Pre-Registration

- Registration materials will be developed and distributed.
- Individual registrations, whether online or email, will be processed with confirmations sent in a timely manner directly to each participant.
- Credit card payments will be received and processed.
- On-line computer registration will be available for each conference.

On-Site Registration and Support

- A master list of all conference registrants will be created per site including columns to indicate payment method, date of receipt of payment, receipt sent or provided, and other information deemed necessary by JCEP contact.
- Materials will be developed and shipped to conferences in a timely manner with directions for on-site JCEP leadership.
- Nametags will be provided for each participant. Nametags need to be assembled and sorted alphabetically by association for each regional meeting.
- Alphabetical lists of participants sorted by association, region, and state will be provided for distribution to each region's participants.

- A process will be developed with JCEP to insure that charges to accounts at hotels and other facilities are correct as stated in the contract.
- Accuracy of bills will be verified and reviewed with the JCEP contact person.
- Desktop printed programs will be produced when necessary.

Handling Finances

- Receive and process all registration fees for JCEP events.
- Forward all fees received within 10 days to JCEP treasurer.
- Process credit card payments.
- Send itemized lists of all credit card payments and checks to JCEP treasurer.

Communication

- Phone, fax and e-mail communication will be returned in a timely manner.
- A company representative will be available for conference calls.
- Provide information to post on the website in a timely manner.

Budget

- A comprehensive budget will be developed for each meeting/conference and submitted to the appropriate JCEP leadership.
- An accounting of all expenditures will be forwarded following each meeting, including copies of receipts.

Scheduling

Conference Planner will work with JCEP leadership to establish an appropriate and acceptable timeline for all conferences during the contracted period. The timeline will be distributed to all involved. Changes to that schedule will be made by joint agreement of both parties.

Financial and registration reports will be sent to JCEP President, Treasurer and Conference Contact within 30 days of receiving the Facility Checklist back from the Cooperative Extension On-Site Contact Person.

Evaluation

Participant Evaluation can be done via e-mail two weeks after each conference. Evaluation questions will be determined by JCEP. Post-conference participant evaluation will be sent to participants of conference within 10 days of conference conclusion. A compilation of responses will be summarized and forwarded to the JCEP Chair within one month of the event.

Cost

The cost of all listed services is (insert amount) per registered participant when conference planner negotiate facilities, (insert amount) per registered participant otherwise except when participant requests a refund prior to the event. An invoice will be sent within 30 days following each conference. Fees are payable within 30 days of receipt of invoice.

Contracted cost is exclusive of charges for travel, postage, shipping and professional printing. On-line registration services and post-conference participant evaluation are furnished at no additional cost. All hotel contracts will be negotiated based on a commissionable room rate paid to conference planner.

When a participant requests a refund, the conference planner will be paid (insert amount) when refund is requested before the registration deadline, (insert amount) if received less than seven days before the beginning of the event, (insert amount) if received within 30 days after the event.

Printing of registration forms, programs, evaluations and other materials may be arranged through conference planner. Bids for printing will be acquired from 3 vendors. Professional printing charges will be paid by JCEP. We understand that the on-site management of all meetings will be done by JCEP leadership with preparation for meetings handled by the conference planner.

The following services are available at an additional charge. Charges are negotiable:

- On-site professionals can be provided to assist in cases where it is deemed necessary.
- Scheduling will be dependent upon the availability of meeting professionals. Fee is approximately \$300/day/professional plus travel expenses.
- Location of appropriate speakers.
- Special events requiring decoration, catering or entertainment.
- Professional design, artwork and advanced formatting.

Bonding

We are not bonded. To date, we have not had the need. If it is needed for this contract we will pursue the process.

Cancellation

Either party may cancel this contract with 60 days written notice.

JCEP agrees to:

- Provide dates and sites for events.
- Provide name of contact person for each event.
- Provide mailing labels necessary to communicate with participants.
- Review timelines for all conferences and meetings in contracted period for approval
- Provide room set up information and AV equipment needs
- Each national association will gather this information and be responsible for paying their portion of the AV equipment

Date

Date

Conference Planner

JCEP President

JCEP Evaluation Tool

Category	U	S	E	Suggestions for Improvement
Facilities Negotiation of Contract Site Searches Evaluate Contracts Food Services Amenities Facilitate audio visual needs				
Pre Registration Develop and Distribute Registration Material electronic, online and mailed formats Process Individual registration and all payments On-Site Registration Master list of all required information All materials shipped to location in timely manner Provide Name Tags Generate alphabetic list of participants Produce printed program materials Work with hotel to ensure accuracy of accounts Verify and Review bill with JCEP contact Finances Process all registration fees Forward all fees to treasurer in timely manner Prepare Financial and Registration Reports Submit budget for each event Communication Post information to web-site in timely manner Communicate with JCEP in timely manner Evaluation Prepare evaluation tools as needed Compile responses and forward to JCEP in timely manner Scheduling Establish an appropriate time line for all events				

STRATEGIC PLAN 2006 - 2008
JOINT COUNCIL OF EXTENSION PROFESSIONALS

A new Strategic Plan will be developed every three years

Goal I: JCEP enhances professionalism through leadership.

Outcomes:

A system-wide standard of scholarship useful to all associations is recognized.
Extension is actively represented at every level of the university.
Professional development opportunities are provided for the Extension professional.

Actions:

Explore collaboration with the Journal of Extension (JOE).
Develop opportunities to help promote individual association journal collaborations.
Facilitate peer review process through training and scholarly articles.
Plan, promote and conduct annual Public Issues Leadership Development (PILD) program and Regional Leadership Workshops.
Plan, promote and conduct Galaxy Conference III in 2008.

Goal II: JCEP is the vehicle for advocacy for the Extension profession.

Outcomes:

A pool of tools/resources is created to be available for advocacy for the Extension profession.
Other related organizations recognize JCEP as the credible voice of all Extension professionals and join JCEP.

Actions:

Explore JCEP membership with other related organizations.
Network and expand influence with NACO and other related organizations.
Strengthen representation on ECOP.
Encourage the development of JCEP umbrella organizations at the state level.
Sponsor annual PILD program.

Goal III: JCEP is administered efficiently and effectively.

Outcomes:

JCEP members have a clear understanding of the JCEP mission, vision, and strategic plan and their personal responsibility to ensure organizational efficiency and effectiveness.

Actions:

Periodically review and update bylaws and policies.
Periodically review and revise the strategic plan.
Seek ways to enhance communication among member organizations.
Regularly review communications and operations to enhance organizational management.
Update handbook as needed.

JCEP PLAN OF ACTION for 2007

GOAL 1: JCEP will promote excellence in Extension programming with internal and external audiences.

Objectives:

1. Increase number of states attending PILD by 15% annually until 100% is achieved.
2. Conduct a JCEP seminar at each professional annual meeting.
3. JCEP representatives will meet with (at least one time annually) ECOP, CSREES Program Leaders; Administrator, Secretary of Ag, NASULGC.
4. All Presidents will establish an ongoing relationship with the appropriate CSREES Deputy Administrator(s) and develop communication mechanisms for exchanging information on Extension programs. During PILD, selected CSREES Program Leaders will meet with the JCEP Board.

GOAL 2: JCEP will proactively address issues impacting the Extension Professional and the Extension System.

Objectives:

1. Member Associations will bring issues to JCEP for discussion and exploration and take appropriate action.
 - a. Each JCEP meeting will include time for issues dialogue.
2. JCEP will meet jointly with the ECOP Chair during PILD.
 - a. JCEP Chair will establish a time, place, agenda and extend invitations.
3. JCEP will continue to foster strong representation to ECOP.
 - a. Message to be delivered at the direction of JCEP.
 - b. Coordinate with the ECOP Representative information for distribution to ECOP throughout the year.
 - c. Seek communication linkages through the ECOP Representative to State Directors and Administrators.
4. JCEP will contact new/other Extension Groups to discuss and address collaboration and partnerships.
 - a. Contact CSREES National Program Leaders to identify key groups.
5. JCEP will develop and utilize expanded communication options.
 - a. Listservs, E-Mail, Conference Calls, Web Page, Video conferencing, TelNet, etc.

GOAL 3: Provide a strong unified voice, internally for the system professionals and externally to existing and potential partners.

Objectives:

1. Members understand the CE system and then become advocates with stakeholders.
 - a. Provide a train the trainer model through PILD.
2. Develop leadership potential of our members.
 - a. Evaluate the impact of PILD.
 - b. JCEP will sponsor regional meetings.
 - c. Training for participants to understand the CES system to build networks and interdisciplinary relations.

3. Share document (national office holders) with administrators.
 - a. JCEP National Presidents prepare a document for administrators that identify support for National Officers.
4. JCEP regularly communicates through each of the JCEP member association newsletters annually.
5. Build communication pieces that tell the JCEP story.
 - a. Display, brochure, folder, home page, banner, name badge, other.