

CONSTITUTION AND BY-LAWS
of the
KENTUCKY JOINT COUNCIL OF EXTENSION PROFESSIONALS

ARTICLE I
NAMING AND OBJECTIVE

SECTION 1:

This council shall be known as the Kentucky Joint Council of Extension Professionals (KYJCEP).

SECTION 2:

The objective of this council shall be to provide a forum for addressing issues of common concern among Kentucky Association of County Agriculture Agents (KACAA), Kentucky Extension Agents of Family and Consumer Sciences (KEAFCS), Kentucky Association of Extension 4-H Agents (KAE4-HA), Kentucky Association of State Extension Professionals (KASEP), and Alpha Kappa Chapter of Epsilon Sigma Phi (AKCESP).

ARTICLE II
FORMATION AND DISSOLUTION

SECTION 1:

The formation of this council and adoption of its constitution and by-laws was established by an affirmative vote of a simple majority of members of each association (KACAA, KEAFCS, KAE4-HA, KASEP) annual meeting in 1980. The four above-mentioned associations voted to include Alpha Kappa Chapter of Epsilon Sigma Phi (AKCESP) at the June 2004 meeting.

SECTION 2:

This council of KYJCEP with its constitution and by-laws shall be dissolved on an affirmative vote of a simple majority of members at any of the five current associations (KACAA, KEAFCS, KAE4-HA, KASEP, AKCESP) annual meeting in the same year.

ARTICLE III
MEMBERSHIP

SECTION 1:

The President, President-Elect, Past-President and Secretary of KACAA, KEAFCS, KAE4-HA, AKCESP and the President, Vice-President, Past-President and Secretary of KASEP on January 1 of the year in question shall make up the membership of the council. In the event a current member becomes unemployed by the Kentucky Cooperative Extension Service, i.e. retirement, voluntary or involuntary separation, the individual will be removed from the council and the respective association will appoint a replacement to complete the member's term. Changes to association leadership throughout the year will not affect the make-up of this council, however incoming association leadership may be invited to attend JCEP meetings as non-voting members until commencement of their term on January 1 of the following year.

SECTION 2:

When the five designated representatives of the associations cannot attend a council meeting, a designated person may be appointed by the respective association to attend in one's absence.

ARTICLE IV:
OFFICERS

SECTION 1:

The officers of the council shall be Chairman, Vice-Chairman and Secretary and shall take office January 1.

SECTION 2:

Officers of KYJCEP shall be the Past-Presidents of the associations. Officer terms will begin January 1 and will end December 31. Changes to association leadership throughout the year will not affect JCEP officer positions. Officer (and Events Chair) rotation will follow the schedule designated by the following chart.

Association	2024	2025	2026	2027	2028	2029	2030	2031
KACAA	Vice-Chair	Chair		Events Chair	Secretary	Vice-Chair	Chair	
KAE4-HA	Secretary	Vice-Chair	Chair		Events Chair	Secretary	Vice-Chair	Chair
AKCESP	Events Chair	Secretary	Vice-Chair	Chair		Events Chair	Secretary	Vice-Chair
KASEP		Events Chair	Secretary	Vice-Chair	Chair		Events Chair	Secretary
KEAFCS	Chair		Events Chair	Secretary	Vice-Chair	Chair		Events Chair

SECTION 3:

In future years, officers of the council shall rotate according to order designated in Article IV, Section 2.

ARTICLE V
Officer Duties

SECTION 1:

Chair:

- Call and Preside over Executive Committee Meetings
- Preside over all Council meetings
- Coordinate and execute Plan of Work discussion
- Coordinate schedule of meeting with administration and other invited guests
- Coordinate monies and registration with Extension Director's office (when funds are available) to attend JCEP sponsored events (ELC Leadership Workshop, P.I.L.D., etc.)
- Secure delegate list from association Presidents.
- Inform delegates of travel and funding issues.
- Coordinate appointments on Capitol Hill with Government Relations Liaison and inform delegates.
- Other duties deemed appropriate as requested by the Council.

Vice Chair:

- Serve on Executive Committee
- Preside at Council Meetings and other functions in the absence of chair
- Other duties deemed appropriate for Vice Chair, as requested by the Council.

Secretary

- Serve on Executive Committee
- Secure list of all members prior to December transition meeting and create TEAM or Outlook Group
- Take minutes at all meetings
- Keep officer rotation schedule current
- Coordinate posting of minutes (once approved) with current webmaster
- Other duties deemed appropriate for Secretary as requested by the Council.

Events Chair

- Organize State Night Out, if included at ELC and PILD
- Other responsibilities deemed appropriate for Events Chair as requested by the Council

ARTICLE VI
COMMITTEES

SECTION 1:

The Executive Committee of the council shall consist of the Chairman, Vice-Chairman and Secretary as well as the current Presidents of the associations.

- JCEP Chair – Association past-president
- JCEP Vice Chair – Association past-president

- JCEP Secretary – Association past-president
- JCEP Executive Committee Members – Association current presidents

JCEP leadership term will begin January 1 and end December 31, without respect to change in association responsibilities.

SECTION 2:

All committees with the exception of Ad Hoc and Executive Committees shall be appointed by the Chair to serve until their appointed purpose is complete or until dissolved by majority vote of the council.

SECTION 3:

Ad Hoc Committees will consist of equal representation selected by each association (KASEP, KEAFCS, KACAA, KAE4-HA, and AKCESP). Ad Hoc Committees will be considered standing committees and will meet with the council, but can be dissolved by majority vote of the council.

SECTION 4:

The number of committees and the nature and extent of their duties shall be such as the Executive Committee believes will best execute the program of work of the Council.

ARTICLE VII
DUES

SECTION 1:

Members of this council shall not be required to pay dues.

ARTICLE VIII
MEETINGS

SECTION 1:

The chair shall call a meeting of the council at least quarterly; one of said meetings shall be used to determine the year's program of work.

ARTICLE IX
QUORUM

SECTION 1:

A majority of the members present shall constitute a quorum at any meeting of the council when all five associations (KACAA, KEAFCS, KAE4-HA, KASEP, and AKCESP) are represented. Members may be considered present at remote sites with verification.

SECTION 2:

A quorum of the Executive Committee shall consist of all members of said committee or their designated representative.

ARTICLE X
AMENDMENTS

SECTION 1:

This constitution and by-laws which are now adopted according to Article II, Section I, may be amended, revised or appealed at any meeting of the council by a simple majority of members voting.

SECTION 2:

The amendments or revisions of these by-laws shall go into effect as soon as adopted.

Revised February 1986
 Revised May 1994
 Revised November 1996
 Revised June 1999
 Revised December 2003
 Revised September 2004
 Revised June 2009

Revised November 2010
Approved March 2011
Revised August 1, 2019
Revised April 2022
Revised October 2024
Approved December 2024