



K.A.C.A.A. POLICY

(Referenced to when policy was set)

1. The K.A.C.A.A. pays for one room and banquet tickets for one night for the Lay Leader Award winner and guest. (September 13-14, 1979, Page 3; amended May 2, 2018)
2. The K.A.C.A.A. pays for one room and banquet tickets for one night for the Award of Excellence in Agriculture winner and guest. (December 17-18, 1979, Page 1; amended May 2, 2018)
3. The K.A.C.A.A. is to present the outgoing president with plaque or gavel. (December 4-5, 1979, Page 6)
4. Bereavement Policy. \$25.00 donation to scholarship fund from K.A.C.A.A. State Association or to the charity for the organization of the family's choice. This should be done for K.A.C.A.A. member agents and their immediate family. Immediate family is the agent, spouse, or children and life members. It is recommended that the area association send flowers and include K.A.C.A.A. on name card. A letter is to be sent by the president to family explaining that the money for scholarship fund has been sent. (December 11, 1989, Page 1-2)
5. New Lay Leader and Award of Excellence winners are to be made honorary county agents. (January 6-7, 1975)
6. The president, or his or her appointee, is to address new agricultural/horticulture agents at agent orientation. (December 11, 1989, Page 2; amended May 2, 2018)
7. The State President is responsible for inviting the state administration to the annual meeting. (January 10-11, 1974, Page 2)
8. The Outstanding Lay Leader Award will be handled by the host areas. (December 17, 1980, Page 1; amended May 2, 2018, amended December 19, 2023)

9. The Award for Excellence in Agriculture is made available for leaders who have shown outstanding state leadership and will be selected by host areas. (December 17, 1980, Page 1; amended May 2, 2018, amended December 19, 2023)
10. The state committee chairpersons and any KACAA member serving on a national committee are to be invited to the winter workshop. (December 17, 1979, Page 5; amended May 2, 2018)
11. Names proposed for Honorary County Agent (Certificates) are to be screened by the Executive Committee, with the exception of the Lay Leader Award and the Award of Excellence. (August 8, 1981, Page 2)
12. The monetary awards for the Achievement Award (F. W. Rickard Award) are to be divided equally among those state winners attending the National AM/PIC to receive their award. If NACAA grants an exemption for winner to not attend AM/PIC then monetary award will still be made. KACAA will present winners with a plaque at KACAA AM/PIC. (Amended February 2, 2023; December 19, 2023)
13. The monetary awards for the DSA winners will be divided equally among those state winners attending the National AM/PIC to receive their award. If NACAA grants an exemption for winner to not attend AM/PIC then monetary award will still be made. KACAA will present winners with a plaque at KACAA AM/PIC. (Amended February 2, 2023; December 19, 2023)
14. K.A.C.A.A. is to pay state and national dues for all new County Extension Agents, applying for membership to the association, starting to work during the “dues year”. (December 2, 2003, Page 3).
15. The decision to invite department chairs to the annual meeting is up to the host areas. Meal(s) will be provided by the host areas. Room is on their own. No substitutes allowed. Area Directors shall be invited to the Awards Banquet, but no other Annual Meeting activities. (Amended May 2, 2018; amended December 19, 2023)
16. Fifty percent (50%) of excess funds from hosting the K.A.C.A.A. Annual Meeting, if there are excess funds, must come back to the KACAA Education Foundation. Area in turn would keep 50% of the excess funds. Excess funds are defined as donations received to host annual meeting, minus expenses. Host areas are to present an annual meeting budget to the incoming president at the conclusion of the annual meeting they are hosting. (December 15, 2000, Page 3; amended June 21, 2023; amended December 19, 2023)
17. The Second Vice-President will be responsible for updating the policy handbook. (December 15, 2000, Page 3; amended May 2, 2018)
18. When the treasurer receives delinquent dues from membership, he/she will go ahead and forward the dues on to the National Association. (July 24, 2001, Page 2; amended May 2, 2018)

19. Prior to each year's UK Staff Senate election, KACAA will encourage an agriculture and natural resources agent, horticulture agent, other agents, and extension field staff to run and support him and/or her during that election. (July 23, 2002, Page 3)
20. Those agents who have taken a post-retirement position as County Extension Agent will remain as an active agent until the end of that positions term. (July 28, 2004, Page 4)
21. KACAA will pay for the luncheon meal of the KACAA Board when it meets at the KACAA annual meeting. The cost of this meal will not be a part of the annual meeting expenses incurred by the host areas. (July 9, 2007, Page 5; amended December 19, 2023)
22. The KACAA Second Vice-President will be responsible for making meal arrangements and coordinating the "States Night Out" meal at NACAA national meetings. (July 9, 2007, Page 5)
23. In addition to the PR Director of KACAA, each of the members of the executive committee of KACAA shall have access to modify the materials pertaining to their office on the web site of KACAA. (July 2, 2008; amended May 2, 2018)
24. KACAA Extra Effort Agent Award may be presented each year if there is a deserving candidate. This award application process should be handled by Program Recognition Council Chair and reviewed by committee set by PRC Chair. (May 2, 2018)
25. KACAA pays for banquet tickets and one room for one night for Outstanding Specialist Award winner and guest. (May 2, 2018)
26. KACAA will pay for expenses for 2 delegates not covered by another source for attending JCEP and PILD Conferences. (May 2, 2018)
27. KACAA will present communication award winners and Search for Excellence award winners with a certificate and \$100 at KACAA AM/PIC. (February 2, 2023)
28. Membership dues for KACAA will be \$150 per year. (June 21, 2023)
29. Each year KACAA will make a donation of \$25 per member to the KACAA Education Foundation. (December 19, 2023)
30. Host areas will cover registration cost for NACAA Southern Region Director to attend KACAA AM/PIC. (Amended December 19, 2023)
31. KACAA First Vice-President will be responsible for ensuring KACAA adherence to all policies and by-laws. (December 19, 2023)
32. KACAA Third Vice-President will be responsible for reviewing and appointing committee and council chairs. (December 19, 2023)
33. KACAA delegates for JCEP and PILD conferences will be president and past president. In the event one of those cannot attend president should appoint another delegate.

(December 19, 2023)

Revisions: July 2, 2008-Policy revisions accepted by general membership
Revisions: July 29, 2009-Policy revisions accepted by general membership
Revisions: May 2, 2018-Policy revisions accepted by board
Revisions: February 2, 2023 – Policy revisions accepted by board
Revisions: June 21, 2023 - Policy revisions accepted by board
Revisions: December 19, 2023-Policy revisions accepted by board