

**Southeast District**

**Standing Rules**

**North Carolina Cooperative Extension Administrative Professionals Association**

**Constitution and Bylaws**

Article XIV – District Procedures

*Section 1:*

*The Districts shall follow the same Constitution and Bylaws as outlined for the State.*

*Section 2:*

*Districts may add rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and Bylaws.*

**How these standing rules are established according to Constitution and Bylaws:**

Article XVI – Amendments

*Section 1: Amendments to these [Standing Rules] may be made at any meeting of the general membership by a two-thirds majority vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place; or, if the emergency of the measure so dictates, by a two-thirds vote of written ballots returned.*

The following is a list of Standing Rules officially adopted by the members of the Southeast District:

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| **Rule Number** | **Title** | **Description**  **(including who is responsible for the action, if any)** | **General Meeting date that this rule was adopted/amended** |
| 1 | Awards & Scholarships | The Southeast District will give a $100 scholarship (selected by alphabetical order) to the county 4-H agent(s) of active NCCEAPA-SED members. | Spring 2017 (?) |
| 2 | Committee Structure | In addition to the Standing Committees defined in the NCCEAPA Constitution and Bylaws (Article XII, Section 1), the Southeast District will have a Goodwill & Benevolence Committee. | May 31, 2019 |
| 3 | Committee Structure | The Southeast District will combine the Public Relations and Reflections Committees to create the Public Relations/Reflections Committee. | May 6, 2021 |
| 4 | Awards & Scholarships | Each year the NCCEAPA-Southeast District Chapter will present the Administrative Professional of the Year Award to a Southeast District association member who has exhibited notable participation, contributions and cooperation with the association. The award will be $100 and a certificate. | May 6, 2021 |
| 5 | Membership for New COSS | When a COSS staff member is hired, the association will waive the registration fee of their first meeting with or without membership; membership is required in order to have voting rights. | April 22, 2022 |
| 6 | Yearly Dues | Yearly dues for the SED are not prorated, regardless of when a person joins the association. | August 16, 2022 |