

**Friends of Cowley County Extension**  
**Bylaws**  
**(Approved 11/6/2018)**

**Article 1 - Name**

The name of the organization is Friends of Cowley County Extension. The principal mailing address is PO Box 538, Winfield, Kansas; the street address is 311 E 9th, Winfield, Kansas 67156

**Article 2 - Purpose**

The general purpose is to raise funds and to be advocates for Cowley County Extension's educational programs.

Additional purposes of Friend of Cowley County Extension:

- To cooperate in articulating the mission of Extension
- To promote public awareness of Extension
- To engage partners with shared priorities and resources and capitalize on collaborations
- To provide financial support for Extension for educational and research endeavors

**Article 3 - Membership**

Friends of Cowley County Extension is open to all without regard to race, color, creed, religion, national origin, sex, marital status, disability, or public assistance. Active members will be those individuals who contribute time, talent and/or treasure for the benefit of Cowley County Extension educational programs as evidenced by annual educational program participation, volunteerism or other engagement.

**Article 4 - Board of Directors**

The Board of Directors shall consist of five (5) members who are residents of Cowley County. Those five members will include Vice President, Treasurer and one board member of the Cowley County Extension Executive Board. Initially, two additional members will be appointed to the Friends of Extension Board of Directors by the Cowley County Extension Council Executive Board. After the first year, two additional members will be elected by a simple majority of active members present at the Friends of Extension Annual Meeting.

The Cowley County Extension Director shall serve as an ex-officio member.

**Article 5 - Quorum**

A majority of the Board of Directors shall constitute a quorum for transaction of business (3 people).

### **Article 6 - Meetings**

The annual meeting of the Friends of Extension Board of Directors shall be held within forty-five (45) days after the close of the fiscal year, or following the monthly meeting in February, of the Cowley County Extension Executive Board. Written notice shall be given by the President to the active membership in not less than ten (10) days or more than thirty (30) days prior to the meeting.

The Board of Directors shall meet on call of the President or by call of the majority of the Board of Directors.

Special meetings of the Friends of Extension may be called with a simple majority of the Board of Directors and must be properly called as in the notice of the annual meeting.

### **Article 7 - Election of Board of Directors**

- A. Offices of President, Vice President, and Treasurer shall be elected annually, not to exceed four (4) consecutive terms. A term is 1 year.
- B. Vacancies in the offices shall be filled for the unexpired term by appointment by the Board of Directors.

### **Article 8 - Duties of Board of Directors**

- A. The President shall preside at all meetings of the Friends of Extension and its Board of Directors. The President shall have the power to call special meetings and shall perform all duties as regularly pertain to his/her office.
- B. The Vice President shall perform the duties of the President in his/her absence.
- C. The Secretary shall keep a record of all meetings and have charge of all correspondence.
- D. The Treasurer shall receive such money as is due the Corporation and disburse such money as authorized by the Board of Directors. All transactions shall be approved at the regularly called Annual Meeting by the Board of Directors.
- E. As an ex-officio member, the County Extension Director shall serve as the secretary, serve in an advisory capacity and shall assist the elected officers in the performance of their assigned duties.

### **Article 9 - Committees**

Duties and responsibilities of any committee shall be determined by the Board of Directors. The establishment and membership of any committee shall be made, when deemed necessary, by the Board of Directors. Committee reports shall be provided by the chair of said committee at the called business meeting(s) of the Friends of Extension.

### **Article 10 - Rules of Order**

Robert's Rule of Order shall govern the meetings.

### **Article 11 - Order of Business**

The order of business will vary depending up on the type of pending business.

Agenda outline: 1) Call to order, 2) Roll call 3) Minutes, reading and approval; 4) Communications, 5) Reports of Officers and Leaders; 6) Committee Reports, Standing and Special; 7) Unfinished business; 8) New business; 9) Announcements; 10) Adjournment.

### **Article 12 - Financial Tasks**

1) Financial records will be kept at the Cowley County Extension office. Endowment Fund records will be maintained by Legacy Regional Community Foundation.

2) Responsibility for the custody of the contributions will be delegated to the Friend of Cowley County Extension treasurer or their designee.

3) Responsibility for the distribution of the contributions and endowment proceeds will be delegated to the Friend of Cowley County Extension Board of Directors.

4) Responsibility for the conduct of solicitation activities will be delegated to the Friend of Cowley County Extension Board of Directors and/or their designees.

### **Article 13 - Continuity**

If the Cowley County Extension unit transitions to an Extension district, the membership of the Board of Directors will be restructured to insure that Cowley County representatives oversee the Friends of Extension activities. Friends of Extension shall continue so long as financial assets and advocacy is needed and the purposes of the Friends of Extension can be served by its continuation.

### **Article 14 - Amendments**

The bylaws may be amended by a majority vote of the active members present at any regular meeting.