BY-LAWS

University of Missouri Extension Council of Barton County
Approved and adopted on 6/7/2010
These by-laws supersede any previously approved by-laws

The Barton County Extension Council shall be comprised of representatives from the two districts within Barton County of the state of Missouri, having eight representatives from each of the districts, a representative from the county commission, a representative from the City of Lamar, and representatives from the farm groups MFA and Farm Bureau per RSMO.262.563, being no less than 10 elected members and not more than 20 elected members. Appointed members in this part is to mean those who comply with state law. Three (3) youth members shall be appointed by the council to serve in a non-voting advisory role.

These by-laws shall not detract from state law and shall be in compliance with state law. The purpose of the county extension is defined by state law to fulfill the land grant mission of extension. Copies of these by-laws are being filed in the Office of County Extension and available to all citizens of this state. This Extension council shall work with the County Program Director, all staff of the county and the Regional Director to ensure funding for county-wide program support and the extension services needed by the citizens of Barton County. The County Extension council shall work in partnership with the University of Missouri and Extension staff assigned to the county according to state law and policy adopted by the Administration of University of Missouri Extension.

The Barton County Extension Council Chair and Vice-Chair will serve as Regional Council representatives. If one cannot fulfill this duty, the Executive Council will appoint a delegate. This includes participation at the regional council meetings and regular reports and updates to the Barton County Council.

I. Name

The name of the group shall be University of Missouri Extension Council of Barton County.

II. Purpose

The purpose of the Barton County Extension Council is to be a forum through which county council members can cooperate in providing effective educational program and technical support for the county citizens by:

1. Exchanging information and discussing issues of concern and need
2. Making recommendations on topics and issues related to concerns within the county
3. Provide Extension council training with help from the CPD.
4. Promoting and supporting county planning and programming as appropriate and according to state laws and administrative guidelines
5. Fostering the partnership of University of Missouri Extension, UMESC, (University of Missouri Extension State Council) Regional Councils, and Extension Staff serving the county
6. Supporting the policies and procedures jointly with the Barton County Extension Council, UMESC and regional council
7. Following the state laws and supporting the funding for the county office operations
8. Programs, Governance, and Membership, in that order, are the areas to which Barton County Council will dedicate council time in meetings
9. This Barton County Extension Council will normally meet monthly

III. Membership and Quorum

1. The elected membership shall include members from the districts within the county. A member’s principal residence must be within the district he/she is elected to serve.
2. The appointed members shall be members of the organization they represent and must reside within the county.
3. The youth memberships shall be appointed by the County Extension Council on the recommendation of the 4-H Council. They are eligible for one-year renewable terms and must be residents of the county.
4. Membership needed for a Quorum is fifty percent, plus one, of all current filled positions (elected or appointed, excluding youth members) per state law. If a quorum is not present, the issue can be tabled until the next meeting. If there are time constraints on the decision, members can be polled for a vote within one week of the council meeting.
5. The executive committee has authority to approve financial statements in the absence of a quorum so that bills can be paid.

IV. Attendance of Appointed or Elected Member

1. If an appointed member position is vacant for three consecutive months, the chair will contact the member. If they no longer wish to serve on the council, they will be urged to resign and the position filled in the manner outlined.
2. If an elected member position is vacant for three consecutive months, the chair will contact the member. If they no longer wish to serve on the council, they will be urged to resign and the position will be filled in manner outlined.
3. If a youth member position is vacant for three consecutive months, the 4-H Youth Development Program Assistant will contact the member. If they no longer wish to serve on the council, they will be urged to resign and the position will be filled in manner outlined.
V. Vacancy for Appointed Members

If an appointed member position is vacated for over three months or upon death or resignation of an appointed member, the executive board may appoint a member from that organization to fill the vacancy after first giving the appointed member’s organization written notice and at least 15 days opportunity to fill that vacancy after their next board meeting.

VI. Vacancy of an Elected Member

If an elected member position is vacated for over three months or upon death or resignation of an elected member, the executive board may appoint a member from the vacant member’s district to fill the vacancy until the next council election.

If an executive member position is vacated, a vote at the next regular County Council meeting must be taken to fill that position.

VII. Vacancy for Youth Members

If youth member position is vacated for over three (3) months or upon death or resignation of youth member, the executive board may appoint a youth member to fill the vacancy until a new youth can be appointed by the County Extension Council.

VIII. Age of Members

All voting members of the council must be at least eighteen (18) years of age at the time in which council elections take place. Youth members are eligible in their sophomore to senior years of high school.

IX. The Barton County Extension Council Structure

1. The Barton County Extension Council will elect at its annual meeting the executive committee and this shall include a Chair, Vice Chair, Secretary and Treasurer
2. The order of executive command shall be Chair, Vice Chair, Treasurer and Secretary
3. The duty of the chair is to preside over all meetings and will only vote in case of a tie. The Chair cannot make motions or second motions.
4. The duty of the Vice Chair is to act in the absence of the Chair
5. The Secretary is responsible for minutes of the meetings and roll call for attendance and for the recording of all votes according to the Sunshine Law of the State of Missouri. In the absence of the secretary, the Chair will appoint a person to fulfill the duties of secretary for that meeting
6. The Treasurer is head of the budget committee and reports the financial status of all accounts at each monthly meeting
7. Each person holding office shall also fulfill their duties per state law, the University of Missouri Extension Administration, and the County Council policy

X. Barton County Extension Council Finances

1. The funding for the county extension council may come from county appropriations but is not limited to county funding only
2. The Barton County Extension Council may accept gifts of cash, real property and personal property
3. All non-budgeted expenditures shall first be reviewed by the treasurer, County Program Director and then submitted for approval by the council i.e. 4-H, Master Gardeners, special grants. The council may apply for grants for program funding to fulfill the purposes so stated in these by-laws.
4. All issues related to finances shall be in keeping with accepted accounting practices and all accounts shall be audited at least yearly
5. Council will establish a fund that gives the executive committee the ability to offer condolences or cheer for a council member or staff member in the amount of $100 per year or as amended by a vote of the council

XI. By-Laws

1. By-laws may be approved, amended or changed by a quorum of the full current membership.

XII. Affirmative Action/Non-discrimination

1. Equal opportunity is and shall be provided to all participants in Extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era veteran. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the armed forces of the United States of America.
APPROVED AND ADOPTED BY MOTION ON:

This___7th___day of___June___ of the year___2010___.

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Chair

______________________________
Vice-Chair

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Secretary

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Treasurer