

Colorado State University Extension - Arapahoe County Advisory Committee

Constitution and By-Laws

Article I

NAME

- a. The name of this organization shall be the Colorado State University Extension - Arapahoe County Advisory Committee.

Article II

PURPOSE

- a. The purpose of this organization shall be to cooperate with the Colorado State University Extension – Arapahoe County extension staff in planning, developing, implementing, promoting, evaluating and reporting programs in agriculture/natural resources, consumer and family sciences education, 4-H/Youth Development, horticulture, and community resource development.
- b. The Extension Advisory Committee serves in an advisory capacity only, has no legal powers to put recommendations into action, and assumes no liability from actions taken by Colorado State University Extension. Its effectiveness and influence is the counsel it provides rather than through legal authority.

Article III

ROLE

- a. The role of the Arapahoe County Extension Advisory Committee is to cooperate with the Colorado State University Extension – Arapahoe County extension staff in attainment of the above purpose. This includes:
 1. Assist extension staff in determining educational program content and establishing priorities, which will result in maximum participation of citizens.
 2. Promote a positive image of the Extension organization.
 3. Share in the coordination of the total Arapahoe County Extension program, as well as the various committees that may be associated with these programs.
 4. Help develop the annual and long-range objectives for the Arapahoe County Extension programs including participation in the execution and evaluation.

Article IV

MEMBERSHIP

- a. The membership of this committee shall consist of 12 members who are a reflection of the community and a representation of present and potential areas of program emphasis.
- b. Each of the program areas shall have one designated member on the committee.
- c. Additional advisory committee members shall be key leaders from the broader community.

- d. Ex-officio members:
 - Arapahoe County Board of County Commissioners
 - Arapahoe County Extension staff
 - Shall have not voting rights
- e. Terms of committee members shall be three years. Each member of the committee may serve two complete terms in succession. After completing two full terms, the members must wait at least one year before re-appointment.
- f. Each new committee member is required to participate in an orientation to Extension and advisory committee responsibilities
- g. Attendance is important to committee membership. Members having two consecutive unexcused absences shall be removed from the committee.
- h. The Arapahoe County Board of County Commissioners has the option to fill vacancies as they occur or wait until the next nominating cycle.
- i. Membership may be terminated upon the written resignation of the member.

Article V

ORGANIZATION

- a. The Advisory Committee shall meet quarterly (February, May, August, November).
 - Calendar to be established by the Officers.
 - Special meetings may be called by the President or by four members of the committee.
 - Committee members must receive notification of a special meeting at least 24 hours prior to the meeting.
- b. A quorum will consist of seven advisory committee-voting members.
- c. The officers shall consist of chairperson, vice chairperson, and secretary. Officers shall serve a single two-year term.
- d. The nominating committee:
 - Shall be appointed by the Officers.
 - The vice chairperson of the Advisory Committee shall serve as the chair of the nominating committee.
 - Shall recruit potential advisory committee members
 - Shall present at the last meeting of the year a slate of nominees for election to the advisory committee and officers.
- e. Sub-committees may be established as required in order for the committee to carry out its work.
 - Sub-committee members may come from beyond the advisory committee membership although the chair of any sub-committee must be a voting member of the advisory committee.
- f. The support committee is a standing sub-committee.
 - Shall consist of seven to twelve members
 - Shall keep county commissioners, area legislators, and key community leaders informed of the scope and breadth of Colorado State University Extension - Arapahoe County programs in an effort to maintain sufficient resources for Extension work in Arapahoe County.
 - The County Extension Director takes the leadership, in working with the Arapahoe County Extension Advisory Committee and other Extension professionals, to organize and maintain an Extension Support Sub-Committee.

- The committee shall meet a minimum of two times per year and be on call pertaining to county budget needs and state and federal funding support.
 - The sub-committee and the Advisory Committee shall share reports and minutes.
 - The support committee members are to acquaint, on a continuing basis, appropriate elected county, state and federal officials, as well as key community leaders, about the nature and importance of Extension educational programs.
 - The support committee will develop a system to contact elected officials, community leaders, regarding Extension's educational programs and budget needs.
 - Committee members will help secure resources to conduct Extension programs
 - Committee members will make direct contact with elected officials and community leaders, as needed
 - Committee members will provide feedback to Extension about concerns, expectations, and opportunities expressed by elected officials.
- g. These by-law may be amended by 2/3's of the advisory committee's voting members at any regular meeting of the committee provided the by-law change has been included in the agenda when the meeting was announced.

Article VI

DIVERSITY STATEMENT

- a. All educational programs and activities conducted by Colorado State University Extension - Arapahoe County, including the work of this Advisory Committee, are open to all potential clientele and candidates on a non-discriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, handicap or Vietnam Era veteran status.