

By-Laws
University of Missouri
Extension Council of Dade County

Approved and Adopted May 2010

These By-Laws supersede any previous approved By-Laws

The Dade County Extension Council comprised of representatives from the Eastern (East of Highway 39) and Western (West of Highway 39) Districts within Dade County, of the State of Missouri, having five (5) Representatives from each of the Districts, a representative from the County Commission, a representative from the designated cities of Greenfield and Lockwood, a representative from the townships of Dadeville and Everton, a representative from qualified farm organizations, and other appointed members to the Council stated as follows Dade County Commission per RSMO. 262.563. Being no less than ten (10) elected members and not more than twenty (20) elected members. Appointed member in the part is to mean those who comply with State Law, not those appointed to fill a term of elected position vacancy. At least four (4) or more 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 and to fulfill the Land Grant mission of Extension. Copies of these By-Laws are being filed in the office of the Dade County Extension and available to all citizens of this State. This Extension Council shall work with the County Engagement Specialist (CES), all staff of the County (office and/or specialist), and the Regional Director to ensure funding for County wide program support and the Extension services needed by the citizens of Dade County.

The Dade 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 Dade County Extension Council shall select at least one delegate and one alternate 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 Dade County.

Article II
Purpose

The purpose of the Dade 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 needs.
2. Making recommendations on topics and issues related to concerns within the County.
3. Assisting the County Engagement Specialist (CES) 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, UMESC, Regional Councils, and Extension Staff serving the county.
6. Supporting the Policies and Procedures jointly with the Dade County Extension Council, UMESC, and Regional Council.
7. Following the State Laws and supporting the funding for County office operations Meetings of the Council will have the agenda in the following order of Programs, Governance, and Membership.
8. Meetings of the Dade County Extension Council shall be held monthly, either by a full or Executive Council.

Article 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 member shall be a member of the organization they represent and shall reside within the County.
3. The youth membership shall be appointed by the County Extension Council and must reside within the county.
4. Membership needed for a Quorum is fifty percent, plus one, of all current filled positions (elected or appointed, but not youth) per State Law.

Article IV Vacancy for appointed members

If an appointed member position is vacated for over three (3) months, 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.

Article V Vacancy of an Elected Member

If an elected member position is vacated for over three (3) months, 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, then a vote at the next regular County Council meeting shall be taken to fill that position.

Article VI 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.

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. Youth member must be (16) to (17) years of age at the time of which they are appointed to the County Extension Council.

Article VIII The Dade County Extension Council Structure

The Dade County Extension Council will elect at its annual February Meeting. The Executive Committee and this shall include a Chair, Vice-Chair, Secretary, and Treasurer.

1. The order of the Executive Committee shall be Chair, Vice-Chair, Treasurer, and Secretary.
2. 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.
3. The duty of the Vice-Chair is to act in the absence of the Chair and be the Chair of the program committee.
4. The Secretary is responsible for the minutes of the meetings, 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.
5. The Treasurer is head of the budget committee and reports to the full Council monthly as to the financial status of ALL ACCOUNTS.
6. Each office shall also fulfill their duties per State Law, the University of Missouri Extension Administration, and the County Council.

Article IX Dade County Extension Council Finances

1. The funding for the Dade County Extension Council may come from County Appropriations but is not limited to County funding only.
2. The Dade County Extension Council may accept gifts of cash, real property, and/or personal property.
3. All non-budgeted expenditures shall first be reviewed by the Treasurer, County Engagement Specialist (CES) and then submitted for approval by a majority of the County Council.
4. All issues related to finances shall be in keeping with accepted Accounting practices and all accounts shall be audited at least yearly.

Article X Attendance of appointed or elected members

After three (3) meeting of unexcused absence, (phone excuse or another members notice for member) a letter from the Council Chair shall be sent and notification to the Nominating Committee. If no reply from the member, within 15 days, the member maybe replaced as followed:

Unexcused absences is defined as a member failing to contact the County Extension office staff, CPD, or another member of their intent not to be present for the meeting.

Article XI
Amending the By-Laws

1. The By-Laws may be amended with a signed petition of at least 30 percent of the current members to the chairman and giving 60 days written notice to all current members.
2. The Dade County Extension Council By-Laws shall be reviewed at least yearly to ensure compliance with change in policy or laws.
3. Any changes must have fifty percent, plus one, vote of the full current membership to be approved, amended, or changed.

REVIEWED AND APPROVED BY MOTION ON:

This 16th day of September of the year 2019

Wayne Bruffey

Wayne Bruffey – Chair

Linda Eggerman

Linda Eggerman – Vice Chair

Mike McCorkill

Mike McCorkill – Treasurer

Sarah Abbott

Sarah Abbott – Secretary