

**Excellence in Extension
Bylaws**

Enacted May 13, 1991

(amended October 12, 1992, November 15, 1994, July 15, 1996, October 8, 2004)

1.0 Mission

1.1 The **Excellence in Extension** is designed to improve and enrich the quality of educational programs offered by Iowa State University Extension in the areas of professional improvement continuing education grants, innovative educational program grants and achievement/recognition awards.

1.2 This mission and bylaws can be found at: www.extension.iastate.edu/Pages/EIE/

2.0 Duties

2.1 The duties of the Board shall include, but not be limited to, the following:

2.11 Long Range Planning and Accomplishment Reporting

2.12 Policies and Procedures

2.13 Budgets and Financial Management

2.14 Fund Raising

2.15 Fund Distributions

2.151 The board has the authority to distribute funds for the purposes of meeting expenses, resource development, educational awards and grants, and any other ways that support the mission.

2.152 A quorum (one more than half) of board members is necessary to approve the annual budget.

3.0 Eligibility for Board Membership

3.1 Any staff member of University Extension, including those members holding joint appointments, all University Extension retirees including those who had joint appointments, and any person or organization outside the University who is interested in the achievement of Excellence in Extension, is eligible for appointment to the Board.

4.0 Board Composition

4.1 The Board is to be composed of fifteen members plus three ex-officio members, the Resource Development Director for Extension, a grant coordinator and an Extension Administrative Team representative. This is not to preclude additional

members when such may be dictated by a change in circumstances. The fifteen members shall represent the following areas:

<u>Representation</u>	<u>Area</u>
5	One from each Extension Area
6	One from each Program Area: 4-H Youth Development, Families, Communities, Agriculture, Business & Industry/CIRAS, & CECS.
2	Extension Retirees
<u>2</u>	Friends of Extension
15	

4.2 The board members' are to provide a transfer of information between parties consisting of themselves, Extension personnel, and other interested parties in their area; these shall include but not be limited to:

- 4.21 Communicating information grant opportunities and stimulating interest for potential applications from their unit.
- 4.22 Sharing information about fund raising efforts and the financial status of the Fund.
- 4.23 Recognizing contributors to the Fund in their area or unit.
- 4.24 Contacting potential recipients of awards or grants and providing such assistance as they may request.
- 4.25 Communicating information regarding recipients of awards or grants from Excellence in Extension.
- 4.26 Attend Board Meetings.

5.0 **Terms of Appointment**

- 5.1 Terms of appointment shall be for three years beginning July 1 of each year.
- 5.2 Board members may serve a maximum of two successive three-year terms.
- 5.3 Ex-officio members are not limited to specific terms of appointment.

6.0 **Nominations to the Board**

- 6.1 The Board of Directors will select a three person nominating committee to assemble and present to the Board a slate of officers and candidates to replace retiring directors. The nominating committee will consult with the appropriate program/area director for potential nominees.
- 6.2 The Board will receive the Nominating Committee's report at its annual meeting and will elect replacement directors and officers.
- 6.3 In the event of a vacancy on the Board, the Board shall have the authority to appoint a replacement to complete the term in compliance with paragraph 3.1 of the bylaws.

7.0 **Organization of the Board**

- 7.1 The Board shall elect the following to take office beginning July 1 of each year:
 - 7.11 Board Chair
 - 7.111 Duties: To preside over all Board meetings, appoint all sub or special committees, and represent the Board as may be necessary.
 - 7.12 Vice Chair
 - 7.121 Duties: To preside over all Board meetings in the absence of the Chair and such other duties as the Chair may delegate.
 - 7.13 Secretary
 - 7.131 To record minutes of all Board meetings and prepare and distribute such information as may be required to conduct business.
 - 7.132 Provide leadership for the development of the annual report.
 - 7.14 Treasurer
 - 7.141 To maintain financial records and provide such financial reports as the Board and membership require.
 - 7.142 To assist the Resource Development Committee with its various functions.
 - 7.143 To work with the ISU Foundation in securing accurate and suitable accounting of income and expenses of the Fund.
- 7.2 The following subcommittees, composed of but not limited to Board members, are suggested:
 - 7.21 Grants
 - 7.211 To recommend types of grants or awards for sponsorship by the Board, to develop and distribute application forms, to collect and judge applications, to recommend to the Board a priority listing of applications for each award or grant, and to provide for local and state publicity
 - 7.212 Grant Coordinator. The board shall appoint a current Extension employee to assist in developing, producing and distributing grant and award application forms, in collecting and judging applications, and in filing results of Board action on grants and awards.
 - 7.22 Resource Development
 - 7.221 To prepare budget recommendations estimating fund income, expenses, and allocation to the grant and award programs.
 - 7.222 To develop plans for making potential donors aware of the purposes and needs of the Excellence in Extension Fund.
 - 7.223 To develop and implement plans for achieving financial goals.

7.3 Meetings: It is suggested the Board meet a minimum of three times yearly, supplemented by teleconferences as needed. Subcommittees will meet as required to perform their duties.

8.0 **Dissolution of the Fund**

8.1 In the event that it should become necessary to dissolve the Fund, any assets remaining shall be disposed of consistent with the General Endowed Fund Agreement between Iowa State University Foundation and Excellence in Extension Board of Directors.

9.0 **Amending Bylaws**

9.1 The bylaws may be altered, amended, or repealed and new bylaws may be adopted by notification of the proposed changes 30 days prior to any regular or special meeting of the Board of Directors and 2/3 vote of approval by the Board.