

By-Laws of the Fountain County Extension Board and Extension Advisory

Revised 10/29/07
Adopted 01/10/08

ARTICLE I-NAME-FOUNTAIN COUNTY, INDIANA EXTENSION BOARD AND ADVISORY COUNCIL

Purdue Extension Fountain County consists of the Fountain County Extension Board and the Fountain County Extension Advisory Council (hereafter referred to as the “Council”). The County Extension Board (hereafter referred to as the “Board”) is the decision making body of the overall Purdue University Cooperative Extension Service (hereafter referred to as “Extension”) in Fountain County. The Council is a voluntary organization of local people, widely representative of the citizens of the county, and elects Board members.

ARTICLE II-PURPOSE-EXTENSION BOARD AND EXTENSION ADVISORY COUNCIL

The Board and the Council provide an organized way for the county to be represented by local people in its relationship with Extension. They are not legal government entities and are unincorporated associations serving in advisory capacities to the Fountain County Purdue Cooperative Extension Service. The Board’s four functions are: Program Planning, Implementation and Evaluation; Financial Support and Resource Identification; Advocacy for Extension; and Personnel Recommendation and Assistance. The Council elects Board members.

ARTICLE III- MEMBERSHIP

Section 1: General Qualifications for Membership of the Advisory Council

The Council shall be made up of individuals who are primarily interested in the advancement of educational programs for the well-being of the people of the county.

The principle qualification for membership on Council shall be the individual’s direct interest in present and potential educational programs conducted by Extension.

The Council is composed of 40-100 members. Membership should equally represent all Extension program areas. Members of the Council gain membership in one of three ways: a) Each county Extension organization or special interest group may select one of its members to serve on the Council; b) Each county or community organization interested in Extension programming may be invited to select a member to serve on the Council. (This group might include but is not limited to county, city and town officials; other professionals; service and civic organizations; schools; health organizations; and business organizations; and c) The Board may appoint additional Council

members based on their special qualifications, abilities, skills, knowledge and interest in the Extension program. This category of appointees should include any Purdue Council Agricultural Research, Extension and Teaching Committee (P-CARET) members who are not already on the Council. The number of appointees set by the Board should include no more than twenty percent of the total membership of the Council.

Members serve three-year terms.

Section 2: Qualifications for Membership on the Extension Board

The members elected to the Board should:

- A. Be able to represent and establish relationships with current and potential clientele groups
- B. Be aware of current community issues and needs
- C. Understand the connection between Extension programming and community issues,
- D. Be able to function as a part of a group that is visionary, appreciates diversity, and is able to identify emerging issues; and
- E. Understand and be committed to Extension's mission

The Board shall consist of 10-13 members elected to three-year terms; Board members cannot serve more than two consecutive terms (six years). Extension office staff members are not eligible to serve as Board members.

Section 3: Nondiscrimination Statement

Membership on the Board and Council shall be open to all people regardless of race, sex, age, color, disability, religion, national origin or ancestry, marital status, parental status, sexual orientation, or status as a disabled or Vietnam area veteran.

ARTICLE IV-RESPONSIBILITIES OF THE COUNCIL

Section 1: Election of the County Extension Board

The Fountain County Council shall elect the Board members at the Annual Extension Meeting.

Section 2: Program Planning

The Fountain County Council may serve in an advisory capacity in Extension program planning, helping to identify emerging educational needs. The Council may assist in reviewing and evaluation of programs, studying, and giving consideration to problems and needs in Fountain County. The members of the Council may be invited and expected to observe the Extension program throughout the year.

ARTICLE V-RESPONSIBILITIES OF THE COUNTY EXTENSION BOARD

Section 1: Program Planning, Implementation and Evaluation

The Board shall:

- A. Study county trends and demographics to assess its agricultural, youth, family and community issues.
- B. Define major issues for which Extension educational programs may provide education toward total or partial solutions.
- C. Assist staff in preparing factual descriptions of each issue defined.
- D. Establish priorities in consultation with Extension Educators
- E. Establish a time when a defined issue shall become a part of the total county Extension educational program.
- F. Review a written statement of the long-range educational objective issues.
- G. Implement the long-range objective by either assigning it to an existing project committee or organization, or establishing a new committee or organization to carry on the new part of the program, and suggesting a staff member to follow through and assist with the development of that program.
- H. Review and evaluate, annually, the County Plan of Work and decide whether to add to, eliminate or revise part of the Extension Plan of Work.

All programs of Purdue Extension Fountain County shall be provided on a non-discrimination basis.

Section 2: Financial Support and Resource Identification

The Board shall have the responsibility of appointing an Extension Board Budget Committee who will assist in planning and preparing the Annual County Budget for the Extension Service and presenting and explaining the budget to the County Council in coordination with County Extension Board, County Extension Director and/or other Extension Educators.

The Board shall also assist in identifying other financial resources. This may include identification of grants, in-kind contributions or other sources of special funding.

Section 3: Personnel Recommendation and Assistance

It is recognized that the authority for appointing County Extension Educators rests with the Board of Trustees of Purdue University and is delegated to the Director of Purdue University Cooperative Extension Service. When a vacancy occurs within the county the procedural guidelines for hiring Extension Educators will be followed.

Section 4: Advocacy

The Board shall have the responsibility to build linkages and partnerships with groups and organizations that strengthen Extension; and to become spokespersons for Extension programming. The Board shall also dialog with stakeholders and policymakers about the current and future impact of Extension programming.

Section 5: Other Responsibilities

The Board serves as the final level to which a county program grievance can be adjudicated, usually in the 4-H Youth Program Area. The first level of grievance is heard by a committee of the 4-H Council; the second level of appeal goes to the 4-H Council; and the final level to hear the grievance is the Extension Board.

Extension Board members are expected to sign the Adult Behavioral Expectations Form (4-H 785) and adhere to those policies while serving on the Board.

ARTICLE VI-COUNCIL MEETINGS

Section 1: Annual Meeting

An annual meeting of the “Council” shall be held each year at a time and place designated by the “Board”. Additional meetings of the Council may be called at the discretion of the Board on written request of one-fourth (1/4) of the listed membership of the Council. The purpose of the annual meeting is for the election of Board members; and to provide an opportunity for the Advisory Council members to have input regarding general policies, problems, projects, accomplishments and evaluations.

ARTICLE VII—BOARD MEETINGS

Section 1. Regular Board Meetings

The Board shall meet at least four times during the calendar year. The first meeting following the annual meeting of the Council will be the organization meeting of the Board.

Section 2: Notice of the Meetings and Agenda

Notice of all meetings and agenda shall be given in writing and postmarked at least seven days in advance. Members may waive notice of any meeting in writing before, during or after a meeting. Presence at a meeting constitutes waiver of the notice requirement.

ARTICLE VIII-ORGANIZATION OF COUNTY EXTENSION BOARD

Section 1: Organization and Tenure

The Board shall be a group of persons carefully selected for membership pursuant to the following provisions:

- A. Each elected member is elected for a term of three years unless sooner removed or the member resigns; Board members cannot serve more than two consecutive terms (6 years). Vacancies may be filled in the following manner: A nominating committee should be appointed by the Board President. The committee shall nominate one or more candidates for the vacated position. The entire Board will vote on the nominees with a simple majority vote deciding the new Board member.
- B. The terms of elected members are to be “staggered”.
- C. The officers of the Board are to be: President, Vice-President and Secretary, all elected annually from the membership of the Board. President and Vice-President and Secretary term limits shall be 3 consecutive terms. (3 years) Other officer positions may be created as needed by the Board. The officers of Board are to serve concurrently as officers of the Council.

- D. One meeting of the Board during the year is to be designated as the ‘organization’ meeting at which the officers for the ensuing year are to be selected. The organization meeting should be the first regular meeting of the Board following the annual meeting of the Council.
- E. The County Extension Staff shall serve as advisors and ex officio members only.

Section 3: Removal of Board Members

Board members may be removed from the Board for any cause deemed sufficient by a majority vote of the Board members. This may include lack of participation.

ARTICLE IX-QUORUM

Section 1: Those members present at a meeting of the Council shall constitute a quorum provided written notice and agenda was provided to all members and postmarked at least seven days prior to the meeting. Council Members may waive notice of any meeting in writing before, during or after a meeting. Presence at a meeting constitutes waiver of the notice requirement.

Section 2: Extension Board

A majority of the ‘filled’ board positions minus one (1) shall constitute a quorum in any meeting of the Board. (Example, if we have only 13 positions filled out of 15 board positions, then the majority would be $.5 \times 13 = 6.5 - 1 = 5.5$ or 6. The President of the Board shall vote only to break a tie.

ARTICLE X-PARLIAMENTARY AUTHORITY

Parliamentary authority for the Council and the Board shall be Roberts Rules of Order, newly revised.

ARTICLE XI-BY-LAW REVISION

The by-laws of the Council and the Board may be amended by a two-thirds vote of the members present at a regular meeting of the Board, provided a notice of the intended changes or additions is sent to each member and postmarked at least 15 days prior to the meeting.



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