

SAMPLE CONSTITUTION AND BY-LAWS
_____ COUNTY EXTENSION COUNCIL

ARTICLE I: NAME AND PURPOSE

Section A NAME

The name of the organization shall be the _____ County Extension Council.

Section B THE PURPOSE

1. To identify issues and opportunities that will serve as a basis for the content and emphasis of the county Extension program.
2. To explain, promote, and help implement Extension programs, procedures, and opportunities to the people, organizations, and governing bodies of the county.
3. To insure a broad-based Extension program that will be available to all the people.

ARTICLE II: FUNCTIONS

Section A To meet with and react to Extension workers proposed for the county program.

Section B To aid the Extension staff in development, implementation, and evaluation of the county Extension program.

Section C To help the Extension staff set long-range goals of the total county Extension program.

Section D To monitor the program to promote an appropriate balance of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H/Youth Development, and Community and Economic Development work.

Section E To provide the necessary volunteer leadership for conducting the county Extension program by:

1. Serving as leaders.
2. Recruiting leaders.

3. Identifying leaders.
4. Training leaders.
5. Recognizing leaders.

Section F To secure the necessary county fiscal support for Extension by:

1. Being familiar with the county Extension budget and budget needs.
2. Helping interpret the budget to the county fiscal court, the Extension District Board, and other local bodies which may appropriate funds for the Extension service.

Section G To perform the duties of the County Extension Council as prescribed by KRS 164.605 to 164.675. These include:

1. Nominating Extension District Board members (KRS 164.635);
2. Counseling with the Extension District Board in making and adopting rules and regulations consistent with the law for transaction of Extension District business (KRS 164.655);
3. Cooperating with the Extension Service and Extension District Board in planning and executing the County Extension Program (KRS 164.655);
4. Assisting with preparation of the county Extension budget (KRS 164.655).

Section H Securing legislative support as needed.

Section I To help keep the public aware of past, present, and projected Extension programs, efforts, and directions.

Section J Suggest county representatives to represent the District at State Extension Council.

ARTICLE III: ORGANIZATION

Section A The county Extension staff, with the guidance of the District Director, is responsible for organizing and maintaining the County Extension Council.

Section B The County Extension Council is organized and operational in accordance with the District Cooperative Extension Service Law (KRS 164.605 to 164.675).

1. In accordance with KRS 164.605 to 164.675:

Membership (to be no less than 15 and not more than 40 members):

- a. Members are carefully selected by a membership committee in consultation with the Extension staff and represent all segments of the county, including:
 - (1) Each major geographic area of the county;
 - (2) 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;
 - (3) Each organization affecting and affected by Extension programs;
 - (4) Each major social and economic group in the county.
- b. Other members are selected from leaders in the agriculture, business, industry, education, civic and religious organizations, local government, and professional community.
- c. Extension staff and USDA or other federal or state agency personnel are not to be members, but act as resource people or advisors.
- d. Members will serve for three years, subject to re-appointment for one succeeding term. (If selected for a second term, members should rotate off the council after the second term, if selected). Initial appointments should be made to allow for expiration of approximately one-third the membership each year.
- e. 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.

- f. Membership is open to all people regardless of race, color, age, sex, religion, disability, or national origin.

2. 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. Officers of the Council will comprise the Executive Committee.
- d. Officers will be elected for a two-year term. Officers may not succeed themselves in the same office.

3. Meetings

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

4. Program Development and Implementation

Committees of the County Extension Council may be appointed as deemed desirable to develop, implement, and evaluate Extension programs.

a. Purpose

The purpose of these committees shall be to provide the mechanism for bringing together the interest and knowledge necessary to deal with any significant phase of the Extension program. Examples of a “significant phase” are: financial management, agriculture marketing/production, health and nutrition, life skills, environmental quality, capacities of communities, etc.

b. Functions

The primary functions of program development committees are:

- (1) In cooperation with the Extension staff:

- (a) Needs assessments, identifying community problems, doing situation analysis, and establishing priorities,
 - (b) Determining short-term and long-term program objectives,
 - (c) Developing and implementing plans for reaching objectives,
 - (d) Evaluating program results.
- (2) Collecting and analyzing appropriate background information to help determine the current situation with respect to an Extension program.
 - (3) Securing the help of appropriate individuals and organizations in reaching the objectives for that phase of the Extension program with which the committee is concerned.
- c. Organization
- (1) Program development committees are organized as Extension program needs require.
 - (2) The purpose and functions of each committee appointed should be clearly prescribed by the County Extension Council and communicated to those appointed.

ARTICLE IV: RELATIONSHIP TO OTHER ORGANIZATIONS

Section A EXTENSION-RELATED ORGANIZATIONS

1. The County Extension Council is the primary organization representing the people of the county in matters relating to Cooperative Extension programs.
2. Committee action will be subject to review by the County Extension Council and shall serve as a basis for County Extension Council activity.

3. Other Extension-related councils, such as 4-H/Youth Development, Agriculture/Horticulture Advisory, Family and Consumer Sciences, Homemakers, and Community and Economic Development, should work under the umbrella of the County Extension Council and report efforts and successes of that area's Extension program activities.

Section B EXTENSION DISTRICT BOARDS

1. The County Extension Council will nominate Extension District Board members to serve for three years.
2. The County Extension Council may request reports from the Extension District Board. The County Extension Council would share program needs to the Extension District Board for budget considerations and then review the budget after completion.

Section C NON-EXTENSION ORGANIZATIONS

This County Extension Council will establish and maintain relationships with local non-Extension organizations. Their 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. They should facilitate:

1. Extending the benefits of the Extension programs to all people of the county.
2. Obtaining contributions that such organizations can make to Extension program development, implementation, and evaluation.
3. Promoting understanding of Extension programs and procedures.

ARTICLE V: NON-DISCRIMINATION

All members shall be selected and educational programs conducted without regard to race, color, age, sex, religion, disability, or national origin.

Date Adopted _____

Signature of President _____