

Constitution

Article I: Name

The name of this organization shall be University of Nebraska Cooperative Extension in Cheyenne, Kimball and Banner Counties.

Article II: Purpose

The purpose of this organization shall be to establish, maintain, and provide direction to the University of Nebraska Cooperative Extension program in Cheyenne, Kimball and Banner Counties, Nebraska, in order to aid in diffusing among the people of such counties, useful and practical information on priority issues identified by the executive board, program participants of the counties' extension organization, county residents and the University of Nebraska Cooperative Extension, and further to encourage the application of such information. The program shall be carried on in each county or group of counties under the direction of the executive board (hereinafter referred to as the "Extension Board") of the extension organization of the counties in such manner as may be mutually agreed upon by the County Boards and the Extension Board of such county or counties provided for in Neb. Rev. Stat. §2-1602, R.R.S. 1943, as amended, and the Regents of the University of Nebraska, through their duly appointed Cooperative Extension representatives. The Extension Board is a unit of county government and shall be granted such powers and authority as bestowed upon it by the County Boards.

Article III: Scope

The University of Nebraska Cooperative Extension program, a collaborative effort of federal, state, and county governments, conducts programs in subjects relating to agriculture, family and consumer sciences, and rural life, in priority issue areas that include: 1) Building Strong Families, 2) Nutrition, Health and Food Safety, 3) 4-H and Youth Development, 4) Community Resource Development, 5) Community and Residential Environment, and 6) Food Production and Natural Resource Systems; which have been identified by the Extension Board, program participants of the county's extension organization, county residents, and the University of Nebraska Cooperative Extension, which also facilitates extension outreach programs with other appropriate units of the University as deemed necessary.

Article IV: Participation

The programs shall be widely available to people residing in the counties. No one's participation in the cooperative extension programs shall be illegally discriminated against based upon age, race, color, national or ethnic origin, sex, religion, marital status, veteran's status, sexual orientation, or disability. Cooperative Extension shall comply with all applicable federal, state and local discrimination laws. In order to ensure that the residents of the counties are offered the opportunity to participate in the planning and operations related to the activities of cooperative extension, the Extension Board meetings shall be conducted in conformity with Neb. Rev. Stat. §§84-1408 through 84-1414, R.R.S. 1943, as amended, and any other applicable Public Meetings Laws.

Article V: Extension Board

Section 1. Extension Board

The governing power of the organization shall be vested in an Extension Board, the members of which shall be selected in a manner and to be representative of the counties, as delineated in this Constitution, the Bylaws, and a written interlocal agreement between the County Board(s) and the Board of Regents of the University of Nebraska.

Section 2. Officers and Responsibilities

At the first meeting after January 1 of each year, the Extension Board shall choose from its members a President, a Vice-President and a Secretary-Treasurer. Officers shall serve until their successors are selected, qualified and installed.

The duties of the officers shall be such as defined in the Bylaws.

The Executive Committee will be composed of the President, Vice President and Secretary-Treasurer. The Executive Committee membership shall include at least one registered voter from each county. In the event Executive Committee does not represent each county, the Extension Board shall select additional representatives to meet this requirement. The sole responsibility of the Executive Committee is to review and authorize payment of bills, i.e., revolving account report, salary forms and Form 9.

The Extension Board shall identify, from its membership, individuals who will be vested with signature authority for each county.

Section 3. Duties

The responsibilities of the Extension Board will be to develop extension program objectives, goals and needs. In order to facilitate such development, the Extension Board shall:

A. PROGRAMMING

1. Evaluate the program's ability to meet objectives and engage in strategic planning in order to facilitate improvements.
2. Convene appropriate Program Advisory Committees to establish and support extension program direction.
3. Where appropriate, engage in collaborative efforts with the executive boards of other county extension organizations, in order to more efficiently and effectively meet those program needs that cross over more than one extension organization's geographic boundaries.

B. PROPERTY AND RESOURCE MANAGEMENT

1. Provide facilities adequate to accomplish program objectives.
2. After carefully considering the input of the University of Nebraska Cooperative Extension, develop and approve an annual program budget realistically designed to

- accomplish the goals of the program and submit a related request to the County Boards to fund the budget, in accordance with state statutory requirements and the requirements of the County Boards relating to timely budget requests.
3. Monitor, approve and pay claims within the budget following approval of said budget by the County Boards and administer the extension organization's revolving accounts, which are authorized to accept grants and other similar gifts. Prior to the Extension Board's application for grant funds or other similar kinds of restricted gifts, the Extension Board will fully inform the University of Nebraska Cooperative Extension of the grant and its applications. Prior to submitting any such grant application, the University of Nebraska Cooperative Extension and the Extension Board will mutually agree upon the use and administration of the funds. The Extension Board shall apply revolving account funds solely to the purpose of the cooperative extension program.
 4. As required by Neb. Rev. Stat. §§2-1606 and 2-1607, R.R.S., file with the county clerk of the Counties on or before January 1 of each year (1) a report of program work during the preceding year. (2) a sworn itemized statement of expenditure during the preceding year and (3) a budget or estimate of funds necessary for the carrying on of such work during the ensuing year. Such report shall also be provided at the same time to the University of Nebraska Cooperative Extension.
 5. Submit such reports as requested or required by the County Boards, the University of Nebraska Cooperative Extension, the Cooperative State Research, Education and Extension Service and the United States Department of Agriculture.
 6. Provide quarterly financial and program activity reports to the County Boards relative to the accomplishments of the extension program in the area.

C. PERSONNEL

1. Provide support/clerical staff (including both hiring and termination responsibilities) in numbers and qualifications commensurate with the realistic needs of the program employed by the Counties pursuant to the County's human resource policies, benefit policies and all other County terms of employment after careful consideration of the recommendations and input of the University of Nebraska Cooperative Extension.
2. Work collaboratively with and provide advice and direction to the Extension Unit Leader (i.e. University of Nebraska employee appointed to oversee daily operations) in the areas of budget, personnel and programming.
3. Provide the University of Nebraska with recommendations regarding the hiring, termination and performance of its employees (i.e. Extension Educators and Extension Assistants) providing services to the Counties' cooperative extension program. The Extension Board may participate in any interview process associated with the appointment of a new Extension Educator or Extension Assistant in its program in order to provide a meaningful recommendation to the University of Nebraska.

Article VI: Meetings

The Extension Board shall meet at least four times a year. Meetings shall be held at a time and place to be determined by the Extension Board. All board members and the public are welcome at all meetings.

In the months that the Board does not meet, the Executive Committee shall meet to transact business which they have authority to transact. Executive Committee meetings may be held by teleconference.

A special meeting of the Extension Board may be called by the President or by written notice signed by five (5) members of the Extension Board.

Article VII: Notice of Meetings

All Extension Board meetings shall be conducted in conformity with Neb. Rev. Stat. §§84-1408 through 84-1414, R.R.S. 1943 as amended and any other applicable Public Meetings Laws, including the required publication of meeting time, place and agenda. Except as otherwise provided by law, the minutes of the meetings, kept by the secretary-treasurer or other designee, shall be a public record open to inspection by the public upon request during normal business hours.

Article VIII: Quorum

Five (5) members shall constitute a quorum for transacting business at all regular and special Extension Board meetings. Members of the Extension Board shall be entitled to one vote per member on any action put to a vote. A vote carrying a majority of a quorum shall be deemed the action of the Extension Board.

Three (3) members shall constitute a quorum for an Executive Committee meeting. If unavailable for a meeting, an Executive Committee member shall designate an alternate from the Extension Board to represent their county.

Article IX: Location of Extension Offices

The offices of the University of Nebraska Cooperative Extension shall be located at Sidney and Kimball, Nebraska.

Article X: Amendments

This Constitution may be amended at any regular or special meeting of the Extension Board, by a favorable vote of two-thirds of the total Extension Board membership at two consecutive Extension Board meetings spaced at least one month apart. Amendments must also be approved by the County Boards and the University of Nebraska Cooperative Extension.

BYLAWS

Article I: Extension Board

Section 1. Membership

The County Boards by resolution will adopt the number of Extension Board members. The intent is to have a nine (9) member Extension Board composed of a minimum of two (2) and a maximum of four (4) registered voters from each county.

Section 2. Candidates for Appointment

Interested potential candidates will be identified through an open nomination process, as specified in a written interlocal agreement between the County Board(s) and the Board of Regents of the University of Nebraska.

Section 3. Term of Service

All terms of service shall begin on January 1 of each year. All persons serving as officers or members of the Extension Board shall continue to serve until a successor is appointed and accepts the position. The initial Extension Board appointees shall be divided into three classes of as equal a number as possible. The term of the first class shall end on December 31, 2005; the term of the second class shall end on December 31, 2006; and the term of the third class shall end on December 31, 2007. All persons appointed after the initial Extension Board appointments shall serve three-year terms in order that some continuity within the Extension Board is preserved by staggering appointments. No person shall serve more than two consecutive terms.

Section 4. Vacancies

In the event a vacancy on the Extension Board exists because of death, resignation, incapacity, relocation outside of the region the member was appointed to represent or other reason, the County Board (of the county originally appointing the member in the case of extension organizations formed to serve more than one county) shall appoint a replacement to fill the unexpired term. At any time, the County Board of the county which appointed the member may remove a member of the Extension Board, if it determines that the member's participation or lack of participation is not in the best interest of the cooperative extension program.

Section 5. Compensation

Extension Board members shall not receive any compensation for the public service they provide. They will be reimbursed for mileage at the rate deemed permissible by the Internal Revenue Service, provided the state and county rates are the same as that allowed by IRS. In the case where the rates are different, the prevailing rate at the county will be used for reimbursement.

Article II: Duties of Officers

Section 1. President

The president of the organization shall:

- a) provide overall leadership of the Extension Board in relation to programming, finances, and operations of the county extension organization.
- b) act as official liaison for the Extension Board between the county extension organization, the County Boards, and the University of Nebraska Board of Regents through its assigned representative(s).
- c) serve as presiding officer for all meetings of the organization.
- d) identify and appoint Program Advisory Committees.
- e) perform such other functions as are assigned by the Extension Board.

As required by Neb. Rev. Stat. §§2-1606 and 2-1607, R.R.S. 1943, as amended, the president shall join the secretary-treasurer in filing with the county clerk of the Counties on or before January 1 of each year (1) a report of program work during the preceding year; (2) a sworn itemized statement of expenditures during the preceding year, and (3) a budget or estimate of funds necessary for the carrying on of such work during the ensuing year.

Section 2. Vice President

The vice-president shall assume the duties of the president in the absence of the president and perform such other functions as are assigned by the Extension Board.

Section 3. Secretary-Treasurer

The secretary-treasurer of the organization shall keep on file in the University of Nebraska Cooperative Extension Office in Cheyenne and Kimball-Banner Counties, copies of all minutes and any written agreement entered into by the Extension Board, send copies of such agreements to the County Boards and District Director, and perform such other functions as are assigned by the Extension Board. As required by Neb. Rev. Stat. §§2-1606 and 2-1607, R.R.S. 1943, as amended, the secretary-treasurer shall join the president in filing with the county clerk of the Counties on or before January 1 of each year (1) a report of program work during the preceding year; (2) a sworn itemized statement of expenditures during the preceding year, and (3) a budget or estimate of funds necessary for the carrying on of such work during the ensuing year. Such report shall also be provided at the same time to the University of Nebraska Cooperative Extension.

The secretary-treasurer shall receive and disburse all county and local funds on the order of the Extension Board and shall report to the Extension Board at each regular meeting, the financial standing of the organization. A financial report of all funds shall be prepared quarterly for submission to the County Boards and annually to the Dean and Director, Cooperative Extension Division, Institute of Agriculture and Natural Resources, University of Nebraska.

Article III. Committees

The president, with the approval of the Extension Board, may appoint persons to the following committees:

Program Advisory Committee
Nomination Panel

Budget Committee
Others as needed

- A. Program Advisory Committees shall be an integral part of the cooperative extension program's planning process. A Program Advisory Committee shall consist of individuals in the Counties, Regional Extension Unit, or the adjacent area for the purposes of providing the Extension Board with specific advice, planning and evaluation of cooperative extension program needs and further to assist in identifying resources necessary to facilitate programming. Persons having specific interests or skills relating to program needs should be included in the Program Advisory Committee whenever possible. Program Advisory Committees shall provide regular progress reports to the Extension Board through a representative or staff member or as otherwise directed by the Extension Board.

4-H and Family and Community Education Councils may also serve as Program Advisory Committees.

- B. The Nomination Panel shall coordinate the nomination of members for appointment to the Extension Board as that process is set forth in the Constitution, these Bylaws and a written interlocal agreement between the County Boards and the Board of Regents of the University of Nebraska.
- C. The Budget Committee shall make budget recommendations, and with the assistance of the Extension Educator, Extension Assistant or other staff assigned, prepare an annual budget for presentation to the County Boards, as required herein.

Article IV: Order of Business

At regular meetings of the Extension Board, the following order of business shall be recommended:

1. Call meeting to order
2. Consent Agenda (minutes, approval of bills/claims, revolving account review).
Information is to be sent to Board members prior to the Board meeting. Approval of consent agenda authorizes payment of bills and claims.
3. President's report, announcements and communications
4. Unfinished Business
5. New Business
6. Program Discussion
 - a. Presentations by experts (two or more times each year)
 - b. Issue identification and discussion (board, citizens, program advisory committees)
 - c. Program development - staff
7. Unit Leader Update
8. Adjourn

At regular meetings of the Executive Committee, the following order of business shall be recommended:

1. Call meeting to order
2. Consent Agenda, approval of consent agenda authorizes payment of bills and claims.
3. Issues and concerns (no formal action is authorized without full Board approval)
4. Adjourn

Article V: Parliamentary Authority

Robert's Rules of Order shall be the authority in matters not covered by the constitution or bylaws.

Article VI: Amendments

These Bylaws may be amended at any regular or special meeting of the Extension Board, by a favorable vote of two-thirds of the total Extension Board membership at two consecutive Extension Board meetings spaced at least one month apart. Amendments must also be approved by the County Boards and the University of Nebraska Cooperative Extension.

Approvals:

This Constitution and these Bylaws were adopted as amended at a meeting of the Cheyenne and Kimball-Banner Counties Extension Boards held at Kimball, Nebraska on April 21, 2005.

Approval Signatures:

Eugene Rietkueser
For the Cheyenne Co. Extension Board

April 21, 2005
Date

Celice Evertson
For the Kimball-Banner Co. Extension Board

April 21, 2005
Date

Harold G. Winkeelman
For the County Board, Cheyenne Co.

7-5-05
Date

Larry Brower
For the County Board, Kimball Co.

6.6.05
Date

White Sea
For the County Board, Banner Co.

6/29/05
Date

Edward Dickey
Dean and Director, Cooperative Extension

7/15/05
Date