

WASHINGTON STATE UNIVERSITY EXTENSION (WSUE)  
AFFILIATION OF  
THE WASHINGTON STATE ASSOCIATION OF COUNTIES (WSAC)

ARTICLE I – NAME

The name shall be Washington State University Extension (WSUE) Affiliation.

ARTICLE II – PURPOSE

Section 1: Washington State University Extension engages people, organizations and communities to advance knowledge, economic well-being and quality of life by fostering inquiry, learning, and the application of research. WSUE has staff, faculty and facilities in every county and a statewide satellite, videoconferencing and wide area computing network.

Section 2: The purpose of the statewide WSUE Affiliation membership is...

- to extend the intellectual expertise and resources of the entire University through teaching, research and service to address the social, civic, economic, agricultural and environmental issues and opportunities facing Washington State;
- to promote interaction and foster communication among WSUE County Directors and between WSU and WSUE on issues important to communities of Washington State;
- to create a source of contact for WSAC and WSUE to gather information;
- to further education and professionalism;
- to facilitate access to non-credit education and degree opportunities to people and communities throughout the state; and
- to represent WSUE in its affiliation with WSAC.

Section 3: The purpose of the WSUE Affiliation is...

- to develop and present recommendations to the WSAC on legislative matters consistent with Washington State University legislative position;
- to serve as an ex-officio, non-voting member of the WSAC Board of Directors;
- to be a resource to the board and membership of WSAC; and
- to better serve our partners in County Government and the citizens of Washington State.

ARTICLE III – MEMBERSHIP

Section 1: Each of the 39 counties in the State of Washington will have a representative member from WSU Extension. The duly appointed Washington State University Extension County Director is the designated member. Members shall have the right to participate in and vote on all matters of the WSUE Affiliation. Each County Director shall have one vote regardless of the number of faculty and staff in the county office of WSUE.

Section 2: There are no dues required for membership.

## ARTICLE IV – AFFILIATION

In accordance with formal action taken by the Membership of Washington State Association of Counties (WSAC), Washington State University Extension (WSUE) shall be formally affiliated with WSAC, and shall acknowledge and abide by the requirements of such affiliation.

## ARTICLE V – MEETINGS

Section 1: Annual meetings of the WSUE Affiliation and the Executive Board shall be held in conjunction with the WSAC Annual Conference (in June) or in September (with the joint WSAC/WACO conference).

Section 2: Special meetings of the Executive Board shall be called, as necessary, by action of a majority of the Board. Special meetings of the WSUE Affiliation may be called upon the written request of at least fifty-one percent (20) of the current membership; written request for a special meeting shall be disseminated (via email or facsimile) to each members of the Board, setting forth the purpose for which the meeting is to be called, and where it is to be held.

Section 3: Notice of each annual or special meeting shall be mailed (USP or email) to each member at least thirty days prior to the meeting. In lieu of mailing, notification by publication in the weekly WSAC newsletter, the Courthouse Journal is acceptable means of notice.

Section 4: At a minimum, the Order of Business of Annual Meetings shall be:

- Call to order,
- Approval of agenda;
- Approval of minutes of prior meeting;
- Reports of officers/Board members;
- Committee reports;
- Unfinished business;
- New business;
- Election of officers (when relevant);
- and Adjournment.

Section 5: Quorum: A majority of the Members present shall constitute a quorum for the purpose of voting at a regular or duly-called meeting. A quorum shall be at least one-half (20) Members. Attendance by electronic means (telephone or videoconference) is acceptable means of connectivity with the meeting of the Membership and meetings of the Board. If a quorum is not present to transact business, the meeting shall be recessed for not less than thirty days, and notice of the recessed meeting shall be given.

Section 6: Voting: At all meetings of the WSUE Affiliation, each member of good standing shall have one vote. Votes may be cast by ballot or by consensus.

Section 7: Minutes of Meetings: All regular and special meetings of the Board and Association shall be recorded. Minutes of each Board and Association meeting shall be promptly written and distributed to all Board Members. All written minutes of meetings shall be kept in perpetuity.

## ARTICLE VI – OFFICERS/EXECUTIVE BOARD

Section 1: The Executive Board shall be the Officers of the Washington State University Extension (WSUE) Affiliation, as elected by the Membership. Officers shall be:

- Chair
- Vice-Chair
- Trustee/East Side of the Cascade Mountains
- Trustee/West Side of the Cascade Mountains
- Immediate Past Chair
- Specialist Liaison (non-voting)
- District Director Liaison (non-voting)

Section 2: Election of Officers shall be held at the annual WSU Extension Affiliate meeting at the WSAC Annual Conference. The Office of Chair shall be filled by the automatic progression of the Vice-Chair. The Office of the Vice-Chair shall be alternatively (if possible) by a Member from the East Side of the Cascades and the Westside of the Cascades, to allow for alternation of the Office of Chair. The Office of Trustee/East Side and Trustee/Westside shall be held alternatively (if possible) by a Member from the northern or southern Extension Districts on the East Side or West Side as appropriate, to allow for full representation of the four (NE NW SE and NW) WSU Extension Districts.

Section 3: Vacancies occurring on the Board (Officers) shall be filled for the unexpired term by a majority vote of the remaining Board Members and notice of the filled vacancy disseminated to the Membership.

Section 4: Term of office shall be two years for the Chair and Vice-Chair. Term of office for Trustees shall be one year. Officers can serve more than one consecutive term.

Section 5: The District Director Liaison office (non-voting) shall be filled by one of the four regional WSU Extension District Directors and, if possible, be from the same regional district as the Chair of the Board of the Affiliation Team.

Section 6: The Specialist Liaison office (non-voting) shall be filled by a WSU Extension faculty recommended to the Membership by the Board. The Specialist Liaison office shall be filled for the purpose of special expertise involving the partnership with county government. The term of the Liaison office shall be one year. Non-voting officers can serve more than one consecutive term.

## ARTICLE VII – EXPENSES

Section 1: The fiscal year is the calendar year, January through December.

Section 2: Expenses to attend the meetings of the Executive Board will be paid by the WSU Extension District administration. Attendance by the Chair of the Executive Board as ex officio member of the Washington State Association of Counties (WSAC) Board will be paid by the WSU Extension Dean and Director's office.

## ARTICLE VIII – COMMITTEES

Committees can be formed by the Board with a majority vote. Committee representatives can include non-Affiliation members, but must be chaired by a WSUE Affiliation member.

## ARTICLE IX – AMENDMENTS TO BYLAWS

Proposed amendments to the bylaws may be presented in writing by a member at any meeting. Voting must take place at the first regularly scheduled membership meeting following the meeting at which the amendment(s) was/were presented.

## ARTICLE X – TERMINATION

If at any time WSUE shall deem it appropriate and beneficial to terminate such Affiliation, such termination shall only occur by approval of a majority of the members who are present at a regularly-called or special meeting of the WSUE Affiliation. The Recording Secretary shall so notify Washington State Association of Counties (WSAC), in writing, thirty days prior to termination of the Affiliation.

Amended: September 21, 2005

Approved: June 10, 2003

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