

GEORGIA ASSOCIATION
OF
COUNTY AGRICULTURAL AGENTS



This handbook has been prepared under the direction of the Officers and Directors of GACAA. Its purpose is to provide a handy reference guide on GACAA policy. Hopefully, this information will be helpful to the Officers, Directors and State Committee Chairs as they conduct their activities in the years ahead.

Distribution of this handbook: All Officers, Directors and State Committee Chairs

REVISED December 2014

IMPORTANT: PASS THIS HANDBOOK ON TO YOUR SUCCESSOR.

FOREWORD

The strength of GACAA lies within its members and the Association's committee structure. Therefore, this handbook is to provide the structure and guidelines to assist each Officer, Director and Committee Chair in fulfilling their GACAA tasks.

This handbook has been prepared under the direction of the Officers and Directors of GACAA. Its purpose is to provide a handy reference guide and general policy statements of GACAA.

Hopefully, this information will be helpful to the Officers, Directors and State Committee Chairs as they conduct their assigned activities of GACAA in the years ahead.

It is through active and strong participation that GACAA can continue to prosper and be more beneficial to individual members.

It shall be the responsibility of the **Past President**, as Association Policy Chair, to maintain the master handbook and distribute updates to the Officers, Directors and State Committee Chairs when changes occur. A copy will also be sent to the GACAA Webmaster.

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CONSTITUTION OF
THE GEORGIA ASSOCIATION
OF COUNTY AGRICULTURAL AGENTS

Last Revision: 11/11/2009

ARTICLE I: AIMS, PURPOSE, AND GOVERNMENT

SECTION 1. The name of this organization shall be the Georgia Association of County Agricultural Agents, hereinafter referred to as GACAA or as the Association.

SECTION 2. This organization is a chapter of the National Association of County Agricultural Agents, a nonprofit organization, hereinafter referred to as NACAA, and shall operate in a manner consistent with the NACAA Constitution and Bylaws.

SECTION 3. GACAA is not organized for pecuniary gain or profit to itself or to its members. No part of its net income shall be appropriated to any use other than those nonprofit uses directed by the NACAA Constitution and Bylaws and further adopted or implemented in this Constitution and Bylaws. This association shall not engage in any activity to influence legislation.

SECTION 4. The purpose of this Association shall be the support of the aims and purposes set out in the NACAA Constitution and Bylaws, as well as the furtherance of agriculture in Georgia, the sustenance and encouragement of education in the field of agriculture, the betterment of Georgia life through agriculture, the development of professional improvement programs for present and prospective agricultural Extension workers, and the maintenance of high standards of professionalism among the members of this Association.

ARTICLE II: MEMBERSHIP

SECTION 1. Eligibility for membership in GACAA shall be open to the University of Georgia Cooperative Extension and Fort Valley State University Cooperative Extension professionals and other University of Georgia professionals having a percentage of their time devoted to Extension work (such as UGA Marine Extension) who subscribe to the NACAA and GACAA aims and purposes and who pay the dues set in accordance with the Bylaws. Any member can continue to be an active member after "retirement", upon payment of dues, in order to fulfill prior leadership obligations in either state or national organization, pending approval of the Executive Committee.

ARTICLE III: DUES, ASSESSMENTS, AND FEES

SECTION 1. Dues and assessments shall be as determined in accordance with the Bylaws at the Annual Meeting.

SECTION 2. No member shall be entitled to return of dues or other fees by reason of severance of membership or dissolution of this Association.

- SECTION 3. Any and all unobligated monies on hand at dissolution of this Association shall be donated to the Georgia 4-H Foundation or such other nonprofit youth or agricultural organization as the membership shall elect.
- ARTICLE IV: FISCAL YEAR**
SECTION 1. The fiscal year of this Association shall be from January 1 through the next following December 31, inclusive.
- ARTICLE V: DIRECTORS**
SECTION 1. Ten (10) Directors shall comprise the Board of Directors as follows: Two Directors (1 Junior and 1 Senior) from each of the following GACAA Districts: Northeast, Southeast, Southwest, Northwest, and State Staff.
- ARTICLE VI: OFFICERS**
SECTION 1. The Officers of this Association shall consist of President, President-Elect, Vice-President, Secretary, Treasurer and Immediate Past President.
- SECTION 2. Duties of Officers shall be those normally associated therewith or otherwise specified in the Bylaws.
- ARTICLE VII: EXECUTIVE COMMITTEE**
SECTION 1. The Executive Committee shall consist of the Officers and Directors of this Association.
- SECTION 2. The Executive Committee shall be empowered to transact the business of this Association.
- ARTICLE VIII: ELECTIONS**
SECTION 1. Election of Officers and Directors shall be in the manner prescribed in the Bylaws.
- ARTICLE IX: MEETING**
SECTION 1. There shall be at least an Annual Meeting of the General Membership. Directors and the Executive Committee shall meet prior to the Annual Meeting and such other times as the President or Board of Directors might so order. Directors and the Executive Committee shall be allowed to meet by conference call or electronically if in the best interest of the Association and only if the other voting and quorum requirements can be met.
- SECTION 2. Notice requirements shall be as set out in the Bylaws.
- ARTICLE X: VOTING AND QUORUM**
SECTION 1. Except where otherwise specified in this Constitution or the Bylaws, the vote of a majority of a quorum of the Board of Directors, the Executive Committee, or the General Membership, shall be deemed to be the vote of that body.
- SECTION 2. Except where otherwise specified, a quorum for transacting the business of this Association shall be:
- A. Twenty-five percent of the membership for a meeting of the General Membership.
 - B. A majority of the Board of Directors or Executive Committee for a meeting of either of these bodies.
- SECTION 3. When a quorum be not present for a meeting of any body of this Association, those present shall be empowered to vote an adjournment until such time as a quorum shall be present.

ARTICLE XI: COMMITTEES AND DELEGATIONS

SECTION 1. The President and Board of Directors shall have authority to establish such ad hoc and standing committees as need might dictate and to name chairmen for such committees in accordance with the Bylaws.

SECTION 2. GACAA Delegates to the NACAA Annual Meeting shall be named in the manner prescribed in the Bylaws and shall have duties as prescribed by same.

ARTICLE XII: AMENDMENTS

SECTION 1. Amendments to this Constitution or to the Bylaws shall be by the vote of two-thirds of a quorum of the General Membership following sixty days written notice to the Constitution and Bylaws Committee and ten days written notice to the General Membership.

BYLAWS

SECTION 1. NOMINATION OF OFFICERS AND DIRECTORS

- A. Candidates for Officers or Director may be nominated by the General Membership from the floor at the Annual Meeting or by letter prior to the time set for elections.
- B. Officer nomination shall also be made by a Nominating Committee appointed by the President and consisting of five (5) members, as many of whom are still active shall be past Presidents of the Association.

SECTION 2. ELECTION OF DIRECTORS

- A. The Directors shall be elected for a period of two (2) years with staggered terms.
- B. Terms shall coincide with the calendar year and staggered terms.

SECTION 3. ELECTION OF OFFICERS

- A. Officers of the Association shall be elected from the membership of the Association.
- B. The election of Officers shall be held at the Annual Meeting of this Association called by the Board of Directors or the President. The offices of President and President-Elect shall be filled in rotation from State Staff and the respective districts according to practice adopted by the Board of Directors and duly entered into the minutes of the Annual Meeting. This rotation shall thereafter be varied only at an Annual Meeting on vote of two-thirds of a quorum of the membership prior to election of officers for the following year.
- C. The Nominating Committee will place their nominations before the body; then followed by nomination from the floor.
- D. The President, President-Elect, Vice President, Secretary and Treasurer shall be elected for a period of one year with the Secretary and Treasurer re-election for a period not to exceed three years.
- E. Any GACAA Officer or Director who resigns from an Extension position or otherwise becomes ineligible for membership in GACAA, shall automatically vacate the GACAA office held.
 - 1. In the absence, disability or removal for cause of the President, President-Elect, Vice President, Secretary, Treasurer or Director, their office in either case shall be filled in the following manner (whichever is applicable):

- a. If time remaining to be served is less than 3 months of elected term of office, the President shall appoint an eligible GACAA member to finish said term of office (until election of officers at annual meeting).
- b. If term of vacancy is greater than 3 months, a **called election* will be conducted pursuant of the following procedures:
 1. The state staff and/or the representative district from which the vacancy occurs (represented by) shall place forth an eligible GACAA member nominated from their district or region to be voted on the general membership in said called election to fill out the unexpired term of the office of President, President-Elect or Vice President.
 2. The office of Secretary and/or Treasurer is filled without district rotation, therefore, properly nominated, eligible GACAA members for either of these offices shall be voted on by the general membership in said called election.
 3. Vacancies in the position of Senior Director shall be filled automatically by the advancement of the Junior Director of that district or region.
 4. Vacancies in the position of Junior Director shall be filled by the nomination of an eligible member from said district or region duly elected by the general membership in said called election.

**Called election* is defined as follows: A called election may occur at any time other than at the annual meeting. It shall be conducted by properly polling the general membership by either electronic or written ballot.

SECTION 4. DUTIES OF DIRECTORS

- A. It shall be the duty of directors to attend each meeting called by the President and to represent the will of the membership and to have the interest of this Association at heart at all times. The Directors shall keep their "districts" informed of activities and business carried on by the Directors and Executive Committee of this Association.

SECTION 5. DUTIES OF OFFICERS

- A. President - It shall be the duty of the President to preside at all meetings of the Association and/or Executive Committee and to give the interest of the Association priority over personal, private or official duties. The President shall have the authority, on the approval of the Board of Directors, to appoint any Committee, or Committees, deemed to serve the best interest of the Association. The President may appoint a Sergeant-At-Arms or Parliamentarian for a term not exceeding the duration of the President's term of office.
- B. President-Elect - It shall be the duty of the President-Elect to accompany and assist the President on all official Association functions; to familiarize himself thoroughly with the duties and responsibilities which accompany the office of President; and to perform such executive functions as might be delegated to the President-Elect by the President.
- C. Vice-President - It shall be the duty of the Vice-President to serve in place of the President, in his absence or in case of a vacancy in the presidency. While serving, his duties shall be the same as the President's enumerated above.
- D. Secretary - The Secretary shall maintain all records of GACAA, minutes of all meeting, records of committee reports and distribute to the membership, records of NACAA Voting Delegates and records of all award recipients; provide Officers and Directors copies of minutes. The Secretary shall serve as address coordinator, maintain active membership list and provide mailing labels as needed, handle all correspondence as directed by the President and/or Board of Directors and handle notice of GACAA Annual Meeting.

- E. Treasurer - The Treasurer shall keep all funds and properties of GACAA, maintain general fund account, maintain records of all receipts and disbursements and account balances and pay all bills. The Treasurer shall manage the Scholarship fund to maximize growth. The Treasurer shall receive membership dues and reports for membership chairs and prepare NACAA membership report and provide the Secretary copies of membership reports. The Treasurer shall recommend a depository for GACAA funds to GACAA Board, provide for an annual audit and receive monies and registration for GACAA Annual Meeting. The Treasurer shall make an annual report to the general membership at the Annual Meeting.

SECTION 6. MEETING

- A. There shall be an Annual Meeting of the Georgia Association of County Agricultural Agents at a time and place designated by the Executive Committee.
- B. No Board Meeting, regular meeting or Annual Meeting can be called by anyone save the President, or Acting President, except on petition or approval of two-thirds members of the Board of Directors, or upon petition signed by two-thirds membership of the Association.
- C. Roberts Rules of Order shall apply in all meetings of the Association.

SECTION 7. DUES

- A. The annual membership dues of the Association shall be due January 1st of each year.
- B. Dues shall be determined by the Board of Directors. Dues applicable for the next following year shall be announced at the Annual Meeting of the Association for approval of the membership.
- C. Alternate proposals establishing amount of dues for the next following year may be entered by motion from the floor at the Annual Meeting of the Association.

SECTION 8. DISBURSEMENTS

- A. No Association funds shall be disbursed without approval. Extraordinary disbursements shall be brought to the vote of the membership. Ordinary disbursements, such as those listed in Section 8-B following, may be approved by the Board of Directors.
- B. Disbursements of which the Board may approve are as follows:
 - 1. National dues.
 - 2. Reimbursement of Secretary and Treasurer expenses.
 - 3. Stationery, stamps, telephone calls, telegrams and such other expenses as are necessary to the operation of the Association.
 - 4. Actual expense of Executive Committee when called to official meetings.
 - 5. Defrayment of expenses of voting delegates and designated award recipient to NACAA Annual Meeting.
 - 6. Contributions to nonprofit educational, research, or youth activities which have been approved by a vote of two-thirds of a quorum at a meeting of the General Membership.
 - 7. Costs and expenses of conducting the "Farm House", Legislative Luncheon, and recognition or awards programs.
 - 8. Interest only accumulated on the GACAA Scholarship Fund to be used for GACAA scholarships.

SECTION 9. COMMITTEES

- A. At the first meeting after the election of new Officers, the present Officers with the newly elected President and the Board of Directors, shall appoint such Committees and Committee Chairmen as necessary to the best advantage of the State Association and to give the fullest cooperation with the National Committees and National Program of the Association. A list of standing Committees and a

description of their responsibilities shall be maintained by the Secretary-Treasurer and appended to these Bylaws.

- B. A vacancy in any Committee shall be filled by appointment of the Committee Chairman with approval of the President and/or Board of Directors.

SECTION 10. DELEGATES TO NACAA ANNUAL MEETING

- A. The voting delegates to the Annual Meeting of the National Association of County Agricultural Agents shall be nominated by each GACAA District and approved by the Board of Directors according to the number allowed by NACAA. The delegates allocated shall be selected from the Extension Districts and the State Staff in a rotation that will give equal representation of the groups over a period of years.
- B. Delegates - It shall be the duty of the Delegates attending the National Meeting to represent this Association, to attend all Official Meetings of the Annual Meeting, and to make the report of proceedings of the National Meeting to the Executive Committee in writing, and if the occasion permits, to make an oral report to the General Membership of this Association.
- C. Expenses of delegates shall be paid by the Association so far as is feasible; the amount being determined by the Board of Directors and the Executive Committee when delegates are appointed.

SECTION 11. DISTINGUISHED SERVICE AWARD

- A. The Distinguished Service Awards (DSA) shall be made according to the number allowed by NACAA among the five (5) GACAA Districts. Each district will submit one DSA candidate and one DSA alternate to the GACAA State Recognition & Awards Committee. The committee shall select at least one DSA candidate per district before alternates are considered. The final approval of the DSA Nominees will be at the option of the GACAA Board of Directors.
- B. Qualification of Nominees for Distinguished Service Award will be based on qualifications set by the National Association of County Agricultural Agents. The Directors will consult with appropriate administrative officials before making a final decision on Distinguished Service Awards.

SECTION 12. HISTORIAN

- A. A Historian will be appointed by the Officers and Directors for a term of three years, and each three years thereafter. The responsibilities of the Historian will be to keep a permanent, concise record of important events of the Association.

SECTION 13. STATE SCHOLARSHIP FUND

- A. The GACAA scholarship fund will be maintained as a separate and distinct entity of the Treasurer's record. All funds designated for the GACAA scholarship fund will be maintained in the fund and shall not be used for any other purpose. The Treasurer will manage the fund to maximize the return and will report to the GACAA Scholarship Committee the amount available for scholarships no later than October 1 each year. The Scholarship Committee will distribute the available funds according to the rules and regulations set forth by the Scholarship Committee and approved by the GACAA Board of Directors. ONLY interest produced by the fund will be available for distribution.

Original Constitution and Bylaws Approved: 1/1/1980
Latest revisions: 11/11/2009

STANDING COMMITTEES AND RESPONSIBILITIES

ANNUAL MEETING COMMITTEE

This committee works with Extension administration in preparing for the Annual Georgia Association of County Agricultural Agents' Meeting. Also it makes arrangements for committee meeting places and for the annual banquet.

ASSOCIATION POLICY COMMITTEE

This committee is to insure that all actions of the Association comply with the Constitution and By-Laws of the Georgia Association of County Agricultural Agents. This committee should review the Constitution and By-Laws annually and recommend appointment of an ad hoc committee to draft amendments when changes are indicated. This committee should also review the National Association of County Agricultural Agents' Constitution and By-Laws to insure that GACAA is in compliance. The committee should review all committee reports to determine whether or not the reports are within the scope of the Constitution before any action is taken by the membership. It is recommended that the latest past district director in each GACAA District serve as district chair of this committee.

LIFE MEMBERS COMMITTEE (OLD TIMERS)

This committee maintains contact with retired Extension Employees and keeps them informed of Association activities and meetings. In addition, the committee plans and conducts special programs for retired personnel.

MEMBERSHIP COMMITTEE

This committee conducts membership drives to seek 100% membership of all active professional agricultural Extension workers, contacts all retired members and attempts to enroll them as life members, and proposes an honorary membership.

PROGRAM RECOGNITION COMMITTEES

COMMUNICATIONS COMMITTEE

This committee recognizes NACAA members who excel in program communication and providing programs and ideas to their clientele. This committee coordinates NACAA communications awards.

EXTENSION PROGRAMS COMMITTEE

This committee searches for worthwhile Extension Service programs, evaluates existing programs, makes recommendations concerning changes, and proposes initiation of additional programs.

4-H AND YOUTH COMMITTEE

This committee's responsibility is to review and evaluate existing 4-H programs and make recommendations concerning changes and the initiation of additional programs.

PROFESSIONAL EXCELLENCE COMMITTEE

This committee is responsible for the Poster Session Programs for Applied Research Projects and Extension Education. The purpose of the Professional Excellence Committee is to promote excellence in program efforts. Committee focus is on ways NACAA can assist members with their career promotion and professional evaluation. These programs offer members of NACAA an opportunity to share with others throughout the country.

PUBLIC RELATIONS COMMITTEE

While it is the responsibility of all members of the Association to promote good public and professional relations, the officers, directors, and this committee must assume the leadership. This committee shall be responsible for the GACAA Farm House Activity and should promote good relations:

1. **Within** and **For** the NACAA and GACAA.
2. **Within** and **For** the Extension Family at the county, state, and national levels.
3. **With** other agricultural agencies, and **For** them.
4. **With** Farm Organizations, Commodity Groups, and Agri-Businesses.
5. **With** and **For** farm people.
6. **With** businessmen and women, civic and business organizations, government, and society in general.

RECOGNITION AND AWARDS COMMITTEE

This committee is primarily concerned with the selection and presentation of candidates for Distinguished Service Awards, Achievement Awards and Young Professional Awards. This committee makes recommendations for other awards and recognition of members or non-members when appropriate and handles the preparation and submission of award nomination forms.

This committee coordinates the NACAA programs and GACAA programs as listed in Handbook, pages 21 & 22, and published in the December issue of the GACAA Magazine.

SCHOLARSHIP COMMITTEE

This committee coordinates GACAA and NACAA scholarship activities and conducts the annual scholarship auction during the GACAA Annual Meeting.

PROFESSIONAL IMPROVEMENT COMMITTEES

AGRICULTURE ECONOMICS COMMITTEE

This committee shall, in conjunction with NACAA, organize activities that will encourage GACAA members to work for professional improvement, advanced study and in-service training on topics and issues related to agricultural economics.

AGRONOMY / PEST MANAGEMENT COMMITTEE

This committee shall, in conjunction with NACAA, organize activities that will encourage GACAA members to work for professional improvement, advanced study and in-service training on topics and issues related to agronomic crop production and pest management.

ANIMAL SCIENCE COMMITTEE

This committee shall, in conjunction with NACAA, organize activities that will encourage GACAA members to work for professional improvement, advanced study and in-service training on topics and issues related to animal science.

NATURAL RESOURCES/FISHERIES/AQUACULTURE COMMITTEE

This committee shall, in conjunction with NACAA, organize activities that will encourage GACAA members to work for professional improvement, advanced study and in-service training on topics and issues related to aquaculture and sea grant opportunities.

FORESTRY COMMITTEE

This committee shall, in conjunction with NACAA, organize activities that will encourage GACAA members to work for professional improvement, advanced study and in-service training on topics and issues related to forestry and wildlife.

HORTICULTURE COMMITTEE

This committee shall, in conjunction with NACAA, organize activities that will encourage GACAA members to work for professional improvement, advanced study and in-service training on topics and issues related to horticulture.

EXTENSION DEVELOPMENT COMMITTEES

ADMINISTRATION SKILLS DEVELOPMENT COMMITTEE

This committee shall, in conjunction with NACAA, organize activities that will encourage GACAA members to work for professional improvement, advanced study and in-service training on topics and issues related to developing and improving administrative skills.

EARLY CAREER DEVELOPMENT COMMITTEE

This committee is responsible for encouraging GACAA membership among new Extension employees. The committee should contact new employees to make them aware of benefits of GACAA membership and coordinate activities and recognition of new members.

HISTORICAL / MEMORIALS COMMITTEE

This committee's responsibility is to keep a permanent concise record of important events of the Association and honors or accomplishments of members noting those who retire, the voting delegates, Distinguished Service Award recipients, those who served in a national capacity and deaths of members during the year. It is suggested that this committee prepare an annual survey for listing the above items and any additional information of interest or significance. The state committee should prepare and submit an annual historical report to the GACAA Historian and to the General Membership. This committee coordinates all activities relating to memorials for GACAA members and immediate family.

PUBLIC RELATIONS / AGRICULTURAL ISSUES COMMITTEE

This committee shall, in conjunction with NACAA, develop, organize and conduct activities to keep GACAA members informed on public relation and agricultural issues that can impact NACAA, GACAA, Extension and Extension's clientele. The committee shall also develop activities to promote professional improvement and select participants to the Workshop for Consensus Building & Holistic Management.

TEACHING & EDUCATIONAL TECHNOLOGIES COMMITTEE

This committee shall, in conjunction with NACAA, develop, organize and conduct activities to keep GACAA members abreast of the latest teaching and communication techniques, communications technology, and issues related to Extension's teaching and communication responsibilities.

RESOURCE AND PROGRAM DEVELOPMENT COMMITTEE

This committee is responsible for NACAA and GACAA programs as listed in Handbook, pages 21 & 22, and published in the December issue of the NACAA Magazine.

RETIREMENT / EXTENSION NEEDS COMMITTEE

This committee's responsibility is to keep the membership informed of retirement benefits and to study the need for changes or improvements. This committee will also review personal and professional needs of Extension workers and to make realistic recommendations for the benefit of Extension personnel.

DUTIES/RESPONSIBILITIES

PRESIDENT

- Serve as presiding officer at all meetings of the Association and/or Executive Committee.

PRESIDENT ELECT

- Accompany and assist the President on all official Associational functions.
- Familiarize himself thoroughly with the duties and responsibilities which accompany the office of President.
- Perform such executive functions which might be delegated to the President-Elect by the President.
- Chair Professional Improvement Resources Committee
- Chair Annual Meeting Committee

VICE PRESIDENT

- Serve in the absence of the President or President-Elect.
- Chair the scholarship fund-raising activity at the Sunbelt Expo.
- Coordinate the Mass Media Awards.
- Coordinate the Friend of County Agent Award.
- Chair State Extension Specialist Award Committee with senior county agent directors.

SECRETARY

- Record and maintain minutes of all meetings.
- Maintain records of committee reports and distribute to the membership.
- Maintain records of NACAA Voting Delegates.
- Maintain records of all award recipients.
- Provide Officers and Directors with copies of minutes.
- Serve as address coordinator.
- Provide mailing labels as needed.
- Handle all correspondence as directed by the President and/or Board of Directors.
- Notify members of GACAA Annual Meeting.

TREASURER

- Keep all funds and properties of GACAA.
- Maintain general fund account.
- Maintain records of all receipts and disbursements and account balances.
- Pays all bills incurred by GACAA.
- Manage the Scholarship Fund to maximize growth.
- Receive membership dues and reports from Membership Chair.
- Prepare NACAA membership reports and provide the Secretary with copies of membership reports.
- Maintain GACAA membership records.
- Recommend a depository for GACAA funds to the GACAA Board.
- Provide for an annual audit.
- Receive monies and registration for GACAA Annual Meeting.
- Make periodic financial reports to the officers and directors.
- Make an annual report to the general membership at the Annual Meeting.

PAST PRESIDENT

- Chair the Association Policy Committee.
- Serve as Association parliamentarian.
- Maintain the master GACAA policy handbook and distributes updates to the Officers, Directors and State Committee Chairs.

DIRECTORS

- Attend each meeting called by the President.
- Represent the will of the membership.
- Have the interest of this Association at heart at all times.
- Keep their "region" informed of activities and business carried on by the Directors and Executive Committee.
- Coordinate and preside at the Region Meeting during the Annual Meeting.

COMMITTEE CHAIRS

- Attend GACAA Annual Meeting and preside at committee meetings.
- Attend the summer board meeting and give a report on committee activities.
Keep in close touch with Region Committee Chairs.
- Prepare an annual report and submit it to the President six weeks before the Annual Meeting.

COMMITTEE GUIDELINES

These guidelines are to be used in selecting State and District Committee Chairs:

1. **Association Policy** - is to be made up of active past GACAA Presidents. Members may be given special assignments by the Chair for particular responsibilities.
2. **Annual Meeting** - the President-Elect shall serve as Chair of the Annual Meeting Committee.
3. **Life Members*** - the Georgia Old Timers County Agents Association (GOTCAA) shall select their own Officers and Directors.
4. **Membership** - State chair and district chairs should conduct membership drive in January & February so membership can be reported to NACAA March 15th.
5. **Other Committee Chairs** selected for carrying out GACAA programs include:
 - Program Recognition Committees:**
Communications*; Extension Programs*; 4-H & Youth*; Professional Excellence*;
Public Relations*; Recognition & Awards*; and Scholarship*.
 - Professional Improvement Committees:**
Agriculture Economics*; Agronomy / Pest Management*; Animal Science*;
Aquaculture/Sea Grant*; Forestry*; and Horticulture*.
 - Extension Development Committees:**
Administration Skills Development*; Early Career Development*; Historical/Memorials;
Public Relations and Agriculture Issues*; Teaching & Communications*;
Resource / Program Development*; Retirement / Extension Needs.
- * These committees correspond with NACAA standing committees.
6. State Committee Chairs appointments are the responsibility of the President but may be delegated to the President Elect.
7. District Committee Chairs are to be appointed by the Junior Directors prior to the Annual Meeting. Chairs will assume their responsibilities after the Annual Meeting.
8. Chairs of committees are to be selected for their abilities to serve in such capacities.
9. As a general policy, State Chairs are usually selected from previous District Chairs of the committees. They serve two years with approximately one-half of the Committee Chairs rotating off each year.
10. A member should not be appointed as a Committee Chair while serving as a Director.
11. Committee Chairs (State & Region) should attend the Annual Meeting at which time the appointment is announced.
12. State Committee Chairs are expected to attend and preside at the State Committee Meeting and also attend and give a report of committee activities at the Summer Board Meeting.

OUTLINE OF COMMITTEE STRUCTURE

- I. General
 - A. There are three major committee groups with a total of twenty (20) committees:
 - Program Recognition Committees:**
Communications; Extension Programs; 4-H & Youth, Professional Excellence, Public Relations, Recognition & Awards, and Scholarship.
 - Professional Development Committees:**
Agriculture Economics; Agronomy/Pest Management; Animal Science; Natural Resources/Fisheries/Aquaculture; Forestry; and Horticulture.
 - Extension Development Committee:**
Administration Skills Development; Early Career Development; Historical/Memorials; Public Relations and Agriculture Issues; Teaching & Communications; Resource/Program Development; and Retirement/Extension Needs
 - B. Other Committees:
 - 1. Association Policy (restricted to active Past Presidents)
 - 2. Life Members (Old Timers) (retired members)
 - 3. Annual Meeting (chaired by the President-Elect)
 - 4. Membership
 - C. State Chairs and District Chairs should serve two years, with approximately one-half of the chairs rotating off each year.
 - D. How to select members to serve as State and District Chairs
 - 1. They should want to serve on the committees.
 - 2. They should answer correspondence and complete assignments promptly.
 - 3. They should have had experience as active and effective workers in GACAA.
 - 4. Attendance at past Annual Meeting would be highly desirable and appointees should attend Annual Meetings while serving as State or Region Chair.
- II. Communications - Very Important
 - A. Committees have only one opportunity to get together as a group during the year (at the State Annual Meeting). The members who serve as State Chairs and/or District Chairs are very important key people if committee work is to function properly.
 - B. The Chairs of the various committees can be a strong or weak link in the whole chain. Chairs must be willing to answer correspondence promptly, pass information on to members, and be eager to serve. This is a two-way street; information must be relayed from the members up to Officers and Directors through the District and State Chairs.
- III. General Procedure
 - A. Chairs of committees for the new year meet with their committees at Annual Meeting.
 - B. Each committee determines and recommends projects for the following year.
 - C. Projects must be approved by the Officers and Directors of GACAA.
 - D. State Chairs should work through their District Chairs where possible.
 - E. District Chairs conduct work of the committees.
 - F. During the year, State Committee Chairs should prepare progress reports to keep the GACAA Officers and Directors informed on committee work. The first report is presented at the summer board meeting around mid-July. The final report on work of the committee for the year is due six weeks before the Annual Meeting and goes to the President.
 - G. Committee Chairs are responsible for contacting sponsors for their respective committee competitions.

- IV. Annual Meeting
 - A. Committee members attend the committee meetings.
 - B. "Old" and "New" Committee Chairs should attend the committee meetings.
 - C. "Old" Committee Chairs preside at the committee meetings.
 - D. Each Committee Chair gives a report on the committee's work and the committee meeting during the Annual Business Meeting.
 - E. State & District Committee Chairs are appointed during the Annual Business Meeting (new committees take over right after the Annual Meeting).

CORRESPONDENCE GUIDELINES

The Officers, Directors and Committee Chairs should always use GACAA stationary and their GACAA titles when writing official GACAA correspondence. When using email only use GACAA title at end of message.

Letter to President:

Send copies to President-Elect and Vice President.

Letter to President-Elect:

Send copies to President and Vice-President.

Letter to Vice-President:

Send copies to President and President-Elect.

Letter to Secretary:

Send Copies to President, President-Elect and Vice-President.

Letter to Treasurer:

Send Copies to President, President-Elect and Vice-President.

Letters to Senior Directors:

Send copies to President, President-Elect and Vice-President.

Letters to Junior Directors:

Send copies to President, President-Elect, Vice-President and Senior Director.

Letters to State Committee Chairs:

Send copies to President, President-Elect and Vice-President.

Letters to District Committee Chairs:

Send copies to President, President-Elect, Vice-President and State Committee Chair.

Letters to General Membership:

Send copies to President, President-Elect and Vice-President.

Letters to people outside of GACAA:

Send copies to President, President-Elect, Vice-President and local GACAA member if letter is in state.

MEMORIAL GUIDELINES

As an expression of love and sympathy, GACAA should provide a suitable memorial at the death of a GACAA member, or an active member's spouse, child or parent. Also a memorial should be made in the event of the death of a Life Member.

The following guidelines were established by the Memorial Committee during the 1993 Annual Meeting.

- GACAA should send a floral arrangement unless requested otherwise.
- A \$50.00 limit per memorial has been established.
- If districts provide memorials then that memorial should be considered in addition to, not in place of, the appropriate state memorial.

Procedure:

- At the death of a GACAA member, an active member's spouse, child or parent, or the death of a Life Member, co-workers are encouraged to notify the Senior Director in the region of the deceased. The Senior Director working with the Junior Director should make arrangements for an appropriate floral arrangement (or other requested memorial) to be sent to the funeral services.
- The Senior Director should notify the District Extension Office or Extension Department to be sure they have been notified.
- The Senior Director should notify as many GACAA members as possible and give the details of the funeral services.
- It is suggested that E-Mail be used to notify as many GACAA members as possible in the shortest period of time.

GACAA Awards/Scholarship Attendance Policy

Approved on February 3, 2009

All recipients of GACAA Awards and /or Scholarships must register for the GACAA Annual Meeting and Professional Improvement Conference and attend the designated session to receive their award or scholarship. Decisions on requests for non-attendance and excused absences will be made on a case by case basis by consultation among the respective State GACAA Committee Chair and the GACAA President. Excuses may be granted for extreme personal or family illness; circumstances which would seriously jeopardize their job; or similar extreme situations. Awards and scholarships are inclusive of cash, plaques, and certificates. In the event an award or scholarship winner does not receive an excused absence from attending the GACAA AM/PIC, the winner's award or scholarship will not be presented and will be given to the GACAA President to hold for board action at the next scheduled GACAA Board Meeting.

This policy was approved by the GACAA Officers and Directors at the February 3, 2009 Board Meeting held in Macon, Georgia. The GACAA Board also encourages all GACAA Committee Chairs to include on all GACAA Award and Scholarship applications a statement that informs the applicant that they must register for and attend the GACAA Annual Meeting and Professional Improvement Conference to receive their award or scholarship unless excused according to the above policy.

AWARDS PROGRAMS

NACAA AWARDS

For details about all the NACAA awards programs, please refer to the Special-Awards Edition of *The County Agent* mailed to all members. Note deadline and contact region chair for specific information.

AWARD	CONTACT FOR INFORMATION	DEADLINE
Applied Science & Technology Seminar	Agronomy Chair	3/15
Workshop for Consensus Building & Holistic Management	PR & AG Issues Chair	3/15
Crop Production Program	Extension Programs Chair	3/15
Dairy Price Risk Management Workshop	Resource/Program Development Chair	3/15
Environmental Protection Through Responsible Use of Pesticides	Extension Programs Chair	3/15
4-H Recognition Program	4-H and Youth Chair	3/15
Farm & Ranch Financial Mgt.	Extension Programs Chair	3/15
NACAA/RISE Horticulture/ Turfgrass Study Tour	Resource/Program Development Chair	3/15
Livestock Production Program	Extension Programs Chair	3/15
Call for Papers Poster Session	Professional Excellence Chair	3/15
PRIDE Program	Public Relations Chair	3/15
Individual or Group NACAA Scholarship Awards	Scholarship Committee Chair	6/15
Communications Awards Categories: Radio, Published Photo & Captions; 35mm Slide Set; Transparencies or Computer Generated Graphics Presentation; Direct Mail	Communications Chair	3/15

Promotional Piece; Personal Column; Feature Story; Newsletter - Individual; Newsletter - Team; Video Tap/TV; Fact Sheet; Publication; Home page on WWW; Learning Module/Notebook		
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GACAA AWARDS

AWARD	CONTACT FOR INFORMATION	DEADLINE
Georgia Beef Awards	GACAA Animal Science Chair Sponsor: GA. Cattlemen's Assoc.	10/1
Animal Science Programming	GACAA Animal Science Chair Sponsor: GA. Cattlemen's Assoc.	10/1
Urban Agriculture Education Award	Dr. Clint Waltz Sponsor: Metro Atlanta Landscape and Turf Association (MALTA)	9/12
Turfgrass Education Award	Dr. Clint Waltz Sponsor: Georgia Turfgrass Association (GTA)	9/12
Innovations in Urban Agriculture Award	GACAA Horticulture Chair Sponsor: Georgia Center for Urban Agriculture	9/12
Vegetable Research/Demonstration Award	Extension Vegetable Team Awards Committee Sponsor: UGA Extension Vegetable Team	9/12
Animal Science Equine Programming	GACAA Animal Science Committee Sponsor: GA. Horse Council	10/1
Tobacco Improvement Program (TIP) Awards	J. Michael Moore Sponsor: GA. Tobacco Com.	10/1
Poster Contest Awards and Oral Presentations	Professional Excellence Chair. Sponsor: GACAA	10/15

Dairy Award	GACAA Animal Science Committee Sponsor: GA. DHIA & GACAA	5/1
Pecan Achievement Award	Dr. Lenny Wells Sponsor: GA Pecan Growers Association (GPGA)	8/15
Excellence in Forage Education	Bobby Smith Sponsor: Pennington Seed, Inc	10/10
Peanut Awards	Dr. Mumford Sponsor: GA. Peanut Commission	5/1
Natural Resources/Fisheries/Aquaculture Award	Steven Patrick Sponsor: GA Chapter of American Fisheries Society	9/30
Weed Science Award	Agronomy Chair Sponsor: Weed Science Society	10/10
Forestry Award	Ben Jackson	9/1
Distinguished Service Award	Recognition and Awards Chair Sponsor: NACAA	10/1
Achievement Award	Recognition and Awards Chair Sponsor: NACAA	10/1
Young Professional Award	Recognition and Awards Chair Sponsor: GOTCAA	10/1
Friend of County Agent	Board Members/V. President Sponsor: GACAA	Summer Board Mtg.
Poultry Award	GACAA Animal Science Committee Sponsor: Poultry Sc. Dept.	9/1
GACAA Scholarship	Scholarship Committee Chair. Sponsor: GACAA	10/10
Jim Griffeth Scholarship	Scholarship Committee Chair. Sponsor: GACAA	10/10

Farm Credit Scholarship	Scholarship Committee Chair Sponsor: Farm Credit Assocs.	10/10
Family Scholarship	Scholarship Committee Chair Sponsor: GACAA	10/10
Julian Raburn Cooperative Service Program	Extension Programs Chair Sponsor: Cooperative Council	9/1
Outstanding Extension Secretary	Recognition and Awards Chair Sponsor: GACAA/Farm Credit	10/1
Mass Media Awards (Newspaper, Radio & TV)	Vice-President Sponsor: GACAA	9/1
Conservation Tillage Award	Professional Excellence Chair Sponsor: Monsanto	10/15
Conservation Tillage Poster Session	Professional Excellence Chair Sponsor: Monsanto	10/15
Georgia State Extension Specialist Award	GACAA Vice President Sponsor: GACAA County Agent Member Donations	3/15
Outstanding CEC Award	GACAA Vice President Sponsor: Georgia Retired Extension Agents	10/1

DISTINGUISHED SERVICE AWARD

The Distinguished Service Award shall be presented to members who have served at least 10 years as members of the Cooperative Extension, who have conducted outstanding programs, are held in high esteem by their fellow workers, and are approved by the State Extension Director. They must be members of GACAA and NACAA the year that they are selected. States are allocated DSA's based on each state's membership as of March 15 of the previous year. Each state is entitled to DSA's based on 2% of its membership or major fraction thereof. GACAA selects DSA's based on the following schedule:

MEMBERS	DSA's	ASSIGNMENT
1 - 75	1	At Large
76 - 125	2	At Large
126 - 175	3	At Large
176 - 225	4	At Large
226 - 275	5	At Large
276 - 325	6	At Large
326 - 375	7	At Large
376 - 425	8	At Large
426 - 475	9	At Large

Selection Procedure:

Each district Recognition and Awards Committee will select a District Distinguished Service Award recipient and an alternate by the deadline set by the State Chair of the Recognition and Awards Committee. Each district will be awarded a DSA before the alternates are considered. If Georgia is allocated less than 6 DSA recipients the Recognition & Awards Committee will select the top nominees for the specified number of DSA's.

If Georgia is allocated more than 6 Distinguished Service Award recipients or if a region does not have a Distinguished Service Award recipient, then the State Recognition and Awards Committee will select the extra Distinguished Service Award recipient(s) from the pool of alternates during the State Committee Meeting.

ACHIEVEMENT AWARD

The Achievement Award shall be presented to members with less than 10 years of service as members of the Cooperative Extension, who have exhibited excellence in the field of professional Extension work, and are approved by the State Extension Director. They must be members of GACAA and NACAA the year that they are selected. States are allocated DSA's based on each state's membership as of March 15 of the previous year. Each state is entitled to AA's based on 1% of its membership or fraction thereof. GACAA selects AA's based on the following schedule:

MEMBERS	AA's	ASSIGNMENT
1 - 100	1	At Large
101 - 200	2	At Large
201 - 300	3	At Large
301 - 400	4	At Large
401 - 500	5	At Large

Selection Procedure:

Each District Recognition and Awards Committee will select a District Achievement Award candidate by the deadline set by the State Chair of the Recognition and Awards Committee.

The State Recognition and Awards Committee will select the State Achievement Award recipients from the pool of district candidates during the State Committee Meeting.

YOUNG PROFESSIONAL AWARD

The Young Professional Award is a GACAA award sponsored by GOTCAA (Georgia Old Timers County Agents Association). The Young Professional Award shall be presented to members with 5 years or less of service as members of the Cooperative Extension Service, who have exhibited excellence in the field of professional Extension work, and are approved by the State Extension Director. They must be members of GACAA the year that they are selected.

Each district winner will be recognized during the GACAA Annual Awards Banquet. The State winner will receive a scholarship from GOTCAA to attend the NACAA Annual Meeting.

Selection Procedure:

Each District Recognition and Awards Committee will select a District Young Professional recipient by the deadline set by the Chair of the Recognition and Awards Committee.

The State Recognition and Awards Committee will select the State Young Professional recipient from the pool of region candidates during the State Committee Meeting.

FRIEND OF COUNTY AGENT AWARD

The Friend of County Agent Award is an award sponsored by GACAA to recognize the contributions made by non GACAA members to the Georgia Extension Service and to agriculture.

Selection Procedure:

This award is coordinated by the GACAA Vice-President.

During the spring the Vice-President will solicit nominations from the general membership. These nominations will be due to the Vice-President by June 1 of each year.

The Vice-President will prepare a list of nominations to present to the Officers and the Board of Directors at the Summer Board Meeting.

The Officers and Directors will select, by secret ballot, the Friend of County Agent Award recipient. The minutes of the board meeting should only reflect the award recipient.

The Vice-President will notify and work with the county Extension agent in the county where the recipient resides. Working together they will notify the recipient and arrange for the recipient to attend the Annual Meeting where the award will be presented.

The Vice-President will also notify the proper individuals to have the "Friend of County Agent" Award (a framed copy of the Norman Rockwell print *The County Agent*) prepared

SCHOLARSHIPS

NACAA SCHOLARSHIPS

Scholarships are available for individual or group educational activities such as graduate course work, other training or tours. Maximum scholarship is \$1000 per individual and \$2000 per group. Each individual of a group must have contributed. Each applicant must have contributed a minimum of \$40 (\$20 if contributed prior to September 25, to the NACAA scholarship fund to be eligible to receive a scholarship on the 1st \$1000 scholarship and \$100 for the 2nd \$1000 scholarship. The NACAA scholarship fund is supported by member contributions and the annual scholarship auction conducted during the GACAA Annual Meeting. Members contributing auction items receive scholarship fund credit for the value received at auction. NACAA scholarship applications are due to the state scholarship chair by June 1.

GACAA SCHOLARSHIPS

Two state scholarships of \$750 each and one from Farm Credit for \$650 are available to GACAA members. These may be used for graduate study or other educational/professional improvement activities.

GACAA scholarships are supported by member contributions, Sunbelt Expo food sales and sponsorship by Georgia Farm Credit Association. Applications are due to the state scholarship chair by October 10.

One \$1000 GACAA Family Scholarship is available, but if we do not have applicants for Agent scholarships in a given year, that scholarship money will be given to Family Scholarship applicants at face value of scholarship.

CRITERIA FOR AWARDING GACAA PROFESSIONAL SCHOLARSHIPS

- A. Must be an active member of NACAA for 2 years and a member of GACAA for two years and membership must be current when the application is submitted. Recipient must have contributed a minimum of \$40. This may be done by giving a \$40 check to the scholarship committee or by bring items for the scholarship auction. Credit will be given for the amount the item sold for. Items bought at the scholarship auction do not go toward this requirement.
- B. Use of the scholarship funds must start within one year of scholarship award.
- C. Award is for individual or group professional improvement through:
 - Advanced degree study in an Extension related degree program. This can include reimbursement for travel at the accepted state rates.
 - Other educational activities. This could include but is not limited to NACAA meetings, other educational meetings, tours, study courses and special conferences.
- D. Maximum award for individual or group is \$750 per application. Each member in the group has to meet the \$40 minimum or their application will be thrown out.
- E. Study or group activity cannot be completed before application is approved.
- F. Recipient will be selected by the GACAA Scholarship Committee.
- G. Recipients will receive scholarship award at Annual State Meeting of the GACAA.
- H. Individuals or groups can only be awarded one scholarship per year.
- I. A written report of the program study must be submitted to the GACAA State President at the conclusion of the funded program. This report should be brief, not exceeding two typewritten double spaced pages.
- J. Preference will be given to first time applicants. Previous award winners can apply and will be considered.
- K. Individual scholarship winners, group scholarship winners, and the GACAA active or life member whose family member receives the Family Scholarship must work the GACAA Sunbelt Expo Food Booth in the year following the receipt of the award.

VOTING DELEGATES

Voting delegates to the NACAA meeting are based on the membership reported to NACAA on March 15 of the current year. Numbers of delegates are based upon the following: one delegate for the first 40 members then one additional delegate for each 30 members or fraction thereof. Georgia assigns its delegates by the following schedule:

MEMBERS	VOTING DELEGATES	ASSIGNMENT
1 - 40	1	Northeast
41 - 70	2	Southeast
71 - 100	3	Southwest
101 - 130	4	Northwest
131 - 160	5	State Staff
161 - 190	6	State Staff
191 - 220	7	President
221 - 250	8	President-Elect
251 - 280	9	Vice-President
281 - 310	10	Secretary
311 - 340	11	Treasurer
341 - 370	12	Past President
371 - 400	13	Young Professional
401 - 430	14	At Large
431 - 460	15	At Large
461 - 490	16	At Large

ELECTION PROCEDURES

The following procedures will be used in the election of the following officers: Vice-President, Secretary and Treasurer. The same procedure will be used for any other statewide election such as selection of NACAA Southern Region Director.

For the office of Vice-President, since this office rotates among the regions the region should place their candidate name in nomination and second that nomination just like any other election.

Any candidate for these offices shall notify the Policy Committee Chair (Past President) and provide the name of the person to place the candidate in nomination and the person to second the nomination.

During the election the Policy Committee Chair will present a report listing those who have notified the Chair of their candidacy.

The President will also call for other nomination from the floor (Nominations from the floor must be prepared to follow the same procedure as other candidates).

The President will call on each candidate for a nomination, second and candidate response. The time limits allowed will be 3 minutes to make a nomination, 2 minutes for a second and each candidate will have 1 minute to respond.

If there are 2 or more candidates seeking an office then that election will be determined by secret ballot.

Each region will select 1 teller to serve during the election. The tellers will pass out ballots, collect, count and verify with the Policy Committee Chair the election results.

CALLED ELECTION PROCEDURES

See Bylaws Section 3: Paragraph E.

INSTALLATIONS SERVICE

GEORGIA ASSOCIATION OF COUNTY AGRICULTURAL AGENTS

WE ARE GATHERED HERE AS MEMBERS OF THE GEORGIA ASSOCIATION OF COUNTY AGRICULTURAL AGENTS TO HONOR OUR FELLOW MEMBERS AND TO INSTALL THE OFFICERS AND DIRECTORS FOR THE ENSUING YEAR.

THE PURPOSE OF OUR ASSOCIATION IS TO PROVIDE AND PROMOTE OPPORTUNITIES FOR PROFESSIONAL IMPROVEMENT, AID IN DEVELOPING THE PROFESSIONAL STATUS OF EXTENSION AGENTS, CREATE OPPORTUNITIES FOR FELLOWSHIP, AND PROVIDE FOR THE EXCHANGE OF IDEAS AMONG ALL EXTENSION AGENTS.

YOU HAVE ELECTED OFFICERS AND DIRECTORS WHO YOU BELIEVE WILL PROVIDE THE STATE WITH THE LEADERSHIP OUR PROFESSION REQUIRES TO CARRY OUT THE OBJECTIVES OF GACAA.

WILL THE NEWLY ELECTED **JUNIOR DIRECTORS** PLEASE STEP FORWARD AS YOUR NAME IS CALLED.

1. _____ NORTHWEST
2. _____ NORTHEAST
3. _____ SOUTHEAST
4. _____ SOUTHWEST
5. _____ STATE STAFF

EACH OF YOU HAS A DEFINITE RESPONSIBILITY TO YOUR DISTRICT. LET ME URGE YOU TO FAMILIARIZE YOURSELF WITH THE CONSTITUTION AND BYLAWS. LEARN ALL YOU CAN ABOUT THE OPERATION OF OUR ASSOCIATION, COOPERATE FULLY WITH YOUR SENIOR DIRECTOR AND BE PREPARED AND READY TO ASSUME THE RESPONSIBILITY OF LEADERSHIP, WHEN YOU BECOME SENIOR DIRECTOR.

NOW WILL THE **SENIOR DIRECTORS** PLEASE STEP FORWARD AS YOUR NAME IS CALLED.

1. _____ NORTHWEST
2. _____ NORTHEAST
3. _____ SOUTHEAST
4. _____ SOUTHWEST
5. _____ STATE STAFF

YOUR DUTIES AS DIRECTORS WILL BE TO HELP SET THE POLICIES OF OUR ASSOCIATION. YOU ARE TO KEEP THE MEMBERSHIP OF YOUR DISTRICT INFORMED REGARDING THE ACTIVITIES OF THE ASSOCIATION, KEEP IN TOUCH WITH THE PROBLEMS OF THE MEMBERSHIP OF YOUR DISTRICT, AND SERVE AS A LIAISON BETWEEN THE REGION YOU REPRESENT AND THE STATE ASSOCIATION.

WILL YOU PLEASE RAISE YOUR RIGHT HAND. DO YOU PROMISE TO UPHOLD THE CONSTITUTION AND BYLAWS OF THIS ASSOCIATION AND CARRY OUT YOUR DUTIES TO THE BEST OF YOUR ABILITY?

I NOW DECLARE YOU INSTALLED AS DIRECTORS OF THE GEORGIA ASSOCIATION OF COUNTY AGRICULTURAL AGENTS.

TO OUR INCOMING OFFICERS: YOUR FELLOW AGENTS HAVE BOTH HONORED AND PLACED UPON YOU AN OBLIGATION. YOU ARE ENTERING A PERIOD OF GREAT OPPORTUNITY FOR SERVICE TO YOUR FELLOW MEMBERS.

YOUR LEADERSHIP WILL INSPIRE THE MEMBERS TO GREATER ACCOMPLISHMENTS. YOU WILL BE REQUIRED TO PROVIDE GUIDANCE TO THE ASSOCIATION'S COMMITTEES.

YOUR CONTACTS WITH STATE AND NATIONAL LEADERS AND THE PUBLIC RELATIONS THAT ARE DEVELOPED WITH THESE ORGANIZATIONS WILL ENABLE OUR ASSOCIATION TO CONTINUE TO GROW IN STRENGTH AND INFLUENCE.

NOW I WILL ASK THE SIX ELECTED OFFICERS TO PLEASE STEP FORWARD AS YOUR NAME IS CALLED.

_____ PAST PRESIDENT. YOU HAVE PROVIDED OUTSTANDING LEADERSHIP DURING THE PAST YEAR. BECAUSE OF THE VALUABLE EXPERIENCE YOU HAVE RECEIVED, YOU WILL NOT BE RELIEVED OF RESPONSIBILITY AT THIS TIME. YOU WILL SERVE AS CHAIR OF THE ASSOCIATION POLICY COMMITTEE AND BE A MEMBER OF THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS.

_____ TREASURER. AS TREASURER, YOU ARE CUSTODIAN OF THE ASSOCIATION'S FUNDS. YOU SHALL: KEEP A FULL AND COMPLETE RECORD OF MONIES RECEIVED AND DISBURSED; RECEIVE AND RECORD ALL MEMBERSHIP FEES; PREPARE ITEMIZED FINANCIAL REPORTS; PREPARE MEMBERSHIP REPORTS; AND KEEP THE BOOKS IN ORDER SO THEY MAY BE AUDITED AT THE PROPER TIME.

_____ SECRETARY. AS SECRETARY, YOUR POSITION IS ONE OF THE MOST IMPORTANT IN THE ASSOCIATION. IT IS YOUR DUTY TO KEEP AN ACCURATE AND FULL RECORD OF ALL MEETINGS HELD DURING THE YEAR. THE RECORDS SHOULD BE PRESERVED IN SUCH A MANNER THAT THEY MAY AID AND SAFEGUARD THE ASSOCIATION IN THE ACCOMPLISHMENT OF ITS TRANSACTIONS. UPON YOUR SHOULDERS RESTS THE RESPONSIBILITY FOR KEEPING THE MEMBERSHIP INFORMED OF THE BUSINESS OF THE ASSOCIATION.

_____ VICE-PRESIDENT. AS VICE-PRESIDENT, YOU WILL BE EXPECTED TO ASSUME THE RESPONSIBILITY FOR THE MASS MEDIA AWARDS, FRIEND OF COUNTY AGENT AWARD AND THE GACAA SCHOLARSHIP FUND RAISING ACTIVITIES FOR THIS ASSOCIATION. IN ADDITION, YOU WILL STAND READY TO ACCEPT OTHER ASSIGNMENTS WHICH WILL ENHANCE THE PROGRAM OF GACAA AS THEY ARE OUTLINED BY THE BOARD OF DIRECTORS.

_____ PRESIDENT-ELECT. YOU HAVE RENDERED VALUABLE SERVICE TO OUR PROFESSION FOR A PERIOD OF YEARS. AND NOW MEMBERS OF THIS ASSOCIATION HAVE ELECTED YOU TO ASSUME ADDITIONAL RESPONSIBILITIES. AS PRESIDENT-ELECT, YOU WILL SERVE ON THE EXECUTIVE COMMITTEE OF OUR ORGANIZATION AND TAKE THE PLACE OF OUR PRESIDENT WHENEVER THE PRESIDENT IS FORCED TO BE ABSENT. IN ADDITION, YOU WILL ASSUME ANY OTHER DUTIES ASSIGNED BY THE PRESIDENT OR BOARD OF DIRECTORS.

_____ PRESIDENT. OUR ASSOCIATION HAS BESTOWED UPON YOU ONE OF THE HIGHEST HONORS THAT CAN COME TO AN EXTENSION AGENT. AND WITH THIS HONOR COMES MANY RESPONSIBILITIES. AS PRESIDENT, THE RESPONSIBILITIES OF YOUR OFFICE CALLS FOR A PERSON WHO IS A LEADER OF LEADERS. IT WILL BE YOUR RESPONSIBILITY TO MAINTAIN THE ACTIVITIES OF THIS ORGANIZATION AT HIGH STANDARDS AND WITHIN THE LIMITS OF THE CONSTITUTION AND BYLAWS. WE ARE CONFIDENT YOU WILL REPRESENT THE EXTENSION AGENTS OF THIS STATE IN SUCH A WAY AS TO BRING FURTHER CREDIT TO OUR PROFESSION. MAY YOUR YEAR OF SERVICE AS OUR LEADER BE A MEMORABLE EXPERIENCE FOR YOU AND BRING HONOR AND RESPECT TO YOU AND OUR ASSOCIATION.

WILL EACH OF YOU RAISE YOUR RIGHT HAND. DO YOU PLEDGE TO UPHOLD THE CONSTITUTION AND BYLAWS AND TO CARRY OUT THE DUTIES OF YOUR OFFICE TO THE BEST OF YOUR ABILITY?

ON BEHALF OF THE GEORGIA ASSOCIATION OF COUNTY AGRICULTURAL AGENTS, I NOW DECLARE YOU DULY INSTALLED AS OFFICERS FOR THE ENSUING YEAR.

OFFICER ROTATION

GACAA REGION	YEARS TO SERVE		
	VICE PRESIDENT	PRESIDENT ELECT	PRESIDENT
SOUTH	1996	1997	1998
EAST	1997	1998	1999
STATE STAFF	1998	1999	2000
WEST	1999	2000	2001
NORTH	2000	2001	2002
CENTRAL	2001	2002	2003
SOUTH	2002	2003	2004
EAST	2003	2004	2005
STATE STAFF	2004	2005	2006
SOUTHWEST	2005	2006	2007
NORTHWEST	2006	2007	2008
NORTHEAST	2007	2008	2009
SOUTHEAST	2008	2009	2010
STATE STAFF	2009	2010	2011
SOUTHWEST	2010	2011	2012
NORTHWEST	2011	2012	2013
NORTHEAST	2012	2013	2014
SOUTHEAST	2013	2014	2015

**JOINT ASSOCIATION LEGISLATIVE BREAKFAST AND
JOINT ASSOCIATION LUNCHEON ROTATION**

Year	Association to Coordinate
1996	GAFACS
1997	GAE4-HA
1998	ESP
1999	GACAA
2000	GAFACS
2001	GAE4-HA
2002	ESP
2003	GACAA
2004	GAFACS
2005	ANREP
2006	GAE4-HA
2007	ESP
2008	GACAA
2009	GAFACS
2010	ANREP
2011	GAE4-HA
2012	ESP
2013	GACAA
2014	GAFACS
2015	ANREP
2016	GAE4H-A
2017	ESP
2018	GACAA

STATE COMMITTEE CHAIR ROTATION

1994-1996

Committees	1994	1995	1996
Annual Meeting	Reynolds, E	Welborn, M	Cummings, M
Association Policy	Roberts, H	Palmer, M	Reynolds, E
Communications	Curry, D	Curry, D	Lester, Clyde
Extension Needs	Marziliano, P	Marziliano, P	Calloway, John C
Extension Programs	Hayes, M	Hayes, M	Hall, T
4-H and Youth	Taylor, C	Taylor, C	Varnadoe, C
Historian	Funderburk, F	Funderburk, F	Funderburk, F
Membership	Holcomb, J	Smith, John Ed	Smith, John Ed
Memorials	Marsh, J	Tankersley, G	Tankersley, G
New Professionals	Ashley, J	Ashley, J	Rehberg, D
Old Timers	Jones, G	Jones, G	Jones, G
Professional Excellence		Lanier, L	Lanier, L
Professional Training	Lassiter, K	Shumaker, G	Shumaker, G
Public Relations	Hartley, R	East, J/Givan, B	Lee, G
Recognition and Awards	Perkins, B	Roberts, T	Roberts, T
Retirement	Tankersly, G	Thompson, P	Thompson, P
Resource & Program Development	Clonts, T	Clonts, T	Clonts, T
Scholarship	Brown, E	Riddle, P	Riddle, P
Leadership Development & Public Policy	Roberts, H	Palmer, M	Welborn, M

STATE COMMITTEE CHAIR ROTATION

1997-1999

Committees	1997	1998	1999
Annual Meeting	Martin, L	Tankersley, Carl	Brown, Dan
Association Policy	Welborn, M	Cummings, M.	Martin, L.
Communications	Lester, C	Land, Jimmy	Otts, Tony
Extension Needs	Calloway, John C	Reed, Rick	Reed, Rick
Extension Programs	Hall, T	Hall, Tim	Hall, Tim
4-H and Youth	Varnadoe, C	Johnson, Laura P.	Johnson, Laura P.
Historian	Funderburk, F	Funderburk, F.	Funderburk, F.
Membership	Smith, John Ed	Smith, John Ed	Torrance, Reid
Memorials	Tankersley, G.	Boland, Bob	Boland, Bob
New Professionals	Rehberg, D	Rehberg, D.	Cheely, Tammy
Old Timers	Jones, G	Roberts, Howell	Roberts, Howell
Professional Excellence	Phillips, Charles	Phillips, Charles	Collier, Mark
Professional Training	Shepard, Greg	Shepard, Greg	Dollar, Mike
Public Relations	Tankersly, B	Smith, John Ed	Torrance, Phil
Recognition and Awards	Roberts, T.	Ayers, Eddie	Ayers, Eddie
Retirement	Lewis, George	Lewis, George	Wilson, Harold
Resource & Program Development		Poenicke, Ed	Poenicke, Ed
Scholarship		Ensley, Rick	Ensley, Rick
Leadership Development & Public Policy	Cummings, Mickey	Martin, Lamar	Tankersley, Carl

STATE COMMITTEE CHAIR ROTATION*

2000 - 2003

COMMITTEE	2000	2001	2002	2003
Admin. Skills Dev.	Moriatakis, Steve	Moriatakis, Steve	Ethredge, Rome	Etheredge, Rome
Agriculture Econ.	Harris, Wes	Harris, Wes	Brannen, Robert	Brannen, Robert
Agronomy	Dollar, Mike	Dollar, Mike	Fielder, Keith	Fielder, Keith
Animal Science	Hibbs, Henry	Hibbs, Henry	Brooke, Joe	Brooke, Joe
Annual Meeting	Bell, Duren	Bunn, Mike	Watson, Frank	Fourakers, Mickey
Aquaculture	Walter, Jean	Walter, Jean	Patrick, Stephen	Patrick, Stephen
Association Policy	Tankersley, Carl	Brown, Dan	Bell, Duren	Brewer, Robert
Communications	Otts, Tony	Otts, Tony	Rhodes, Byron	Rhodes, Byron
Early Career Dev.	Cheely, Tammy	Cheely, Tammy	Skaggs, Billy	Skaggs, Billy
Extension Programs	Linville, David	Linville, David	Moulder, David	Moulder, David
4-H & Youth	Edwards, Phillip	Edwards, Phillip	Crawford, Jim	Crawford, Jim
Forestry	Barentine, Ronnie	Barentine, Ronnie	Ellis, Chuck	Ellis, Chuck
Historical/Memorials	Funderburk, Frank	Funderburk, Frank	Kelley, Terry	Kelley, Terry
Horticulture	Beard, Glenn	Macie, Jule-Lynn	Macie, Jule-Lynne	Brady, Steve
Life Members GOTCAA	Roberts, Howell	Roberts, Howell	Roberts, Howell	Roberts, Howell
Membership	Torrance, Reid	Perry-Johnson, Laura	Perry-Johnson, Laura	Whiddon, Johnny
PR/AG Issues	Tankersley, Brian	Tankersley, Brian	Daniell, Scott	Daniell, Scott
Professional Excellence	Collier, Mark	Pope, John	Pope, John	Brewer, Robert
Public Relations	Cummings & Brewer	Morgan, Steve	Dyer, Ted	Spaid, David
Recognition & Awards	Ayers, Eddie	Collins, Doug	Collins, Doug	Mullis, Sidney
Resource/Program Dev.	Joyce, Raymond	Joyce, Raymond	Hall, Tim	Hall, Tim
Retirement/Extension Needs	Wilson, Harold	Willis, Jim	Hadley, George	Hadley, George
Scholarship	Chance, Willie	Chance, Willie	Wheeler, Ricky	Wheeler, Ricky
Teaching/Communications	Watson, Frank	Phillips, Charles	Phillips, Charles	Carlson, Scott

*Committees were restructured starting in year 2000 to conform to new NACAA Guidelines. Some old GACAA Committees were combined and others added to reflect the NACAA Committee structure.

STATE COMMITTEE CHAIR ROTATION*

2012 - 2015

COMMITTEE	2012	2013	2014	2015
Admin. Skills Dev.				
Agriculture Econ.	Starr, Bill			
Agronomy	Smith, Bobby	Talton, Clay	Ward, Brock	
Animal Science	Ray, Lucy	Ray, Lucy	Hammond, Katie	
Annual Meeting	Smith, Wes	Cheely, Tammy	Hicks, Ray	
Aquaculture	Patrick, Steven	Patrick, Steven	Patrick, Steven	
Association Policy	Ritz, Casey	Smith, Wes	Smith, Wes	
Communications	Connelly, Forrest	Connelly, Forrest	Connelly, Forrest	
Early Career Dev.			Shealey, Justin	
Extension Programs	Morgan, Steve	Price, Tucker	Price, Tucker	
4-H & Youth	Davis, Lynn	Davis, Lynn	Davis, Lynn	
Forestry		Edwards, Norman	McElvany, Bryan	
Historical/Memorials			Cummings, Mickey	
Horticulture		Blackmon, Lynwood	Blackmon, Lynwood	
Life Members GOTCAA	Fourakers, Mickey		Hayes, Mike	
Membership	Ethredge, Rome	Griffeth, Laura	Griffeth, Laura	
PR/AG Issues	Edwards, Phillip	Edwards, Phillip	Shirley, Andy	
Professional Excellence	Mickler, Keith	Wynne, Ted	Wynne, Ted	
Public Relations	Price, Tucker	Edwards, Phillip	Morgan, Steve	
Recognition & Awards	Andrews, Elvin	Hutcheson, Wade	Hutcheson, Wade	
Resource/Program Dev.	Spaid, David	Spaid, David	Spaid, David	
Retirement/Extension Needs	Moore, J. Michael	Moore, J. Michael	Moore, J. Michael	
Scholarship	Tedrow, Amanda	Tedrow, Amanda	Tedrow, Amanda	
Teaching/Educational Technology			Jacobs, James	

FORMS & APPLICATIONS

ADMINISTRATIVE:

Election Report

Committee

Assignments

(See page 24 for complete listing of awards. Contact State Chairs for latest form and information.)

GACAA AWARDS:

Georgia Beef Education for Excellence Award

Animal Science Programming Award

Urban Agriculture Education Award

Turfgrass Education Award

Innovations in Urban Agriculture Award

Vegetable Research/Demonstration Award

Tobacco Improvement Program (TIP) Awards

Poster Contest Awards

Oral Presentations

Dairy Award (Dossier for nominee submitted by January 15 to Extension Dairy Scientist)

Animal Science Equine Programming Award

Pecan Achievement Award

Excellence in Forage Education Award

Georgia Peanut: Education For Excellence Program

Natural Resources/Fisheries/Aquaculture Award

Weed Science: Education For Excellence Program

Forestry Award

Outstanding Agent Award in Forestry (Joint sponsored by Extension Forest Resources Unit & GA. Forestry Association)

Distinguished Service Award

Achievement Award

Young Professional Award

Friend of County Agent

Poultry Award

GACAA Scholarship

Jim Griffeth Scholarship

Farm Credit Scholarship

Julian Raburn Cooperative Service Program

Outstanding County Extension Secretary

GACAA Mass Media Awards

Daily Newspaper

Weekly Newspaper

Radio

Television

Other Publication

Conservation Tillage Award

Conservation Tillage Poster Session

Georgia State Extension Specialist Award

Outstanding CEC Award

NACAA AWARDS:

Application Form - NACAA Achievement Award Form

For other NACAA Awards information see current "Special Awards" section of The County Agent magazine mailed to membership annually in December.

GACAA DISTRICT ELECTION FORM

This form should be completed by the current **Senior** Director and turned in immediately after the DISTRICT meeting held during the GACAA Annual State Meeting. Junior Director needs to be involved and will complete this form if Senior Director is not present.

Two (2) copies should be prepared and given to the following:

1. President-Elect
2. Secretary

YEAR: _____ DATE COMPLETED: _____ COMPLETED BY: _____ Northeast / Southeast / Southwest / Northwest / State Staff (Please circle your region)	
GACAA Senior Director	
GACAA Junior Director	
NACAA Voting Delegate	
NACAA Voting Delegate, Alternate	
Distinguished Service Award	
Achievement Award	
Young Professional Award	

COMMITTEE ASSIGNMENTS

To be completed by the Junior Director and turned in at the Annual Meeting. Committees named here begin their duties following the Annual Meeting. Two (2) copies should be completed and given to: 1. President-Elect & 2. Secretary.

YEAR: _____ COMPLETED BY: _____ DATE COMPLETED: _____

(Please Circle Your Region) - Northeast / Southeast / Southwest / Northwest / State Staff

COMMITTEES	District Chair	Member	Member
Annual Meeting			
Association Policy	Outgoing Director		
Life Members	Selected by the Life Members (GOTCAA)		
Membership			
PROGRAM RECOGNITION COMMITTEES			
Communications			
Extension Programs			
4-H & Youth			
Professional Excellence			
Public Relations			
Recognition & Awards			
Scholarship			
PROFESSIONAL IMPROVEMENT COMMITTEES			
Agriculture Economics			
Agronomy			
Animal Science			
Aquaculture/Sea Grant			
Forestry			
Horticulture			
EXTENSION DEVELOPMENT COMMITTEES			
Administration Skills Dev			
Early Career Development			
Historical/Memorials			
PR / AG Issues			
Teaching/Communications			
Resource/Program Development			
Retirement/Extension Needs			

GEORGIA BEEF—EDUCATION FOR EXCELLENCE AWARD

Sponsored by The Georgia Cattlemen's Association and
The Georgia Association of County Agricultural Agents

Purpose

One hundred and fifty-nine of Georgia's 159 counties produce beef at a yearly value of over 300 million dollars. When the value of the land and equipment required for production is added, that investment total easily exceeds \$2 billion. University of Georgia Cooperative Extension educational programs have had a significant impact on the transfer of technology. Research and Extension recommendations are presented to producers and youth through various forms of presentations such as meetings, T.V., radio, field days, news articles, newsletter, result demonstrations, livestock shows and project achievement. This award recognizes excellence by a GACAA member who has developed and carried out an outstanding Extension education program in beef production and/or 4-H beef project.

Eligibility

All members of GACAA, in good standing with the association, with beef production and/or 4-H beef responsibility may be considered for the Award by submitting a written summary of their Extension program. An individual or county cannot enter in the year following a first place award. Winners will present program accomplishments at the GACAA Annual Meeting.

Entry and Judging Criteria

Entry should not exceed four pages and should reflect program activities and accomplishments within the past three years. Judging of the entry will be based on (1) statement of a problem(s), (2) statement of educational objectives, (3) report of activities implemented, (4) evaluation of activities, and (5) overall creativity. A letter from the entrant's immediate supervisor verifying the information is to be attached. A one-page listing of any supporting materials is permissible, in addition to the four-page report. Additional materials will not be considered. Judges will include Extension Beef Specialists and appointed member(s) of The Georgia Beef Board and The Georgia Cattlemen's Association. Entry should include local cattlemen's association activities and state programs, such as, Georgia Pride, etc.

Award

Winning entry will be displayed at the annual GACAA meeting. Award includes a commemorative plaque and the following cash award. The first place recipient will be asked to make a formal, oral presentation of his work at the GA convention.

Cash Award:

1st \$100 cash award, plaque, plus Georgia Cattlemen Convention trip for agent and spouse

ENTRY FORM

GEORGIA BEEF EDUCATION FOR EXCELLENCE AWARD PROGRAM

(Please Print)

Name _____ Age _____

Address _____

City _____ County _____ State _____ Zip _____

Position _____ Social Security No. _____

Telephone: Office () _____ Home () _____

My signature verifies that I am a paid-up member of GACAA and have read and understood the rules and certify that my entry meets those requirements.

My employment date was _____

Signature _____ Date _____

(I certify I am currently a member in good standing of GACAA)

Include the Entry Form, Four-Page Summary, and Letter from Supervisor in application package. Entries for the Award must be submitted by October 1.

Mail to: Animal Science Committee Chair

ANIMAL SCIENCE PROGRAMMING

Purpose

One hundred and fifty-nine of Georgia's 159 counties have livestock in them. The livestock industry is one of the fastest growing in the state. The University of Georgia Cooperative Extension educational programs have had a significant impact on the transfer of technology. Research and Extension recommendations are presented to producers and youth through various forms of presentations such as meetings, T.V., radio, field days, news articles, newsletter, result demonstrations, shows and project achievement. This award recognizes excellence by a GACAA member who has developed and carried out an outstanding Extension education program in livestock production and/or 4-H livestock project.

Eligibility

All members of GACAA, in good standing with the association, with livestock production and/or 4-H livestock responsibility may be considered for the award. **A person or county may be nominated for this award by their peers and not by themselves.** An individual or county cannot enter in the year following a winning award.

Entry and Judging Criteria

Entry should not exceed four pages and should reflect program activities and accomplishments within the past year. Judging of the entry will be based on (1) statement of a problem(s), (2) statement of educational objectives, (3) report of activities implemented, (4) evaluation of activities, and (5) overall creativity. A letter from the entrant's immediate supervisor verifying the information is to be attached. A one-page listing of any supporting materials is permissible, in addition to the four-page report. Additional materials will not be considered. Judges will include Extension Livestock Specialists and appointed member(s) of the GACAA Animal Science Committee.

Award

Winning entry will receive a certificate.

Award Timeline: October 1 thru October 1

Entry submitted to GACAA Animal Science Committee Chair by October 1.

ENTRY FORM

Animal Science Programming

(Please Print)

Nominee Name _____

Address _____

City _____ County _____ State _____ Zip _____

Position _____

Telephone: Office () _____ Home () _____

Applicant nominated by:

Name: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone: Office () _____ Home () _____

**Include Entry Form, Four-Page Summary, and Letter from Supervisor in application package.
Entries for the Award must be submitted by October 1.**

Mail to: GACAA Animal Science Committee Chair

ANIMAL SCIENCE EQUINE PROGRAMMING

Purpose

One hundred and fifty-nine of Georgia's 159 counties have equine in them. The equine industry is one of the fastest growing in the state. The University of Georgia Cooperative Extension educational programs have had a significant impact on the transfer of technology. Research and Extension recommendations are presented to producers and youth through various forms of presentations such as meetings, T.V., radio, field days, news articles, newsletter, result demonstrations, shows and project achievement. This award recognizes excellence by a GACAA member who has developed and carried out an outstanding Extension education program in equine production and/or 4-H Horse project.

Eligibility

All members of GACAA, in good standing with the association, with equine production and/or 4-H horse responsibility may be considered for the award by submitting a written summary of their Extension program. An individual or county cannot enter in the year following a winning award. Winners will present program accomplishments at the GACAA Annual Meeting.

Entry and Judging Criteria

Entry should not exceed four pages and should reflect program activities and accomplishments within the past year. Judging of the entry will be based on (1) statement of a problem(s), (2) statement of educational objectives, (3) report of activities implemented, (4) evaluation of activities, and (5) overall creativity. A letter from the entrant's immediate supervisor verifying the information is to be attached. A one-page listing of any supporting materials is permissible, in addition to the four-page report. Additional materials will not be considered. Judges will include Extension Equine Specialists and appointed member(s) of the GACAA Animal Science Committee.

Award

Sponsored by Georgia Horse Council. Award of \$150 and plaque.

Award Timeline: October 1 thru October 1

Entry submitted to GACAA Animal Science Committee Chair by October 1.

ENTRY FORM

Animal Science Equine Programming

(Please Print)

Name _____

Address _____

City _____ County _____ State _____ Zip _____

Position _____

Telephone: Office () _____ Home () _____

My signature verifies that I am a paid-up member of GACAA and have read and understood the rules and certify that my entry meets those requirements.

My employment date was _____

Signature _____ Date _____

(I certify I am currently a member in good standing of GACAA)

**Include Entry Form, Four-Page Summary, and Letter from Supervisor in application package.
Entries for the Award must be submitted by October 1.**

Mail to: GACAA Animal Science Committee Chair

URBAN AGRICULTURE EDUCATION AWARD

Sponsored by: Metro Atlanta Landscape and Turf Association (MALTA)

Want your efforts in urban agriculture education to be recognized? MALTA would like to recognize outstanding effort and achievement through the presentation of the Urban Agriculture Education Award. It is accompanied with a \$500 honorarium and plaque presented at the GACAA Annual Meeting. Also, the winner(s) will be invited to attend and receive recognition at the annual MALTA Awards Banquet.

Purpose:

To recognize County Agents who have developed and implemented educational and applied research programs to support the professionals in Georgia's Urban Agriculture Industry.

Eligibility:

All County Agents are eligible for this award. The 2006 winner and state staff are ineligible.

Entry and Judging Criteria:

Entries will be evaluated on the development of programmatic efforts for the advancement of information to Urban Agriculture Professionals. Applicants should;

1. Submit a 500 word outline or summary of a developed program, project, or applied research that occurred in 2006 – 2007;
2. Be sure to highlight one example that demonstrates problem solving, creativity, and impact.

For an applied research project, the project must follow the scientific model with results having direct application to improving safety or profitability.

3. Send any documentation that supports your application (no more than 3 pages please), which may include: Printed program, book or bulletin, posters, video tape, CD, DVD, website, etc.

Examples of program areas include: training for landscapers, athletic field managers, golf course superintendents, nursery and sod producers, and institutional grounds personnel.

Cooperative efforts between county agents are strongly encouraged as are programs outside metro-Atlanta.

Entries will be initially evaluated by a committee of Extension Specialists and a former county agent with the final winner(s) being determined by the MALTA Board of Directors.

Entry Submission:

Recipient must attend GACAA Annual Meeting/Professional Improvement Conference to receive award, unless exempted by GACAA President because of extenuating circumstances. (Established by GACAA Board action, November, 2008)

Submit entry with summary, supporting material, and agent contact information by **September 12.**

To: Dr. Clint Waltz, C&SS – Redding Building
1109 Experiment Street
Griffin, GA 30223-1797

TURFGRASS EDUCATION AWARD

Sponsored by: Georgia Turfgrass Association (GTA)

Want your efforts in turfgrass education to be recognized? GTA would like to recognize outstanding effort and achievement through the presentation of the Turfgrass Education Award. It is accompanied with a \$500 and plaque presented at the GACAA Annual Meeting.

Purpose:

To recognize County Agents who have developed and implemented educational and applied research programs to support the professionals in Georgia's Turfgrass Industry.

Eligibility:

All County Agents are eligible for this award. All state staff are ineligible.

Entry and Judging Criteria:

Entries will be evaluated on the development of programmatic efforts for the advancement of information to Turfgrass Professionals. Applicants should:

1. Submit a 500 word outline or summary of a developed program, project, or applied research that occurred in 2007 – 2008;
2. Be sure to highlight one example that demonstrates problem solving, creativity, and impact.

For an applied research project, the project must follow the scientific model with results having direct application to improving safety or profitability.

3. Send any documentation that supports your application (no more than 3 pages please), which may include:

Printed program, book or bulletin, posters, video tape, CD, DVD, website, etc.

Examples of program areas include: training for landscapers, athletic field managers, golf course superintendents, nursery and sod producers, and institutional grounds personnel.

Cooperative efforts between county agents are strongly encouraged as are programs outside metro-Atlanta.

Entries will be initially evaluated by a committee of Extension Specialists and a former county agent with the final winner(s) being determined by the GTA Board of Directors.

Entry Submission:

Recipient must attend GACAA Annual Meeting/Professional Improvement Conference to receive award, unless exempted by GACAA President because of extenuating circumstances. (Established by GACAA Board action, November, 2008)

Submit entry with summary, supporting material, and agent contact information by **September 12**.

To: Dr. Clint Waltz
C&SS – Redding Building
1109 Experiment Street
Griffin, GA 30223-1797

INNOVATIONS IN URBAN AGRICULTURE AWARD

Sponsored by: Georgia Center for Urban Agriculture

Have you found innovative ways to address urban agriculture issues? The Center for Urban Agriculture would like to recognize Extension Agents that have found new solutions to old problems, tried successful new methods of educational delivery, and/or have been able to engage new urban extension audiences. One of the greatest challenges working in Urban Areas is the sheer volume of people to serve and finding ways to promote our programs and impacts in a competitive mass media market. Please share your success stories with us.

Award: A \$500 travel expense voucher and a plaque will be presented at the GACAA Annual Meeting for the winning entry.

Purpose:

To recognize County Agents who have developed and implemented innovative programming and outreach efforts with urban agriculture clientele.

Eligibility:

All County ANR Agents are eligible for this award.

Entry and Judging Criteria:

Entries will be evaluated on the originality of the ideas, effectiveness in reaching urban clientele, and demonstration of urban agricultural impact. Applicants should;

1. Submit a 500 word summary of your urban extension program, project, or event that occurred within the past 2 years.
8. Send any documentation that supports your application (no more than 3 pages please), which may include:
Printed program, book or bulletin, posters, video tape, CD, DVD, website, etc.

Entries will be evaluated by faculty members from the Center for Urban Agriculture and/or their advisory council.

Entry Submission:

Recipient must attend GACAA Annual Meeting/Professional Improvement Conference to receive award, unless exempted by GACAA President because of extenuating circumstances. (*Established by GACAA Board action, November, 2008*)

Submit entry with summary, supporting material, and agent contact information by **September 12.**

To: GACAA Horticulture Chair

VEGETABLE RESEARCH/DEMONSTRATION AWARD

Sponsored by: UGA Extension Vegetable Team

Purpose:

To recognize outstanding contributions of County Agents to the vegetable industry. The aim is to award County Agents who have identified a specific problem or research opportunity related to the vegetable industry, and have assumed a lead role in project development and completion. Potential contributions for recognition include, but are not limited to: production and pest management research, farm economics, product marketing, post-harvest evaluations, environmental impact evaluations, or regulatory/labor issue mitigation.

The first place winner will be recognized at the GACAA Annual meeting. The winner will be expected to give an oral presentation highlighting their contribution at the Southeast Regional Fruit and Vegetable Conference. (A poster presentation may be substituted with prior approval of the Extension Vegetable Team).

First place will be awarded \$500 cash and a plaque, plus travel and lodging expenses to participate in the Southeast Regional Fruit and Vegetable Conference. Half of the cash award will be presented at the GACAA Annual Meeting and half at the Vegetable Conference.

Second place will be awarded \$250 cash and a plaque.

Eligibility:

1. Applicant must be a UGA County Agent and member of GACAA in the year of submission.
2. The work must have been completed within the past two years. These awards are intended to recognize recent specific activities/programs.
3. A manuscript must be written in scientific format including an abstract, introduction, materials and methods, and results and discussion. Although not all projects may fit this exact criteria, this format should be followed wherever possible. The winners abstract and manuscript will be included in the Southeast Regional Fruit and Vegetable Conference Proceedings and in the following years Vegetable Extension-Research Report.

Entry and Judging Criteria:

Applicants should submit their completed manuscript and contact information at least one month prior to the GACAA Annual Meeting.

Entries will be judged by the Extension Vegetable Team Awards Committee, which consists of a minimum of three Vegetable Team members appointed by the Chair of the Extension Vegetable Team.

Entry Submission:

Recipient must attend GACAA Annual Meeting/Professional Improvement Conference to receive award, unless exempted by GACAA President because of extenuating circumstances. (Established by GACAA Board action, November, 2008)

Submit manuscript and contact information by **September 12**.

To: Extension Vegetable Team Awards Committee
P.O. Box 748
Tifton, GA 31794

NATURAL RESOURCES/FISHERIES/AQUACULTURE AWARD

The GACAA Aquaculture Committee would like to recognize an outstanding county agent for his/her work in the field of fisheries management and/or aquaculture during the year. The winner will receive a certificate at the GACAA Annual Meeting. The winner will also receive a custom built fishing rod. You must attend the annual meeting to receive the award. Please nominate yourself or a coworker for this award by answering the following questionnaire and returning it to:

Steven Patrick
Habersham County Extension Service
555 Monroe St, Unit 50 Box 13
Clarkeville, GA 30523

Please Answer as Many as Possible:

1. Describe any aquaculture & fisheries management related programs you've hosted during the course of the year.
2. Discuss any farm visits, calls and recommendations you've made with clients.
3. Describe any programming efforts involving newsletters, publications, web material you've developed or distributed.
4. Describe any youth activities, field trips, or kids fishing days you've hosted.
5. What professional associations have you been affiliated with related to fisheries and aquaculture?
6. What other activities have you been involved in to advance or promote the purpose of the GACAA Aquaculture/ Sea Grant Committee?

Entries will be judged by members of the Georgia Chapter of the American Fisheries Society Executive Committee. Entries must be postmarked by September 30th each year.

Late applications will not be considered if others have been received. The winner will be notified in advance of the meeting to ensure their attendance.

You must attend the GACAA Annual Meeting to receive your award.

EXCELLENCE IN FORAGE EDUCATION AWARD

Sponsored by: Pennington Seed, Inc.

Purpose

Traditional forage production in Georgia has yearly value of over \$165 million dollars. When forage crops directed at wildlife are added in, this value easily surpasses the \$200 million dollar mark. University of Georgia, College of Agricultural and Environmental Sciences Cooperative Extension Service programs have a significant impact on this industry each year. Extension recommendations are presented to producers, land owners and land managers through various forms of presentations such as meetings, field days, result demonstrations, news articles, newsletters, television and radio. This award recognizes excellence by GACAA member agents who have developed and carried out outstanding Extension education programs in livestock and wildlife related forage production.

Eligibility

All GACAA members, in good standing, with forage responsibilities may be considered for this award by submitting a written summary of their Extension program(s). Any 1st place winners within the past 2 years are ineligible.

Entry and Judging Criteria

Entry should not exceed four pages and should reflect program activities and accomplishments within the past three years. Judging of the entry will be based on:

1. Statement of problem(s)
2. Statement of educational objectives
3. Report of implemented activities
4. Overall creativity

A one page listing of any supporting materials is permitted in addition to the four page- report.

Judges will include Extension Forage Specialist(s) and industry professionals.

Awards

Winners in each category (Livestock Forage and Wildlife Forage) will receive \$250 for 1st place, \$150 for 2nd place, and \$100 for 3rd place.

ENTRY FORM

**Excellence in Forage Education Award
Sponsored by Pennington Seed, Inc.**

(Please Print) *Collaborative efforts, please attach additional entry form per person*

Name _____ Age _____

Address _____

City _____ County _____ Zip _____

Position _____ SSN _____

Office Phone _____ Home Phone _____

My signature verifies that I am a paid up member of GACAA and have read and understood the rules and certify that my entry meets those requirements.

My employment date was _____

Signature _____ Date _____

I certify I am currently a member in good standing of GACAA

**Include Entry Form(s), Summary and supporting material in application package.
Entries for the Awards must be submitted by October 10.**

Mail to: GACAA Agronomy Chair

PECAN ACHIEVEMENT AWARD

Sponsored by: Georgia Pecan Growers Association (GPGA)

Purpose:

To recognize County Agents who have developed and implemented educational and applied research programs to support the professionals in Georgia's Pecan Industry.

Award: \$200 + Plaque

Eligibility:

All County Agents are eligible for this award. All state staff are ineligible.

Entry and Judging Criteria:

Entries will be evaluated on the development of programmatic efforts for the advancement of information to Pecan Producers. Applicants should:

1. Submit a 500 word outline or summary of an educational program, project, or applied research that occurred in the previous year;
2. Be sure to highlight one example that demonstrates problem solving, creativity, and impact.

For an applied research project, the project must follow the scientific model with results having direct application to improving production or profitability.

3. Send any documentation that supports your application (no more than 3 pages please), which may include:

Printed program, book or bulletin, posters, video tape, CD, DVD, website, etc.

Entries will be evaluated by a committee of Extension Specialists and the President of the Georgia Pecan Growers Association.

Entry Submission:

Recipient must attend GACAA Annual Meeting/Professional Improvement Conference to receive award, unless exempted by GACAA President because of extenuating circumstances. (Established by GACAA Board action, November, 2008)

Submit entry with summary, supporting material, and agent contact information by **August 15**.

To: Dr. Lenny Wells
UGA –Tifton Campus
4604 Research Way
Tifton, GA 31793

GEORGIA PEANUTS: EDUCATION FOR EXCELLENCE PROGRAM

Sponsored by Georgia Peanut Commission & GACAA

Purpose:

Over 74 of Georgia's 159 counties produce peanuts at a yearly value to rural communities of over 500 million dollars. The University of Georgia Cooperative Extension educational programs have had a significant impact on the transfer of technology. Research and Extension recommendations are presented to producers through various forms of presentations such as meetings, T.V., radio, field days, news articles, newsletters and result demonstrations. This award recognizes excellence by a GACAA member who has developed and carried out an outstanding Extension education program in peanut production.

Eligibility:

All members of GACAA, in good standing with the association, with peanut production responsibility may be considered for the Award by submitting a written summary of their Extension program. An individual or county cannot enter in the year following a first place award. Winners will present program accomplishments at the GACAA Annual Meeting.

Entry and Judging Criteria:

Entry should not exceed four pages and should reflect program activities and accomplishments within the past three years. Judging of the entry will be based on: Statement of problem(s) 10 points; educational objective(s) 30 points; activity including teaching methods 30 points; and evaluation 30 points. A letter from the entrant's immediate supervisor verifying the report is to be attached. Accessory supporting materials will not be considered. A one page listing of all supporting materials is allowed in addition to the four page report. This may be an individual entry or a county entry.

Awards:

Suggested Cash Awards:

- 1st - \$500 + APRES trip for agent and spouse. (Expenses vary per year based upon location of meeting.)
- 2nd - \$400
- 3rd - \$300
- 4th - \$200

Award to be based on total county Peanut Educational Program:

Meetings, field days, newsletters, mass media, result demonstrations, etc.

**GEORGIA PEANUTS: EDUCATION FOR EXCELLENCE
ENTRY FORM**

(Please Print)

Name _____ Age _____

Address _____

City _____ County _____ State _____ Zip Code _____

Position _____ Social Security No. _____

Telephone: Office _____ Home _____

My signature verifies that I am a paid-up member of GACAA and have read and understood the rules and certify that my entry meets those requirements.

My employment Date was _____

Signature _____ Date _____

(I certify I am currently a member in good standing of GACAA)

Detach and send along with up to four pages typewritten program summary to: Extension Peanut Agronomist by May 1.

Entry Deadline May 1

Mail to: Extension Agronomist-Peanuts
 P. O. Box 748
 Tifton, GA 31793

WEED SCIENCE: EDUCATION FOR EXCELLENCE AWARD

Sponsored by Georgia Weed Science Society & GACAA

Purpose:

Successful crop production requires effective weed management. County Extension Agents have a critical role in providing educational information regarding weed control efforts. They are routinely called upon to identify weeds, recommend weed control inputs, and assess related problems and performance. Weed science information is disseminated to producers through a variety of methods, including local meetings, clinics, newsletters, radio, television, news articles, field days, tours, result demonstrations, and herbicide stewardship. This award recognizes excellence by a GACAA member who has developed, conducted, and reported an outstanding weed science educational effort.

Eligibility:

County Agents who are members of GACAA, and are in good standing with the Association, may be considered for the Award by submitting a written summary of their Extension program as it relates to educational programs in weed science. An individual or county cannot enter in the year following a first place award. Winners will receive recognition of the Award at the Annual Meetings of both GACAA (monetary award delivered) and GWSS (plaque delivered). Entry may be from an individual or a county staff.

Entry and Judging Criteria:

Entry should not exceed four pages and should reflect program activities and accomplishments within the past three years. Judging of the entry will be based on (1) statement of problem(s), (2) statement of educational objective(s), (3) report of activities implemented, (4) evaluation of activities, and (5) overall creativity. A letter from the entrant's immediate supervisor verifying the information is to be attached. A one-page listing of any supporting materials is permissible, in addition to the four-page report. Additional materials will not be considered. Judges will include Extension Agronomists (Weed Scientists) and appointed member(s) of the board of GWSS.

Awards:

Winning entries will be displayed at the Annual GACAA Meeting. Awards include a commemorative plaque and the following suggested cash awards. The first place recipient will be asked to make a formal, oral presentation of his work at the GWSS Meeting, if feasible.

Awards: 1st Place \$400
2nd Place \$200

WEED SCIENCE: EDUCATION FOR EXCELLENCE

ENTRY FORM

(Please Print)

Name _____ Age _____

Address _____

City _____ County _____ State _____ Zip _____

Position _____ Social Security No. _____

Telephone: Office _____ Home _____

My signature verifies that I am a paid-up member of GACAA. I have read and understand the rules and certify that my entry meets those requirements.

My employment date was _____

Signature _____ Date _____

(I certify I am currently a member in good standing of GACAA)

Include entry form, four-page summary, and letter from supervisor in application package and mail by Oct. 10th

Mail to: GACAA Agronomy Chair

DISTINGUISHED SERVICE AWARD

Georgia Association of County Agricultural Agents Recognition and Awards Committee NOMINATION SHEET

Nominee's name, address and county:

1. List Education: College or University attended, listing other specific agricultural subject studies, correspondence, University residence study, or other to improve ability.
2. List state association activities such as offices held, committees served on, etc.
3. Description of achievements why person was selected.
4. Leaders friends in nominee's county who can be contacted, if nominee desires, regarding his attendance at the National Meeting to receive award and recognition when he/she returns home. (It is the responsibility of the state committee chair or state president to make these contacts).
5. List of publicity outlets to which nominee wishes release of his/her award to be sent. (The responsibility for sending these releases goes to the state chair, usually through the State Extension Editor.) They should be released during the week of the NACAA Annual Meeting.

ACHIEVEMENT AWARD

NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS RECOGNITION AND AWARDS COMMITTEE NOMINATION SHEET

Nominee: _____ Phonetic Spelling _____

Spouse's Name: _____ Phonetic Spelling _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

County Or Area: _____ Phonetic Spelling _____

1. List nominee's major project, size and scope or the nominee may elect to discuss their entire program.
2. Purpose of the major project or the nature of their program.
3. Planning methods used and who was involved.
4. Length of time from planning to completion of the project.
5. Extension methods used in carrying out the project.
6. Results or evaluation of the above project as seen at the county level or beyond.
7. What influence did this project have on the image of Extension?
8. Nominee's contribution to the success of this major project.
9. Other comments about the agent's total program.
10. If nominee had a well-rounded program, rather than one major project of note, describe his total program and its scope as best you can.
11. Pictures will be included in the Annual Banquet Book.
12. Citation Statement

This statement can be prepared by the nominee, the State Awards Chairman or the Extension Editor. This citation should be no more than 75 words. It will not be accepted if more than 75 words.

Only typed citations will be accepted. The nominee's name should be used in the citation.
Use form #15 (90)

13. I nominate _____ because: (Remarks)

Signature of Nominator

14. Recommendations from the nominee's State Extension Director. A statement by the director may be made in this space or Form #5, blanket approval of all state nominees may also be used.

15. Certification - I certify that _____ is a member of the Cooperative Extension Service in the state of Georgia with less than 10 years of service and is a member of our state association and that his NACAA dues will be paid by the deadline for the coming year.

State Chairman or Officer

Address

16. List of publicity outlets to which nominee wishes release of his award to be sent. (The responsibility for sending these releases goes to State Chairman, usually through the State Extension Editor.) They should be released during the week of the NACAA Annual Meeting.

Attach two 4 X 5 Glossy Photos of the nominee with the head measuring about 2" from the top of the head to the bottom of the chin.

These pictures will be reduced and printed in the Breakfast Brochure.

Write the nominee's name on the back of the picture - on the edge - lightly in pencil. Attach the picture lightly on the edge with scotch tape.

YOUNG PROFESSIONAL AWARD

Georgia Association of County Agricultural Agents Recognition and Awards Committee NOMINATION SHEET

Name _____ County/Dept. _____

(If selected, how you prefer your name to appear on a certificate)

Address _____

Office Phone _____ Home Phone _____

Date of Employment _____

Member of GACAA? Yes _____ No _____ How Long? _____

Education-College or University attended: _____

Other Career Courses Attended (Study Tours-Programs Planning Courses - Workshops)

State GACAA or Extension Committees served on: _____

Description of Achievement - List three or four specific accomplishments of which you are most proud.

Describe how your achievements have helped build a better Extension program or have improved the image of Extension in your county or state.

Any special honors or recognition given to you since employment? If so, describe.

Date Form Completed _____

Signature _____

GACAA STATE EXTENSION SPECIALIST AWARD

Eligibility

All UGA Specialist that are members of GACAA are eligible for this award. There are two categories for this award.

Young Specialist Award – This is a specialist with 5 or less years with the UGA Extension.

Senior Specialist Award – This is a specialist with more than 5 years with UGA Extension. Time is measured from appointment time until March 15th of year of nomination.

A specialist can only win one time per category and is required to attend the annual GACAA meeting to receive the award.

Entry Guidelines

All entries must be nominated by a UGA extension agent in good standing with GACAA.

It is the responsibility of the nominator to insure the specialist qualifies for the award and will attend the annual meeting to receive the award. The application should have a cover letter with the following information:

Specialist Name

Position Held

Appointment Date and years with UGA Nominating

Agent

The application should be typed with a 12 font and be limited to 1,000 words or less and on one sheet front and back. Please tell us how the specialist has impacted your county program and programs state wide. What kind of programs, newsletters, web sites, or other resources have they used to reach clients and agents?

Award

Young Specialist – Plaque and \$300

Senior Specialist – Plaque and \$500

Deadline

Entries must be in the possession of the GACAA Vice President by July 31st.

If Vice President is a specialist, entries will be handled by President Elect.

OUTSTANDING CEC AWARD

Eligibility

All UGA County Coordinators that have worked for at least 5 years are eligible for this award.

Time is measured from appointment time until March 15th of year of nomination.

CEC must be nominated by peer and have a letter from their supervisor supporting them.

A CEC can only win one time and is required to attend the annual GACAA meeting to receive the award.

Entry Guidelines

All entries must be nominated by a UGA extension agent in good standing with GACAA.

It is the responsibility of the nominator to insure the CEC qualifies for the award and will attend the annual meeting to receive the award. The application should have a cover letter with the following information:

CEC's Name

Position Held

Appointment Date and years with UGA

Nominating Agent

The application should be typed with a 12 font and be limited to 1,000 words or less and on one sheet front and back. Please tell us how the CEC has impacted in their county and the impact they have had state wide.

Award

Plaque and \$500

Deadline

Entries must be in the possession of the GACAA Vice President by October 1st.

NOMINATION FOR OUTSTANDING COUNTY EXTENSION SECRETARY

Georgia Association of County Agricultural Agents

1. Nominee's Name _____

2. Office Address _____

3. Years of Extension Service _____

4. EVALUATION OF SECRETARIAL SKILLS

Excellent Very Good Good Fair

Typing

Computer/Work Processor

Filing/Retrieval of Information

Management Ability

Communications and Interrelationships:

 Telephone Callers/General Public

 Coworkers

5. Document nominee's reliability, dependability, and commitment to the Georgia Extension Service.

6. Document nominee's professional improvement record, include last three years only.

7. Use the reverse side of this form for a narrative statement not to exceed 500 words describing the overall capability and performance of the nominee in the role of an Extension Secretary. Other letters and/or statements will not be considered in the selection process.

8. Deadline October 1st.

Signature of Nominator _____ Date _____

GACAA MASS MEDIA AWARDS

DAILY NEWSPAPER

Name of Paper _____ Address _____

Editor _____ Your Contact _____

1. Does paper use the following materials prepared by GACAA member?

Check where appropriate.

BY-LINED

COLUMN	NEWS	FEATURES	PHOTO
<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily
<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally
<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request

2. Does paper assign newspaper staff to cover Extension programs?

NEWS	FEATURES	PHOTO
<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily
<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally
<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request

3. Does paper have regular Extension page? (Ag, 4-H, FCS, CRD, or combination of these) Yes
 No If YES, attach one typical tear sheet.

4. Has paper run special edition or supplement (4-H Week, Gardening, Outdoor Living, Soil Stewardship, etc.) during past year? Yes No (If YES, attach one copy of only one supplement. More information than requested will score against nominee.)

5. Has paper published editorial favorable to Extension during past year? Yes No (If YES, attach one clipping).

6. In 200 words or less, tell what this newspaper's support means to your Extension program. Be as specific as possible. Cite specific incidents. (Use back of this page).

Note: Include news clipping only for the period (July 1 - June 30).

Your Name _____ Title _____
County _____

DUE DATE: September
MAIL TO: GACAA Vice-President

GACAA MASS MEDIA AWARDS

WEEKLY NEWSPAPER

Name of Paper _____ Address _____

Editor _____ Your Contact _____

1. Does paper use the following materials prepared by GACAA member?
Check where appropriate.

BY-LINED

COLUMN	NEWS	FEATURES	PHOTO
<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily
<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally
<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request

2. Does paper assign newspaper staff to cover Extension programs?

NEWS	FEATURES	PHOTO
<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily
<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally
<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request

3. Does paper have regular Extension page? (Ag, 4-H, FCS, CRD, or combination of these) ___ Yes
___ No If YES, attach one typical tear sheet.

4. Has paper run special edition or supplement (4-H Week, Gardening, Outdoor Living, Soil Stewardship, etc.) during past year? _____ Yes ___ No (If YES, attach one copy of only one supplement. More information than requested will score against nominee.)

5. Has paper published editorial favorable to Extension during past year? _____ Yes ___ No (If YES, attach one clipping).

6. In 200 words or less, tell what this newspaper's support means to your Extension program. Be as specific as possible. Cite specific incidents. (Use back of this page).

Note: Include news clipping only for the period (July 1 - June 30,).

Your Name _____ Title _____
County _____

DUE DATE: September
MAIL TO: GACAA Vice-President

GACAA MASS MEDIA AWARDS

OTHER PUBLICATION

Name of Publication _____ Address _____

Editor _____ Your Contact _____

1. Does publication use the following materials prepared by GACAA member?

Check where appropriate.

BY-LINED

COLUMN	NEWS	FEATURES	PHOTO
<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily
<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally
<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request

2. Does publication assign staff to cover Extension programs?

NEWS	FEATURES	PHOTO
<input type="checkbox"/> Daily	<input type="checkbox"/> Daily	<input type="checkbox"/> Daily
<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Occasionally
<input type="checkbox"/> On Request	<input type="checkbox"/> On Request	<input type="checkbox"/> On Request

3. Does publication have regular Extension page? (Ag, 4-H, FCS, CRD, or combination of these)
 Yes No If YES, attach one typical tear sheet.

4. Has publication run special edition or supplement (4-H Week, Gardening, Outdoor Living, Soil Stewardship, etc.) during past year? Yes No (If YES, attach one copy of only one supplement. More information than requested will score against nominee.)

5. Has publication published editorial favorable to Extension during past year? Yes No (If YES, attach one clipping).

6. In 200 words or less, tell what this publication's support means to your Extension program. Be as specific as possible. Cite specific incidents. (Use another sheet if necessary).

Note: Include news clipping only for the period (July 1 - June 30).

Your Name _____ Title _____

County _____

DUE DATE: September

MAIL TO: GACAA Vice-President

GACAA MASS MEDIA AWARDS

RADIO

Name of Station _____ Address _____

Manager _____ Your Contact _____

1. How much coverage does your station give to Extension projects in these areas?

A. Spot Announcements

Number per week _____

Air time per week _____

B. News Programs

Number per week _____

Air time per week _____

C. Feature programs performed by Extension staff

<u>Number</u>	<u>Amount of Air Time</u>
Daily	_____
Weekly	_____
Monthly	_____

2. In 200 words or less, tell why the radio station being nominated should receive the GACAA Award. You might want to include a specific example of how this station has supported your Extension program. (Use back of page.)

Your Name _____ Title _____
County _____

DUE DATE: September
MAIL TO: GACAA Vice-President

GACAA MASS MEDIA AWARDS

TELEVISION

Name of Station _____ Address _____

Manager _____ Your Contact _____

1. How much coverage does your station give to Extension projects in these areas?

A. Spot Announcements

(1) Public Service Announcements:

Number per month _____ Time of Day _____

(2) Station Support of County Program:

Number per month _____ Time of Day _____

B. News Programs

Number per month _____ Time of Day _____

C. Local Extension Feature Programs

Number per month _____ Time of Day _____

D. Special "Talk Shows" - Extension Participation (July 1 - June 30)

Number per month _____ Time of Day _____

E. Estimated total amount of air time for Extension Programs per year _____

2. In 200 words or less, tell why the T.V. station being nominated should receive the GACAA Award. You might want to include a specific example of how this station has supported your total Extension program. (Use back of page.)

Your Name _____ Title _____
County _____

DUE DATE: September
MAIL TO: GACAA Vice-President

GACAA SCHOLARSHIP APPLICATION

(Please type or print - answer 1, 2, 3 on additional page)

Name _____ County/Dept. _____

Mailing Address _____

Town _____ State _____ Zip Code _____ SSN _____

Office Phone _____ Home Phone _____ Email _____

Present Position _____ Years in Same _____

Member of GACAA? _____ Yes _____ No How Long? _____

Have you made a \$40 or greater contribution to the NACAA Scholarship Fund before June 30 of the prior year? (The minimum requirement is \$20 if made before September 25, 1995.) This is required for consideration. _____
_____ Yes _____ No

List the dates and amounts of GACAA Scholarships received. You may receive the scholarship more than once but first time recipients will receive preference over those who have received a scholarship already.

1. Describe in detail your plan for training (sponsoring institution, location, courses, dates and itinerary).

2. State how this training will help increase your competency as an Extension worker.

3. Finances: Tuition, fees, books, supplies, travel, lodging, meals, etc.
 - a. Estimated cost of training \$ _____ (attach details).

 - b. Amount to be received from other sources.

My signature verifies that I am a paid up member of the Georgia Association of County Agricultural Agents.

Signature of Applicant _____ Date _____

Send 3 copies of the application to the GACAA Scholarship Committee Chair by October 10.

GACAA PROFESSIONAL SCHOLARSHIPS

Three state scholarships of \$750 each are available to GACAA members. These may be used for graduate study or other educational/professional improvement activities.

GACAA scholarships are supported by member contributions, scholarship auction proceeds, Sunbelt Expo food booth sales and sponsorship by Georgia Farm Credit Association. Applications are due to the state scholarship chair by October 10.

CRITERIA FOR AWARDING GACAA PROFESSIONAL SCHOLARSHIPS

- A. Must be an active member of NACAA and GACAA for two years and membership must be current when the application is submitted. Applicant must have contributed a minimum of \$40 to the Association's scholarship fund. (\$20 if prior to 9/25/1995)
- B. Use of the scholarship funds must start within one year of scholarship award.
- C. Award is for individual or group professional improvement through:
- Advanced degree study in an Extension related degree program. This can include reimbursement for travel at the accepted state rates.
 - Other educational activities. This could include but is not limited to NACAA meetings, other educational meetings, tours, study courses and special conferences.
- D. Maximum award for individual or group is \$750 per application.
- E. Study or group activity cannot be completed before application is approved.
- F. Recipient will be selected by the GACAA Scholarship Committee.
- G. Recipients will receive scholarship award at Annual State Meeting of the GACAA.
- H. Individuals or groups can only be awarded one scholarship per year.
- I. A written report of the program study must be submitted to the GACAA State President at the conclusion of the funded program. This report should be brief, not exceeding two typewritten double spaced pages.
- J. Preference will be given to first time applicants. Previous award winners can apply and will be considered.
- K. Individual scholarship winners, group scholarship winners, and the GACAA active or life member whose family member receives the Family Scholarship must work the GACAA Sunbelt Expo Food Booth in the year following the receipt of the award.

GACAA SCHOLARSHIP APPLICATION
First Timer's Scholarship to attend NACAA AM/PIC

Scholarship Criteria:

Applicant must be an active GACAA Member employed less than 5 years and planning on attending the next scheduled NACAA AM/PIC as a First Timer. This scholarship will pay a maximum of \$750 reimbursement to the recipient after they attend the NACAA AM/PIC. There are two scholarships available per year.

Have you previously attended a NACAA AM/PIC? Yes _____ No _____

What is the title of the oral or poster presentation that you propose for the upcoming NACAA AM/PIC?

Name _____ County/Dept _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (Office) _____ (Home) _____ Email _____

Present Position _____ Years in Same _____

Years with Extension _____

GACAA Member Yes _____ No _____ How Long? _____

Is it an oral presentation or a poster?

Have you previously given this presentation at another meeting? If so, what meeting and when? On an additional page, explain why it is important for you to participate in the upcoming NACAA AM/PIC.

My signature verifies that I am paid member of the Georgia Association of County Agricultural Agents.

Signature of Applicant _____ Date _____

Signature of District Extension Director _____ Date _____

Send three copies of the application to the GACAA Scholarship Committee Chair.
APPLICATION DEADLINE: October 10.

GACAA FAMILY SCHOLARSHIP APPLICATION

Scholarship Criteria: Applicant must be a child, spouse or grandchild of a GACAA Active or Life member. The \$1,000 scholarship will be good for one year after being awarded. Scholarship will be valid for any two or four year college or university in any state for work toward a BS or Graduate degree. Scholarship will not be valid for technical or trade school. Scholarship recipient will be selected by the GACAA scholarship Committee at the GACAA Annual Meeting. More specific criteria can be found at the end of this application. Application is due October 10.

PART I:

Applicant's Name _____

Date _____ County of Residence _____ Email _____

Address _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____ Date of Birth _____

College or University Applicant is attending _____

Parent or Guardian's Name _____

Address _____ State _____ Zip _____

Phone (Home) _____ (Office) _____ Email _____

Parent or Grandparent (GACAA Member) _____

GACAA Membership StatusActive () or Life ()

List the name, address and phone number of three references not related to the applicant. (1)

(2)

(3)

I understand that I must be enrolled or admitted prior to submitting this application and that I must conduct myself in such a manner as to represent the GACAA and make the entire GACAA membership proud that I am the recipient of their family scholarship.

Applicant's Signature _____ Date _____

Parent, guardian and/or GACAA member signatures required on last page of application.

Part II:
SCHOLASTIC ACHIEVEMENT – (40 Points)

Present Classification:

Freshman _____ Sophomore _____ Junior _____ Senior _____ Post Graduate _____

Quarter/Semester _____ Year _____ Curriculum or Major _____

High School(s) Attended _____ GPA _____

_____ GPA _____

Graduation Date _____ Were you an Honor Graduate? _____ Yes _____ No

College(s) Attended _____ GPA _____

(Most Recent)

_____ GPA _____

List scholastic achievements beginning with the most recent down through at least grade ten (10). (i.e. National Honor Society, Dean’s List, Honors, Awards, Etc.)

Part III:
LEADERSHIP ROLES – (20 Points)

List leadership roles beginning with the most recent down through at least grade ten (10). (i.e. Schools, Organizations, Clubs, Civic, Community or Youth Groups, Etc.)

Part IV:

SCHOOL OR COLLEGE ACTIVITIES – (20 Points)

List school activities beginning with the most recent down through at least grade ten (10).

(i.e. Schools, Organizations, Clubs, Sports, Fraternities, Sororities, Civic, Community and Youth Groups, Etc.)

Part V:

COMMUNITY ACTIVITIES – (10 Points)

List community activities beginning with the most recent down through at least grade ten (10).

Part VI:

ESSAY – (10 Points)

Applicant will write and attach to this application an essay of not more than two typed, double spaced pages summarizing their goals and ambitions, what they plan to study in college, why they choose the curriculum or major, and why they deserve the GACAA Family Scholarship. You may include your work experiences in this section.

GACAA Family Scholarship Criteria

This will be one \$1,000 scholarship awarded annually if suitable applicant is selected. Applicant must be a child, spouse or grandchild of a GACAA Active or Life member.

Scholarship selection will give preference in the following order: First to children of active or life members, second to spouse of active or life members and third to grandchildren of active or life members.

Scholarship is good for one year and recipients can apply for additional scholarships.

Preference will be given to first time applicants. Previous scholarship recipients can apply again and will be considered. Total life time scholarship maximum will be determined by the GACAA Board of Directors based on the recommendation of the GACAA Scholarship Committee.

The scholarship will be paid by the GACAA Treasurer with authorization from the GACAA President when the recipient completes the quarter or semester with passing grades and satisfactory work. Satisfactory work is described as grades that would allow the student to return to college the next term in good standing.

The scholarship is valid for any accredited two or four year college or university in any state. The scholarship is valid for college level work toward a BS or Graduate degree and will NOT be valid for technical or trade school.

The scholarship recipient will be selected by the GACAA Scholarship Committee at the GACAA Annual Meeting and Professional Improvement conference in the fall of the year.

The scholarship application with attached two page essay is due to the GACAA Scholarship Committee chair by October 10. It must be typed and signed by the appropriate individuals.

The GACAA Scholarship Committee and GACAA Board of Directors reserve all rights and privileges to make the final decision concerning the recipient of the GACAA Family Scholarship and the disbursements of the scholarship funds.

Scholarship application is due to the GACAA Scholarship Chair by October 10.

Parent/Guardian Signature _____ Date _____

And/or
GACAA Active or Life Member’s Signature _____

CALL FOR ENTRIES IN THE GACAA POSTER SESSION

Purpose:

To recognize GACAA members who conduct quality applied research and Extension Education programs and to give members the opportunity to participate in a quality professional development event.

Eligibility:

Any GACAA member in good standing is eligible. State or district winners in other categories are strongly encouraged to participate as this is an excellent opportunity to spotlight your work.

Guidelines:

1. Complete an entry and abstract form for each entry and return by September 15 to the Professional Excellence Committee Chair.
2. Make your abstract clear and concise, as it will be used in annual meeting publication materials. All abstracts will be published.
3. The poster may reflect the work of one member or two or more members working together. If multiple members participate, they must be listed on the entry form. The primary presenter should sign the form.
4. Posters will be on continuous display during the GACAA Annual Meeting and will be peer-reviewed and judged by the Professional Excellence Committee.
5. Please remember that this is an excellent opportunity to build your dossier for the new career ladder program.
6. You should bring all your exhibit materials with you to the annual meeting. There is no limit to the number of posters a member may present, but space may limit the number accepted. After your abstract and entry form is accepted, you will receive specific information regarding the size and layout of your posters.
7. The Professional Excellence Committee shall peer review and have authority to accept or reject a poster or posters upon evaluation of the abstract and entry form. The decision of the committee is final.
8. Work reported in the session must have been accomplished within the past 3 years.

Awards and Recognition:

Participants are to be recognized at the GACAA Annual Meeting and receive certificates. Pending sponsorship and funding, further awards may be possible.

GACAA ANNUAL MEETING POSTER SESSION

Entry and Abstract Form

Please complete one form for each entry and return by September 15 to: State Chairman
Professional Excellence Committee

To be completed by the presenter: (Please Type)

NAME _____

ADDRESS _____

PHONE _____ FAX _____

DISTRICT _____ STATE STAFF _____

CATEGORY (Check One): _____ Applied Research

_____ Extension Educational Program

CO-PRESENTER (If Any): _____

In the space below, give a brief description of your educational program or research project. Include specific goals, procedures, and results.

I certify that I am a GACAA member in good standing and that all of the above is correct.

Signature

Date

CALL FOR ENTRIES IN THE GACAA ORAL PRESENTATIONS SESSION

Purpose:

To recognize GACAA members who conduct quality applied research and Extension Education programs and to give members the opportunity to participate in a quality professional development event.

Eligibility:

Any GACAA member in good standing is eligible. State or district winners in other categories are strongly encouraged to participate as this is an excellent opportunity to spotlight your work.

Guidelines:

1. Complete an entry and abstract form for each entry and return by September 15 to the Professional Excellence Committee Chair.
2. Make your abstract clear and concise, as it will be used in annual meeting publication materials. All abstracts will be published.
3. The presentation may reflect the work of one member or two or more members working together. If multiple members participate, they must be listed on the entry form. The primary presenter should sign the form.
4. Presentations will be giving at a specific time at the GACAA Annual Meeting and will judged by a panel.
5. Please remember that this is an excellent opportunity to build your dossier for the new career ladder program.
6. Presentation topic must focus on either an Extension program or applied research. If selected, there will be a 10 minute time limit.
7. The Professional Excellence Committee shall peer review and have authority to accept or reject a presentation upon evaluation of the abstract and entry form. The decision of the committee is final.
8. Work reported in the session must have been accomplished within the past 3 years.

Awards and Recognition:

Participants are to be recognized at the GACAA Annual Meeting and receive certificates. Pending sponsorship and funding, further awards may be possible.

GACAA ANNUAL MEETING ORAL PRESENTATION SESSION

Entry and Abstract Form

Please complete one form for each entry and return by September 15 to: State Chairman
Oral Presentations

To be completed by the presenter: (Please Type)

NAME _____

ADDRESS _____

PHONE _____ FAX _____

DISTRICT _____ STATE STAFF _____

CATEGORY (Check One): _____ Applied Research

_____ Extension Educational Program

CO-PRESENTER (If Any): _____

In the space below, give a brief description of your educational program or research project. Include specific goals, procedures, and results.

I certify that I am a GACAA member in good standing and that all of the above is correct.

Signature

Date

APPENDIX 1

Officer Rotation

President will be elected in the following district order:

Southwest, Northwest, Southeast, State Staff

Presidential Progression:

Vice Presidents, President Elect, President, Past President

Treasurer and Secretary is a 3 year term and can come from anywhere in the state.
These positions will not be elected in the same year, they will be staggered.

Directors by District

2 year term with a Jr. Director and a Sr. Director

APPENDIX 2
GACAA PAST PRESIDENTS

Year	Name	Year	Name	Year	Name
1946	E. P. McGee *	1969	J. E. Eubanks *	1992	John Parks
1947	L. V. Cawley *	1970	William H. Poole *	1993	Howell Roberts #
1948	N. V. Davis *	1971	Johnny Stowe *	1994	Mickey Palmer
1949	Byron Dyer *	1972	James Brannen *	1995	Estes Reynolds
1950	S. L. Welborn *	1973	Kenneth Chambers *	1996	Mike Welborn
1951	R. E. Miller *	1974	Bobby Locke	1997	Mickey Cummings #
1952	S. C. Gunnels	1975	Dewey Maxwell *	1998	Lamar Martin
1953	Cecil Johnson *	1976	Harvey Johnson *	1999	Carl Tankersley
1954	H. H. Shores *	1977	Norman McGlohon	2000	Dan Brown
1955	J. F. Johnston	1978	Tom Helton	2001	Duren Bell
1956	Sanders Mercer *	1979	Paul Smith	2002	Robert Brewer #
1957	W. R. Carswell *	1980	Bill Hays	2003	Frank Watson #
1958	O. W. Burns*	1981	Billy Dick	2004	Mickey Fourakers #
1959	Carter Martin *	1982	Harold Brantley *	2005	Phil Torrance #
1960	G. F. Wiley *	1983	M. K. Cook	2006	J. Michael Moore #
1961	D. W. Strobehn *	1984	Hal Tatum	2007	Paul Wigley #
1962	John Mauldin	1985	Larry Thomas	2008	Keith Lassiter #
1963	W. R. Tye *	1986	Doug Durham	2009	Edward L. Ayers #
1964	M. F. Alligood *	1987	Willis Godowns	2010	Casey Ritz #
1965	E. T. Evans *	1988	Gary Lee *	2011	Eddie McGriff
1966	Eston Hardin *	1989	Ron Atkinson	2012	Johnny Whiddon
1967	A.C. Holland	1990	Carl Black	2013	Wes Smith #
1968	Henry Trussell *	1991	Ted Clark	2014	Tammy Cheely #

* = Known to be Deceased # = Active Past Presidents