

Bylaw of the Allen County Extension Board

Adopted August 14, 2018

ARTICLE 1 – ALLEN COUNTY, INDIANA, EXTENSION BOARD

Purdue Extension Allen County consists of the Allen County Extension Board representing the citizens of Allen County, Indiana. The County Extension Board (hereafter referred to as the "Board") is the advisory and advocacy body of the overall Purdue University Cooperative Extension Service (hereafter referred to as "Extension") in Allen County.

ARTICLE II - PURPOSE

The Board provides an organized way for the county to be represented by local people in its relationship with Extension. They are not legal governmental entities, but rather unincorporated associations serving in advisory capacities to the Allen County Purdue Cooperative Extension Service. The Board's four functions are:

1. Program Planning, Implementation and Evaluation
2. Financial Support and Resource Identification
3. Advocacy for Extension; and
4. Personnel Recommendation and Assistance.

ARTICLE III - MEMBERSHIP

Section 1: Qualifications for Membership on the Extension Board

The members elected to the Board should:

1. Be able to represent and establish relationships with current and potential clientele groups
2. Be aware of current community issues and needs
3. Understand the connection between Extension programming and community issues
4. Be able to function as a part of a group that is visionary, appreciates diversity, and is able to identify emerging issues; and
5. Understand and be committed to Extension's mission

Section 2: Nondiscrimination Statement

Membership on the Board shall be open to all people regardless of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

ARTICLE IV - RESPONSIBILITIES

Section 1: Program Planning, Implementation and Evaluation

The Board shall:

1. Study county trends and demographics to assess its agricultural, youth, family and community issues.
2. Define major issues for which Extension educational programs may provide education toward total or partial solutions.
3. Assist staff in preparing factual descriptions of each issue defined.
4. Establish priorities in consultation with Extension Educators

5. Establish a time when a defined issue shall become a part of the total county Extension educational program.
6. Review a written statement of the long-range educational objective issues.
7. Implement the long-range objective by either assigning it to an existing program area advisory committee or organization, or establishing a new program area advisory 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.

All programs of Purdue Extension Allen County shall be provided in accordance with the Nondiscrimination Statement in Article 111, Section 2 of these Bylaws.

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 Extension. 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 talk to 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. Purdue Extension has established a three-level grievance procedure--from a small sub-committee to overall 4-H policy-making body to County Extension Board. While there is no doubt some overlap in who serves on these committees, the intent of three levels is to assure different individuals have the opportunity to hear and act on the grievance.

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. Extension Board Members are also expected to sign the Purdue Volunteer Application and Agreement for Members of County Extension Boards and Program Area Advisory Boards and affirm annually that they have received, understand and will adhere to the County Extension Board's Conflict of Interest Policy.

ARTICLE V – BOARD MEETINGS

Section 1. Regular Board Meetings

The Board shall meet at least four times during the calendar year.

Section 2: Annual Meeting

An annual meeting shall be held each year at a time and place designated by the Board. The purpose of the annual meeting is for the election of Board members; and to provide an opportunity for Allen County citizens to have input regarding general policies, problems, projects, accomplishments and evaluations.

Section 3: Organizational Meeting and Election of Officers

The first regular meeting of the Board following the annual meeting described in Article 5, Section 2 of these Bylaws shall be designated as the 'organizational' meeting, during which the officers for the ensuing year are to be elected.

Section 4: Notice of the Meetings and Agenda

Notice of all meetings and agenda shall be given 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 VI - ORGANIZATION OF COUNTY EXTENSION BOARD

Section 1: Organization, Election, and Tenure

The Board shall consist of 12-16 persons carefully selected for membership pursuant to the following provisions:

1. The Nominating Committee shall nominate one or more candidates for any position up for election. The entire Board, and the members of the Program Area Advisory Committees, will vote on the nominees with a simple majority vote deciding the new Board member.
2. 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 (six years). Members are eligible for re-nomination for additional terms after a one-year hiatus in service.
3. The terms of elected members are to be "staggered" to ensure Board continuity.
4. 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 three consecutive terms (three years). Other officer positions may be created as needed by the Board.
5. County Extension Educators shall serve as advisors to the Board and ex officio members and will not vote on matters that come before the Board.
6. Extension office staff are not eligible to serve as Board members.

Section 2: Committees

The Board shall create and dissolve standing and ad hoc committees, as needed.

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 VII - ANTI-NEPOTISM

Board members and their family members shall be excluded from consideration for employment by Purdue Extension, including county support staff. Employees of Purdue Extension, including county support staff, shall not hold a position with the organization while they or members of their family serve on the Board or any committee of the Board. Membership on the Board is limited to one member from the same family.

Family is defined as a relationship between two individuals by blood, adoption or marriage to the degree listed below:

1. Blood or adoption: parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent or grandchild.
2. Marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

ARTICLE VIII - QUORUM

A majority of the "filled" board positions, without regard to any vacancies, shall constitute a quorum in any meeting of the Board. The President of the Board shall vote only to break a tie. The Board may hold discussions, but may not vote or otherwise take official action, in the absence of a quorum. Attendance can be in person or approved electronic means with prior notification.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Parliamentary authority for the Board shall be Robert's Rules of Order, newly revised.

ARTICLE X - BYLAW REVISION

In order to maintain consistency among County Extension Boards across the state, the bylaw of the Board may be amended only with approval of Purdue Extension Administration.

Purdue Extension Administration may amend the bylaw, as needed.