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What is the S.C. Association of Extension 4-H Agents?

The South Carolina Association of Extension 4-H Agents (SCAE4-HA) is the professional development organization for not only 4-H Agents but for any employee with a 4-H job! The 4-H Association is a perfect way to network with others, learn about new programs and life skills, and it looks good on your evaluation!

Dues are used to pay for AWARDS and retirement gifts for members. We also provide a scholarship to a 4-H member each year. In addition to dues, we do a few fundraisers throughout the year such as selling drinks and pizza at 4-H Congress and an auction at our state conference. We encourage everyone to join both State and National Associations each year, as there are many opportunities for knowledge in both organizations and awards can be earned in both.

What we do:

Annual S.C. Conference (May)-This is where we have a 2-3 day meeting (often with the Ag Agents) somewhere in the state. This is a chance for us to learn from each other, have a social experience, raise money for our organization at our annual auction and complete any business that needs to be addressed. State awards are given out at the banquet and then sent to Regional Competition. You can use your travel budget to attend.

National meeting (Oct or Nov)-This meeting rotates around the country (2019-West Virginia, 2020-Idaho, 2021-Tennessee) and provides an amazing learning experience to see what other states are doing, to hear about successful programs and to network with others in our region. Regional awards are handed out at the Regional breakfast.

Executive Board has other travel opportunities such as the Joint Council of Extension Professionals (JCEP) conference and Public Issues Leadership Development (PILD) conference.

How to join:

Contact Jessica Davis at jdavis4@clermson.edu and let her know you would like to join. You can use your Generated and/or Start-up Funds to pay your membership, so no money out of your pocket.

This is your chance to help steer the direction of SC 4-H and serve in leadership roles for the State and National Extension Association. Whether you are in your first year or fortieth year, this association has a place for you.

South Carolina Association of Extension 4-H Agents

Constitution

The Constitution and Bylaws of the South Carolina Association of Extension 4-H Agents herein outlined will in no way be construed so as to abrogate, infringe upon, or be in conflict with the Constitution of the National Association of Extension 4-H Agents, nor will this Constitution and Bylaws be construed as infringing upon or being in conflict with the Constitution of other South Carolina Cooperative Extension Associations.

Article I: Name

The name of this association shall be "South Carolina Association of Extension 4-H Agents" (SCAE4-HA).

Article II: Purpose

Section 1: The primary purpose of the South Carolina Association of Extension 4-H Agents is to promote the profession of Extension 4-H and youth work in South Carolina.

Section 2: The objectives of the Association are as follows:

1. To advance the professional status of the Extension personnel involved in 4-H and youth work in South Carolina.
2. To encourage professional improvement among its members.
3. To provide a medium for the exchange of ideas, methods and techniques as they relate to planning and implementing the Extension 4-H and youth development program within South Carolina, and to further provide the same opportunities with Extension 4-H and youth workers throughout the nation, through affiliation with the National Association of Extension 4-H Agents.
4. To promote and increase interest in Extension 4-H and youth development work as a career.
5. To promote understanding and cooperation among all Extension workers to strengthen the total Extension program.

Article III: Membership

Section 1: Membership in the Association is open to all professional county, area, and state staff members of the South Carolina Cooperative Extension System, to include all 1862 and 1890 Programs who promote and/or work with the 4-H youth program. Said active members shall uphold this Association by attending meetings, voting, paying national and/or state dues, holding offices, performing other special assignments, and by upholding the Association's constitution and bylaws. Officers shall be nominated and elected from qualified membership who are directly involved with 4-H youth.

Section 2: All former professional staff members of the South Carolina Cooperative Extension System shall be eligible for life membership. Upon the payment of a one-time fee of triple the current annual membership dues, life members shall have all the rights and privileges of membership in the association except the right to vote, hold office, or serve as official delegates to the national meetings.

Section 3: State Honorary/Partner/Affiliate membership shall be extended to members as determined by the Board of Directors and majority vote of the membership in attendance at the annual conference. The Recognition Committee shall make nominations for such membership. Honorary/Partner/Affiliate Members may not participate in Achievement in Service, DSA Award, Meritorious Service, 25 Year Service Award, hold office, vote, or chair a standing committee.

- a. Honorary/Partner/Affiliate Membership is open to all businesses and individuals that promote and/or work with the 4-H youth program through the Cooperative Extension System. The annual fees for memberships will follow the guidelines laid out in the NAE4-HA State Officer Handbook under membership policies (See Appendix).

Section 4: Student membership shall be extended to members as determined by the Board of Directors and majority vote of the membership in attendance at the annual conference. District Directors or Officers shall make nominations for such membership. Student members shall have all the rights and privileges of membership in the association except the right to vote, hold office, or serve as official delegates to the national meetings. Student members are not eligible for Achievement in Service, DSA Award, Meritorious Service, or 25 Year Service Award.

- a. Student members are individuals who are currently attending a college/university with full-time student status. The annual fees for memberships will follow the guidelines laid out in the NAE4-HA State Officer Handbook under membership policies (See Appendix).

Section 5: SCAE4-HA members that are not also a participant in NAE4-HA will not be eligible to receive:

- a. Achievement in Service Award (sponsored through the National Association);
- b. Distinguish Service Award (DSA) (sponsored through the National Association);
- c. Meritorious Service Award (sponsored through the National Association);
- d. 25 Year Service Award (sponsored through the National Association)
- e. A nomination to serve on the SCAE4-HA Executive Committee;

Article IV: Executive Committee & Board of Directors

Section 1: The Executive Committee of this Association shall be: **President, President-Elect, Vice-President, Secretary and Treasurer.**

Section 2: The Executive Committee shall be elected at the annual meeting of the Association and shall serve for two years, or until their successors are duly elected and qualified. Officers may run

for a second term. No officer shall be eligible to run for a third term, except that any officer appointed or elected to fulfill an unexpired term, or officer is running unopposed.

Section 3: The South Carolina Association of Extension 4-H Agents shall be divided into SC4-H districts. (See appendix)

Section 4: The Board of Directors shall be composed of the following:

VOTING MEMBERS - President, President-elect, Vice-president, Immediate Past President, Secretary, Treasurer, District Senior Directors, District Junior Directors, and Standing Committee Chairmen.

EX-OFFICIO MEMBERS - Persons serving in a leadership position of the National Association of Extension 4-H Agents.

Article V: Meetings

Section 1: The Association shall have at least one annual meeting for the purpose of furthering the objectives of this Association; receiving reports of Executive Committee officers and committees; electing officers; and transacting any other business that may arise. Business meetings may be closed to all except voting members of the Association and invited guests as determined by the President.

Section 2: The Executive Committee shall meet upon the call of the President.

Section 3: Committees shall meet upon the discretion of the Chairperson to achieve the goals and duties of that committee.

Article VI: Powers

Section 1: This Association shall have all the powers usually exercised by educational and service organizations and those that may be especially authorized by the members.

Section 2: This Association may join state, regional, national and/or other organizations serving the needs of the Extension workers and Extension Service.

Section 3: This Association may delegate some of its powers to the districts and/or committees to properly and effectively carry out its purpose.

Article VII: Quorums

Section 1: Those members present at any annual or special meeting of the Association shall be considered a quorum provided the membership is notified of the meeting at least 20 days in advance.

Section 2: A quorum of the Board of Directors shall consist of not less than a majority.

Section 3: A quorum of the Executive Committee shall consist of not less than three officers.

Article VII: Ratifications and Amendments

Section 1: Ratifications of the constitution may be accomplished by a vote of two-thirds of the Association, provided the membership is notified in writing of the ratifications note at least 20 days in advance. Said notice shall include a copy of the proposed constitution and by-laws.

Section 2: The by-laws may be amended by a two-thirds vote of the members present at any annual or special meeting of the Association provided the total membership is notified in writing of the proposed change at least 20 days prior to the meeting.

Section 3: The constitution and/or attached by-laws may be amended by a two-thirds vote of the total current membership by email or in person.

Article IX: Audits and Budgets

A Finance Committee of the Association shall audit the financial records of the Treasurer each year or when deemed necessary. The President will have the power to appoint a Finance Committee consisting of a representative from each SC4-H district.

S.C. Association of Extension 4-H Agents

Bylaws

Article I: Rules of Order

The rules contained in "Robert's Rules of Order" shall govern the business meetings of the Association in all cases to which they are applicable.

Article II: Order of Business

The Order of Business at all meetings shall be as follows:

1. Call to order/Role call
2. Reading of minutes
3. Finances
5. Reports of officers and committees
6. Unfinished business
7. New business
8. Adjournment

Article III: Dues

Section 1: The amount of the annual membership dues shall be recommended by the Finance Committee and the Board of Directors, and approved by majority vote of active members at the annual meeting.

Section 2: The fiscal year of this organization shall be from annual meeting to annual meeting. Dues shall be paid at least thirty (30) days before National dues are due.

Article IV: Committees

Section 1: Standing Committees shall be as follows:

- Membership, Diversity and Life members;
- Professional Development;
- Public Relations and Information;
- Recognition and Awards;
- Nominating;
- Finance;
- Policy and Resolutions;
- Programs, Research, and Evaluation;
- and any other that are deemed necessary to carry on the business of the Association.

Section 2: Senior District Directors shall recommend one or more members, from their district, for each standing committee to the President for official appointment.

Section 3: The President shall appoint the chairman of each standing committee, unless otherwise specified in these Bylaws. Additional committee members shall be appointed in a manner to be determined by the Board of Directors.

Section 4: The President shall appoint special committees as needed to perform special tasks. The scope of any special committee shall be limited to carrying out the objectives of the Association. These committees shall be dissolved when tasks are completed.

Section 5: The President shall announce committee chairpersons at the annual meeting prior to chair assuming office.

Section 6: Chairman of Standing Committees shall serve as the state contact for the corresponding national committees. They shall be responsible for attending, or be represented, at their respective committee meeting(s) at the National Conference.

Section 7: Duties of committee chairman are as follows:

- a. **Membership, Diversity, and Life Members** - This committee is responsible for acquainting new staff members with the objectives of the organization and extending an invitation to join. Existing members should be encouraged to retain membership in both State and National organizations. This committee will increase awareness of diversity relative to all people. This committee will maintain contact with and recruit Life Members.
- b. **Professional Development**- This committee should be aware of the numerous opportunities, which are available to enhance the professionalism of the membership. They should disseminate this information, together with available scholarships, as appropriate throughout the year.
- c. **Public Relations and Information** - All aspects of public relations should be performed by this committee. This includes publicity, exhibits, promotion, newsletter, web presences, etc.
- d. **Recognition and Awards** - This committee should determine appropriate candidates for recognition in both state and national award programs. This committee will promote award opportunities and raise awareness for state and national awards. This committee, when necessary also performs the preparation of proper credentials.
- e. **Nominating** - This committee should review the credentials of each member and seek the most qualified names in nomination for the various offices at each election. This committee will also function to nominate individuals for NAE4-HA offices and committee chairmen-elect according to the criteria set forth in these Bylaws for National Office Candidates.
- f. **Finance** - This committee shall audit the financial records of the Treasurer each year or when deemed necessary. This committee shall set a yearly budget and suggest means of balancing said budget. This committee will assist with fundraising ideas and solicitation of support.
- g. **Policy and Resolutions** - This committee should develop, and review policies as recommended by the Board of Directors.
- h. **Programs, Research, and Evaluations** - This committee should submit proposals for needed programs which could be undertaken on a state basis. This committee shall elevate the quality of youth development work through scholarship, research, and practice. This

committee will facilitate networking throughout the association and youth development profession.

General Duties of all Committee Chairmen:

- Identify and establish a working committee, which formulates yearly goals and actions to be taken.
- Maintain contact with committee members throughout the year.
- Keep State President and / or Regional Contact updated as to address changes.
- Convene and preside at all sessions of respective SCAE4-HA committee meetings.
- Present update to State Association: Provide committee reports and progress of work for distribution. This includes SCAE4-HA Board and members at the Annual Meeting and otherwise when requested by the President, and place necessary records on file.
- Attend all SCAE4-HA Board of Directors meetings as a voting member.
- Dissemination of information from Regional Contact to membership and vice versa where applicable.
- Correspond with Regional Contacts as necessary regarding state needs and program concerns, where applicable.
- Encourage state membership to participate in State Association meetings, state committee meetings, NAE4-HA Annual conference and NAE4-HA Committee Meetings at Conference.
- Provide orderly transfer of committee materials to successor.
- Correspond with Regional Contact, where applicable, 30 days prior to NAE4-HA Annual Conference, if State Association has a major concern or interest they would like to present to committee at Annual conference. All resolutions must be submitted to National by August 1st. (see NAE4-HA policy handbook)

Section 8: SCAE4-HA Members have a responsibility to be aware of what is happening in SCAE4-HA committee work and to direct their ideas, needs, and concerns to the appropriate state committee chairman for deliberation and / or action by the committee.

Article V: Nominations, Elections and Vacancies

Section 1: The President shall appoint a Nominating committee, consisting of one representative from each district. The immediate Past President shall serve as chairman of this committee.

Section 2: The nominating committee shall present one candidate for President, who shall be the current President-Elect, and candidates for each of the other offices. The proposed slate of candidates shall be presented to the Board of Directors before the annual board meeting by the chairman of the nominating committee. The slate of candidates shall be officially presented at the business session of the Annual Meeting. Any member may make additional nominations from the floor. Each district shall elect from its membership a Junior and Senior Director. The Junior Director will serve a one-year term, after which he or she shall become a Senior Director. Terms shall begin upon conclusion of the SCAE4-HA Annual Conference following elections and shall end upon the conclusion of the appropriate SCAE4-HA Annual Conference.

Section 3: Any candidate to be nominated from the floor at the business session of the Annual Meeting must have been presented, along with proper credentials in writing, to the nominating committee by the beginning of the Board of Directors meeting immediately preceding the Annual Meeting for the purpose of eligibility for that office the candidate is seeking.

Section 4: The officer shall be elected at the business session of the Annual Meeting by a single majority vote of the active members present. All officers shall serve for two years, beginning upon the conclusion of the SCEA4-HA Annual Conference following election, and shall end upon the conclusion of the appropriate SCEA4-HA Annual Conference.

Section 5: In the event a vacancy occurs in the office of president, the president-elect shall fill the unexpired term of president, in addition to the office for which they were elected. In case of a vacancy of any other Board member, the post may be filled by appointment of the president, with the approval of the Board or the Executive Committee.

Section 6: The President, Secretary, and Treasurer shall assume office in even years. The President-elect and Vice president shall assume office in odd years. In the case of vacancies positions may be filled off schedule with the noted office term being extended or shortened to get the terms back on the odd even scheduling.

Article V: Meetings

Section 1: The Association shall have at least one annual meeting for the purpose of furthering the objectives of this Association; receiving reports of officers and committees; electing officers; and transacting any other business that may arise. Business meetings may be closed to all except voting members of the Association and invited guests as determined by the President.

Section 2: The Executive Committee shall meet upon the call of the President.

Section 3: Committees shall meet upon the discretion of the Chairperson to achieve the goals and duties of that committee.

Section 4: Attendance at Annual and Special meetings is mandatory for Board of Directors, unless absence is previous approved by President. In case of unforeseen emergencies, absence may be approved retroactively. Board members must notify President of planned or unplanned absence from SCAE4-HA meetings as promptly as is feasibly possible.

Article VI: Guidelines for Nomination

Nominees for Executive Committee must be a member in good standing of NAE4-HA and SCAE4-HA. Nominees must be present at the annual meeting. The committee on eligibility for election should bring special circumstances, which would prohibit attendance, to the attention of the nominating committee chairman for a decision.

Section 1: The President-elect: shall be a member of NAE4-HA and SCAE4-HA for two or more years; have attended two or more SCAE4-HA annual meetings; served as an officer, director or committee chairman in SCAE4-HA; play a vital role in the Association; demonstrate strong leadership, organizational and program planning skills; available to represent the Association on numerous occasions during the their term; will commit to attending the annual meeting of NAE4-HA during the term of office, as possible.

Section 2: The Vice-President: shall be a member of NAE4-HA and SCAE4-HA for two or more years; have attended one or more annual meetings of SCAE4-HA; served as officer, director or committee chairman of SCAE4-HA and play a vital role in the Association; demonstrate strong leadership, organizational, and program skills; available to represent the association on numerous occasions during their term of office.

Section 3: The Secretary: shall be a member of NAE4-HA and SCAE4-HA for one or more years; have attended one or more annual meetings of SCAE4-HA; would be helpful to have served as chairman of one of the standing committees or director; has played a vital role in the State Association; has working knowledge of record keeping and adequate local resources for carrying out the duties of this office.

Section 4: The Treasurer: shall be a member of NAE4-HA and SCAE4-HA for one or more years; have attended one or more annual meetings of SCAE4-HA; would be helpful to have served as chairman of one of the standing committees or director; has played a vital role in the State Association; has working knowledge of fiscal management and adequate local resources for carrying out the duties of this office.

Section 5: Senior Director: shall be a member of SCAE4-HA for one or more years; have attended one or more annual meetings of SCAE4-HA; would be helpful to have served as chairman of a committee of SCAE4-HA; plays a vital role in the State Association; demonstrates strong leadership abilities; able to communicate effectively with members in the district.

Section 6: Junior Directors: shall be a member of SCAE4-HA; have attended, or plans to attend, one or more annual meetings of SCAE4-HA; plays a vital role in the State Association; demonstrates strong leadership abilities; able to communicate effectively with members in the district.

Section 7: National Office Candidates

- A. The nominating committee shall nominate candidates for office in NAE4-HA (NAE4-HA President, President-elect, Vice President, Secretary, Treasurer and Regional Director).
- B. Nominations of candidates for NAE4-HA office shall be submitted and approved by the Board of Directors at the SCAE4-HA Board meeting following the NAE4-HA Annual Conference.
- C. To be eligible for nomination, a candidate must:
 1. be serving or have served in a leadership role of SCAE4-HA;

2. have attended one or more Annual Conferences of NAE4-HA and three or more of SCAE4-HA;
3. be available and committed to representing SCAE4-HA and NAE4-HA and carrying out the duties of that office.

D. Other leadership positions in NAE4-HA shall be approved and submitted by the Board of Directors as needed.

Article VII: Duties of Officers, Board of Directors, and Executive Committee

Section 1: The President shall preside at the State meetings of the Association, the Board of Directors meetings, and at meetings of the Executive Committee, and shall be responsible for all the administrative functions of the organization during tenure of office.

Section 2: The President-elect shall serve as ex-officio member of all standing committees and shall serve as the chairman of the Annual Conference Program Committee. The President-elect shall assume any other duty that may be assigned by the President. The President-elect automatically moves up to President. The President-elect shall perform the duties of the President in case of absence.

Section 3: The Vice-President shall perform the duties of the President in case of absence of the President and President-Elect and shall assume any other duty that may be assigned by the President. The Vice-president shall serve as the Chairman of the Membership, Diversity, and Life Membership committee. The Vice-president shall assume the duties of the President-elect when/if that position is vacant.

Section 4: The Secretary shall keep records of the proceedings of all meetings and send copies of the minutes to members of the Board of Directors. The Secretary shall receive, file, and relay communications and correspondence as directed by the President.

Section 5: The Treasurer shall assume those duties normally associated with the office, and specifically shall keep the financial records of the Association. Treasurer shall be responsible for the collection of membership dues and payment of all bills incurred by the Association.

Section 6: The Senior District Directors shall preside at their respective district meetings, be responsible for presenting matters from the State Association for the information and action of the members and serve as members of the Membership Committee. The Senior Director and Junior Director shall serve as liaison between the district and state association and will be voting members of the Board of Directors. The Director may delegate parts of his/her responsibility to other elected or appointed members within the district. The Senior Directors shall recommend members for appointment to state Standing Committees. The Directors shall help recognize retiring members from their district at the Annual Meeting.

Section 7: The Immediate Past President shall be Historian; Chairman of the Nominating Committee; Council to the President; Ex-Officio member of the State Annual Conference Program

Planning Committee; and shall conduct elections.

Section 8: The Board of Directors shall have the power to act on all items of business with the exception of those items covered in Article III and Article VII of the Constitution. At the discretion of the Board or upon request of the membership, an item of business may be placed on the agenda of the annual or special meeting for action by the entire membership.

Within the guidelines of the previous statements, the Board will have the authority to act in behalf of the total membership on all matters of interest to the Association.

Section 9: The Executive Committee shall have and may exercise the powers of the Board of Directors in the management of the business and affairs of the Association when it is not feasible to convene the entire Board.

Article VIII: Delegates to National Meetings

Section 1: Delegates who are eligible for reimbursement of expenses to a National meeting, or a portion thereof, include the following in order of precedence, when the Executive Committee deems funds are available:

- a. President
 - b. President-elect
 - c. Vice-president
 - d. National Office Candidate
 - e. National Meeting Presenters
 - f. Meritorious Service Award, Distinguished Service Award and Achievement in Service Award Recipients (to be shared)
 - g. Secretary
 - h. Treasurer
 - i. A Standing Committee Chairman
-
- A. In the event that the quota is not met from the above list, the Board of Directors will determine remaining delegates.
 - B. A delegate cannot be reimbursed for more than three consecutive years, with exception of the President.
 - C. All delegates requesting reimbursement must submit a request to the Executive Committee no later than one month prior to the National meeting. The executive board must notify the delegate no later than two weeks before the National meeting to inform them whether delegate's request has been approved or not approved.

Section 2: Any active member attending the National meeting will be an official delegate.

Section 3: All members are encouraged to attend National meetings for professional improvement.

Article IX: Termination of Organization

Section 1: In the event the association should terminate its existence, all funds remaining in the association's treasury and any properties owned by the association after all financial obligations are met shall be donated to the Clemson University State 4-H Foundation to be used in furthering the State 4-H Program.

RETIREMENT, ACCIDENT, SICK & DEATH POLICY FOR SCAE4-HA MEMBERSHIP

All cards, gifts, memorials, etc. are signed SCAE4-HA. Congratulations, births, illnesses, resignations, retirements and other personal information will be announced by the appropriate District Director in the SCAE4-HA newsletter. In the event of illness or death of Extension individuals, the appropriate Senior District Director and the President should be notified.

I. RETIREMENT

Each County Extension Agent, Specialist, Regional/District Directors, with current membership shall be remembered when they retire with an appropriate gift. The gift should be selected according to the personality of the individual. The cost shall be determined by the Executive Board, being the same for each retiree during a given year. The only exception may be the Extension Director. Senior District Directors select appropriate gifts for County Extension Agents. The President selects appropriate gifts for all others.

II. ACCIDENT AND SICK

County Extension Agent/Member: A card shall be sent by the appropriate Senior District Director. Specialist/Member, Extension Director: A card shall be sent by the President of SCAE4-HA.

III. DEATH

Death of immediate family member of SCAE4-HA member: In case of death in immediate family of an Extension Agent (husband, wife, child, mother, father, brother or sister) an appropriate card shall be sent as soon as possible. Appropriate Senior District Director shall initiate action.

Death of member, a card shall be sent to the family and an opportunity to make a donation will be presented to the association members. Appropriate Senior District Director initiates action.

Death of a Retired County Extension Agent/Member: A sympathy card shall be sent to the family when a retired (member) agent passes. Appropriate Senior District Director initiates action.

Appendixes

CURRENT OFFICERS AND COMMITTEE MEMBERS

Executive Committee; 2018-2019

President	Janine Sutter	jsutter@clemsn.edu
President-Elect	Weatherly Thomas	marjort@clemsn.edu
Vice-President	Jennifer Scales	jscales@clemsn.edu
Secretary	Julia Cox	julia7@clemsn.edu
Treasurer	Jessica Simpson	jdavis4@clemsn.edu

Committees, Chairs, and Members; 2018-2019

Membership, Diversity, and Life Members	Jennifer Scales	jscales@clemsn.edu	Michael McManus** Gayle Williford* Mark Cathcart Sherry Livingston Patricia Whitener <i>Sr & Jr District Directors:</i> Felicia Cunningham Dawn Stuckey Steve Hucks Jennifer Stevens Carly Smith Lucy Charping Ashley McCarter
Professional Development	Ashley Burns		?
Public Relations and Information	Erika?		Jenny Mountford Lauren Burdine Jamie Pohlman Mallory Dailey <i>Sr & Jr District Directors</i>
Recognition and Awards	Mary Margret McCaskill	mcrac2@clemsn.edu	Lauren Burdine Rick Willey** Faith Truesdale Terri Sumpter Alma Harris** Karissa Ulmer** Leigh Walker
Nominating	Past President *Katie Shaw	berry7@clemsn.edu	<i>Sr. District Directors</i>
Finance	Dawn Stuckey	dstucke@clemsn.edu	Ashley McCarter

			Faith Truesdale Sherry Livingston Sam Quinney* Miracle Rabon Leigh Walker
Policy and Resolutions	Shannon Herndon	sbhrndn@clermson.edu	Rick Willey** Terri Sumpter Leigh Walker <i>Executive Committee</i> Pam Ardern**
Programs, Research, and Evaluations	Steve Hucks	chucks@clermson.edu	Ashley Burns** Jenny Mountford Patricia Whitener Mark Cathcart Alana West Sam Quinney * Gayle Williford*

**Partial 4-H ** Extension District Director, State 4-H Staff, State Extension Staff*

District Directors; 2018-2019

Sr. Savannah Valley	Felicia Cunningham	fc@clermson.edu
Sr. Upstate	Lucy Wetzel	Lucyw@clermson.edu
Sr. Midlands	Steve Hucks	chucks@clermson.edu
Sr. PeeDee	Carly Smith	carly2@clermson.edu
Jr. Savannah Valley	Dawn Stuckey	dstucke@clermson.edu
Jr. Upstate	Ashley McCarter	asmccar@clermson.edu
Jr. Midlands	Jennifer Stevens	jstvns@clermson.edu
Jr. PeeDee	Rebecca Baxley	annab@clermson.edu

EXECUTIVE COMMITTEE AND DISTRICT DUTIES

• **DUTIES OF THE PRESIDENT**

General: The President shall have the duties normally associated with the office as outlined in the Constitution and By-Laws including the following:

- The President shall serve a two-year term beginning at the close of the Annual Meeting of the SCEA4-HA following election.
- The President shall preside at the state meetings of the association, at the Board of Directors meetings, and at meetings of the Executive Committee, and shall be responsible for all the administrative functions of the organization during tenure of office.
- The President is automatically a member of the Executive Committee and Board of Directors.
- The President attends meetings of the Extension Senate and prepares and presents an association report of pertinent happenings. The President is not a voting member of the Senate.
- The President represents SCAE4-HA (or appoints another member) at other association meetings upon their invitation.
- The President presents the Outstanding Administrative Professional recognition award at the South Carolina Association of Extension Administrative Professionals Annual Meeting.
- The President appoints Chairman's of Standing and Special Committees.
- The President appoints the Finance Committee members consisting of a representative from each district.

CALENDAR OF ACTIVITIES PRESIDENT

JANUARY

- Attend Extension Senate meeting and give association report. (Prepare and type copy: 1 for file and 1 for senate secretary).
- Prepare newsletter articles and mail to chairman of Newsletter for winter newsletter.

FEBRUARY

- Attend JCEP Workshop (or arrange V-P/Pres-Elect to attend)
- Remind nominating committee chairman to begin election process for annual meeting.

MARCH

- Notify president of South Carolina Association Extension Administrative Professionals about presentation of Recognition Award at their annual banquet in April.
- Identify candidates for national leadership positions.

APRIL

- Attend banquet of SCAEAP Association and present award.
- Write letters of invitation to annual meeting to: (a) Extension Director, (b) Field Operations Director, (c) District Directors, (d) Presidents of SCEAFCS, SCACAA, SCAEAP, Epsilon Sigma Phi, FCL and (e) other individuals deemed necessary by annual planning committee.
- Prepare agenda and coordinate business for annual meeting.

MAY

- Attend annual meeting and assume the following responsibilities:
 - Prepare agenda and conduct board and business meetings. (Nominating committee presents slate of officers.)
 - Preside at banquet.
 - Prepare agenda for and conduct Business meeting. (Elect officers and districts hold election of Junior Directors.)
 - Write appropriate thank you letters as follow up from annual meeting.
- Prepare newsletter articles and submit to Newsletter Chairman for summer newsletter

JUNE

- Mail early registration for NAE4-HA annual meeting and make travel arrangements
- Appoint new committee chairmen as needed.
- Send to director of Southern Region the State Leadership Directory update after committee chairmen are selected.

JULY

- Attend State 4-H Congress Banquet to present award

AUGUST & SEPTEMBER

- Meet with committees and Chairs, as needed.

OCTOBER

- Attend NAE4-HA annual meeting and assume the following responsibilities:
 - Coordinate with members attending and designate committee meetings to attend to assure state representation.
 - Coordinate States Night-Out activities.
 - Attend luncheon for state presidents.
 - Attend committees and meeting identified for state presidents.

NOVEMBER

- Make arrangements for January board meeting.

DECEMBER

- Remind treasurer to close out books and give to Finance Chairman for audit.
- Send E-mail reminder of January board meeting

• **DUTIES OF THE PRESIDENT-ELECT**

General: The President-Elect shall have the duties normally associated with the office as outlined in the Constitution and By-Laws including the following:

- The President-Elect shall serve a two-year term beginning at the close of the Annual Meeting of SCAE4-HA following election.
- The President-Elect shall serve as chairman of the Annual State Meeting Committee.
- The President-Elect shall serve as ex-officio member of all standing committees.
- The President-Elect shall serve on the Executive Committee.
- The President-Elect shall preside at meeting in the absence of the President.
- The President-Elect shall provide orientation for new committee chairmen.
- The President-Elect shall attend the JCEP Workshop.
- The President-Elect shall work with the Vice President to finalize plans for the annual meeting.
- The President-Elect shall assume the office of President if the unexpired term becomes vacant.
- The President-Elect shall provide a copy of the necessary records to SCAE4-HA Historian to be placed in the permanent files.

CALENDAR OF ACTIVITIES PRESIDENT-ELECT

JANUARY

- Attend Board meeting and present President-Elects report.
- Provide orientation for new committee chairmen.
- Assist with the orderly transfer of duties and materials to successor.
- Evaluate past years state meeting and plan for current years state meeting.
- Check with District Directors and committee chairmen relative to plans or duties for annual meeting.
- Write newsletter article and mail to Newsletter Chairman.
- Plan annual state meeting. (See Annual State Meeting Committee section.)

FEBRUARY

- Attend JCEP Workshop.

- Plan annual state meeting. (See Annual State Meeting Committee section.)

MARCH

- Plan annual state meeting. (See Annual State Meeting Committee section.)

APRIL

- Attend Board meeting and present President-Elect report.

MAY

- Plan/Attend annual state meeting. (See Annual State Meeting Committee section.)

JUNE

- Write newsletter article and mail to Newsletter Chairman.

JULY

- Attend association meeting and present committee report.
- Plan annual state meeting. (See Annual State Meeting Committee section.)

AUGUST

SEPTEMBER

- Attend NAE4-HA annual meeting

OCTOBER

NOVEMBER

DECEMBER

- Provide a copy of the necessary records to SCAE4-HA Historian to be place in the permanent file.

• **DUTIES OF THE VICE PRESIDENT**

General: The Vice President shall have the duties normally associated with the office as outlined in the Constitution and By-Laws including the following:

- The Vice President shall serve a two-year term beginning at the close of the Annual Meeting of SCEA4-HA following election.
- The Vice President shall assume the duties of the President-Elect when the position is vacant.
- The Vice President shall preside at meetings in the absence of the President and President-Elect.
- The Vice President shall serve as chairman of the Executive Committee.
- The Vice President shall serve as chairman of the Membership Committee.
- The Vice President shall work with Treasurer to prepare membership applications and make available to all professional Extension employees.
- The Vice President shall establish the Membership Committee composed of District Directors.
- The Vice President shall help write for SCAE4-HA Newsletter.
- The Vice President shall establish membership goals.
- The Vice President shall assign recruitment responsibilities to District Directors.
- The Vice President shall keep District Directors, officers and members informed of membership progress.
- The Vice President shall assume any duties that may be assigned by the President.
- The Vice President shall announce new members and present survival kits to new members at the SCAE4-HA meeting.

CALENDAR OF ACTIVITIES VICE PRESIDENT

JANUARY

- Recruit membership
- Meet with Membership Committee

FEBRUARY

- May attend JCEP workshop for President-Elect if that position is vacant.
- Send reminders to Membership Committee members and membership to insure membership and dues are received on time.
- Inform District Directors of membership progress.
- Promote upcoming Annual meeting

MARCH

- Recruit membership.
- Prepare and mail March memberships to NAE4-HA Southern Region Director.

APRIL

- Recruit membership.
- Attend Board meetings and present membership report.
- Prepare news article on membership for Newsletter

MAY

- Attend Board meeting and give membership report.
- Arrange for acceptance of membership.
- Establish Membership Committee composed of Vice President as chairman and Junior District Director
- Conduct Membership Committee at annual meeting
- Prepare and present survival kits to new members or appropriate individual.

JUNE & JULY

- Recruit Membership
- Meet with Membership Committee

AUGUST

- Follow up with Treasurer of membership goals

SEPTEMBER

- Prepare membership directory for use by Registration Committee, for President-Elect, and for distribution at annual meeting to all members.
- Attend Board meeting, as needed

OCTOBER

- Attend NAE4-HA annual meeting

NOVEMBER

- Hold Executive Committee meeting

DECEMBER

- Help Treasurer prepare and mail membership applications and dues to NAE4-HA Southern Region Director by January 1.

• **DUTIES OF THE SECRETARY**

General: Duties are those normally associated with the office. Term of office is two (2) years.

- Secretary shall follow up on Annual Meeting including minutes, correspondence, thank-you letters, committee reports, etc.
- Record and distribute minutes of all meetings of the Board.
- Keep and updated, indexed set of minutes available for each meeting of the Executive Committee and/or Board of Directors.
- Have letterhead stationery and envelopes printed immediately following the Annual Meeting, as needed.
- Take care of correspondence of the Board, keep correspondence file as a reference for current and new Secretary.
- Prepare a synopsis of actions taken by Board and/or Executive Committee for inclusion in next issue of newsletter.
- See that officers and committee chairs place necessary records of proceedings, committee reports, etc., in the file.
- Provide previous Annual Meeting minutes and SCAE4-HA Board minutes for members coming to Annual Meeting.
- Record the proceeding of the Annual Meeting.
- Bind or put in a folder for permanent filing, all minutes and proceedings for the corporate year.
- Keep extra copies of printed material as needed by other offices and directors.
- Assist with the orderly transfer of duties and materials to successor.

• DUTIES OF THE TREASURER

General: Duties are those normally associated with the office and specifically to keep the financial records of the Association and pay all bills incurred by the Association. Term of office is two (2) years.

- Receives and distributes all funds of the SCAE4-HA. Members and officers must submit Association bills or paid receipts to Treasurer before payments are made. Place necessary records of paid receipts and deposit in the file.
- Makes prompt payment of membership dues to NAE4-HA at end of each month unless no dues were collected.
- Receives all records and authority for all accounts at conclusion of the installment as new Treasurer.
- The Treasurer shall arrange for the acceptance of membership applications and dues.
- The Treasurer shall work with Vice President to prepare membership lists for Newsletter.
- The Treasurer shall provide a copy of the final membership of state and national and other necessary records to SCAE4-HA Historian to be placed in the permanent file.
- The Treasurer shall mail membership allocations and dues to NAE4-HA Southern Regional Director.
- Deposits Association funds in the name of South Carolina Association of Extension 4-H Agents; signs accounts with personal name as authorized person to write checks.
- Consider savings accounts and time certificates for additional income from monies not needed in the active checking account.
- Prepare account as needed to comply with current IRS tax-exempt status.
- Prepare and distribute financial report at each Board meeting and at the annual meeting. Mail/email financial updates to Board members as needed.
- Shall track and report sources from which funds will be received:
 - a. Balance on hand from previous year
 - b. Membership dues
 - c. Donors

- d. Savings account and interest
- e. Annual meeting income
- f. Miscellaneous.

- Assist with the orderly transfer of accounts, signatures, duties, materials, and monies to new Treasurer.
- Serve on Finance Committee and submit records to Finance Committee Chairman in December for audit.

• **DUTIES OF THE DISTRICT DIRECTORS**

General: The Director shall be the contact point for their district.

- The Senior District Director shall serve for two years.
- The Junior Director shall serve a one-year term after which he or she shall have the opportunity to become the Senior Director.
- Directors are elected at the Annual Meeting of the Association. The term of office begins at the close of the Annual Meeting.
- Directors should encourage members to submit nominations through State President for Regional Contact, Committee Chair-Elects, and other offices.
- The Senior Director shall preside at their respective district meetings and be responsible for presenting matters from the state association for the information and action of the members.
- The Director shall become a member of the Board of Directors and shall serve as a liaison between the district and the state association.
- The Senior Director and the Junior Director are voting members of the Board and should attend and participate in all meetings of the Board of Directors.
- The Directors may delegate parts of the responsibility to other elected or appointed members within the district.
- The Directors should assist the Vice-President in securing memberships from the district.
- The Senior Director shall serve on the Membership Committee.
- The Senior Director shall assist the Vice-President in creating survival kits for all new members of the Association.
- The Senior Director shall assist in securing nominations from the district members to serve as officers of the Association.
- The Directors shall be responsible for coordinating with their district to cover their district's responsibility at the Annual Meeting.
- The Senior Directors shall solicit articles for the newsletter to report activities in the district.

STANDING COMMITTEES

• **MEMBERSHIP, DIVERSITY, AND LIFE MEMBERS**

The membership committee is chaired by the Vice President and promotes membership in the organization with all new and existing Extension employees with help from District Directors. The main goal is to recruit life members and new members and maintain current membership.

Annual membership drive is held of each year to encourage current members to renew their membership and to recruit new members. Encourages members to update address changes and name changes for national in order to continuing receiving national and state correspondence.

Additional Goals:

- To recognize new members at the state meeting and in the state newsletter.
- To plan and conduct the new and life member induction at business meeting with the help of Senior Directors.
- Updating or developing any membership forms and promotional materials.
- Maintain updated member list
- Establish membership Goals
- Maintain and improve the quality of youth development in the Association and/or membership, programs and promote visibly on inclusiveness by increasing diversity in the membership, Board representation and all association functions.
- Maintain commitment to the active involvement of all its members regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status, or veteran status. All members will be encouraged to participate in programs and activities and take leadership roles in the association.
- To create an awareness of diversity relative to all people. After the initial awareness have been established, various behavior changes and eventually attitudinal changes relative to diversity/inclusiveness will be demonstrated as a result of these efforts.
- Provide diversity sensitive programs.
- Take steps to increase awareness of diversity opportunities for members of the association.

• **PROFESSIONAL DEVELOPMENT**

The Professional Development Committee is charged with the administration of the Scholarship programs of NAE4-HA and with the development of programs and activities which will enhance the professionalism of members. Chairman is appointed by President.

• **PUBLIC RELATIONS AND INFORMATION**

The purpose of this committee is to maintain positive public relations throughout the State of South Carolina and disseminate information as it relates to the following areas:

- Maintain image of the 4-H Profession and the 4-H Program
- Publicity of the 4-H Organization and distribute News releases statewide
- Promotion 4-H Organization
- Liaison to the public for SC 4-H
- Newsletter

The chairman of this committee is appointed by President. The Chairman appoints the newsletter editor. All members of the Board are members of this committee.

The SCAE4-HA newsletter is to support and facilitate the purpose and objectives of the SCAE4-HA through communication.

SCAE4-HA NEWSLETTER

The SCAE4-HA newsletter is produced twice a year.

The Winter issue includes report from NAE4-HA annual meeting, report on SCAE4-HA Annual Meeting, awards information, and reports from the President, and committee chairs. The Summer issue will include SCAE4-HA Meeting information, membership forms and dues, and President, and committee chairs reports.

The SCAE4-HA newsletter can best support and facilitate the Associations objectives as follows:

- To encourage professional improvement of all Extension 4-H youth personnel.
- To advance the professional statue of Extension 4-H youth personnel.
- To provide an opportunity for the exchange of ideas, methods and techniques.
- To promote Extension 4-H youth work as a career.
- To strengthen communications within the Association and with Extension Administration.
- To promote cooperation among all Extension personnel.

The editor of the newsletter will encourage and involve the membership in all districts to submit quality articles for the newsletter and to provide a line of communication for the Association leadership. Members of the Associations Board are to furnish articles to the editor for each issue.

The editor serves as a state contact for *News & Views*. The editor should encourage and recruit members to write articles assigned to the Southern Region for *News & Views*. The editor is encouraged to attend NAE4-HA annual meetings and *News & Views* Committee meetings.

The editor is responsible for the coordination, copy decision, mechanics of publishing, obtaining information, keeping mailing list current and mailing each newsletter.

Members of the committee are to assist the newsletter editor in obtaining materials for each newsletter.

Newsletters are mailed/emailed to all members, the Extension Director, Assistant Directors and *News & Views* contact person.

● **RECOGNITION AND AWARDS**

The purpose of the Recognition and Awards committee is to recognize outstanding achievements in the area of 4-H to its membership and those who support 4-H. President will appoint a Chairman.

Additional Goals:

- Distribute award information and deadlines to the membership.
- Make nominations for honorary membership.
- Secure a committee to select award recipients.
- Submit awards information to appropriate Regional Chairperson.
- Notify winners of ASA, DSA, MSA, 25 Year, prior to early registration deadline for national meeting.
- Recognize award recipients: ASA, DSA, MSA and 25 Year with a plaque.
- Certificates are presented for state only awards
- Certificates and monetary awards are provided for communication awards.
- Plaques are provided for Secretary and Friend of 4-H awards
- Check spelling and preferred names/titles to be used on plaques/certificates.
- Provide information on award winners to PSA Communications, and local papers (include photos, if available).
- Send (or request Association President to send) a special invitation to Friend of 4-H award winner to attend banquet ceremony. If they are unable to attend, arrange appropriate place for recognition to be presented.
- Update and revise as needed the official list of award winners attached to the folder in awards chairman materials and update list of winners on SCAE4-HA web site.
- Start as early as possible to get awards nominations in and decisions made.
- Present awards, if President is unable to attend.

● **NOMINATING**

This committee is Chaired by the past president. The goal of the committee is to review the credentials of each member and seek the most qualified names in nomination for the various offices at each election. This committee will also function to nominate individuals for NAE4-HA offices and committee chairmen-elect according to the Criteria set forth in these By-Laws for National Office Candidates.

● **FINANCE**

The Finance Committee is responsible for reviewing the financial status of the Association including budget proposals and recommending appropriate action. The President will appoint the

Chairman and the committee members, which will include members from each district, and the Treasurer.

Additional Goals:

- Finance Committee will be responsible for auditing the books at the end of the physical year (December).
- Make recommendations for fund-raising and solicitation of support

• **POLICY AND RESOLUTIONS**

The chairman of this committee, appointed by the President, will act as parliamentarian for the association to see that order is maintained in accordance with *Robert's Rules of Order*.

This committee will review proposed amendments to the Constitution and to the By-laws. They will present any proposed amendments to the membership according to Article VIII of the Constitution.

This committee is responsible for maintaining the SCAE4-HA Handbook. Any and all changes relative to the handbook should be promptly updated and copies made available to the appropriate membership.

By-law and/or Constitution changes, which are passed by the membership, will be amended and this committee will send these changes to all members of the association in a timely fashion. It is recommended that these amendments be made available at or before the next Annual Meeting following their passage.

Additions or changes to any other section of the handbook will be made as needed and presented to the association for a vote.

• **PROGRAMS, RESEARCH, AND EVALUATION**

This committee is responsible for responding to issues affecting association members as it relates to 4-H Youth Development programs and for coordinating the sharing of techniques and methods for use with 4-H and Youth Development programs. This committee is **not** responsible for the development of 4-H and Youth Development programs.

- The Chairman of the Programs Committee is appointed by the President and will serve on the Annual Meeting Planning Committee.
- Task forces committees dealing with specific program issues may be formed at the discretion of the SCAE4-HA Board.

SC 4-H DISTRICT MAP



*specialists, administrators and others join the Upstate Region

AWARDS

The application window for SCAE4-HA awards is January 15- March 2.

The awards are:

1. Achievement in Service Award Application (ASA) **Must be NAE4-HA member*
2. 25 Years of Service Award **Must be NAE4-HA member*
3. Distinguished Service Award (DSA) (2) **Must be NAE4-HA member*
4. Meritorious Service **Must be NAE4-HA member*
5. Excellence in Teamwork
6. Educational Technology: Youth Audience and Adult Audience
7. Diversity Award
8. Professional Development: Mary Ann Krug Study Tour
9. Search for Excellence in Teen Programming: (Individual / Team)
10. Communicator Awards
11. Secretary Award - [award description](#) **
12. Friend of 4-H - [award description](#) **

Notes:

Website: <https://nae4ha.com/page/Awards>

The following changes were approved at the Winter SCAE4-HA Board Meeting on January 16, 2003:

1. First place winners should not compete in (2) consecutive years in the same category.
2. **Secretary / Friend of 4-H Awards:** These awards are designed for recognition of individuals who have provided dedicated service to the SCAE4-HA and / or the South Carolina 4-H program. These awards are **State Only** recognition. Individuals may only receive the awards once.

STATE AWARDS

The awards listed below are designed for recognition of individuals who have provided dedicated service to the SCAE4-HA and/or the South Carolina 4-H program. These awards are STATE ONLY recognition. Individuals may only receive the awards once.

• SCAE4-HA SECRETARY AWARD

Purpose of Award: To recognize a Clemson University Cooperative Extension Service Secretary who has brought credit to the SCAE4-HA through their dedication, interest, enthusiasm, and support of the 4-H program and/or the SCAE4-HA.

Number of Awards: One award will be presented annually to a Secretary. The award will be an appropriate plaque.

Criteria for Selection of Nominees:

1. Nominees should have made an outstanding contribution to SCAE4-HA and the 4-H Program.
2. Nominations submitted by current SCAE4-HA member familiar with the work accomplished by nominee.

Submit 2 letters of recommendation detailing contributions/accomplishments to Award Chairperson by the awards due date.

- **SCAE4-HA FRIEND OF 4-H**

Purpose of Award: To recognize an individual who has provided support to the SCAE4-HA through their dedication, interest, enthusiasm, and contributions to the 4-H program and/or the SCAE4-HA.

Number of Awards: One award will be presented annually to a Friend of 4-H. The award will be an appropriate plaque.

Criteria for Selection of Nominees:

1. Nominees should have made an outstanding contribution to SCAE4-HA and the 4-H Program.
2. Nominations submitted by current SCAE4-HA member familiar with the work accomplished by nominee.

Submit 2 letters of recommendation detailing contributions/accomplishments to Award Chairperson by the awards due date.

SCAE4-HA ANNUAL CONFERENCE DUTIES

	Break Snacks	Banquet Décor	Fundraiser/Auction	Social/Hospitality
Pee Dee	2019 (2023)	2022 (2026)	2021 (2025)	2020 (2024)
Upstate	2020 (2024)	2019 (2023)	2022 (2026)	2021 (2025)
Midlands	2021 (2025)	2020 (2024)	2019 (2023)	2022 (2026)
Savannah Valley	2022 (2026)	2021 (2025)	2020 (2024)	2019 (2023)

*4-H Agents in region hosting Annual Conference will also help with tours, location/meeting spaces, and hotel selection for the conference.

SCAE4-HA HISTORY

Membership in the National Association of Extension 4-H Agents from South Carolina dates back to 1973. **E. Joyce Richardson**, State 4-H Staff, was the first to join, with **W. C. Clinkscales**, State 4-H Staff, joining the following year. In 1975, two County Extension Agents, **Laval Oxendine** and **C. M. Lester**, joined and attended the National Meeting that year in Kentucky, along with Clinkscales and **Mary Stone** from the State 4-H Staff. In 1976, South Carolina membership in NAE4-HA was 45. Many of these members attended the NAE4-HA Annual Conference before the State Association became a reality. **Mary Elizabeth Outzs**, County Extension Agent, represented the state at the Southern Regional Workshop in Atlanta, GA, February 1977. After several years of discussing the possibility of organizing a State 4-H Agents Association, Dr. Wayne T. O'Dell, Director, granted approval on May 3, 1977. Others attending this same meeting were **Mr. T. J. Bryson**, President of the County Agents Association, **Mrs. Sallie Loveland**, President of Extension Home Economist Association, **W.C. Clinkscales**, State 4-H Staff and Acting State Contact for NAE4-HA, and **Mary Elizabeth Outzs**, County Extension Agent in Edgefield County.

The same year during the Annual conference for Extension Professionals in Myrtle Beach, an organizational meeting was held on November 29, 1977, with W. C. Clinkscales, Acting State Contact for NAE4-HA, presiding. Dr. Wayne T. O'Dell made positive comments about the 4-H Youth Work in South Carolina and gave full support to organizing the South Carolina Association of Extension 4-H Agents.

J. Roland Flory, President-Elect of NAE4-HA, spoke on the benefits of a state association. He announced that Alabama and South Carolina were the only two southern states not having a state association.

Three pre-appointed committees were announced:

Constitution and Bylaws: Mary Elizabeth Outzs, Chairman

Membership: Bill Ruggles, Chairman

Nominating: Laval Oxendine, Chairman

The first officers nominated and elected were:

President: Mary Elizabeth Outzs

Vice-President: Laval Oxendine

Secretary/Treasurer: Janice Ruggles

Temporary Secretary: Peggy Kernodle.

Mr. Flory installed them.

The following year, 1978, fifty-three professionals joined the association. Interest grew, and plans were made to have an annual meeting. This first conference was held at Camp Long, September 13 - 14, 1979. Since that time, all annual conferences were held at Camp Long until 1987.

Laval Oxendine, County Agent of Florence County, was the first South Carolinian to serve in a

leadership role on a National Committee. He was Chairman-Elect in 1982 and Chairman of the Public Relations and Information Committee in 1983. The next year, **Mary Elizabeth Outzs** served on the Nominating Committee.

Several members have served as NAE4-HA Southern Regional Contacts: **E. Joyce Richardson**, National Programs Committee, 1978 - 80; **Mary Elizabeth Outzs**, Policy and Resolutions, 1982 - 84; **Janet Ensor**, Programs, 1983 - 85; **Martha Phillips**, Regional Editor of *News & Views*, 1986 - 88; **M. Peggy Culler**, Policy and Resolutions, 1987 - 89; and **Thad Jones**, Professional Improvement, 1988 - 90.

The Association has conducted four campaigns for Southern Regional Director, **W. C. Clinkscales** in 1978, **M. Peggy Culler** in 1986, **Laval Oxendine** in 1987 and Michael McManus in 2005. Laval Oxendine was elected and served as Regional Director, 1988 - 89. Michael McManus was also elected and served, 2006-07.

Dr. Ken Hollerman, Poultry Science Specialist, Clemson, and **Mary Elizabeth Outzs** were the first to receive the Distinguished Service award. The 25 Years Service Recipient was **Georgia T. Roberson**, 4-H Specialist, Clemson. These awards were presented at the NAE4-HA Annual Meeting held in Atlanta, GA in 1978.

Professional development and leadership have been the major goals of the association since its organization. The first statewide recognition of accomplishments in this area came in 1980 - 81 when SCAE4-HA's study leave proposals were adopted, with a few revisions, by the State Extension Administration. Many positive contributions to the development of the County Extension Professionals Career have been made. The opportunities to participate in and attend state and national meetings whose goals are professional have been valuable from a professional standpoint. Members are more receptive to new ideas and are exposed to programs in other regions.

SCAE4-HA Past Presidents

The strength of the association lies in its leadership and membership. Those who have served in leadership roles as presidents of the association include:

1977 - 79	Mary Elizabeth Outzs
1980 - 81	Clarence M. Lester
1982	Linda Russell
1983 - 85	M. Peggy Culler
1986 – 87	Laval Oxendine
1988-89	Martha McDaniel

1990-91	Thad Jones
1992-93	Toni Pipkins
1994-95	Sharon Grice
1996-98	Leslee Spivey
1998-99	Sharon Grice
2000-2001	Deborah Thomason
2002-2003	Mickey Hall
2004-2005	Michael McManus
2006-2007	Kellye Rembert
2008-2009	Latosia Gibson
2010-2011	Jason Caudill
2012-2013	Mary Margaret McCaskill
2014-2015	Terri Sumpter
2016-2017	Katie Shaw

With organizational problems behind us, South Carolina 4-H Agents look forward to a new era of professional accomplishments.

1989

The 1989 - 90 year started with a fund-raiser at the Extension Conference held at Hilton Head Island. Three categories of money (\$100.00, \$75.00, and \$50.00) were selected as raffle prizes. John Boswell received \$25.00 as top ticket salesman.

The leadership for this year was composed of the following:

President	Thad M. Jones
Vice-president	Fran Wolak
Secretary	Debra Clowney-Parnell
Treasurer	Patti Hall

Immediate Past President

Martha Phillips

Advisor

Glen Krohn

District Directors

	Piedmont	Savannah Valley	Pee Dee	Midlands	State
Senior	Clarence Lester	Toni Pipkins	Leslee Spivey	Mary Ann Lewis	Russell Roberts
Junior	Janet Ensor	Thomasina Tyler	Sharon Grice	Peggy Culler- Hair	Emily Wiggins

Committee Chairmen

Finance	Deborah Thomason
Historian	Martha Phillips
Membership	Fran Wolak
Newsletter	Barbara Sigmon
Nominating	Martha Phillips
Programs	Joyce Franklin
Professional Improvement	Mary Elizabeth Outzs
Policy and Resolutions	Calvert Sherard
Public Relations and Information	Della Baker
Recognition	Nancy Smoak Harrison

The membership continued to grow as our state employed more full-time youth positions. There were 55 national members, 5 life members, and 3 state-only members.

Our president, **Thad Jones**, attended the Leadership and Public Policy Seminar in Washington, D.C. He also represented us at the Southern Region Officers Workshop in Winston-Salem, N.C.

With the growing need for more political involvement and visibility, our association helped coordinate and sponsor an exhibit and breakfast for the 1,000 people attending the annual meeting of the South Carolina Association of Counties (S.C.A.C.). It was a lot of work, but also a tremendous success! We also coordinated efforts across the state to recognize city, county and state-elected delegations at Christmas. The 4-H staff and club members in that county carried out each local project.

The annual meeting was held September 5 - 7, 1990, at Hickory Knob State Park for the first time. The theme for the conference was, "**LET'S Do It!**" (Lively Extension Training Scholars). Several people were recognized at the banquet. **Thomasina Tyler** and **W. C. Gordon** were named Distinguished Service Award winners. **Patti Hall** received the Achievement in Service Award. **Kathy Coleman** and **Wade Green** were recognized as "Friends of 4-H" recipients for their lobbying efforts for youth programs.

The association's Outstanding Secretary Award went to **Mary Harvey**. **Joyce Christenbury** was named the Outstanding Specialist. A special plaque was presented to **Ricky Smith-Shuler**, retired Home Service Representative with SCE&G, for her support of 4-H.

The national meeting was held November 3 - 7, 1990 in White Sulpher Springs, West Virginia, at the luxurious Greenbriar. Nineteen members, 1 retiree and 3 spouses from South Carolina indulged in a week of pampering and professional development. The theme, "**Heritage & Horizons**," focused on assisting Extension educators as they support youth in utilizing and building on the strengths of the past, coping with and finding pleasure in the present, and anticipating and preparing for the future. **Deborah Thomason** received a Youth at Risk grant from NAE4-HA. Members were involved in leadership roles with NAE4-HA committees: **Thad Jones** -- Member Recognition & Professional Improvement; and **Joyce Franklin** -- Programs.

1990

Our membership really grew this year! There were seventy-three national members, 2 state members and 5 life members.

President	Thad M. Jones
President-elect	Toni Pipkins
Vice-president	Sharon Grice
Secretary	Debra Clowney-Parnell
Treasurer	Patti Hall

Immediate Past President	Martha Phillips
Advisor	Glen Krohn

Committee Chairmen

Finance	Deborah Thomason
Historian	Martha Phillips
Membership	Sharon Grice
Newsletter	Barbara Sigmon
Nominating	Martha Phillips
Programs	Joyce Franklin
Professional Improvement	Mary Elizabeth Outzs
Policy and Resolutions	Calvert Sherard
Public Relations and Information	Della Baker
Recognition	Nancy Smoak Harrison

President, **Thad Jones**, attended the Leadership & Public Policy Seminar in Washington, DC, held in conjunction with the Youth at Risk Summit. He also attended the Southern Region Officers Workshop in Kentucky.

Our association helped coordinate and sponsor an exhibit and a coffee break at the annual meeting of the South Carolina Association of Counties this year. It gave us a lot of visibility.

The state's annual meeting was held September 4 - 6, 1991, at Bradbury Suites & Inns in Columbia. The theme, "**Resources: People - Places - Profits**," was aimed at helping members recognize and develop resources available.

The 1991 Distinguished Service Award winners, **Debra Clowney-Parnell** and **Leslee Spivey**, were recognized at the banquet. Two members, **Russell Roberts** and **Mary Elizabeth Outzs**, were recognized as 25 Year Service Winners. **Coats and Clark** was recognized as the "Friend of 4-H" recipient. Others who received recognition for service by the association included **Mary Lou Bull**, Outstanding Secretary, and **Larry Hudson**, Outstanding Specialist.

Toni Pipkins attended the President's Workshop in Washington, DC, in September, 1991. The national meeting was held November 3 - 7, 1991, at the Pointe of South Mountain, in Phoenix, Arizona. Because of the budget problems, we were unable to get the (five) \$500 allotments for

delegates. There was also controversy about holding a meeting in a state that does not recognize Martin Luther King's birthday. Our President, **Thad Jones**, wrote a letter to NAE4-HA stating our state's position on the matter. We asked that these states not be considered as national meeting hosts in the future.

1991

These years were marked by great challenges at both the state and national levels. The membership was encouraged to "discern" or to "make out clearly" the changes that were facing us as youth professionals in the Cooperative Extension Service. National 4-H Council, the private fund development organization, was evaluating its mission and making significant changes in the national 4-H awards program, specifically the scholarship program and the management and funding of National 4-H Congress. On the state level, public funds were tight, and meeting budgetary goals was becoming harder.

The Annual meeting was held at Springmaid Beach, September 9 - 11, 1992. The program theme was "**4-H - The Total Package**". Membership for the year was 61 members. During the meeting, the membership voted to make **Junior Directors** and **Standing Committee Chairmen** voting members of the board. In addition, a motion to offer 4-H Volunteer Coordinators full membership into SCAE4-HA was defeated. The Distinguished Service Award was presented to **Pam Ardern**, Achievement in Service Award to **Leslie Hatchell**, 25 Year Award to **Jackie Miller** and the "Friend of 4-H" Award to **International Paper Company**.

President	Toni S. Pipkins
President-elect	Sharon Grice
Vice-president	Sharon Grice
Secretary	Mary Ann Allen
Treasurer	Thomasina Tyler
Immediate Past President	Thad Jones
Advisor	Glen Krohn

1992

Highlights from this year included the membership voting to invite 4-H Volunteer Coordinators to join with full privileges. The Annual Meeting was held at Springmaid Beach. The Distinguished Service Award was presented to **Sharon Grice** and the "Friend of 4-H" Award to **Berry E. Spivey**.

The SCAE4-HA continued to aggressively evaluate the changes and challenges of the times in order to focus on the children and families of South Carolina. The activities of these years were a prelude of additional struggles that would face youth development professionals in all arenas.

1993

President	Sharon Grice
Vice-president	Patti Hall
Secretary	Barbara Lambert
Treasurer	Robin Currence
Immediate Past President / Nomination Chair	Toni Pipkins
Program	Linda Russell
Policy	Thad Jones
Public Relations	Pam Ardern
Professional Improvement	Deborah Thomason
Finance	Leslee Spivey
Recognition	Debra Clowney-Parnell
Membership	Patti Hall
Newsletter	Nancy Harrison

District Directors

	Piedmont	Savannah Valley	Pee Dee	Midlands	State
Senior	Janet Ensor	Thomasina Tyler	Angela Lee	Peggy Culler-Hair	Mickey Hall

Junior	Bill Box	Emma Brown	Joyce Franklin	Lansing Brewer	Romando James
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Membership: 72

National: 57

Corporate: 4

State Only: 6

Life: 5

The SCAE4-HA Annual Meeting was held September 7 - 9, 1996 at Springmaid Beach, Myrtle Beach, S.C.

Programs presented at the Annual Meeting included:

Creative teaching Techniques

Specialist Sharing - AMP Camp, 4-H Forestry Project, 4-H History Project, 4-H Smokeless Project, 4-H Plant Pathology Project and Sprouting Wings

Exhibits - Exploring the Internet

Workshops - Relating Issues facing Youth in S.C. in the 90s to 4-H

Workshop programs included:

How to Get Things Done - When YOU are NOT in Charge

The Pinnacle Project

Keys to Success

Speaker for the Banquet: **Mr. Gerald Seals**, Greenville County Administrator
Southern Regional Director, **Clyde Taylor**, attended

The Distinguished Service Award winners, **Patti Hall** (Barnwell) and **Jackie Miller** (Florence), were recognized at the banquet. **Veronica Thomas** of Jasper was presented with the Achievement Service Award. **Gary Goodman** (State Fair) was recognized as the "Friend of 4-H" recipient. The Communicator Award was presented to **Sharon Grice** (Marion) and **Sherry Davis** (Florence). **Janet Ensor** (Anderson) and **Thomasina Tyler** (Jasper) received the "Get Fired Up" Award.

The National Meeting was held in Niagara Falls, N.Y. with 22 members attending.

1994

President Sharon Grice

President-elect Leslee Spivey

Vice-president	Debra Clowney-Parnell
Secretary	Barbara Lambert
Treasurer	Robin Currence
Immediate Past President	Toni Pipkins
Advisor	Dr. Diane Smathers
Program	Linda Russell
Policy	Thad Jones
Public Relations	Pam Ardern
Professional Improvement	Deborah Thomason
Finance	Mickey Hall
Recognition	Debra Clowney-Parnell
Membership	Patti Hall
Newsletter	Nancy Harrison
Nominating	Toni Pipkins
Diversity	Clarence Lester

District Directors

	Piedmont	Savannah Valley	Pee Dee	Midlands	State
Senior	Bill Box	Emma Brown	Joyce Franklin	Lansing Brewer	Romando James
Junior	Verda Musier	Veronica Thomas	Miriam Roman	Connie Lake	Kim Alexander

Membership: 71

National: 58
State Only: 7
Life: 6

The SCAE4-HA Annual Meeting was held September 6 - 9, 1996 in Clemson, S.C.

Programs presented at the Annual Meeting included:

Workshops Diversity, presented by **Dr. Bambi Gaddis**

Tour - World of Energy

Specialists Sharing

Banquet Speaker: **Mac Fleming**, Charleston Tea Plantation

Regional Director: **Sandy Slocum** attended and presented national update

The Distinguished Service Award recipient was **Dr. Diane Smathers**. **Sherry Davis** was presented with the Achievement Service Award. The **S.C. Poultry Federation** was recognized as the "Friend of 4-H" recipient. **George Kessler** was presented with the Outstanding Specialist Award. The association's Outstanding Secretary Award went to **Diane Martin**.

The NAE4-HA National Meeting was in Billings, Montana.

There were limited funds in the association, so my first priority as President was to promote fundraising activities so that the Association would be able to send officers to out-of-state meetings. Over the two years, approximately \$3500 was raised from fundraising activities and the state meeting. The monies were used for:

- support of the Association of Counties annual meeting;
- the annual donation of \$350 to support the State 4-H Congress;
- funds for officers to attend the Southern Regional Meetings in Virginia and New Orleans and the Public Policy Forum in Washington, DC.

In addition, revised sections of handbooks were given to new members. I worked to help design the S.C. quilt square for the NAE4-HA 50th anniversary. I represented the Association at the Town Meeting concerning reorganization of colleges at Clemson.

Sharon Grice
Marion County

1995

Officers:

President:	Sharon Grice
Pres Elect	Leslee Spivey

Vice Pres	Angela Lee Page
Secretary	Barbara Lambert
Treasurer	Robin Currence
Past Pres	Toni Pipkins
Advisor	Dr. Diane Smathers

Committee Chairs:

Program	Linda Russell
Prof Impr	Pam Arden
Policy	Thad Jones
Public Rel	Deborah Thomason
Recognition	Debra Parnell
Finance	Michelle Hall
Membership	Angela Lee Page
Newsletter	Nancy Harrison
Nominating	Toni Pipkins
Diversity	Clarence Lester

Directors:

Midlands	Lansing Brewer & Connie Lake
Pee Dee	Joyce Franklin & Miriam Roman
Piedmont	Bill Box & Verda Musier
Sav. Valley	Emma Brown & Veronica Thomas
State	Romando James & Kim Alexandra

Awards:

DSA	Diane Smathers & Deborah Thomason
25 Year	Peggy Culler Hair
ASA	Sherry Davis
Secretary	Diane Martin
Specialist	Sarah DuBose
Friend of 4H	South Carolina Poultry Federation, Connie Smith
Diversity	Romando James

Highlights:

Sharon Grice and Leslee Spivey attended the Southern Regional Meeting in New Orleans Annual Meeting held in Clemson AA 4-H Homecoming@
Diane Smathers host reception at her home for agents and administration at her home during the agents meeting
70 members
National 4-H Congress will be held in Memphis, Tenn.
PSA funding for renovation for Camp Long
A state diversity award is now part of the state recognition program
Leslee Spivey attended the Public Policy meeting in Washington, S.C.
Sandy Slocum, Southern Regional Director attended annual meeting

Dr. Bambi Gaddis present a workshop on Diversity at the annual meeting.
 Donated \$200 towards State 4-H Congress
 National Meeting held in Billings, Montana
 Judy Kline designed South Carolina square for the 4-H national quilt wall hanging
 Communication award winners will receive a plaque or monetary awards this year
 Supported the Association of Counties Meeting
 We began working on sponsor a scholarship for a state 4-H winner
 Administration gave \$2500 towards five delegates attending national meeting
 Supported the Southern Region breakfast at the National meeting
 Romando James entered a program on PRIDE for a national award

1996

Officers:

President	Leslee D. Spivey
V-Pres.	Debra Parnell
Secretary	Leigh Walker
Past Pres	Sharon Grice
Advisor	Diane Smathers

District Directors

Midlands	Ginger Bowen & Connie Lake
Pee Dee	Michael McManus & Miriam Roman
Piedmont	Barbara Hodges & Verda Musier
Sav. Valley	Shannon Herndon & Thomasina Tyler
State	David Waterford & Kim Alexander

Committee Chairs

Prof. Impr	Toni Pipkins
Policy	Barbara Lambert
PR	Peggy Culler Hair
Programs	Deborah Thomason
Recognition	Mickey Hall
Membership	Debra Parnell
Nominating	Sharon Grice
Finance	Bob Spalding
Newsletter	Patti Hall
Historian	Sharon Grice
Diversity	Thad Jones

Awards

DSA	Robin Currence & David Weatherford
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25 Year	Laval Oxendine
ASA	Michael McManus
Specialist	Joyce and Jerry Christenbury
Friend of 4-H	Davy McDowell

Highlights:

Support a social for all agent conference in Clemson during Extension Conference. Debra and Leslee did not attend the Southern Regional Office because of snow

Membership – 67

Association donated \$500.00 for the 4-H State Awards Committee

Sponsored a lock-in at Camp Long on May 13-14, 1996. Criteria and standards of excellence were designed for 4-H

Annual meeting was schedule to be held in Charleston but because of the Hurricane the meeting was canceled and held later at Camp Cooper on September 23, 1996

Supported Collegiate 4-H to attend Southern Regional meeting. Donated \$100.00

A rebate for the 1995 national meeting was send back. \$242.00 was put back into the treasurer.

National meeting held in Grand Rapid, Michigan

1997

Officers:	President	Leslee D. Spivey
	President elect	Barbara Lambert
	Vice President	Verda Musier
	Secretary	Leigh Walker
	Treasurer	Bill Box
	Past President	Sharon Grice
	Advisor	Diane Smathers

District Directors

Midlands	Ginger Bowen
Pee Dee	Sherry Davis Livingston, Michael McManus
Piedmont	Georganne Stafford
Sav. Valley	Tyron Gadson, Shannon Herndon
State	Val Elliot, David Waterford

Committee Chairs

Professional Improvement	Toni Pipkins
Policy and Resolution	Janet Ensor
Public Relations	Peggy Culler Hair
Programs	Deborah Thomason
Recognition	Mickey Hall
Membership	Verda Musier

Nominating	Sharon Grice
Finance	Miriam Roman
Newsletter	Patti Hall
Historian	Sharon Grice
Diversity	Thad Jones

Awards

DSA	Connie Lake
Twenty Five Year	Thomasina Tyler
Friend of 4-H	Andy Lowrey
Specialist	Nancy Porter
Secretary	Susie Grooms
NRES	Leslee Spivey
SETP	Patti Hall
News Story	Leigh Walker

Highlights:

Leslee and Barbara attended Southern Regional Workshop in Memphis Tenn.
 Dick Spray, association member dies of cancer.
 Leslee attended National Conference in Washington
 Barbara Lambert attended public Policy in Washington
 Discussed developing a mentoring program to benefit new agents
 49 members of association
 We gave first time membership 50% discount on dues
 Association dues went up \$15.00
 Barbara Lambert resigned as president elect and Sharon Grice and Leslee Spivey agreed to share the term of office.
 Sharon and Leslee served on Extension conference planning committee.
 National Association was celebrated as Galaxy conference in Cincinnati Ohio
 State association meeting was held in Charleston South Carolina
 Supported the South Carolina Association of Counties in Hilton Head
 Started secret pals for Association

1998

Officers

Presidents	Leslee Spivey
	Sharon Grice
V-President	Verda Musier
Secretary	Kristi Schlegel
Treasurer	Sherry Davis Livingston
Past President	Sharon Grice
Advisor	Diane Smathers

District Directors

Midlands	Connie Lake and Peggy Culler Hair
Pee Dee	Mark Brown and Debra Parnell
Piedmont	Ginger Bowen and Georgeanne Stafford
Sav. Valley	Nancy Harrison and Shannon Herndon
State	Robert Frager and DuValle Elliot

Committee Chairs

Professional Improvement	Pam Ardern
Policy And Resolution	Debra Parnell
Public Relations	David Weatherford
Program	Deborah Thomason
Recognition	Michael McManus
Membership	Verda Musier
Nominating	Sharon Grice
Finance	Miriam Roman
Newsletter	Patti Hall
Historian	Sharon Grice
Diversity	Angela Lee Page

Awards

DSA	Mickey Hall
25 Year	Emma Brown
ASA	Shannon Herndon
Friend of 4-H	Pete Livingston
Secretary	Mildred Kilpatrick and Grace Love - Chester County
Specialist	Harold Huff
SETP	Deborah Thomason, Toni Pipkins
ESP	Michelle Hall

Highlights:

Annual meeting held in Spartanburg
 Sharon Grice and Verda Musier attended Southern Regional Meeting in Mobile Alabama
 National meeting held in Kentucky
 Extension Service adopted five goals that agents will work from
 David Weatherford attended the Public Policy Meeting in Washington
 Supported Legislative drop in
 56 members
 Working on a professional development survey
 Support 4-H State Congress with \$150 and \$500 for 4-H State Scholarship
 Epsilon Sigma Phi award was given Miriam Roman. This award sponsored by Epsilon
 Sigma Phi committee

1999

Highlights:

Sharon Grice and Deborah Thomason attended the Southern Regional officers meeting in Little Rock, Arkansas

Leslee Spivey served on the NAE4-H Nominating Committee and Sharon Grice on the Diversity Committee

Annual meeting held at Springmaid Beach, A Celebrating 20 Years of Service to 4-H@ Deborah Thomason receives grant to assist with meeting

Mickey Hall provided reception for agents during State 4-H congress in the Craven Room at Clemson

Mary Harvey recognized for her support of 4-H at the Annual Meeting

New officers

President- elect	Deborah Thomason
Vice president	Mickey Hall

Awards

DSA	Miriam Roman
ASA	Leigh Walker
25 year	Miriam Roman, Gloristine Williams
Secretary	Tomika Orgbon, Pamela Barnhill
Specialist	Rose Davis
News Story	Mark Brown
Feature Story	Mark Brown
Newsletter	Debra Parnell
SOCTC	Sherry Davis

Board of Directors

President	Deborah Thomason
President-Elect	Mickey Hall
Vice-President	Michael McManus
Secretary	Miriam Roman
Treasurer	Debra Parnell
Past President	Sharon Grice
Advisor	Diane Smathers
Retiree Rep.	H. B. Pasley
Historian	Sharon Grice

Membership	Mickey Hall
Newsletter	Leigh Joyner
Nominating	Leslee Spivey
Programs	Angela Lee-Page
Professional Improvement	Shannon Herndon
Public Relations	Michael McManus
Policy & Resolution	Pam Ardern
Recognition	Sharon Grice
Finance	Kellye Rembert
Diversity	Mark Brown

District Directors

	Piedmont	Savannah Valley	Pee Dee	Midlands	State
Senior	Robin Currence	Latosia Gibson	Terri Sumpter	Lynn Adcoz	Toni Pipkins
Junior	Sandy Moyer	Gayle Williford	Lisa Cannon	Lansing Brewer	Rick Willey

Highlights

SCAE4-HA Web site was expanded. Retiree representative was added to the board. Mr. H. B. Pasley was selected to serve. \$2000.00 was received to help fund the state meeting for HHS. Discussion began to place state 4-H office at the State Fairgrounds in Columbia. 12 new members – 50 renewed members and 11 lifetime members. Michael McManus and Mark Brown attended PILD – Mark Brown served on the national PILD planning committee. New “Continued Excellence Award” was started to recognize agents who have already received the DSA. The 4-H Fabric was released. SC, National 4-H Council and Springs Industries collaborated on the designs. One board meeting was held by teleconference to save time and travel expenses. Only one business meeting was held at the state meeting. The first SC 4-H Advisory Board was formed and the NEW FACE of 4-H was unveiled. Retiring members were Peggy Culler0Hair, Annette Reynolds, and John Fredrick.

2001-2002

President	Deborah Thomason
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President-Elect	Mickey Hall
Vice-President	Michael McManus
Secretary	Miriam Roman
Treasurer	Debra Parnell
Past President	Sharon Grice
Advisor	Diane Smathers
Retiree Rep.	H. B. Pasley
Historian	Sharon Grice
Membership	Mickey Hall
Newsletter	Leigh Joyner
Nominating	Leslee Spivey
Programs	Angela Lee-Page
Professional Improvement	Shannon Herndon
Public Relations	Michael McManus
Policy & Resolution	Pam Ardern
Recognition	Sharon Grice
Finance	Kellye Rembert
Diversity	Mark Brown

District Directors

	Piedmont	Savannah Valley	Pee Dee	Midlands	State
Senior	Sandy Moyer	Gayle Williford	Lisa Cannon	Lansing Brewer	Rick Willey
Junior	Janine Sutter	Debbie Elek	Barbara Brown	Connie Lake	Elizabeth Buist

Highlights

New districts were proposed. Leslee Spivey was elected Southern Regional Director. Annual meeting was held at Clemson and President Barker attended. 4-H plate was developed to celebrate 4-H Centennial. Extension administration changed and created Associate Dean positions. Retiring members included Thomasina Tyler, Emma Brown and Angela Lee- Page.

2002

Officers & Board of Directors

President	Mickey Hall
Vice-president	Michael McManus
Secretary	Kellye Remebert
Treasurer	Terri Sumpter
Past President	Deborah Thomason
Advisor	Diane Smathers
Historian	Deborah Thomason
Membership	Michael McManus
Newsletter	Shannon Herndon
Nominating	Deborah Thomason
Programs	Sandy Moyer
Professional Improvement	Kristi Schlegel
Public Relations	Ginger Bowen
Policy & Resolution	Lisa Cannon
Recognition	Lynne Adcox
Finance	Paulette Gay
Diversity	Lansing Brewer

State Directors

Central

Senior	Barbara Brown
Junior	Alma Harris

Coastal

Senior	Latosia Gibson
Junior	Debbie Elek

Foothills

Senior	Janine Sutter
Junior	Connie Lake

State

Senior	Rick Willey
Junior	Liz Buist

Highlights

First time the organization met midyear for a Professional Development workshop. There were 39 in attendance and Dr. Don Bower from UGA facilitated the meeting. The workshop addressed dealing with change. 4-H like all of extension experienced a great deal of change during this year and the administrative flow chart was constantly in flux. The Extension Faculty faced downsizing and budget challenges. New districts were put into place; the organization went from five districts to four to reflect changes in the administrative units at the state level.

Members of the Family and Youth Development Department involved with camping left the department and formed the Youth Learning Institute. Dr. Barbara Speziale, received the job of Associate Dean for Family & Youth Development, thus assuming the responsibilities as the new program leader for 4-H.

Total membership for the organization was 67, with 47 renewing, 4 new life members, 11 life members.

Barbara Brown represented the association at the Southern Region JCEP meeting and Ginger Bowen represented the association at the PILD Conference in Washington, DC.

Annual Meeting & Awards

The Annual Conference was held at Spring Maid Beach in Myrtle Beach, SC with the theme of “Celebrating the Good Times, 100 Years of 4-H!” Bob Spalding put together a delightful slide show depicting the history of the 4-H Agents Association from 1973 – Until.

AWARD	RECIPIENT(S)
DSA	Shannon Herndon, Bamberg County Michael McManus, Marlboro County
ASA	Kellye Rembert, Richland & Lexington Counties
Continued Excellence in 4-H	Sharon Grice, Marion County
25 Years	Nancy Smoak Harrison, Calhoun County

2003

Officers & Board of Directors

President	Mickey Hall
President-elect	Michael McManus
Vice-president	Kellye Rembert
Secretary	Leslee Spivey
Treasurer	Terri Sumpter
Past President	Deborah Thomason
Historian	Deborah Thomason
Membership	Kellye Rembert
Newsletter	Shannon Herndon Karissa Ulmer
Nominating	Deborah Thomason
Programs	Liz Buist
Professional Improvement	Kristi Schlegel
Public Relations	Ginger Bowen
Policy & Resolution	Lisa Cannon
Recognition	Miriam Roman
Finance	Paulette Gay
Diversity	Latosia Gibson

District Directors

Central	
Senior	Barbara Brown
Junior	Tarana Khan
Coastal	
Senior	Debbie Elek
Junior	Ellen Blanchard
Foothills	
Senior	Connie Lake
Junior	Jason Caudill
State	
Senior	Rick Willey
Junior	William Hair

Highlights, Awards

The Department of Family and Youth Development was reorganized. The association had 59 members. Mickey Hall, Leslee Spivey, Michael McManus and Glenna Mason attended the Southern Region JCEP meeting in Asheville, NC. Extension continued to downsize and reorganize. The annual meeting was held at Springmaid Beach at Myrtle Beach, SC and the theme was “Fishing for 4-H!” We made windsocks and fishing lures.

AWARD	RECIPIENT(S)
DSA	Terry Sumpter, Sumter County
ASA	Continued Excellence in 4-H

2016-2017

Officers & Board of Directors

President	Katie Berry Shaw
President-elect	Janine Sutter
Vice-president	Alana Wilingham (2015-2016) Beverly Connelly-Brown (2017)
Secretary	Faith Truesdale
Treasurer	Jessica Simpsno
Past President	Terri Sumpter
Historian	Terri Sumpter
Membership	Alana West (2015-2016) Beverly Connelly-Brown (2017)
Newsletter	Janine Sutter
Nominating	Terri Sumpter
Programs	Leigh Walker
Professional Improvement	Robin Currence
Public Relations	Karissa Ulmer
Policy & Resolution	Shannon Herndon
Recognition	Mary Margaret McCaskill
Finance	Leigh Walker
Diversity	Michael McManus

District Directors

Savannah Valley

Senior (2016) Beverly Connelly-Brown (2017) Karissa Ulmner

Junior (2016) Karisaa Ulmer (2017) Jennifer Scales

Midlands

Senior (2016) Faith Israel (2017) Connie Lake

Junior (2016) Connie Lake (2017) Weatherly Thomas

PeeDee

Senior (2016) Miracle Lewis (2017) Michael McManus

Junior (2016) Michael McManus (2017) Carly Smith

Upstate

Senior (2016) Rick Willey (2017) Patricia Whitener

Junior (2016) Patricia Whitener (2017) Lucy Wetzel

Highlights

While fighting Hurricane Matthew, six members recently made our way to New Orleans for the 2016 NAE4-HA Annual Meeting. Janine Sutter, Steve Hucks, Beverly Connelly-Brown, Sherry Davis-Livingston, Terri Sumpter and I attended conference workshops on 4-H programs from across the nation. The conference also included evening activities like dinners at Mardi Gras World and the Superdome. Steve, Janine and I were able to participate in the Peyton Manning Experience to test our football skills while at the Superdome. (newsletter editor's note: Katie won!)

Steve Hucks' was one of 35% of proposals that were selected to present at the conference. Steve was asked to give a 20 minute presentation on the South Carolina 4-H Wildlife Food Plot Project. He did a fantastic job showcasing the outstanding job South Carolina 4-H does in partnering with others and producing quality programs. He answered the audience's questions like only a knowledgeable professional could. I believe we should be proud of the work the team that updated this program has done and continues to do to make this a national known program.

Other were also recognized at the 2016 NAE4-HA Annual Conference. Alana West was announced as the Southern Regional Winner for Excellence in National Resources/Environmental Education Award- Individual. Jessica Simpson was recognized as a Distinguished Service Award winner.

Sherry Davis-Livingston was recognized for her 25 Years of Service at the 2016 NAE4-HA Awards Banquet. Sherry presently serves dual responsibilities as 4-H/Youth Development Agents and County Coordinator for Clemson University Cooperative Extension Serve in Georgetown County. She has worked for the Cooperative Extension Service since 1991. Throughout her 25 years tenure, she has been actively involved in SCAE4-HA and NAE4-HA.

The 2016 and 2017 SCAE4-HA Annual Meetings were held in conjunction with the SC Association of Agriculture Extension Agents Annual Meeting. The association received a more diversify group of workshops and tours. It also allowed members to cross network with agents from across the state. Both groups also received support for this effort by state administration.

NAE4-HA STATE OFFICER HANDBOOK
2018-19 EDITION

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INTRODUCTION/PURPOSE NAE4-HA HANDBOOK FOR STATE ASSOCIATIONS

Congratulations on being elected an officer in your state association! It is a very important role, both for your State and National Association membership. This booklet is to help you with your new responsibilities, in particular how it relates to the National Association of Extension 4-H Agents. We hope you will take some time to read your *NAE4-HA State Officer Handbook* and use it as a helpful reference when you have questions about your new role.

Have a wonderful experience and Good Luck!

Sincerely,
The Regional Directors
www.nae4ha.com

NAE4-HA REGIONAL DIRECTOR/STATE RELATIONS LEADERSHIP TEAM

Region	Term	Regional Director	Role	Phone	E-mail
West	18-20	Charles Go	Finance	510.963.0659	cggo@ucanr.edu
West	17-19	*Nancy Shelstad	Communication	208.364.4597	shelstad@uidaho.edu
North Central	18-20	Mitch Hoyer	Communication	515.294.1531	mhoyer@iastate.edu
North Central	17-19	Robert Kelly	Finance	574.533.0554	Kelly115@purdue.edu
South	18-20	Heather Janney	Communication (Newsletter)	386.792.1276	hfutch@ufl.edu
South	17-19		Communication		
South	17-19	Jesse Bocksnick	Finance	501.671.2334	jbocksnick@uaex.edu
Northeast	18-20	Melanie Forstrom	Finance	845.340.3990	maf357@cornell.edu
Northeast	17-19	Bradley Kunsman	Communication	(610) 746-1970	bkunsman@psu.edu

Written 1994 and updated annually by Regional Directors.
Updated October 2018

*State Relations Chair

ACTION TIMELINE
NAE4-HA Timetable for State Associations

Date	Task	By Whom
Fall	<input type="checkbox"/> Arrange for state representation at regional meeting at National Conference, i.e. door prizes, displays, report, etc.	President
	<input type="checkbox"/> Attend National Conference <input type="checkbox"/> Attend State Officers Workshop at National Conference	All Officers
	<input type="checkbox"/> Collect membership dues and remind current State members to update online Membership profile <input type="checkbox"/> Recruit new members and have them complete the online New Member Profile <input type="checkbox"/> North Central and Northeast Regions: collect \$1 extra for hospitality fund; \$1 per NAE4-HA active member (not life members). This assessment contributes to the Regional Hospitality Account which supports expenses of the region not covered in the NAE4-HA budget for the state that hosts conference.	Membership Chair
November – December	<input type="checkbox"/> Submit request form for state visit/virtual visit via the online form. A minimum of 1 hour is requested on the program to justify travel expense http://www.nae4ha.com/forms	President or Professional Development Chair
December	<input type="checkbox"/> Indicate to your Regional Director-Finance, who your state scholarship recipient for JCEP will be. Majority of expenses will be paid. <input type="checkbox"/> Register for JCEP Conference	President or President-Elect
January 31 <i>Please Note: The due date is for both the membership application and the payment.</i>	<input type="checkbox"/> Designate state leadership including committee contact positions on the online membership enrollment spreadsheet <input type="checkbox"/> Membership dues sent to: NAE4-HA c/o CHMS 3801 Lake Boone Trail, Suite 190 Raleigh, NC 27607 http://www.nae4ha.com/forms (Quotas for DSA & ASA recipients are based on this date)	Membership Chair
February	<input type="checkbox"/> Attend JCEP Conference <input type="checkbox"/> Indicate to your Regional Director-Finance who your state scholarship recipient for PILD will be. \$250 stipend <input type="checkbox"/> Register for PILD	President or President Elect

Date	Task	By Whom
January - February	<input type="checkbox"/> Encourage members to apply for awards and scholarships (including First Timer Scholarship to National Conference)	Member Recognition Chair
February	<input type="checkbox"/> Promote nominations for the Hall of Fame	President or President Elect
March 1	<input type="checkbox"/> State deadline for awards and scholarships (states may have an earlier deadline)	Member Recognition Chair
April 1	<input type="checkbox"/> National deadline for Service, Communicator and Specialty awards, and scholarships. Information to Regional Contact, including DSA, ASA, MSA, 25-Year Awards and First Timer Scholarship <input type="checkbox"/> Encourage members to apply for NAE4-HA Leadership Positions (a letter of support is required from the State Extension Director and State Association President).	Member Recognition Chair President or President Elect
April	<input type="checkbox"/> Attend PILD Conference	President or President Elect
Summer	<input type="checkbox"/> Encourage members to attend NAE4-HA Conference. Early bird registration deadline is typically between July 1-15 <input type="checkbox"/> Coordinate States Night Out for the NAE4-HA Conference <input type="checkbox"/> Application deadline for NAE4-HA Leadership Positions (90 days out from conference)	President, President Elect & State Leadership Team

Continuous

Ongoing	<input type="checkbox"/> Maintain close communication with State Administration about State and National accomplishments and maintaining their support <input type="checkbox"/> Communicate with your Regional Directors on happenings in your State Association and/or your concerns and suggestions about NAE4-HA <input type="checkbox"/> Remind membership to read monthly eNewsletters/communications, these are sent out to membership list serve by the Executive Director. <input type="checkbox"/> Invite active participation in your State Association from the Life Members. They can provide a unique contribution. Lists of Life members may be obtained from Jim Thompson: execdir@nae4ha.com	President or President Elect
	<input type="checkbox"/> Work together to build a strong State Association <input type="checkbox"/> Check out the NAE4-HA website for updates.	All
	<input type="checkbox"/> Keep membership database up to date with new members and State Leadership positions.	Membership Chair

TEAM RESOURCES

National Association of Extension 4-H Agents: Mission, Vision, Values

- MISSION** NAE4-HA is an inclusive, diverse organization engaging youth development professionals by:
- Providing cutting edge professional development through a variety of delivery methods
 - Encouraging leadership development and mentoring across generations
 - Cultivating networking to strengthen positive youth development programming globally
 - Integrating scholarship, research, and practice
- VISION** NAE4-HA is the global leader in building positive youth development professionals.
- VALUES** 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

Professional Development Opportunities

NAE4-HA CONFERENCE DATES

November 2-9, 2019	The Greenbrier	White Sulphur Springs, WV
October 19-22, 2020	Boise Convention Center	Boise, ID

JOINT COUNCIL OF EXTENSION PROFESSIONALS (JCEP) CONFERENCE

February 5-8, 2019	Wyndham	San Antonio, TX
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PUBLIC ISSUES LEADERSHIP DEVELOPMENT (PILD) CONFERENCE

April 14-17, 2019	Hyatt Regency Crystal City	Arlington, VA
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COMMUNICATION IS THE KEY

Communication is the key to a fully functioning and effective State or National organization. This is especially true for the very diverse needs, structure, and effectiveness of the National Association of Extension 4-H Agents. To help you understand this communication flow and structure, this section is designed to familiarize you with how the organization and officers work together. If you do not understand something in this section, please contact one of your Regional Directors for clarification.

NAE4-HA

The purpose of our National Association is to advance the professional status of Extension 4-H Youth Development personnel; to encourage professional improvement of all Extension 4-H Youth Development personnel; to increase interest in Extension 4-H youth work as a career; to provide for exchange of ideas, methods, and techniques; to strengthen communications with Extension Administration; and to promote cooperation among all Extension personnel. NAE4-HA became incorporated on March 17, 1971.

NAE4-HA PRIORITIES

Professional Development, Personal Development, Member Services, Advocacy, Excellence, and Scholarship

BOARD of TRUSTEES

The board is comprised of elected and appointed active members of NAE4-HA. The board manages the business and property of the NAE4-HA Corporation. Included on the Board of Trustees are: Officers, Regional Directors, Standing Committee Chairs, Annual Conference Committee Chairs, and Board Liaisons. Not all board members are voting members.

OFFICERS

The officers of NAE4-HA include the Presidents Council (President, President-Elect, and Past President) and the Vice Presidents Council. The Vice Presidents Council is made up of five elected Vice Presidents, including Member Services, Programs, Finance and Operations, Marketing and Outreach, and Professional Development. Officers are elected electronically prior to the annual conference by the entire membership. Specific duties for each of the officers can be found on the NAE4-HA website.

REGIONAL DIRECTORS

The Board of Trustees of NAE4-HA includes two Regional Directors from the Northeast, North Central, and West regions. The Southern region is represented by three directors. They are elected by and from the respective members in the region. If a region membership exceeds 1250 (including Life Members) that region shall have the option of an additional director (thus the South currently has 3 directors). Specific duties for the Regional Directors are listed on the NAE4-HA website and in the Regional Director Handbook.

BOARD LIAISONS

Liaisons to the Board of Trustees currently include: representatives from the Life Members, Partner Members, Journal of Extension, National 4-H Council, National 4-H Activities Foundation, USDA/NIFA, and State Program Leaders. They provide information to the Board on related topics, but they do not attend all board meetings or vote.

COMMITTEE CHAIRS and CHAIRS-ELECT

The Committee Chairs are appointed by the President. They serve one year as a Chair-Elect then two years as Chair. NAE4-HA has six (6) standing committees: Policy and Resolutions, Professional Development, Public Relations and Information, Research and Evaluation, Life Member Committee and Member Recognition. The Committee Chair-Elects do not serve on the Board of Trustees. Specific duties for the Committee Chairs and Chair-Elects are listed on the NAE4-HA website.

CONFERENCE MANAGEMENT

A representative(s) from each of the next three conferences sits on the Board of Trustees. As a Conference Management Team they are allowed one vote. Specific duties for managing and hosting our Annual Conference are listed in the Conference Management Handbook.

REGIONAL COMMITTEE CONTACTS and CONTACT-ELECTS

The Regional Committee Contacts are appointed by the Board of Trustees first as Regional Committee Contact-Elect for one year, then Contact for one year. There is one Contact and one Contact-Elect per region, per Committee including nominations. They do not serve on the Board of Trustees. They serve as a communication link between Committees and regions. These positions are determined for each Committee by the National Committee Chairs. (Example: Recognition Committee)

STATE PRESIDENTS

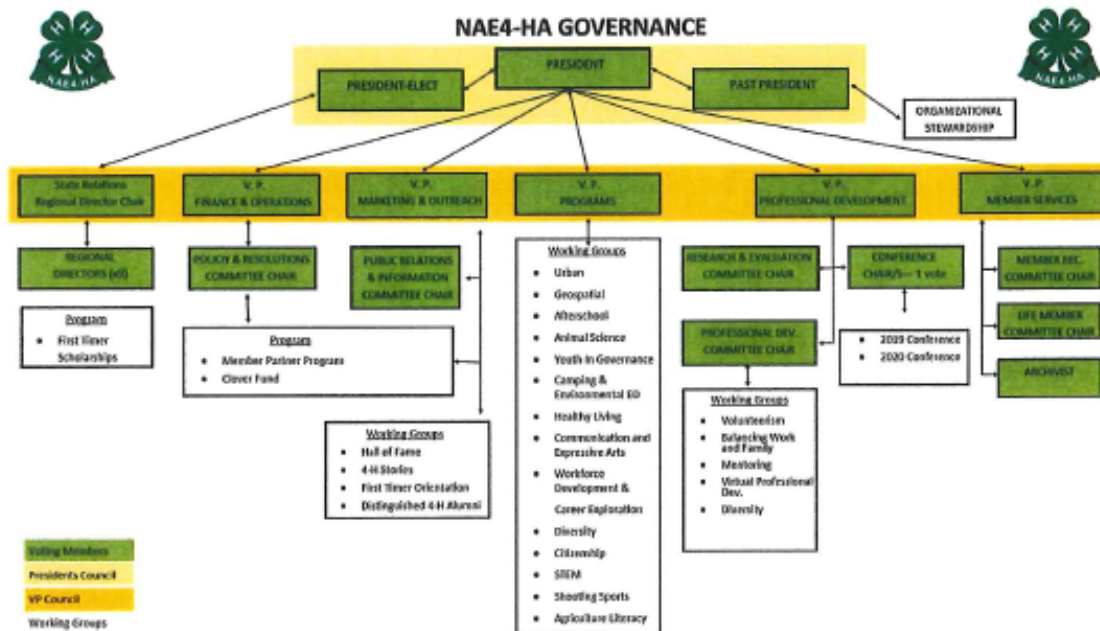
Specific duties for the Presidents are listed in this handbook. Each State is further asked to select Committee Contacts and Contact-Elects for the Committees listed in the chart below, including a Membership Contact.

NAE4-HA MEMBERS

There are five (5) classes of membership in NAE4-HA: 1) Active, 2) Affiliate, 3) Life, 4) Student, and 5) Partner. The definitions of memberships are listed in this handbook on the following page.

COMMUNICATION FLOW CHART

Communication needs to flow both ways in order to keep the Association thriving and growing. The best way to give input about committees or committee direction is through the Regional Committee Contacts and Contact Elects. The best way to give input about concerns about the National Board and Association as a whole is through your Regional Directors. The officers may also be contacted, particularly in regards to donor, membership, or financial concerns.



MEMBERSHIP POLICIES

NAE4-HA has five (5) classes of membership

1) Active 2) Life 3) Affiliate 4) Student 5) Partner

2018 DUES	Active Member	\$ 80.00
	Life Member	\$240.00 (three times the renewal rate)
	Affiliate	\$ 80.00
	Student	\$ 40.00
	Partner	Non-dues paying

ACTIVE MEMBERS

Current employees of the Extension System in a professional status; assigned responsibility for 4-H youth development or professional interest in promoting and supporting the same. Full membership benefits include (pay full current dues amount) the ability to vote and to hold elected or appointed positions. Active NAE4-HA members who retire may complete that membership year as active members, with full membership benefits. (For the purpose of this organization, the Extension System is defined as NIFA, State/District/Territorial/Provincial Extension Service, National 4-H Council, Canadian 4-H Council or contracting organizations.)

NAE4-HA membership is allowed to individuals who meet national criteria for membership, but are not eligible for state membership. Member application is submitted to Regional Directors who verify Extension employment.

LIFE MEMBERS

There are two categories of Life Membership:

a) LIFE One-time payment of three times the current dues amount. Must retire from Extension (not merely move out of 4-H youth position). Life members have the rights and privileges of an active member. Active NAE4-HA members who retire may complete that membership year as active members. If a Life member returns to active employment status, they will be required to pay dues as an active member. Life member status would be reinstated without additional payment when Extension employment returns to retirement status.

b) NAE4-HA PRESIDENT'S LIFE MEMBERSHIP - Upon completion of term of office, the out-going President will be awarded an Active membership into NAE4-HA for as long as they are employed by the Extension Service and then, upon leaving Extension employment, will receive life membership.

AFFILIATE MEMBERS

Includes adult professionals employed in Youth Development other than Extension; former NAE4-HA dues-paying members who were Active members but do not currently qualify for Active or Life membership; NAE4-HA donors and sponsors. Membership dues for Affiliate members will be the same as for Active members.

STUDENT MEMBERS

Student members are individuals who are currently attending a college/university with full-time student status. Their dues are one-half the cost of the current dues amount. Student members may participate in Annual Meeting activities.

PARTNER MEMBERS

Partner members include donors, sponsors, and other contributors as outlined in the NAE4-HA Partner Member Application packet. Partner members do not qualify for other categories of membership and are non-voting, non-dues paying members of the association. Partner members may annually meet during the NAE4-HA Annual Conference to elect from amongst themselves one non-voting liaison to the NAE4-HA Board of Trustees.