

**University of Missouri Extension
Council of Greene County**

Approved and adopted March 2008

These by-laws supersede any previous approved by-laws

The Greene County Extension Council comprised of representatives from one district (the county at large) within Greene County of the State of Missouri, having sixteen (16) elected representatives and a representative from the county commission, a representative from each city with 10,000 or larger population, and a representative from qualified farm organizations and other appointed members to the council stated as follows Greene County Commission per 252.563 RSMO; being no less than ten (10) elected members and not more than twenty (20) elected members. Appointed members in part is to mean those who comply with state law, not those appointed to fill a term of elected position vacancy.

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 and to fulfill the land grant mission of extension. Copies of these by-laws are being filed in the office of the 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 (specialists, para-professionals, and administrative staff) and the Regional Director to ensure funding for county wide program support and the extension services needed by the citizens of Greene 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 the University of Missouri Extension.

The Greene County Extension Council shall select at least one member to represent them on the regional council, which includes participation at the regional council meetings and regular reports and updates to the county council who has appointed them as a representative.

Article I

Name

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

Article II

Purpose

The purpose of the Greene County Extension Council is to be a forum through which county council members can cooperate in providing effective educational program 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. Assisting the County Program Director (CPD) with extension council training
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, University of Missouri Extension State Council, Regional Councils, and Extension Staff serving the county.
6. Supporting the polices and procedures jointly with the Greene County Extension Council, University of Missouri Extension State Council and regional council.
7. Following the state laws and supporting the funding for county office operations.
8. Programs, Governance, and Membership, in that order, are the areas Greene County Council will dedicate council time in meetings.
9. This Greene County Extension Council shall meet monthly.

Article III

Membership and Quorum

1. The elected membership shall include members from within the county wide district. A member's principle residence must be within the district he/she is elected to serve.
2. All terms are for a two (2) year period. No elected member may serve more than two (2) successive two (2) year terms, but may be re-elected after a lapse of one (1) year.
3. The appointed member shall be a member of the organization they represent and must reside within the county. An appointed member may serve as a council member until such time that he/she resigns or is replaced by the organization being represented.
4. Membership needed for a Quorum is fifty percent, plus one, of all current filled positions (elected or appointed) per state law.
5. In the absence of a quorum at a regular meeting of the Greene County Extension Council, a majority of the officers of the extension council may approve and sign checks.

Article IV

Attendance of Appointed or Elected Members

1. A member of the council who shall be absent from three (3) consecutive regular scheduled meetings shall be dropped from membership unless confirmed by illness or other absence approved by a majority vote of those voting at any meeting thereof, provided a letter from the chair has been sent to the member and no reply is received within fifteen (15) days.
2. Appointed member is replaced as specified in Article V. Elected member is replaced as specified in Article VI.

Article V

Vacancy for Appointed Members

If an appointed member position is vacated by three (3) consecutive months of absence without approval by vote of the membership or upon death or resignation of an appointed member, the council may appoint a member from that organization to

fill the vacancy after first giving the appointed members organization written notice and at least fifteen (15) days to fill that vacancy after their next board meeting.

Article VI

Vacancy of an Elected Member

If an elected member position is vacated by three (3) consecutive months of absence without approval by vote of the membership or upon death or resignation of an elected member, the council may appoint a member from the vacant member's district to fill the vacancy.

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

Article VII

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.

Article VIII

The Greene County Extension Council Structure

1. The Greene County Extension Council will elect at its February 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 the case where the vote could make or break 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 and be the chair of the program committee.
5. The Secretary is responsible for the 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 someone to fulfill the duties of secretary for that meeting.
6. The Treasurer is head of the budget committee and reports to the full council monthly as to the financial status of all accounts.
7. Each office shall also fulfill their duties per state law, the University of Missouri Extension Administration, and the County Council.
8. The executive committee and newly elected members upon oath of office shall take office at the annual meeting in February.

Article IX

Greene County Extension Council Finances

1. The funding for the county extension council may come from the county appropriations, but is not limited to county funding only.
2. The Greene 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 and the County Program Director and then submitted for approval by a majority of County Council.
4. All issues related to finances shall be in keeping with accepted accounting practices and all accounts shall be audited yearly.

Article X
Amendments

1. The by-laws may be amended with a signed petition of at least thirty (30) percent of the current members to the chairman and giving thirty (30) days written notice to all current members. The Extension council by-laws shall be reviewed at least bi-yearly to ensure compliance with change in policy or laws.
2. Any changes must have two-thirds (2/3) vote of the members present to be approved, amended, or changed.

Adopted _____
Date

Amended _____
Date

Article XI
Parliamentary Authority

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedures when such rules are not inconsistent with the charter or by-laws of the Greene County Extension Council.

APPROVED AND ADOPTED BY MOTION ON :

March 31, 2008

Chair

Vice-Chair

Secretary

Treasurer