

# **Constitution and By-Laws – State Extension Advisory Council**

## **Article I**

**Section 1-** The name of the organization shall be the State Extension Advisory Council (SEAC).

**Section 2-** The office of the organization shall be at the University of Kentucky College of Agriculture, Food and Environment, Lexington, Kentucky.

## **Article II**

The purposes and functions of the Council shall be:

**Section 1** – To represent the volunteer Extension leadership at the state.

**Section 2** – To provide stakeholder merit review of program issues related to a State Plan of Work.

**Section 3** – To be an ambassador for communications/public relations for Kentucky Extension.

**Section 4** – To receive training and assist in providing training for those in leadership roles throughout the state.

**Section 5** – To counsel with the Kentucky State University Extension Administrator and the University of Kentucky Director of Extension and their designated administrative and programming staff on Extension programs, priorities, policies and procedures.

**Section 6** – The State Extension Advisory Council is organized to serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

## **Article III**

**Section 1** – Membership shall consist of one (1) delegate from each Extension Area (1 representative from each Area). One alternate from each area will also be selected to represent at meetings if the delegate cannot attend. Each Area, led by the Area Extension Director, shall have its own method of selecting delegates prior to the winter meeting of the SEAC. Each Area will utilize a rotational system so that all counties may have equal opportunity for representation on the SEAC. In addition, a minimum of two delegates from KSU and two delegates from UK will be appointed by UK/KSU Extension Administration. Eight delegates will be appointed by UK/KSU Extension Administration to represent each of the program areas (2 per program area; 4-H, ANR, FCS, CED). Six additional delegates (2 from each Region) will also be appointed by KSU Extension Administration.

**Section 2** – Each delegate shall be limited to one three-year term and will be eligible for an additional term following a three-year break in service. An alternate delegate would be eligible to be appointed to a full term as delegate without a break in service. Delegates appointed to complete an unexpired term will retain eligibility for a full term without a break in service.

**Section 3** - If a delegate is elected as an officer of the SEAC, the delegate position will be refilled. If an Area Delegate is elected as an officer, that Area's alternate delegate will complete the term, with a new alternate appointed. If a programmatic or KSU delegate is elected as an officer, a new delegate will be appointed to fill the unexpired term.

**Section 4** - The outgoing President will remain on the SEAC, in an ex-officio advisory capacity, through the summer meeting following the expiration of his/her term as state President.

#### **Article IV**

**Section 1** – Officers shall include a president, vice-president, and secretary, elected from the membership at the summer meeting of SEAC as recommended by the nominating committee (appointed by the president at the winter meeting every three years). Officers elected will assume office at the winter meeting of the SEAC.

**Section 2**- Officers shall retain their voice and their vote.

**Section 3** - Officers shall serve for three years. No officer shall be eligible to serve for more than one term in one office.

#### **Article V**

**Section 1** – A winter and summer meeting of SEAC will be scheduled and agreed on jointly by the Executive Committee and the CES (UK/KSU) Extension Administration. These meetings may be held in-person or via a virtual platform.

#### **Article VI**

**Section 1** – The officers of the organization shall constitute the Executive Committee.

**Section 2** – The Executive Committee shall have general supervision of the affairs of the organization between regular meetings and may perform duties as specified in any By-Laws passed by the Council or assigned to it at regular meetings.

**Section 3**- A vacancy in any elected office shall be filled by the Executive Committee for the interval until the next election meeting.

#### **Article VII**

**Section 1** – Amendments to the Constitution and By-Laws may be proposed by the Executive Committee and sent in writing to the membership of the SEAC at least 30 days prior to its meeting at which they are to vote. A simple majority is required for acceptance of amendments by membership of SEAC at said meeting.

#### **Article VIII**

**Section 1** – All meetings of the SEAC shall be conducted in accordance with Roberts Rules of Order.