

## **Purpose**

The South Carolina Association of County Agricultural Agents (SCACAA) was formed to promote professional welfare with Clemson University; to encourage and promote higher standards of attainment in agent work; to foster harmonious and cooperative efforts within the Extension community; and to cultivate a closer relationship among its members.

## **NACAA and SCACAA Code of Ethics**

My professional standards shall have in them a note of understanding for our common humanity. My work, ambitions and relations shall always cause me to take into consideration my highest duties as a member of society.

In every position of business life, in every responsibility that comes before me, my chief thought shall be to fill that position and discharge that responsibility to lift the level of human ideals and achievements a little higher than I found it.

- FIRST: Consider my vocation worthy and as affording me distinct opportunity to serve society.
- SECOND: Improve myself, increase my efficiency, and enlarge my service.
- THIRD: Remember that I am a professional person and want to succeed, but that I am first an ethical person and wish no success that is not founded on the highest justice and morality.
- FOURTH: Respect and hold in high esteem science in all its phases and to recognize that Experiment Station and USDA findings constitute professional authority in agriculture and to respect the opinion of those who have established themselves as authorities in this branch of science.
- FIFTH: Be loyal to our State Universities, the USDA, our local, state, and national government.
- SIXTH: Hold in high esteem the callings of both rural and urban activities including farming, urban and youth development programs, and homemaking.
- SEVENTH: Recognize that the development of leadership and the building of communities is the highest service I can render as a County Extension Agent.
- EIGHTH: Maintain an open mind, seeking always to understand the viewpoints of

others.

NINTH: Not engage in any activity which will interfere with the proper fulfillment of my professional duties and bring discredit to my office.

TENTH: Support and contribute to strengthening my State or Regional and National Association of County Agricultural Agents in their efforts to improve and advance the Extension Service Program for the betterment of our nation.

## **Membership**

In order to join the SCACAA, a prospective member must meet the qualifications set forth in Article II, Section I of the SCACAA Constitution. This states that *any County Extension Agent, County Extension Director, State Extension Specialist, Extension Associate or State Extension Administrator who possess a Baccalaureate or higher degree in agriculture, forestry or related field who subscribes to the NACAA and SCACAA aims and purposes may become a member of this association by paying the annual membership dues and upon approval of the Executive Committee.*

Additional information on membership is stated in Article II, Section 2, Article V, and Article VI of the Constitution, and Article I, Section 1 of the By-Laws.

A 2002 Membership Form is shown in Appendix A. This form may be modified, as necessary, for subsequent years.

## **Life Membership**

Article 1, section 2 of the NACAA By-Laws states that *a former member of NACAA who has retired or is retiring from the Cooperative Extension Service may apply for life membership.* The policy of the national organization has been that any Life Member approved at the state level shall be approved at the national level.

Article 1, section 2 of the SCACAA By-Laws states that *any and all retired County Extension Agents, or State Extension Specialists, who have been regular members as listed in Article 1, section 1 shall be considered life members of the Association upon payment of one life membership fee as determined by the membership of the Association.* Life members do not pay annual dues, and do not have voting privileges. However, the NACAA states that in order for life members to continue to receive *The County Agent* magazine, they must pay an annual or multiple year subscription fee as determined by the Board of Directors.

In short, SCACAA policy is that any person who has been a member in good

standing of the SCACAA and NACAA shall be eligible for life membership upon retirement from the Cooperative Extension Service and upon payment of the one time life membership fee. Any questionable cases shall be resolved by a vote of the SCACAA Board of Directors.

## **Dues**

Dues are set annually by the Board, and are due and payable on January 1. The annual membership drive will begin on September 1, or the date that the new officer team assumes leadership, whichever is earlier. An early-bird discount, as set by the Board, will be given for memberships paid as of December 1. Dues paid after December 1 will be the full amount as set by the Board.

## **Officers and Directors**

Article III of the SCACAA Constitution explains the leadership structure of the SCACAA. It lists the offices and the constitutional responsibilities of each officer and director. Additional duties are as follows:

### **President:**

During his/her term, the President shall represent the SCACAA on the South Carolina Fertilizer and Agrichemicals Association Advisory Board, serve on the Extension Senate as a non-voting member, and represent the SCACAA at the annual meetings of the other Extension associations. [In serving on the SCFAA Advisory Board, our President will serve on a calendar year basis (January - December) in order to conform with the officer rotation of the SCFAA.] He/she will extend a personal written invitation to the presidents of the other Extension associations to attend the SCACAA AM/PIC. He/she will participate in quarterly telephone conferences with the Extension Director and all Extension association presidents. The President shall also be responsible for appointing a three-member Auditing Committee for an annual audit of the Treasurer's books (Article III, Section 10 of the Constitution). At his/her discretion, the President may designate another SCACAA officer or member to carry out one of more of these duties.

### **President Elect:**

As Chair of the Fundraising Committee, the President Elect will assume responsibility for all fundraising activities including, but not limited to, fundraising for the AM/PIC, participation at the Sunbelt Ag. Expo., participation (in a fundraising activity) at the S.C. State Fair, beverage sales at the State Extension Retirement Event, etc.

### **Past President:**

The Past President will serve as Chair of the Nominating Committee and of the Policy and Resolutions Committee.

**Secretary:**

The Secretary will serve as Chair of the Membership Committee.

**District Directors:**

Each district director will serve as a member of the Membership Committee, and assist the Chair (by contacting past, present, and potential members in their district) in the annual membership drive.

## **Responsibilities of SCACAA Officers at NACAA Annual Meetings**

**President:**

The state president will attend the state officers' workshop on Sunday afternoon of the NACAA AM/PIC.

He or she will be responsible for attending the flag ceremony rehearsal on Sunday afternoon following the state officers' workshop. And then he or she will carry the South Carolina state flag during the opening ceremonies of the opening session and inspirational program on Sunday evening. [The state flags are maintained by the NACAA. The state president does not have to worry about getting the flag there. It will already be there.]

The state president will be responsible for getting all attendees from South Carolina (members, life members, and spouses) assembled for the state picture at the designated time (either Sunday evening or Monday evening). The state president will find out the designated time and notify all other attendees from the state.

As a voting delegate, the state president will attend the voting delegates breakfast on Monday morning, and the voting delegates session on Tuesday morning.

The state president will attend the Southern Regional Meeting on Monday afternoon, and will be the spokesperson for South Carolina.

If there are any administrators from South Carolina in attendance at the NACAA AM/PIC, the state president will attend the Administrators Breakfast on Tuesday morning and introduce the administrators from the state. [This function is by invitation only, so the

president must make certain that the organizers know if there are administrators in attendance so that both the administrators and state president will get an invitation.]

Following the voting delegates session on Tuesday morning, the state president will attend the state presidents and vice-presidents luncheon at noon on Tuesday.

The state president will be in charge of organizing dinner for all attendees from South Carolina if there is a States Night Out on Tuesday evening. The state president will determine the number that will be in attendance, make dinner reservations, and see that everyone gets to the appropriate location (and back).

**[Note:** It has been the policy of the SCACAA to pay for dinner for all members and life members in attendance at States Night Out. It is the responsibility of the members and life members to pay for dinner for any spouses or other guests in attendance. The state president will coordinate with the state treasurer to make appropriate arrangements for paying for dinner for States Night Out.]

### **President Elect:**

The president elect will assume any or all of the above-mentioned duties in the absence of the state president.

The president elect will attend the state officers' workshop on Sunday afternoon.

As a voting delegate, the president elect will attend the voting delegates breakfast on Monday morning, and the voting delegate session on Tuesday morning.

The president elect will attend the Southern Regional Meeting on Monday afternoon.

The president elect will attend the State Presidents and Vice Presidents luncheon at noon on Tuesday, following the voting delegates session.

### **Vice President:**

The vice president will assume any or all of the above-mentioned duties in the absence of the state president and/or president elect.

The vice president will attend the state officers' workshop on Sunday afternoon.

As a voting delegate, the vice president will attend the voting delegates breakfast on Monday morning, and the voting delegate session on Tuesday morning.

The vice president will attend the Southern Regional Meeting on Monday afternoon.

### **Past President:**

If our state has four voting delegates, the past president will serve as the fourth delegate. As such, the past president will attend the voting delegates breakfast on Monday morning, and the voting delegate session on Tuesday morning.

The past president will attend the Southern Regional Meeting on Monday afternoon.

### **Secretary:**

If the state secretary is in attendance at the NACAA AM/PIC, he or she will attend the state officers' workshop on Sunday afternoon.

If our state has five voting delegates, or in the absence of another designated voting delegate, the secretary will attend the voting delegates breakfast on Monday morning, and the voting delegate session on Tuesday morning.

The secretary will attend the Southern Regional Meeting on Monday afternoon.

### **Treasurer:**

If the state treasurer is in attendance at the NACAA AM/PIC, he or she will attend the state officers' workshop on Sunday afternoon.

If our state has six voting delegates, or in the absence of another designated voting delegate, the treasurer will attend the voting delegates breakfast on Monday morning, and the voting delegate session Tuesday morning.

The treasurer will attend the Southern Regional Meeting on Monday afternoon.

Whether in attendance or not, the state treasurer will coordinate with the state president for payment of dinner at States Night Out on Tuesday evening for all members and life members in attendance.

## **Committees**

The SCACAA will have the following standing committees:

- Agronomy & Pest Management
- Agricultural Economics

- Animal Science
- Forestry & Natural Resources
- Horticulture
- Aquaculture & Sea Grant
- Public Relations & Agricultural Issues
- Early Career Development
- Administrative Skills
- Teaching & Communications
- Communications
- Extension Programs
- 4 - H & Youth
- Professional Excellence
- Public Relations
- Recognition & Awards
- Scholarship
- Life Members
- Annual Meeting
- State Meeting Fundraising
- Nominating
- Policy & Resolutions
- Auditing (3 member committee)

Additional committees may be organized and appointed at the pleasure of the Board.

### **Chair and Vice Chair Appointments and Rotation:**

Committee chairs and vice chairs are appointed by the president, and are appointed for two (2) year terms. Vice chairs rotate into the chair position at the conclusion of their term. The committee chairs are set up in a rotational basis such that only about one half will be new in any given year, while the other half will be serving the second year of their term.

### **Committee Responsibilities and Duties:**

The responsibilities and duties of each NACAA-associated committee are as follows:

#### **Agronomy & Pest Management –**

The Agronomy & Pest Management committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Agronomy & Pest Management committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to the members.

Duties of the chair:

- Coordinate the activities of the Agronomy & Pest Management committee
- Assume responsibility for reporting Agronomy & Pest Management committee activities to the SCACAA Board
- Work with committee members in establishing communications concerning committee activities
- Assume responsibility for conducting Agronomy & Pest Management committee meetings as needed
- Assume responsibility for conducting Agronomy & Pest Management committee professional improvement workshops as planned by the committee
- Work with committee members to encourage SCACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process
- Receive all NACAA Agronomy & Pest Management committee program applications from members, check the applications for accuracy, and forward them to the regional vice chair for consideration
- Assume responsibility for informing the membership of activities being conducted by the Agronomy & Pest Management committee by submitting articles for the President's newsletter and/or e-mail
- Organize any professional improvement activities such as seminars, workshops, tours, short courses, etc., that the committee develops

## **Forestry & Natural Resources –**

The Forestry & Natural Resources committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this

committee through the state chair. As ideas for professional improvement are brought to the Forestry & Natural Resources committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

Duties of the chair:

- Coordinate the activities of the Forestry & Natural Resources committee
- Assume responsibility for reporting Forestry & Natural Resources committee activities to the SCACAA Board.
- Work with committee members in establishing communications concerning committee activities
- Assume responsibility for conducting Forestry & Natural Resources committee meetings as needed
- Assume responsibility for conducting Forestry & Natural Resources committee professional improvement workshops as planned by the committee
- Work with committee members to encourage SCACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process
- Receive all NACAA Forestry & Natural Resources committee program applications from members, check the applications for accuracy, and forward them to the regional vice chair for consideration
- Assume responsibility for informing the membership of activities being conducted by the Forestry & Natural Resources committee by submitting articles for the President's newsletter and/or e-mail
- Organize any professional improvement activities such as seminars, workshops, tours, short courses, etc., that the committee develops

### **Aquaculture & Sea Grant –**

The Aquaculture & Sea Grant committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this

committee through the state chair. As ideas for professional improvement are brought to the Aquaculture & Sea Grant committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

Duties of the chair:

- Coordinate the activities of the Aquaculture & Sea Grant committee
- Assume responsibility for reporting Aquaculture & Sea Grant committee activities to the SCACAA Board
- Work with committee members in establishing communications concerning committee activities
- Assume responsibility for conducting Aquaculture & Sea Grant committee meetings as needed
- Assume responsibility for conducting Aquaculture & Sea Grant committee professional improvement workshops as planned by the committee
- Work with committee members to encourage SCACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process
- Receive all NACAA Aquaculture & Sea Grant committee program applications from members, check the applications for accuracy, and forward them to the regional vice chair for consideration
- Assume responsibility for informing the membership of activities being conducted by the Aquaculture & Sea Grant committee by submitting articles for the President's newsletter and/or e-mail
- Organize any professional improvement activities such as seminars, workshops, tours, short courses, etc., that the committee develops

### **Animal Science –**

The Animal Science committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this

committee through the state chair. As ideas for professional improvement are brought to the Animal Science committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

Duties of the chair:

- Coordinate the activities of the Animal Science committee
- Assume responsibility for reporting Animal Science committee activities to the SCACAA Board
- Work with committee members in establishing communications concerning committee activities
- Assume responsibility for conducting Animal Science committee meetings as needed
- Assume responsibility for conducting Animal Science committee professional improvement workshops as planned by the committee
- Work with committee members to encourage SCACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process
- Receive all NACAA Animal Science committee program applications from members, check the applications for accuracy, and forward them to the regional vice chair for consideration
- Assume responsibility for informing the membership of activities being conducted by the Animal Science committee by submitting articles for the President's newsletter and/or e-mail
- Organize any professional improvement activities such as seminars, workshops, tours, short courses, etc., that the committee develops

### **Agricultural Economics & Community Development –**

The Agricultural Economics & Community Development committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Agricultural Economics & Community Development committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

Duties of the chair:

- Coordinate the activities of the Agricultural Economics & Community Development

committee

- Assume responsibility for reporting Agricultural Economics & Community Development committee activities to the SCACAA Board
- Work with committee members in establishing communications concerning committee activities
- Assume responsibility for conducting Agricultural Economics & Community Development committee meetings as needed
- Assume responsibility for conducting Agricultural Economics & Community Development committee professional improvement workshops as planned by the committee
- Work with committee members to encourage SCACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process
- Receive all NACAA Agricultural Economics & Community Development committee program applications from members, check the applications for accuracy, and forward them to the regional vice chair for consideration
- Assume responsibility for informing the membership of activities being conducted by the Agricultural Economics & Community Development committee by submitting articles for the President's newsletter and/or e-mail
- Organize any professional improvement activities such as seminars, workshops, tours, short courses, etc., that the committee develops

### **Horticulture & Turfgrass –**

The Horticulture & Turfgrass committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Horticulture & Turfgrass committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

Duties of the chair:

- Coordinate the activities of the Horticulture & Turfgrass committee
- Assume responsibility for reporting Horticulture & Turfgrass committee activities to the SCACAA Board
- Work with committee members in establishing communications concerning committee activities
- Assume responsibility for conducting Horticulture & Turfgrass committee meetings as needed

- Assume responsibility for conducting Horticulture & Turfgrass committee professional improvement workshops as planned by the committee
- Work with committee members to encourage SCACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process
- Receive all NACAA Horticulture & Turfgrass committee program applications from members, check the applications for accuracy, and forward them to the regional vice chair for consideration
- Assume responsibility for informing the membership of activities being conducted by the Horticulture & Turfgrass committee by submitting articles for the President's newsletter and/or e-mail
- Organize any professional improvement activities such as seminars, workshops, tours, short courses, etc., that the committee develops

Current committee activities are:

- RISE Tour
- Pre- AM/PIC Seminar and Tour

### **Public Relations & Agricultural Issues –**

The objectives of the Public Relations & Agricultural Issues committee are to encourage, support and assist in the development and effective implementation of committee formats in the state organization. Committee duties include:

- Provide pertinent and timely Public Relations & Agricultural Issues programs and activities as needed each year
- Assist, encourage and inspire SCACAA members to study, research and educationally address public relations and agricultural issues at the grassroots, local level by providing information, leadership and appreciation tools where possible
- Encourage the formation of local, regional and national partnerships between SCACAA members and other NACAA members, government agencies, non-government organizations, growers and producers and the public to educationally address public relations and agricultural issues

Program and training opportunities include:

- Agricultural Ambassador Program – solicit application forms from SCACAA members
- Sustainable Agriculture/Holistic Management Workshop – solicit application forms from SCACAA members
- Current Issues Forum – this committee should work with the SCACAA President in developing this program for the AM/PIC
- Work with industry and other agencies in development of technology exchange

systems

### **Early Career Development –**

This committee is responsible for developing educational programs directed at SCACAA members with five years or less in tenure. There are opportunities to develop programs on a local basis as well as specific workshops to be conducted at the AM/PIC. This committee will also develop and conduct orientation programs for new SCACAA members as approved by the Board.

The objectives of this committee are:

- Solicit input from new members regarding their expectations and training needs
- Develop means to encourage new and early career members to participate and continue involvement in the NACAA and the AM/PIC
- Improve communications with early career members
- Provide opportunities for graduate, continuing education, and other professional certification credits for professional improvement
- Encourage the development and utilization of mentoring programs in individual states
- Help new members to understand the awards and professional improvement opportunities

### **Administrative Skills Development –**

The objective of this committee is to develop programs to improve and enhance the administrative skills of all SCACAA members regardless of the degree of administrative responsibility that they have. Programs could be developed on both a local basis and for presentation at the AM/PIC.

Program or training possibilities include:

- Working with local governments
- Working with state legislators
- General office administration
- Budgetary skills
- Personnel management and evaluation
- Administering volunteers
- Developing job descriptions
- Grant writing

### **Teaching & Communications –**

The objective of the Teaching & Communications committee is to develop programs to assist members in learning traditional and non-traditional skills such as:

- Electronic multi-media skills
- Computer networking
- Compressed video
- Staying up to date with electronic communications and distance education
- Traditional teaching skills such as working with groups, program planning and evaluation, conducting meetings, conflict resolution, and the use of traditional AV aids

### **Communications –**

The objective of the Communications committee is to enhance the communication skills and knowledge of the County Agent through promotion and recognition efforts. This is accomplished by conducting the Communications Awards Program, working closely with its sponsors and supporters, to sharpen communication skills, encouraging interest, and sharing ideas with other Extension workers.

SCACAA and NACAA members can apply to 13 communication award categories. Each communication category is listed in the Special Edition issue of *The County Agent* magazine and on the NACAA website:

([http://www.cas.psu.edu/docs/coext/regions/southeast/cumberland/NACAA/prof\\_imp.html](http://www.cas.psu.edu/docs/coext/regions/southeast/cumberland/NACAA/prof_imp.html))

Duties of the chair:

Beyond the general responsibilities, the state chair is responsible for putting together a team of judges for the selection of the state winners for each award category.

### **Extension Programs –**

The objective of the Extension Programs committee is to promote and recognize quality program efforts of NACAA members. It should also design methods for transferring such excellence in programming to other county agents across the United States. This is accomplished by conducting recognition programs in program development, implementation and evaluation by SCACAA members, including:

- Environmental Protection Through Responsible Use of Pesticides
- Crop Production Program
- Livestock Production Program
- Farm Financial Management Program

Duties of the chair:

Beyond the general responsibilities, the state chair is responsible for putting together a

team of judges for the selection of the state winners for each award category.

#### **4 - H & Youth –**

The objective of the 4 - H & Youth committee is to enhance the 4 - H program efforts of SCACAA members. This can be accomplished by developing and promoting 4 - H & Youth professional improvement opportunities for NACAA members through:

- The SCACAA annual meeting, in cooperation with the SCACAA President
- The SCACAA President's newsletter
- Conduct of the 4 - H Recognition Award Program (sponsored by NACAA)
- Other activities at the President's request

#### **Professional Excellence –**

The objective of the Professional Excellence committee is to showcase excellence in program efforts of NACAA members. This is accomplished by giving members the opportunity to present posters and abstract papers at the NACAA AM/PIC. This committee will also assist members with career promotion and performance evaluation. If members distinguish themselves by becoming national finalists in an award program, an abstract of their award-winning program will be published. All abstracts from accepted poster session entrants will be published as well. The abstracts will be published in the Annual Meeting Proceedings and other outlets as deemed appropriate.

Duties of the committee:

- Collect abstracts from poster session entrants and forward them to the regional vice chair for consideration for the NACAA AM/PIC poster session
- Provide guidelines for poster preparation and judging
- Provide information to the general membership on poster preparation and writing abstracts

#### **Public Relations –**

It is the responsibility of all members of the SCACAA to promote good public relations. However, it is the responsibility of the Public Relations committee to assume a leadership role in developing suggestions for improving the public image of the Cooperative Extension Service and of the County Agent.

In order to accomplish this, the Public Relations committee will implement a system whereby all SCACAA award recipients receive recognition in their home community media and acknowledgment to advisory committees and supervisors.

- Recipients are to include elected officers and directors, DSA and AA recipients, and

professional improvement programs awards winners.

The committee will work with the chairs of the appropriate committees for implementation and maintenance of this system.

This committee also conducts the Public Relations in Daily Efforts (PRIDE) program.

### **Recognition & Awards –**

The objective of the Recognition & Awards committee is to provide leadership in the recognition of outstanding accomplishments by SCACAA members, including the selection and appropriate recognition in four award programs. This committee will administer, with the approval of the Board of Directors, the selection and presentation of the Distinguished Service Award (DSA), the Achievement Award (AA), the Certificate of Merit Award, and the Outstanding Pesticide Training Coordinator Award.

Duties of the committee:

- Prepare and send to the entire SCACAA membership the procedure, report forms, and information pertaining to the Distinguished Service Award (DSA) and Achievement Award (AA)
- Check individual forms for accuracy as they are received from the nominees
- Check with the SCACAA Treasurer to be certain that all nominees are in good standing
- Contact each nominee regarding his/her attendance at the SCACAA and NACAA AM/PIC in order to receive the award
- Check on the correct spelling of nominee names to be used on the certificates
- Obtain certificates and plaques, as appropriate, and arrange to have award winner names engraved on the certificates and/or plaques
- Coordinate with the SCACAA Annual Meeting committee and Vice President regarding plans for the awards portion of the Annual Banquet
- Make the presentation of DSA and AA plaques, the Outstanding Pesticide Training Coordinator Award, and the Certificate of Merit Awards at the Annual Meeting Banquet

### **Scholarship –**

The Scholarship committee is charged with the responsibility of promoting the scholarship program by obtaining funds from Extension personnel, friends of the NACAA, and others interested in the effort. The committee should, by working with other committees with responsibility concerning the scholarship fund, enable the NACAA to provide scholarships to members as a means of encouraging and supporting professional improvement.

Duties of the chair:

- Coordinate the three (3) sections of the NACAA Scholarship Committee membership: active NACAA members, Life Members, and friends of Extension
- Assume responsibility for giving the Scholarship committee report at the annual meeting
- Work with committee members, the Life Member committee chair, and regional directors in developing regional and statewide plans to raise monies from SCACAA members, businesses, industry, and foundations
- Assume responsibility for receiving and accounting of funds received from all sources: members, Life Members, and friends of Extension, and maintain records on computer
- Forward all funds received to the Treasurer, NACAA Foundation, for investment and management
- Encourage SCACAA members to submit applications for individual and group scholarships, and assist them in understanding the application process
- Provide information that will promote scholarship applications for inclusion in the president's newsletter and/or e-mail
- Receive all NACAA Scholarship Applications from the members, check all applications for accuracy, and forward them to the regional vice chair for consideration
- Ensure that all scholarship applicants have donated the appropriate fees to the fund
- Ensure that \$1.00 from each registration at the SCACAA AM/PIC is collected and sent to the NACAA Scholarship Fund in the name of the DSA recipients in that given year

### **Installation of Committee Chairs and Officers**

Installation of committee chairs and officers will take place at the SCACAA AM/PIC Awards Banquet. Installation of the current President as Past President will be conducted by the outgoing Past President. Installation of all other committee chairs, directors and officers will then be conducted by the new Past President. The protocol for the Installation of Committee Chairs and Officers is in Appendix B.

## **Award Programs**

The SCACAA and/or NACAA offer the following award programs:

### **Distinguished Service Award (DSA):**

The Distinguished Service Award is the highest honor that can be bestowed on a member. It is given to a member in good standing (paid member) with more than ten (10) years of service. One or more DSA's are recognized each year. DSA winners are required to register for and attend both the SCACAA and the NACAA AM/PIC, unless excused by the SCACAA or the NACAA Boards (see Appendix C). This award can be received only once. Winners will be partially reimbursed for expenses at an amount determined by the SCACAA Board.

### **Achievement Award (AA):**

The Achievement Award is the second highest award a member can achieve. It is given to a member in good standing (paid member) with up to ten (10) years of service.

One or more AA's are recognized each year. AA's are required to register for and attend both the SCACAA and the NACAA AM/PIC, unless excused by the SCACAA or the NACAA Boards (see Appendix C). This award can be received only once. Winners will be partially reimbursed for expenses at an amount determined by the SCACAA Board.

**The number of DSA and AA winners is based on the number of paid NACAA members as of March 15 of the year PRIOR to the awards being presented.**

### **SCACAA Certificate of Merit Award:**

Certificate of Merit Awards are to be presented based on excellence in Extension programming over the past two (2) years. Recipients must be members in good standing (paid members) of the SCACAA, and are **not** limited in the number of times they can win this award. This award is given through the Recognition and Awards Committee. (See Appendix D for nomination form.)

Procedure (Revised 2/20/02):

- Members of the Recognition and Awards committee are the only members **not** eligible to receive this award
- Solicitation of the entire membership for nominees should occur after the final date for the collection of membership dues (nominations must include a short statement on program merits of the individual)
- Members of the Recognition and Awards committee will rank the nominees that are submitted
- A maximum of five (5) Certificate of Merit Awards will be presented at the SCACAA Annual Meeting (recipients should be notified **before** the deadline date for registration for the Annual Meeting)

### **SCACAA Outstanding Pesticide Training Coordinator Award:**

*Purpose:* To recognize Extension personnel who have created *innovative* and *effective* programs or methods for delivering pesticide-related trainings.

*Eligibility:* All SCACAA members in good standing (paid members) who are County Pesticide Training Coordinators are eligible for this award. Each County Pesticide Training Coordinator may submit one entry. Team entries consisting of two persons are permitted if one member is the County Pesticide Training Coordinator.

*Entry and Judging Criteria:* Emphasis will be placed on pesticide re-certification

programming and **not** a basic certification course program. These activities should enhance the learning of pesticide-related topics and issues in *new* or *creative* ways. An example of one program/event/activity is preferred over the description of an entire training season. Unique/original and effective training methods will be rated highly.

Examples of subject matter that will be considered are, but not limited to: pesticide laws and regulations; pesticide container recycling; personal protective equipment; use of environmental protection measures when handling and applying pesticides; fire prevention and emergency response to pesticide fires, etc.

Entries are to be submitted to the SCACAA Recognition and Awards Program chair by April 15, and must cover work performed during the prior two (2) years.

To enter, complete the entry form (Appendix E) and attach a document of 1500 words or less containing the following information:

- Rationale for the program conducted (15 points)
- Teaching objective (10 points)
- Method(s) and materials used (30 points)
- Audience reached (5 points)
- Results and evaluation (25 points)
- Support material (5 points)
- Overall organization and readability (10 points)

TOTAL - 100 points possible

Send no more than four (4) supporting documents, such as: newspaper clippings, lesson plans, leaflets and bulletins, programs for a meeting, materials explaining tour stops, and photographs.

- **Results of a formal evaluation must be included**

*Awards:* The top entrant (or entrant pair) will have up to \$500 of their travel paid to attend a state, regional, or national meeting related to pesticide applicator safety training and education.

**Support for this award is provided by the Pesticide Information Program, Department of Entomology, Clemson University**

### **Communications Awards:**

*Purpose:* To recognize SCACAA members who excel in communicating programs and ideas to their clientele.

*Eligibility and Judging Criteria:* Entries are limited to members of the SCACAA who are in good standing (paid members), including team entry members. Extension editors and/or other paraprofessional Extension Communication specialists are not eligible. Only one entry per class per individual is allowed.

All classes are open to entries from one or more NACAA members with the exception of Class 2 (published photo), Class 5 (personal column), and Class 7 (individual newsletter), which are open to individual entries only. Entry materials must have been used by the member between March 15 of the year in which he/she is applying and March 15 of the previous year.

Entry materials that have already been state, regional, or national winners are **not** eligible again. First place national winners may not repeat in consecutive years in the same category. Communications committee State, Regional, or National Chairs are **not** eligible to participate in this program **unless they are one member of a team entry in which another person is the primary entrant.**

Judging criteria for each category follows:

*Entry:* Submit materials in a file folder (with folder tab removed). Attach a copy of the

application form on the outside. The application form may be photocopies or retrieved from the NACAA Home Page, as needed. Do not submit entries in note covers or binders (exception: Category 13).

**Note:** The SCACAA will do everything possible to safeguard entry materials. However, it is recommended that members duplicate valuable materials in case materials are lost.

*Abstract:* Each entry must have an abstract. Include members' name, state, and county (team entries should list all NACAA members who contributed to the entry); a short summary that includes objective, purpose (why, when, how, audience, and audience number, and results); and how the entry was prepared (i.e., recorded, edited, printed, or duplicated professionally or by field staff on field office equipment), how distributed, and how many were distributed. The abstract should include the member's contribution to the final product. Abstracts for all regional and national winners will be published.

**Please include a disk in a pocket or envelope attached inside the folder. Abstracts must be on a standard high-density floppy disk. Zip disks will NOT be accepted. Submit both a hard copy and disk with the entry materials. Please use the Abstract Style appropriate for other Recognition programs.**

*Categories:*

148. Radio
149. Published Photo & Caption
150. 35 mm Slide Set, Transparencies, or Computer Generated Graphics Presentation
151. Direct Mail Promotional Piece
152. Personal Column
153. Feature Story
154. Newsletter, Individual
155. Newsletter, Team
156. Video Tape/Television
157. Fact Sheet
158. Publication
159. Home Page on the World Wide Web
160. Learning Module/Notebook

*Awards:* Awards in each of the thirteen (13) categories are as follows –

- 1<sup>st</sup> Place - \$75.00 and a plaque
- 2<sup>nd</sup> Place - \$50.00 and a plaque
- 3<sup>rd</sup> Place - \$25.00 and a plaque

*Deadline:* Entries must be submitted to the Communications Committee State Chair by **March 15.**

**CASH AWARDS WILL BE DISTRIBUTED IF ADEQUATE FUNDING IS SECURED FROM A DONOR/SPONSOR.**

**Search for Excellence in Extension Programs:**

The SCACAA and NACAA Extension Programs committee offers the following award opportunities in the Search for Excellence:

- Remote Sensing and Precision Agriculture
- Crop Production
- Environmental Protection Through Responsible Use of Pesticides (Urban and Rural)
- 4 - H & Youth
- Farm & Ranch Financial Management
- Livestock Production

See Appendix F for application information for these programs.

**PRIDE Program:**

The Public Relations committee accepts entries for the Public Relations in Daily Efforts (PRIDE) Award Program.

See Appendix G for application information on PRIDE.

**All other award programs are discussed in Appendix H.**

**ALL AWARD WINNERS MUST REGISTER FOR AND ATTEND THE SCACAA AM/PIC AND/OR THE NACAA AM/PIC IN ORDER TO RECEIVE CASH AWARDS. THE SCACAA BOARD MAY WAIVE THE REQUIREMENT OF ATTENDANCE AT THE SCACAA AM/PIC IF THEY DETERMINE THAT THE WINNER HAS A LEGITIMATE REASON FOR NOT BEING ABLE TO ATTEND.**

## **Recognition of Supporters**

The SCACAA strives to recognize those without whose support Extension would be much less effective. The primary way that this is accomplished is through the Friend of Extension and Media awards. Following is a brief description of each:

### **Friend of Extension:**

This is the highest award that SCACAA can bestow upon a non-member. The purpose is to recognize outstanding support for Extension educational programming. Recipients may be local, statewide, or national. Former honorees include agribusiness persons, local advisory board members, organizations, local and statewide political figures, and strong Clemson supporters in general. Any member may nominate someone for this award. Nominations are made to the SCACAA Board of Directors, and the final selection of recipients is made by the Board at their Spring meeting. Not more than three Friends will be recognized in any given year. The member making the nomination will present the Friend of Extension Award at the SCACAA AM/PIC Awards Banquet.

Note: This award can be received by an organization or individual only once.

### **Media Award:**

The Media Award recognizes our friends in the media. This includes all forms of print media, radio, and television. Any member may make a nomination for this award. Nominations are made to the chair of the Communications committee, and the committee determines the recipient. Only one Media Award is presented annually. The Communications committee chair presents the award at the SCACAA AM/PIC Awards Banquet.

Note: This award can be received by an organization or individual more than once.

**Other awards:**

The SCACAA Board of Directors may, at their discretion, honor individuals or organizations for their contributions to agriculture in general, and Extension in particular.

**Fund Raising (Donations)**

Donations to the SCACAA comes primarily from two sources. These are direct donations to the SCACAA, and donations to the SCACAA account through the Clemson University Foundation.

**Direct Donations:**

Direct donations are handled by the President Elect. He/she directs the SCACAA's annual fund raising drive. Written requests are made to potential donors, and donations are deposited in the SCACAA checking account. Donors to the SCACAA are recognized at the SCACAA AM/PIC.

**SCACAA Foundation Account:**

The SCACAA Foundation Account was established to provide financial support for the SCACAA AM/PIC and NACAA regional meetings. SCACAA Foundation funds can also be used to provide travel support for DSA's and AA's to attend the NACAA AM/PIC and for SCACAA officers to attend appropriate regional and national meetings.

**Donor Categories and Award**

Bronze Donor	Ambassadors	\$1 - \$119
Silver Donor*	Founders	\$120 - \$249
Gold Donor*		\$250 - \$499

\$500 - \$999	Window Decal
\$1000 or more	Window Decal, Hat for Active/Life Members
	Window Decal, Leather Coaster, Hat for Active/Life Members
	Window Decal, Lapel Pin
	Window Decal, Lapel Pin, Plaque

\* First year donors will receive khaki hats; second year donors will receive navy hats

All donors will be recognized in the SCACAA AM/PIC program, according to their respective donor category.

For annual gift forms, payroll deduction forms, and requests for Foundation information, **contact Jesse C. Eargle, Fund Administrator (803-534-6280), or the SCACAA President.**

## Voting Delegates

The NACAA allows each state organization to send voting delegates to the NACAA AM/PIC under the following guidelines: each state is authorized one voting delegate for up to the first 40 members. Thereafter, one additional voting delegate is authorized for each 30 members or fraction thereof. [1 - 40 members = 1 VD; 41 - 70 members = 2 VD; 71 - 100 members = 3 VD; 101-130 members = 4 VD; 131 - 160 = 5 VD; 161 - 190 = 6 VD; and so on.] **The number of voting delegates that a state may send to the NACAA AM/PIC is based on the number of paid members during the preceding calendar year.**

The order in which members of the SCACAA are selected as voting delegates to the national meeting is as follows: President, President Elect, Vice President, Past President, Secretary, Treasurer. If the appropriate number of voting delegates from the above will not be in attendance at the national meeting, the state President may designate any member in good standing (paid member) who will be in attendance at the national meeting to serve as a voting delegate. This must be done in **advance** of the meeting, when the call for voting delegates is put out from the national Secretary.

## Reimbursement for Authorized SCACAA Travel

When traveling on authorized Association business, members (officers or otherwise) will try to be as frugal as reasonably possible, and will request reimbursement only for actual expenses. These actions include: sharing rooms when possible; driving rather than flying when possible, and when less expensive; reimbursement for meals only for actual

expenses, and not to exceed the maximum allowed by the state; reimbursement for gas only for actual expenses, and not for the state allowed mileage. These actions will assist the Association in living within its income.

## **Appendix A**

**See Membership Form on separate page**

## **Appendix B**

### **Installation of Committee Chairs and Officers**

#### **Committee Chairs:**

You have all been asked and have accepted the position of a Committee Chair. You will notify members of programs, awards, tours, and other business as deemed by the Constitution and By-Laws and Executive Committee. Will you accept this challenge?

#### **Directors:**

You have been elected by your peers to represent them from your district for the next two years. It will be your responsibility to maintain your membership in good standing and to attend and participate in meetings of the Executive Committee. Will you accept this challenge?

#### **Past President:**

Even though you have served your time as President and have spent much time providing leadership to the SCACAA, your guidance and knowledge is still needed. You will provide

a valuable service in chairing the Nominating and Policy and Resolutions Committees. Will you accept this challenge?

**Treasurer:**

You have been elected to a very important position in maintaining financial business of the SCACAA. You shall keep full and complete records of money received and paid out, and deliver to your successor all funds and records remaining in the Treasurer's hands at the expiration of the elected term of office. Will you accept this challenge?

**Secretary:**

You have been elected to the very important position of maintaining records of the SCACAA business. You shall keep full and accurate records of the proceedings of all meetings, keep record of the membership, send out notices of meetings, and deliver to your successor all records remaining in the Secretary's hands at the expiration of the elected term of office. Will you accept this challenge?

**Vice President:**

Your position reflects the trust the membership has in you to gain knowledge of the SCACAA and to carry out the responsibilities of your office. You will, in time, have the total leadership responsibility. Meanwhile, your contribution of time and effort and attendance at the meetings of the Executive Committee will be needed. Will you accept this challenge?

**President Elect:**

Your position reflects years of service to the SCACAA and the trust the membership has placed in you. You shall perform the duties of the President in case of his/her absence or disability, and shall assume any other obligation that may be assigned by the President or Board of Directors. Will you accept this challenge?

**President:**

The greatest honor one can receive is that of serving one's peers as their President. You have served well in all of the previous offices and now it is time to take on the duties and responsibilities of the President. You shall perform such duties as usually pertain to this office. You will call meetings of the Executive Committee and preside at such meetings. You will provide leadership and direction to the Association by the appointment of various committees, and be the spokesman for the SCACAA. Will you accept this challenge and responsibility placed upon you?

## Appendix C

### To be completed by 2003 DSA and AA recipients:

By accepting the Distinguished Service Award or the Achievement Award nomination, I understand that I am required to attend the annual meetings of the South Carolina Association of County Agricultural Agents (Sumter, June 11-13, 2003) and the National Association of County Agricultural Agents (Green Bay, WI, July 13-18, 2003).

Print your name: \_\_\_\_\_

Sign your name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix D**

### **Certificate of Merit South Carolina Association of County Agricultural Agents Recognition and Awards Committee**

Certificate of Merit Awards are to be presented based on the excellence in Extension programming over the past two (2) years. Recipients must be members in good standing (paid members) of the SCACAA and are not limited in the numbers of years they can win this award. The award is given through the Recognition and Awards Committee.

#### Procedure:

1. The members of the Recognition and Awards Committee are the only members not eligible to receive this award.
2. Solicitation of the total membership for nominees should occur after the final date for the collection of membership dues. (Nominations must include a short statement on program merits of the individual.)
3. The members of the Recognition and Awards Committee will rank the nominees that are submitted.
4. A maximum of five (5) Certificate of Merit Award certificates will be presented at the SCACAA annual meeting. (Recipients should be notified before the deadline date for registration for the annual meeting.)

Revised 2/20/02



## **Appendix E**

[See Attachment Form](#)

## **Appendix F**

Following is the application information for each of the six (6) NACAA Search for Excellence awards programs: [See Attachment Form](#)

## **Appendix G**

Following is the application information for the Public Relations in Daily Efforts (PRIDE) awards program: [See Attachment Form](#)

## **Appendix H**

This appendix includes a copy of the General Application Form for all 2003 NACAA awards programs. It also includes copies of the general application information for all other NACAA awards. Awards for subsequent years may differ, depending on national sponsorship of various awards programs. Always consult the Spring (Awards) edition of *The County Agent* magazine for current awards information. [See Attachment Form](#)