

CONSTITUTION AND BY-LAWS
FOR THE ST. MARY'S EXTENSION ADVISORY COUNCIL

Article I – Name and Purpose

- Section 1. The name of this organization shall be:
St. Mary's County Extension Advisory Council, Inc.
- Section 2. The purpose of the council shall be:
- a. To serve in an advisory capacity to the University of Maryland Extension faculty and staff in:
 1. Developing the overall County Extension Program,
 2. Identifying critical community needs that Extension could address,
 3. Establishing program priorities
 - b. To assist with informing clientele, support groups, and the general public about Extension programs, activities, and accomplishments.
 - c. To assist with building support for Extension programs.

Article II – Membership

- Section 1. Membership on the Council will consist of representatives from the County, who will contribute to the program development of the initiative areas. Council membership should include a minimum of 7 members. There should be broad-base representation from all segments of the community. The University of Maryland Extension programs are open to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.
- Section 2. Members for the Extension Advisory Council will be nominated by the University of Maryland Extension faculty and staff members in consultation with the Area Extension Director (AED). The AED will inform the Assistant Director of Operations (ADO) for UME concerning the nominations prior to presenting the names of the nominees to the council for confirmation.
- Section 3 Terms of membership to the EAC shall be for three (3) years, renewable with no limits. Members shall assume their posts at the meeting following the Annual EAC meeting. All members shall be eligible to vote. A member may be removed for such good cause as determined by the Executive Committee in consultation with the Extension Director.

Resignation should be in writing and submitted to the President and the Area Extension Director.

Any member absent for 3 successive meetings may be asked to resign from the Council at the discretion of the Area Extension Director.

Article III – Officers

- Section 1. The officers of this organization shall be President and Vice-President
- Section 2. The election of officers shall be held at the annual meeting (first meeting of the year). Officers shall serve for a term of 2 years and may run for re-election of that office for another term. Officers shall take office immediately following their election.

Article IV – Duties of Officers

- Section 1. The President shall preside at all regular and special meetings of the Council and shall be an ex-officio member of all committees.
- Section 2. The Vice-President shall perform the duties of the President in the absence of the President. In the absence of both the President and Vice-President, the members present at the meeting may elect a temporary chairperson.

Article V – Executive Committee

- Section 1. The Executive Committee shall consist of the elected officers currently in office along with the Area Director, as an ex-officio member.
- Section 2. The duties of the Executive committee shall be:
- a. To assist in shaping policies to be adopted by the Council,
 - b. To manage all council business between meetings,
 - c. To fill any committee or officer vacancy for the unexpired term.

Article VI – Committees

- Section 1. Committees may be appointed by the Council President that are deemed necessary to provide efficiency to the overall operations of the Council.
- Section 2. Committee membership may include Council Members and non-council members.

Article VII – Meetings

- Section 1. The Council shall hold a minimum of 3 meetings per year. An annual meeting to be held in January/February should be designated for the purpose of the election and installation of officers. A mid-year or regular meeting shall be held in the

summer, and an end of year meeting to present the slate of new nominees and an invitation to attend the first meeting.

Section 2. A quorum for any meeting shall be a minimum of five of the membership.

Section 3. Special and emergency meetings may occur and will be called by the President and/or Extension representative.

Article IX – Parliamentary Authority

Section 1. The rules contained in the current edition of Roberts Rules of Order will guide the Council.

Article X – Amendments to Bylaws

Section 1. These bylaws may be amended by a two-thirds vote of members present and voting at any regular meeting of the Council and with the concurrence of the Area Extension Director provided that the amendments have been submitted to and approved by the Executive Committee and have been submitted in writing to each member of the Council at least one month prior to the meeting during which it will be acted upon.

Revised October, 2021