

## **SAMPLE CONSTITUTION AND BYLAWS**

### **\_\_\_\_\_ COUNTY EXTENSION COUNCIL**

#### **ARTICLE I: NAME AND PURPOSE**

- Section 1 The name of the organization shall be the \_\_\_\_\_ County Extension Council.
- Section 2 The County Extension Council is the primary organization representing the people of the county in the direction of the total Extension program. Overall county Extension program matters to be acted on by local people are the business of the County Extension Council.
- Section 3 The purposes of the County Extension Council are:
- a. To ensure a broad-based Extension program available to all citizens.
  - b. To identify issues and opportunities that will serve as a basis for the county Extension program's plan of work, helping to determine priorities and participating in all phases of program development.
  - c. To communicate and promote Extension program opportunities to the public, organizations, and governing bodies of the county.

#### **ARTICLE II: FUNCTIONS**

- Section 1 Primary functions of the County Extension Council are to:
- a. Meet with new Extension agents for the purpose of reviewing local program needs and concerns.
  - b. Stay current on local community needs through informal observation, analysis and feedback and periodic formal needs assessment.
  - c. Work collaboratively with the Extension staff to determine programming priorities and set appropriate goals for the total county Extension program.
  - d. Aid the Extension staff in developing, implementing, and evaluating county Extension programs.
  - e. Annually review program outcomes and impacts in comparison to priorities and goals, identifying opportunities to expand and enhance programming.

- f. Promote an appropriate balance of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, and Community, and Economic Development programming.
- g. Ensure the necessary volunteer leadership for conducting county Extension programs.
- h. Sponsor and conduct county-wide programs and activities.
- i. Interpret the resource needs to the Extension District Board\* (or to the County Fiscal Court if no Extension Board exists) and other local bodies which may appropriate funds for Extension programming.
- j. For counties with an Extension District, the duties of the County Extension Council as prescribed by KRS 164.605 to 164.675 include:
  - i. Nominating individuals for consideration as Extension District Board members (KRS 164.635),
  - ii. Counseling with the Extension District Board in making and adopting rules and regulations for transacting Extension District business (KRS 164.655),
  - iii. Cooperating with the Extension Service and Extension District Board in planning and conducting the county Extension program (KRS 164.655), and
  - iv. Advising the Extension District Board in the preparation of the county Extension budget (KRS 164.655).
- k. Advocate for state and federal legislative support as needed.
- l. Increase public awareness of Extension programs.
- m. Form committees as deemed necessary to function effectively and efficiently.
- n. Participate in and/or identify members for Extension committees as requested.

### **ARTICLE III: ORGANIZATION**

Section 1 The county Extension staff, with guidance and leadership from the Area Extension Director, is responsible for organizing and maintaining the County Extension Council.

Section 2 In accordance with KRS 164.605 to 164.675, membership is to be no less than 15 and not more than 40 citizens of the county.

- a. Members are carefully selected by a membership committee in consultation with the Extension staff and represent all segments of the county, including:

- i. Each major geographic area of the county.
  - ii. Each major Program Area Council/Committee - Agriculture and Natural Resources/Horticulture, Family and Consumer Sciences/Extension Homemakers, 4-H/Youth Development, and Community and Economic Development.
  - iii. Organizations affecting and affected by Extension programs.
  - iv. Each major socioeconomic group in the county.
  - v. Membership representation of the population of the county.
  - vi. Additional at-large members with a major interest in Cooperative Extension Service programs (leaders in the professions related to program areas, business, industry, education, civic and religious organizations, local government, etc.)
- b. Extension staff are not to be members but act as resource people or advisors.
  - c. County Extension Council members may serve three years, subject to reappointment for only one succeeding three-year term before rotating off the council. Initial appointments should be made to allow for expiration of approximately one-third of the membership each year.
  - d. Council members whose term expires while they are members of the District Board will continue on the council as long as they are District Board members.
  - e. Membership is open to all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

### Section 3 Officers

- a. Officers consist of a president, vice-president, secretary, and any other officers needed.
- b. Officers are elected from the membership at a fall meeting.
- c. Terms shall begin no later than January 1st.
- d. Officers of the Council will comprise the Executive Committee.
- e. Officers will be elected for a two-year term.
- f. Officers may not succeed themselves in the same office.

#### Section 4 Meetings

- a. The council will meet quarterly. Additional meetings may be held if deemed appropriate by the Executive Committee.

#### Section 5 Committees

- a. Standing committees of the council include:
  - i. Membership
  - ii. Nominating
  - iii. Public Relations/Marketing
  - iv. Bylaws
- b. Ad-hoc committees of the County Extension Council may be appointed as deemed desirable to develop, implement, and evaluate Extension programs or lead special projects.

### **ARTICLE IV: RELATIONSHIP TO OTHER ORGANIZATIONS**

#### Section 1 Extension Related Organizations

- a. Extension Program Advisory Councils, such as 4-H Youth Development, Family and Consumer Sciences, Community and Economic Development/Community Arts, and Agriculture Advisory/Horticulture, should keep the County Extension Council well informed.
- b. The Extension District Board is an agency of the state to function with authority for making fiscal and financial decisions for the Extension District in cooperation with the University of Kentucky. The County Extension Council will provide advice, recommendations, and assistance to the Extension District Board for use in making business and fiscal matter decisions for the overall well-being of the people and communities in the Extension District.

#### Section 2 Non-Extension Organizations

- a. The County Extension Council will establish and maintain relationships with local non-Extension organizations.
- b. These relationships will be in keeping with the purposes and functions of the County Extension Council and the policies and procedures of the Cooperative Extension Service.

- c. Such relationships should help:
  - i. Extend the benefits of the Extension programs to all people of the county.
  - ii. Obtain contributions to Extension program development, implementation, and evaluation.
  - iii. Promote understanding of Extension programs and procedures.

#### **ARTICLE V: NON-DISCRIMINATION**

All members shall be selected, and educational programs conducted without regard to economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

#### **ARTICLE VI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the council may adopt.

Date Adopted: \_\_\_\_\_

Signature of President: \_\_\_\_\_