

# CONSTITUTION AND BY-LAWS FOR THE JEFFERSON COUNTY EXTENSION COUNCIL

## ARTICLE I: NAME AND PURPOSE

### Section A: Name

1. The name of the organization shall be the Jefferson County Extension Council
2. The office of the organization and the meeting place of the organization shall be the Jefferson County Extension Office unless otherwise notified.

### Section B: Purpose

The purpose of the organization shall be to assist in planning and implementing Extension programs in the County with all the activities ordinarily associated with such a program.

### Section C: Functions of the County Extension Council

1. To meet with and review local program aspirations and concerns with new Extension Agents when the University of Kentucky appoints them.
2. To aid the Extension staff in development, implementation, and evaluation of the County Extension program.
3. To help the Extension staff set long range goals of the total County Extension program.
4. To monitor the program to promote an appropriate balance of Agriculture/Horticulture, Family and Consumer Sciences, 4-H/Youth Development work in the County Extension program.
5. To provide the necessary volunteer leadership for conducting the County Extension program by:
  - a) Serving as leaders
  - b) Recruiting leaders
  - c) Identifying leaders
6. To secure the necessary County fiscal support for Extension work by:
  - a) Being familiar with the County Extension budget and budget needs.
  - b) Authorizing the Extension District Board to interpret the budget to the Metro Government, the Extension District Board, school boards, and other local bodies which may appropriate funds for Extension work.
  - c) Assisting the District Board in the interpretation of the budget.
7. Where the District Cooperative Extension Law has been implemented, to perform the duties of the County Extension Council as prescribed by KRS 164.605 to 164.675.
8. To help keep the public aware of past, present and projected Extension programs, efforts and directions.
9. To secure legislative support as needed.

## ARTICLE II: MEMBERSHIP

Section A: Members should be carefully selected by a steering committee in consultation with the Extension staff and should represent each major geographic area, each major program area, and each major social and economic group in the county.

The Council membership shall be composed of the following programs and/or organizations:

- Two representatives from the area 4-H/Youth Development Council
- Two representatives from the Jefferson County Family and Consumer Sciences Program
- One representative from the Jefferson County Farm Bureau
- Two representatives from the City of Louisville/Jefferson County Government
- One representative from the General Agricultural Program
- One representative from the General Horticultural Program
- One representative from the EFNEP Program
- One representative from the F.D.M. Program
- One representative from the Development Program
- One representative from Agri-Business
- One representative from general business
- and representatives At-Large

All members shall be selected and function as a part of an organization authorized to provide educational programs and related services only to people and institutions that function without regard to race, color, national origin, sex, religion, age and handicap.

Section B: Term  
Members will serve for three years, subject to reappointment for one succeeding term. In addition to the terms of office listed in KRS 164.635, members of the District Board will serve a three year term, subject to re-nomination for one succeeding term. The composition of the Board is to be made up to represent the entire community with careful selection by residence location, gender, and representatives of the four Extension program areas.

## ARTICLE III: OFFICERS AND ELECTION

Section A: Officers  
President, Vice-President, Secretary, and Treasurer

Section B: Election

1. Officers shall be elected at the Fall Meeting and take office January 1.
2. The term of office shall be 2 years and/or until a successor shall be elected.
3. A person shall be eligible for re-election for one successive term in any one office. An interim of one year shall occur before being eligible for re-election to same office after having served two successive terms.
4. There shall be a nominating committee consisting of three members appointed by the President at the Spring meeting.
  - a) The nominating committee shall present at least one nominee for each office.
  - b) Following the report of the nominating committee, an opportunity

shall be given for nominations from the floor.

- c) Only those who have consented to serve if elected shall be nominated by the committee or from the floor.
5. A vacancy occurring in an office shall be filled by a majority vote of the Executive Committee except in the case of President in which instance the Vice-President shall succeed to President. Such officers shall serve only until the next regular election.

Section C: Duties of Officers

1. The President shall preside at all meetings of the Council and Executive Committee; he or she shall appoint all committees standing and special unless otherwise specified in these articles; shall exercise general supervision over all affairs and activities of the council; and shall serve as ex-officio member of all committees except the nomination committee.
2. The Vice-President shall assume and perform all duties of the President in the President's absence or disability; shall assume the office of President in case of a vacancy in that office and shall be chairman of the program committee.
3. The Secretary shall take minutes of each meeting and keep same in a proper book supplied her or him by this Council; shall keep an accurate record of membership, and notify organizations when they need to re-elect delegates.
4. The Treasurer shall receive all monies of this Council and keep them in a bank of his or her choice. Disbursements may be made only at the direction of the Council members or executive committee. All records present and past shall be kept at the County Extension Office.

ARTICLE IV: EXECUTIVE COMMITTEE

Section A: The Executive Committee of this Council shall consist of the officers of this Council.

Section B: The Executive Committee shall have general supervision of affairs of the organization between regular meetings and carry out any other duties and responsibilities assigned to it by vote of members present at a regular meeting.

Section C: This committee may call special meetings deemed necessary to consider and discuss problems needing more attention than can be allotted at a regular meeting and to submit recommendations concerning same to this Council for approval.

ARTICLE V: AREA DELEGATES

Section A: Each County Extension Council will be represented on the Area Extension Council by four delegates (one representing Agriculture/Horticulture; one Family and Consumer Sciences; one 4-H/Youth Development and one Community Development). Area Delegates will be elected for two year terms.

Area Delegates may be eligible for re-election.

Section B: Duties

1. Each member is expected to take notes on each meeting and to report back to his or her organization.

2. Each member shall keep his or her alternate informed of the business and activities of this Council.
3. If the member is unable to attend a meeting, the alternate should attend to represent his/her organization.

#### ARTICLE VI: MEETINGS

County Extension Council shall meet at least 2 times a year.  
Notification shall be given seven to ten days prior to meeting.

#### ARTICLE VII: RULES OF ORDER AND AMENDMENTS

Section A: Robert's Rules of Order shall be the guide in conducting all meetings.

Section B: By-laws may be added to or amended by 2/3 vote of members present.

Section C: Relationship to other organizations:

1. Extension related organizations.
  - a. The County Extension Council would be the primary organization representing the people of Jefferson County in matters relating to Extension work. Any Extension program matter to be acted upon by local people is the prerogative of the County Extension Council.
  - b. Ad hoc Committee action would be subject to review by the County Extension Council and shall serve as a basis for County Extension Council activity.
2. Non-Extension Organizations:  
The County Extension related councils, such as 4-H/Youth Development, Agriculture/Horticulture, Homemakers, and Family & Consumer Sciences, should keep the County Extension Council well informed on their Extension program activities.

Revised  
10/09