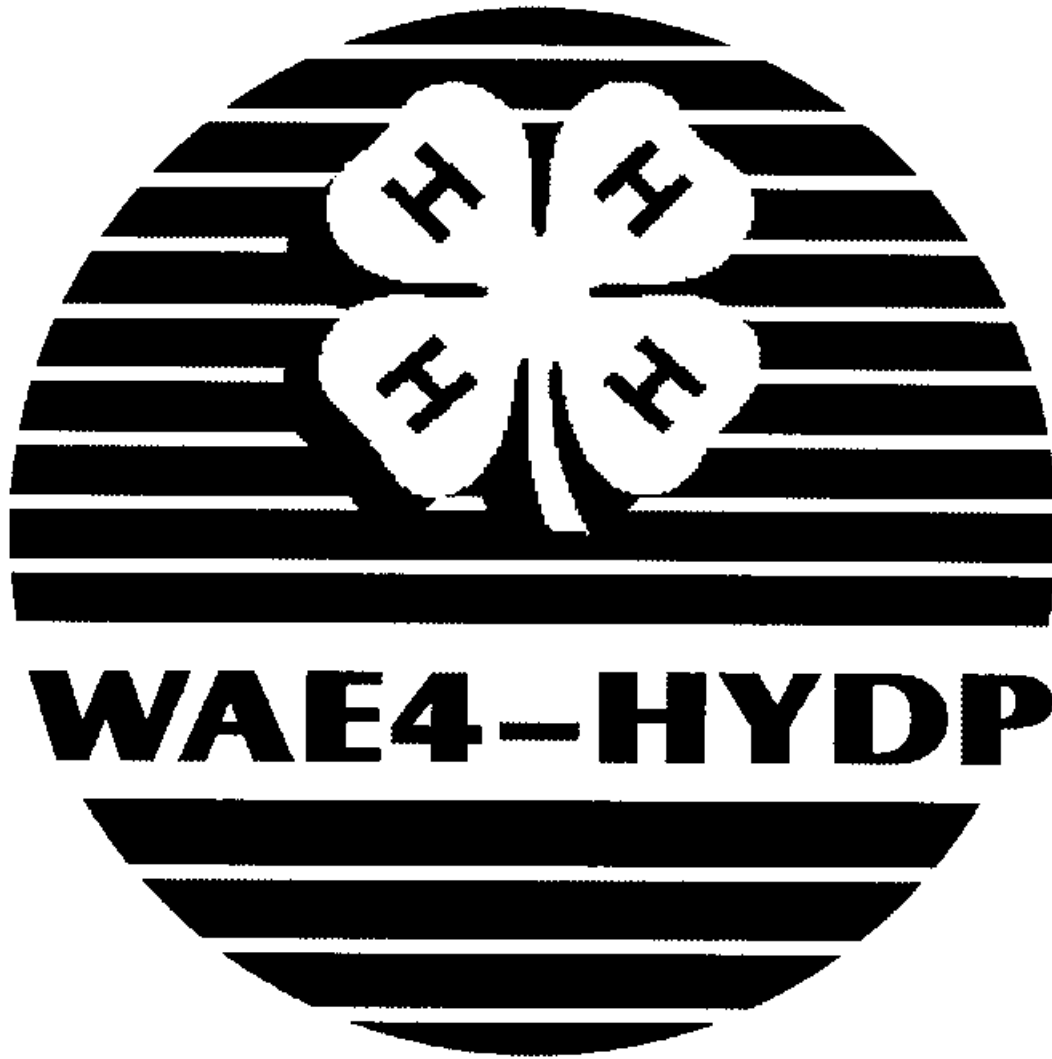


WAE4-HYDP HANDBOOK



Revised 2009

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Wisconsin Association of Extension 4-H Youth Development Professionals

Mission of WAE4-HYDP

- To promote, strengthen, and advocate the Extension 4-H Youth Development profession while providing a safe forum, camaraderie, support, and recognition of its members.

Objectives of WAE4-HYDP

- To foster the well-being of the members and integrity of the WAE4-HYDP.
- To assess and address personal and professional improvement.
- To involve the WAE4-HYDP membership in issues pertaining to the Extension 4-H Youth Development profession.

Membership in WAE4-HYDP Provides

- A framework through which professionals may work for improvement and recognition of the youth development profession.
- A group identity for the professional. Members have the same concerns and needs.
- Recognition to members for professional achievement.
- Opportunity for members to participate in professional improvement conferences.
- A link with the National Association of Extension 4-H Agents.

WAE4-HYDP Constitution By-Laws

ARTICLE I: Name

The name of this Association shall be the "Wisconsin Association of Extension 4-H Youth Development Professionals."

ARTICLE II: Objectives

The objectives of the Association shall be to improve the general status and welfare of 4-H youth development professionals and to encourage professional improvement.

ARTICLE III: Membership

Section 1 Membership in WAE4-HYDP is available to youth development professionals who have responsibility for University of Wisconsin-Extension 4-H Youth Development programming.

Section 2 Membership or participation is in no way limited nor prohibited by virtue of a person's race, creed, ethnic or national origin.

Section 3 The membership dues of this Association will be determined by the Association. The membership year will run from December 1 to November 30. Complimentary memberships will be given to Youth Development professionals hired after the annual meeting until the next renewal date.

Section 4 Life membership is open to retiring Association members at a fee of twice the regular

- membership dues. Life members have voting rights but are not eligible for an office or directorship.
- Section 5 The Association shall hold an annual business meeting. A quorum (simple majority of the membership) must be present to conduct business. Life and collegiate members are not included in the membership count when determining a quorum.
- Section 6 Non-voting membership in WAE4-HYDP is available at a minimal fee to university students interested in pursuing a career as a 4-H Youth Development professional.

ARTICLE IV: Board of Directors

- Section 1 The Board of Directors shall consist of the Association Directors, Officers, Standing Committee Chairs, and the Past-President. Parliamentary procedures for this association will be governed by Robert's Rules of Order.
- Section 2 Voting districts for WAE4-HYDP will be Northern, Southern, Western, Central, State Staff and Eastern, which includes the Quad Counties.
- Section 3 Directors shall be elected prior to the annual meeting of the Association and shall take office immediately following their installation.
- Section 4 Directors shall serve a two-year term for their recognized administrative unit.
- Section 5 Members may serve as a director for more than one term; terms shall not be consecutive.
- Section 6 A director transferred to another recognized administrative unit shall resign that directorship.
- Section 7 If a director vacancy occurs through resignation, transfer, termination, or retirement, members from the same recognized administrative unit shall elect a new director to fulfill the term.
- Section 8 A quorum (simple majority of the people on the board) must be present to conduct business at the Board of Directors.

ARTICLE V: Officers

- Section 1 The officers of the Association shall consist of the President, President-Elect, Secretary, and Treasurer.
- Section 2 Officers, except the President, shall be elected by the total membership prior to the annual meeting. President-elect assumes Presidency immediately following his/her installation.
- Section 3 Members who have served as a director or committee chair in any past year are eligible to be nominated for President Elect. It is preferred that candidates for Secretary and Treasurer also meet that qualification.
- Section 4 President and President-Elect shall serve a one year term. Secretary and Treasurer shall serve a two-year term. All shall take office immediately following their installation with the exception of the Treasurer, who shall take office at the beginning of the new fiscal year.
- Section 5 If officer vacancies occur, the Board of Directors shall elect a new officer to replace the same. Officers shall serve their complete term of office, even if transferred to another recognized administrative unit.

ARTICLE VI: Committees

- Section 1 Standing committees shall consist of Awards and Recognition, Communications, NAE4-HA Conference, and Professional Concerns. With the exception of the NAE4-HA Conference committee, each standing committee shall be composed of at least one member from each recognized administrative unit. Representation shall be determined by the recognized administrative unit. Standing committees shall have a chairperson and chairperson-elect elected by the committee members. The term of chairperson shall be one year. The NAE4-HA Conference Committee Chair will be appointed annually and will recruit a committee as needed.
- Section 2 Ad hoc committees will be appointed by the Board of Directors as needed. An Association representative will be appointed to the Wisconsin 4-H Foundation for a three-year term.

ARTICLE VII: Amendment of By-Laws

These by-laws may be amended by a two-thirds vote of members present at any meeting or any special meeting called for that purpose. One-half of the membership shall constitute a quorum. When possible notice of by-laws amendments will be published in the Winter Issue of *Entre Nous*, prior to the annual meeting.

WAE4-HYDP Election Process

Election of Officers

Offices

1. President-Elect
2. Secretary
3. Treasurer

Procedure

1. Nominations will be made by a Nominations Committee.
2. Committee will be made up of Past-President who will serve as Chair, and two non-Board members selected by the Chair.
3. Two members should be nominated for each office. Write-ins can be made.
4. Elected by the voting membership, including active and life members, via ballot prior to annual meeting. Student members do not participate in the election process.
5. Publicity for new officers will be the responsibility of the Nominations Committee.

Term

1. One year for President and President-Elect.
 - a. If officer resigns from Board, the Board will elect successor.
2. Two year terms for Secretary and Treasurer.
 - a. Secretary will be elected on odd numbered years.
 - b. Treasurer will be elected on even numbered years.
 - c. If officer resigns from Board, the Board will elect successor.

Eligibility

1. Candidates for President Elect will have served as a director or committee chair in any past year.
2. It is preferred that candidates for Secretary and Treasurer have served as a director or committee chair in any past year.
3. Nominees must be a paid member by December 1 of the current membership year.

Election of Directors

Procedure

1. Nominated and elected by WAE4-HYDP members in each recognized administrative unit.
2. At least two per recognized administrative unit should be nominated.
3. Election will be held prior to annual meeting.

Term & Rotation

1. Two years
2. Suggested rotation of directors:
 - Even years – Western, Central, State Staff
 - Odd Years – Northern, Southern, Eastern/Quad Counties

Eligibility

1. All members are eligible for nomination.

Suggested Process

- Any nomination suggestions from membership must be sent to Nominations Committee chair by designated date.
- Ballot will be distributed to each voting member after the Nominations Committee has prepared the ballot. To be eligible to vote, individual must be a paid member in the current membership year.
- Ballots returned no later than the date determined no later than the date determined by the Nominations Committee.

Role of WAE4-HYDP Board Members

President

- Chairs meetings of the Board and of the Association.
- Prepares written meeting agendas.
- Is a contact for members and/or committee chairs on issues and concerns.
- Is responsible for double checking progress of committees or persons designated for various tasks.
- Initiates the audit process at the close of each fiscal year or at such time as the Board determines the books and accounts of the Association shall be examined.
- Appoints, with Directors, a qualified auditor or an Association committee to audit the books and make a written report to the membership.
- Disseminates information received from NAE4-HA and to keep informed of events on local, state and national levels.
- Attends Regional President's Conference sponsored by NAE4-HA and reports back to the State Association.
- Is a goodwill ambassador of WAE4-HYDP.

President-Elect

- Presides at the meetings in the absence of the President and assumes that office if the President is unable to complete the term of office.
- compile listing of committee chairs and chair-elects. With President, identify state contacts for National Committee representation as NAE4-HA Conferences.
- Attends the Regional President's Conference sponsored by NAE4-HA and reports back to the State Association.
- Attends the Public Issues Leadership Development Conference or designates a member to attend in their place.
- Coordinates a New Member's Workshop as opportunities arise, explaining the roles and opportunities of the Association.
- Responsible for WAE4-HYP and NAE4-HA membership with assistance from the District Directors

Secretary

- Records minutes of the Board of Directors and of the Annual Meeting.
- Sends a copy of the minutes to the President of the Association for review as soon as possible following the meeting.
- Utilizes E-mail to send Association minutes to membership.
- Responds to all correspondence of the Association as directed by the President.
- Maintains an up-to-date record of Association minutes, Committee reports, and correspondence.
- Keeps a permanent file of the Association and forward appropriate information to the WAE4-HYDP archives in the State 4-H Office.
- Secures printed letterhead paper and envelopes and provide supplies to Officers and Directors as requested
- Assumes duties following the Annual Meeting, however, the outgoing Secretary follows up on Annual Meeting minutes, thank-you letters, and correspondence.

Treasurer

- Receives and distribute all funds of the Association.
- Keeps accurate financial records of the Association.
- Considers savings accounts or time certificates for additional income from money not needed in the active checking account.
- Prepares annual budget with assistance from Board of Directors.

Past President

- Chairs WAE4-HYDP Nominations Committee.
- Coordinates publicity for new Officers and Directors.
- Coordinates the updating of the Association Handbook.
- Serves as a WAE4-HYDP representative to the Joint Council of Extension Professionals-Wisconsin Board.
- Serves as ex-officio member on the WAE4-HYDP Board of Directors.
- Facilitates a Leadership Forum with the State 4-H Program Leader and Associate Program Leader, Department of Youth Development Chair, Academic Staff Council Representative and WAE4-HYDP president and president-elect.

Directors

- Represent their recognized administrative unit
 - Communicate needs and suggestions to the board
 - Communicate board actions and issues to the recognized administrative unit membership
- Insure representation on all Association committees
- Active participants in all board discussions
- Encourage membership of district colleagues and collect dues to submit to President Elect.
- Inform new 4-H Youth Development professionals about WAE4-HYDP and NAE4-HA. Share information on free WAE4-HYDP membership if hired between December 1 and new membership year. Inform President Elect of membership decision.
- Update Association promotional information.
- Encourage university students and para-professionals interested in pursuing a career as a 4-H Youth Development professional to seek a non-voting membership in WAE4-HYDP.

WAE4-HYDP Committees

The committees are the backbone of WAE4-HYDP. The role of Association committees is to give overall leadership to a certain area. This includes gathering ideas and suggestions from the members, and planning and organizing the related activities.

Every Association member is eligible to be on a committee. There's no prerequisite or need to be asked. The membership of committees includes at least one representative for each recognized administrative unit. Standing Committees shall have a chairperson and chairperson elect elected by the Committee members. The term of chairperson shall be one year.

Role of Committee Chair

The committee chair has the responsibility to:

- Maintain two-way communication between the committee members and the Association Board by bringing concerns or requests for action from committee members to the Association Board and carry discussions, recommendations or requests for committee action from the board to the committee.
- Prepare a written statement of committee activity or progress for Annual Meeting..
- Attend Board meetings and provide committee reports.
- Serve as NAE4-HA Committee Contact. If unable to attend NAE4-HA Conference, designate someone to attend committee meetings held during national conference.

- Participate in the respective committee meeting at the NAE4-HA Annual Conference.
- Speak for WAE4-HYDP in all discussions and decisions of the NAE4-HA Committee.
- Continually update the NAE4-HA Committee on issues raised or actions taken by WAE4-HYDP that are relevant to the business of NAE4-HA.
- Serve as a resource for WAE4-HYDP Board of Directors and committees concerning actions taken or issues raised by NAE4-HA that are relevant to the business of WAE4-HYDP.

Awards and Recognition Committee

Purpose

- Assure the recognition of worthy Association members at Annual Awards and Recognition Banquet.

Functions

- Solicit Association membership for successful programs and communications efforts to be recognized.
- Initiate recognition for Distinguished Service Award, Air Force Recruiting Salute Award, Achievement in Service Award, Meritorious Service Award (member and non-member), Friend of WAE4-HYDP Award, Successful Program Awards, Communicator Awards or other awards when appropriate and process nominations for the NAE4-HA for recognition.
- Check Association membership for those to be honored who have completed 25 years of service to Extension.
- Check Association members for those to be honored who are retiring or have retired.
- Arrange for Awards and Recognition Banquet. Work with conference program committee regarding facilities, meals, awards, emcee, and program.
- Publicize honorees. Write and submit news releases to honorees' local newspaper, to *Entre' Nous*, and other media sources.
- Maintain contact with NAE4-HA Member Recognition and National Conference Committees. Committee chairman serves as state contact and has the responsibility to forward information about state honorees to National Committee.
- Explore additional forms of recognition.
- Provide up-to-date information for association web site regarding awards and recognition.
- Solicit applicant(s) for NAE4-HA Professional Development Awards (<http://www.nae4ha.org/profdev/awards/professional.html>)

The WAE4-HYDP Awards Information Booklet is posted at
<http://www.uwex.edu/ces/4h/wae4hydp/recognition.cfm>

Communications Committee

Purpose

- Provide a vehicle of communication between the membership of WAE4-HYDP, publicize news of the Association to other outlets, and support the means by which new 4-H Youth Development Professionals are made aware of the Association and its functions.

Functions

- *Entre'Nous*, as a professional publication, is a vehicle for communication and should support the membership as professionals in the following ways:
 - a. Issued in Fall, Winter and Spring
 - b. Includes committee reports and board actions.
 - c. Share concerns facing Youth Development professionals, including professional activities and professional improvement opportunities.
 - d. Print editorial-type articles on policies and programs, new agent questions and concerns, guest

- writers, etc. Association members are encouraged to submit articles, ideas and suggestions.
- Communicate Association news to other information sources, such as the *NAE4-HA News and Views*.

Recent issues of Entre Nous can be found at
<http://www.uwex.edu/ces/4h/wae4hydp/newsletters.cfm>

NAE4-HA Conference Committee

Purpose

- Promote and coordinate activities related to NAE4-HA Conference among state Association members.

Functions

- Pre-conference Responsibilities
 - a. Prepare promotion.
 - b. Promote National Conference at the annual meeting; distribute promotional materials and present a verbal report.
 - c. Explain National Conference First Timers Scholarships: promote availability, distribute applications, select and recognize recipients.
 - d. Serve as a clearinghouse for transportation: explore costs, publicize transportation options, survey membership for transportation plans.
 - e. Plan and publicize Conference communication system: headquarters room or options.
 - f. Arrange and conduct pre-Conference wisline for WAE4-HYDP delegates, if requested.
- During Conference Responsibilities
 - a. Coordinate all arrangements while at Conference, including: WAE4-HYDP delegation meetings; Presentations from National candidates; State's Night Out; and recognition of award recipients.
 - b. Work with President and President-Elect on other tasks as requested.
- Post-Conference Responsibilities
 - a. Encourage State Contacts and other delegates to share information upon returning home.
 - b. Prepare written and verbal summary reports for annual meeting.

Professional Concerns Committee

Purpose

- To identify, review, and act on professional concerns of the Association membership.

Functions

- Promote a balance in the professional/personal aspects of the 4-H Youth Development Professional's life.
- Monitor and evaluate the status of 4-H Youth Development Professionals.
- Work to develop a greater understanding of the educational role of the 4-H Youth Development Professional both internally and externally.
- Continue to clarify the roles of Department, Program Area, and Association.
- Promote opportunities for 4-H Youth Development Colleagues to interact in informal settings.

Leadership Forum

Purpose

- To provide the opportunity for discussion among the Department of Youth Development, Academic Staff Council, WAE4-HYDP and the 4-H Youth Development Program Area about issues and opportunities in each respective entity as membership is common. Individuals representing the association include Past President (Chair), President and President Elect. The Department of Youth

Development representative is the Chair. 4-H Youth Development Program Area Representatives include the State Program Leader and the Associate State Program Leader. The representative from the Academic Staff Council is the 4-H Youth Development representative on that council.

Function

- Share upcoming issues, concerns, policies and opportunities relevant to entities involved
- Discuss how staff workload may change in response to changing responsibilities. Discuss implications and monitor to ensure changes in workload don't negatively impact effectiveness of youth development professionals
- Solicit input for discussion items from membership

4-H Foundation Representative

The process of filling this position and the roles and responsibilities of the representative is currently being reviewed by the board.

WAE4-HYDP Members Serving on the NAE4-HA Board

Recommendations about role and responsibilities are currently being reviewed by the WAE4-HYPD Board.

Joint Council of Extension Professionals (JCEP)-WI Board and Committee Representatives

JCEP is partnership of Extension professional associations (WAE4-HYDP, WACCA, WEAFCFS, WEECDA and ESP) to promote communication, cooperation, and professionalism among all Extension Educators.

The three immediate WAE4-HYDP past presidents are JCEP-WI voting board members. Additional WAE4-HYDP members may be recruited to serve on JCEP committees.

National Association of Extension 4-H Agents

Mission of NAE4-HA

NAE4-HA offers youth development professionals, the best in:

- professional development
- an inclusive and supportive network
- integration of scholarship, research & practice

Vision Statement of NAE4-HA

Accomplishing our vision and mission requires many values, we choose to focus on the values of:

- learning
 - inclusivity
 - excellence
- and the actions reflected in our professional standards.

Membership in NAE4-HA Provides

- Three issues of *News & Views*, the official publication of NAE4-HA.
- Opportunities for professional recognition and awards at state, regional and national level
- Travel and educational scholarships and grants
- Annual NAE4-HA conference, featuring professional improvement seminars, poster sessions, research papers and exhibits
- Leadership development opportunities through association leadership positions and leadership development conferences

**Additional Information on NAE4-HA can be found at their website:
www.nea4ha.org**

Resolution Defining the 4-H Professional

Why is it necessary to define the profession? Since a profession is to contribute to society, we must be able:

- to tell society what we profess, what expertise we have to offer.
- to help ourselves and others evaluate the success of our profession.
- to determine what is necessary for in-service professional improvement.
- to determine areas of needed research.
- to define and develop a curriculum to prepare people for our profession, and to further define entry level requirements to the profession.

Whereas, the profession of youth development

- a) is the science and art which focuses upon factors that influence the physical, social and psychological development of youth;
- b) has an inter-disciplinary knowledge base which includes such areas as education, human development, sociology, and the sciences;
- c) has as its objective to strengthen the knowledge, skills and attitude of youth which help them meet their personal needs and the needs of society;

Whereas, the 4-H PROFESSIONAL is one who

- a) practices the profession of youth development through an educator/manager role which facilitates and enhances the human development process;
- b) involves the potential audience in designing learning experiences for volunteer adult and youth learners in non-formal settings;
- c) uses these designed learning experiences to influence the various factors (among which are adults, peers, the family, the community) which impact on the sequential development patterns of youth.
- d) uses mature, enlightened judgments related to decision making in the teaching-learning process, the management process, the human development processes, and the democratic process, there be it;

Resolved, that the WISCONSIN ASSOCIATION OF EXTENSION 4-H AGENTS suggests to the University of Wisconsin-Extension Administration and University of Wisconsin-Extension Cooperative State Research, Education, and Extension Service (CSREES) that consideration be given to these components of youth development in regard to defining entry levels of the 4-H PROFESSIONAL, and also to consider these components when educating and evaluating the 4-H PROFESSIONAL; and it be further

Resolved that the WISCONSIN ASSOCIATION OF EXTENSION 4-H AGENTS continually examine the role and definition of the 4-H PROFESSIONAL.

Professional Standards for NAE4-HA

Adopted by the NAE4-HA Board October 25, 2001

We, as NAE4-HA members adhering to the 4-H Mission and the policies and guidelines of the Extension System, acknowledge our responsibility to develop and implement age-appropriate learning opportunities for youth and families in safe and nurturing environments. We recognize the worth and dignity of every individual. We believe that the development of life skills enables youth to become caring, competent, confident, connected and contributing citizens who will build strong foundations for our nation's future. We will strive to be appropriate role models and to maintain the respect and confidence of colleagues, youth, volunteers, parents and/or legal guardians and the communities we serve.

To uphold these commitments, we as NAE4-HA professionals affirm the following:

Our Commitment to Youth

- Provide safe, nurturing environments that allow youth to reach their full potential.
- Use developmentally and age-appropriate methods and materials to meet learning style differences.
- Maintain appropriate relationships with youth in all settings: never encourage, solicit or engage in a sexual or romantic relationship with youth; never touch youth out of anger or with intent to harm or in an inappropriate way for personal gratification.
- Manage youth behavior justly and fairly to avoid embarrassment and humiliation.
- Recognize achievement based on the performance, effort and ability of the participant.
- Value diversity and treat all youth as individuals in a fair, respectful and consistent manner.
- Set examples as positive adult role models.
- Hold in confidence information learned in a professional practice, except for professional reasons or in compliance with pertinent regulations or statutes.

Our Commitment to Volunteers

- Value the role of volunteers in the success of 4-H programs.
- Provide the orientation and training necessary to equip volunteers for success in their roles.
- Treat all volunteers in a fair, respectful and consistent manner.
- Acknowledge the efforts of volunteers.
- Provide incentives to volunteers to help them advance and excel as leaders of youth.

Our Commitment to our Partners

- Seek to understand the needs and interests of partners.
- Identify appropriate resources and develop effective relationships with partners.
- Maintain the integrity of the NAE4-HA mission and goals.

Our Commitment to the Extension System

- Ensure that 4-H is an integral and integrated part of the comprehensive Extension System.
- Recognize that research and knowledge supported by public universities provides the basis for our youth development and methods.
- Recognize that 4-H supports the positive youth development missions and goals of the land-grant universities.
- Recognize a responsibility to support all Extension professionals and staff.
- Recognize the responsibility for, and the importance of, accountability in the management of funds and other assets, both public and private.

Our Commitment to the Profession

- Value and encourage lifelong learning for all people.

- Pursue growth and development in the practice of the profession; use and share that knowledge to improve educational opportunities, experiences and performance of youth, volunteers and colleagues.
- Uphold and defend positive youth development.
- Uphold and defend the youth development profession.
- Recognize the importance of professionalism in dress, oral and written communication and behavior.
- Promote a clear understanding of the principles of professional ethics.

Our Commitment to Self and Family

- Recognize the need and right for personal, family and social development outside of the Extension role.
- Recognize the need and right to pursue emotional, physical and spiritual health.
- Actively seek to maintain a healthy balance within work and family.
- Advocate with peers, supervisors and administrators for consideration of personal and family needs within the work environment.