

## **CONSTITUTION AND BYLAWS**

Boone County Extension Homemakers Association  
Revised April 2021

### **Article I - Name**

The name of the group shall be the Boone County Extension Homemakers Association (BCEHA).

### **Article II – Purpose**

The purpose of the Boone County Extension Homemakers Association shall be to promote an educational program in family and consumer sciences in cooperation with the Boone County Cooperative Extension Service and the University of Kentucky Cooperative Extension Service.

### **Article III – Membership**

1. Any person interested in the objectives of this organization may be a member of the Boone County Extension Homemakers Association regardless of economic or social status, and will not be discriminated against 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.
2. Paid membership can be of two types:
  - a. Individuals organized into clubs
  - b. Individual mailbox members
3. Each club in Boone County shall be obligated to assume responsibilities as listed in these bylaws, as well as enjoy the privileges of the county program.

### **Article IV – Objectives**

The objectives of the Boone County Extension Homemakers Association shall be:

1. To unite the members.
2. To create an awareness of the needs of families in the home, community, state, and world.
3. To promote an educational program by using the resources of the Cooperative Extension Service to meet the needs of the family, home, community, and state.
4. To develop an enthusiastic leadership in its members and a willingness to assume responsibility to further strengthen the organization and advance the field of family and consumer sciences.

### **Article V – Officers, Elections and Duties**

#### **Section 1. County Officers**

The officers of the Boone County Extension Homemakers Association shall be president, vice president, president-elect, secretary, and treasurer. The immediate past president of the advisory council will be a non-voting, ex-officio member of the council and serve as a mentor and advisor.

## **Section 2. Nomination and Election of County Advisory Council Officers**

a. The president will appoint a nominating committee of at least two advisory council members, at least 90 days prior to the annual meeting. The county Extension agent shall serve as an advisor.

### **b. Officer Qualifications**

1. A nominee for county president must have been a Boone County Extension Homemakers Association member for at least five (5) consecutive years prior to running for office; have served in some capacity on the Boone County Extension Homemakers Advisory Council for at least one year; and, held an officer position in the Boone County Extension Homemakers Association or other recognized civic or social organization.
  2. A nominee for president-elect shall have been a member of the BCEHA for at least five (5) consecutive years prior to running for office; have served in some capacity on the Boone County Extension Homemakers Advisory Council for at least one year; and, held an officer position in the Boone County Extension Homemakers Association or other recognized civic or social organization. They will become president following their year of serving as president-elect. The president-elect will serve for one year and be elected in the second year of the president's term.
  3. A nominee for vice president must have been a member of the Boone County Extension Homemakers Association for at least three (3) consecutive years prior to running for office; and, served in some capacity on the Boone County Extension Homemakers Advisory Council for at least one year.
  4. Nominees for secretary must have been a member of the Boone County Extension Homemakers Association for at least three (3) consecutive years prior to running for office, and must be computer literate with the ability to type and send meeting minutes and documents via e-mail or other recognized electronic correspondence method.
  5. Nominees for treasurer must have been a Boone County Extension Homemakers Association member for at least three (3) consecutive years prior to running for office, and must be computer literate; and preferably have a working knowledge of bookkeeping or computer software such as QuickBooks, Excel or similar. The individual must be bondable with the BCEHA paying the bonding fees.
- c. The nominating committee shall present a slate of qualified candidates from those whose names and credentials have been submitted.
1. A slate of candidates shall consist of a least two (2) names submitted for any one office. Credentials must be submitted to the nominating committee 45 days prior to the annual meeting.
  2. If credentials are received from only one candidate, the nominating committee recommends that individual for the office providing all qualifications are met.
  3. The nominating committee shall notify the nominees, verify their availability, and request their attendance at the annual meeting at which the election is to be held.
  4. If no nominations for an office are received by the established deadline, they will be accepted the day of the annual meeting if submitted prior to the meeting

being called to order. The nominating committee will determine if the qualifications for office are met.

5. Election shall be by ballot if more than one candidate runs for office. A candidate must receive a majority vote (51%) of the members present.
6. The term of office for president, vice president, and secretary shall be for a period of two years, or until their successors are elected. The term of office for president-elect shall be for one year. No officer may be re-elected to a consecutive term in the same office. If appointed to fill an unexpired term, the individual may be elected to a full term following that partial term. The treasurer shall serve from the time of election or appointment until they resign or are terminated for cause. If they resign, with notice, prior to the annual meeting, a new treasurer will be duly elected. If they resign at another time, the remaining executive committee members will recruit and appoint a replacement.
7. The president shall be elected in years with **odd** last digits and the vice president and secretary in alternate years with **even** last digits. The president-elect will be elected in the second year of president's term and serve as president immediately following their term as president-elect.
8. The county officers shall assume responsibilities of office on July 1 following their election at the annual meeting.
9. A vacancy in the office of county president shall be filled by the vice president. The county executive board shall fill vacancies occurring in any other office providing credential requirements of Article V., Section 2.b. (above) are met. The appointment shall be for the unexpired term.

### **Section 3. Duties of County Advisory Council Officers**

- a. The duties of the president shall be:
  1. To know basic Parliamentary Procedure and how to conduct meetings.
  2. Have a basic understanding of county bylaws.
  3. To preside over all meetings of the executive board and advisory council.
  4. To represent the Association at meetings of other organizations (this duty may be delegated to any member of the advisory council), to represent Boone County Extension Homemakers Association on County Extension Council, Fair Board, and any other organization requesting representation.
  5. To serve as a voting delegate to the Kentucky Extension Homemakers Association (KEHA) Annual Meeting.
  6. To serve as a voting delegate to the Northern Kentucky Area Annual Meeting.
  7. To appoint all educational chairpersons and any special committees.
  8. Serve as a signatory on the bank account for the Association.
  9. To attend at least one meeting of each club each year they are in office.
- b. The duties of the president-elect shall be:
  1. Learn the office of president and shadow them through the year.
  2. Attend advisory council meetings, and other meetings as needed.
- c. The duties of the vice president shall be:
  1. To attend all Boone County Extension Homemakers council meetings, executive board meetings, and any other meetings called by the president.

2. To serve as an aide to the president.
  3. To know basic Parliamentary Procedure and how to conduct meetings.
  4. Have a basic understanding of county bylaws.
  5. To perform the duties of the president in their absence or inability to serve and to assume the office of president in the event of a vacancy in that office.
  6. To serve as a voting delegate to the KEHA Annual Meeting.
  7. To serve as a voting delegate to the Northern Kentucky Area Annual Meeting.
  8. To serve as county membership chairperson.
  9. To serve as chairperson of the committee to plan and execute the county annual meeting.
  10. To attend at least one meeting of each club during their term in office.
- d. The duties of the secretary shall be:
1. To attend all Boone County Extension Homemaker Advisory Council meetings, executive board meetings, and the annual meeting, recording and preserving minutes.
  2. To handle correspondence as requested by the President and/or executive board.
  3. To see that all records are permanently filed at the Boone County Cooperative Extension Service office.
  4. To serve as a voting delegate to the KEHA or Northern Kentucky Area Annual Meeting in absence of either president or vice president.
- e. The duties of the treasurer shall be:
1. To attend all Boone County Extension Homemaker Council business meetings.
  2. To keep accurate records of all Boone County Extension Homemaker Council funds and have the records reviewed at the close of each fiscal year by at least two (2) advisory council members and have them permanently stored at the Boone County Cooperative Extension Service office.
  3. To submit any and all forms and monies required by the I.R.S. and as required by the state of Kentucky.
  4. To keep records as established unless changes are recommended.
  5. To receive dues from the clubs and mailbox members and retrieve monies and financial documents from the Extension office on a regular basis.
  6. To send dues to the KEHA and Northern Kentucky Extension Homemakers Association.
  7. To pay monies as directed by the advisory council with documented receipts.
  8. Present detailed financial statements at all Boone County Extension Homemakers Council meetings with copies provided to each advisory council member.
  9. To chair a budget committee.

## **Article VI – Advisory Council, Executive Board, and Annual Meetings**

### **Section 1. Advisory Council**

- a. The direction of the affairs of the Association shall be vested in the Boone County Extension Homemakers Advisory Council composed of the Boone County Advisory Council officers, presidents of Boone County Extension Homemaker Clubs, Boone

County Advisory Council educational chairpersons, chairpersons of any special committees, and any area or state chairpersons or officer of the Kentucky Extension Homemakers Association residing in the county. All members of the council may vote. The immediate past president of the Boone County Extension Homemakers Advisory Council will serve as a mentor to the group and have no voting rights.

- b. The advisory council shall serve as a link between the County Extension Agent for Family and Consumer Sciences and the individual clubs. The advisory council shall hold at least four meetings a year. Called meetings may be held upon the decision of the president or upon the written request of eight members of the advisory council.
- c. One-third (1/3) of the voting membership of the advisory council shall constitute a quorum.
- d. Advisory council meetings may be held via electronic means. All electronic meetings must have the same bearings as an in-person meeting.

### **Section 2. Advisory Council Executive Board**

- a. The executive board is composed of the four (4) elected Boone County officers (president, vice-president, secretary, and treasurer).
- b. The executive board has authority to transact business between advisory council meetings.
- c. The president shall have the privilege of calling executive board meetings.
- d. Executive board meetings may be held via electronic means. All electronic meetings must have the same bearings as an in-person meeting.

### **Section 3. Annual Meeting**

- a. The annual meeting shall be an open meeting for members and their guests. The purpose will be to conduct the necessary business of the organization, including the election and installation of advisory council executive officers, reports of county committee chairs, and distribution of awards and recognition to members.
- b. The annual meeting of the Boone County Extension Homemakers Association may be held via electronic means. All electronic meetings must have the same bearings as an in-person meeting.

## **Article VII – Educational Chairpersons**

### **Section 1. County Chairpersons**

- a. The president will appoint all educational chairpersons and special committees.
- b. The chairpersons assume their duties at the same time as the president and will serve for two years.
- c. The titles and complete responsibilities of the educational chairpersons are listed in KEHA Handbook and on the KEHA website.
- d. Educational chairpersons will report at each advisory council meeting.
- e. Educational chairperson's Program of Work reports are due to the appropriate area extension homemaker chairperson by August 15.

## **Article VIII – Financing**

### **Section 1. County Dues**

- a. Annual dues shall be payable November 1 by each club treasurer, or mailbox member, based upon membership as of October 30 of each year.
- b. Dues for anyone joining after November 1 shall be sent to the county treasurer upon receipt.
- c. Annual dues will cover area and state dues as well operational expenses in connection with the Boone County Extension Homemaker program. The dues will be a set fee per member. The amount will be determined by the advisory council.
- d. Dues cover the membership period from July 1 to June 30.
- e. The fiscal year for the Association shall be July 1 to June 30.

### **Section 3. County Advisory Council Budget**

- a. The advisory council president shall appoint a budget committee at the first advisory council meeting after the new officers have taken office. The committee will include the treasurer and two additional members of the advisory council. The proposed budget for the next year shall be presented at the following advisory council meeting.
- b. Any expense that exceeds budgeted amounts must be approved by the executive board and/or advisory council before payment.

## **Article IX – Local Clubs**

### **Section 1. Club Officers**

The officers of individuals clubs shall be president, vice president, secretary, and/or treasurer.

### **Section 2. Nomination and Election of Club Officers**

The club president shall appoint a nominating committee. The election and installation of officers should be held prior to June 30 of each year to serve for the following fiscal year (July 1 – June 30).

### **Section 3. Duties of Club Officers**

- a. The club president shall:
  1. Preside at all club meetings, executive, and special meetings.
  2. Appoint all club educational chairpersons and committees.
  3. Represent the club at all Boone County Extension Homemakers Advisory Council meetings as a voting member, or appoint a club representative in their absence.
- b. The club vice president shall:
  1. Assist the president.
  2. Preside at meetings in the absence of the president and assume the office of president in the event of a vacancy in that office.
  3. Serve as membership chairperson.
  4. Attend Boone County Extension Homemakers Advisory Council meetings in the absence of the club president.

- c. The club secretary and/or treasurer shall:
  1. Record minutes.
  2. Handle all correspondence.
  3. Have charge of all funds.
  4. To pay monies as directed by the club with documented receipts.
  5. Develop and submit an annual budget (plans for income and expenses) for the coming year and an annual financial report (record of actual income and expenses) from the previous year to the Boone County Extension Homemakers Advisory Council by September 1 of each year.
  6. Secretary's minutes shall be permanently filed in a designated area at the Boone County Cooperative Extension Service office.

#### **Section 4. Club Chairpersons**

- a. The club president will appoint all club educational chairpersons and special committees.
- b. The titles and complete responsibilities of educational chairpersons will be as listed in the current KEHA handbook and on the KEHA website.
- c. Educational chairpersons will report at each monthly meeting.
- d. Educational chairperson's Program of Work reports are due to the appropriate county chairperson by July 15.

#### **Section 5. Club Dues**

- a. Individual club dues will be set by each club. Minimum dues must be equal to the amount of the county dues.
- b. Clubs collecting monies in excess of annual county dues will be required to develop an annual budget and submit it to the county advisory council by September 1 of each year. They must also submit a financial statement for the previous year (July 1 – June 30) showing budget vs. actual for all monies collected.

#### **Section 6. Responsibilities**

- a. Each club is obligated to carry out the county programs as follows:
  1. Have lesson leaders attend the county training meetings and present educational lessons as scheduled in the county program.
  2. The club president, vice president or a representative is to attend all advisory council meetings.
  3. Carry out designated responsibilities for county events as assigned by the advisory council.
  4. Have a minimum of eight (8) meetings per year. Individual club schedules which differ from the regular schedule should be approved by the Boone County Extension office.

### **Section 7. New Clubs**

- a. The family and consumer sciences Extension agent and Boone County advisory council vice president shall be notified when a new club is being considered.
- b. There shall be at least five (5) prospective members interested in forming a Homemaker club before an organization is attempted. There should also be a sponsoring club to help with the first meetings.

### **Section 8: Dissolution of a Boone County Extension Homemakers Club**

- a. A vote by a simple majority (51%) of members present (providing there is a quorum) of an individual Boone County Extension Homemaker Club will dissolve the club.
- b. The balance, if any, of all money received by the Club from its operations after the payment in full of all debts and obligations of the Club of any kind and nature shall be used and distributed exclusively to local non-profit organizations with like-minded goals and objectives or given to the Boone County Extension Homemaker advisory council for their general account.

### **Article X – Amendments**

This bylaws may be amended by a two-thirds vote of those present of the advisory council (a quorum being present) provided notice of the meeting has been sent to the council members at least 15 days prior to the meeting and the delegates are given advance information regarding proposed changes.

### **Article XI – Parliamentary Authority**

Robert’s Rules of Order, Revised, shall be Parliamentary Authority for this Association.

### **Article XII – Dissolution**

#### **1. Dissolution of the Boone County Extension Homemakers Association**

- a. A vote by a simple majority of members present (providing there is a quorum) of the Boone County Extension Homemaker Advisory Council will dissolve this organization.
- b. The balance, if any, of all money received by the Association from its operations after the payment in full of all debts and obligations of the Association of any kind and nature shall be used and distributed exclusively for educational purposes to local non-profit organizations with like-minded goals and objectives.

## Policy Statements

1. The outgoing Boone County President shall pass the gavel to incoming president.
2. Actual expenses as budgeted for meeting registration including required meals and meetings for the two voting delegates as designated by the council and the president-elect will be paid to attend the KEHA State Meeting. Any unused portion of the expense money to be refunded to the county treasurer.
  - a. Room charges – total room charge to be divided equally among the number of persons per room including president, president-elect, and vice president.
  - b. Mileage – cost of gasoline used to be divided equally among number of persons in vehicle including president, president-elect, and vice president.
3. All expenditures, with documented receipts, not listed within the budget must be approved by a simple majority (51%) of those present of the executive board and/or advisory council providing a quorum is present.
4. A scholarship chairperson shall be appointed by the county president to oversee the Mary Hood Lutes Scholarship program each time other county chairperson's are appointed. The county president, family and consumer sciences extension agent(s), and the scholarship chairperson will be responsible for seeing that the winners are selected and notified, and are responsible for scholarship applicants to be judged by a person outside the area. It will be the primary duty of the scholarship chairperson to initiate this process.
  - a. Four scholarships may be awarded each spring: One student (12 hours - \$1,000), technical/vocational program (\$750), Homemaker member (12 hours - \$1,000) and Homemaker member (3-6 hours - \$750.00.) If there are no Homemaker applicants, the Homemaker scholarship money will remain in the scholarship account. The number and amounts of these scholarships can be changed by a vote of the advisory council based upon recommendations from the scholarship chairperson and a committee appointed by the president.
  - b. Scholarship chair(s) will be responsible for sending thank-you notes to any donor giving \$20.00 or more to the Mary Hood Lutes Scholarship Fund. Individuals donating \$100 or more will receive a document to use for their charitable donation for their tax purposes. The family and consumer sciences Extension Agent will provide the appropriate letter.
5. In case of death of an advisory council past president or their spouse, or a current advisory council member a remembrance not to exceed \$50.00 is to be given (the remembrance can be flowers or donation to a charity).
6. The president can spend up to \$50.00 without prior approval of the advisory council if something comes up that needs attention between advisory council meetings.
7. Receipts must be issued for all dues collected when paid in person with cash. A receipt must also be issued for any monies collected, other than dues, of \$10.00 or more whether in cash or by check.
8. The advisory council treasurer must issue a receipt for any monies received in person. Checks received in the mail will not require a receipt as the cancelled check will be considered the receipt.