

OKLAHOMA HOME & COMMUNITY EDUCATION

POLICY BOOK



Revised June 2023

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OHCE WEBSITE

[Oklahoma Home & Community Education](#)

OHCE CREED

We believe the family should come first in the life of the individual, the community, and the nation. We will build our homes on love and mutual respect. We shall endeavor to discover the potential in our children and our neighbor's children and to help them develop their personalities in such a manner that they make a worthwhile contribution to life.

We shall maintain high standards in our homes through research and education to promote better use of our environment and better living conditions for all.

We shall encourage a faith in a God of love who is forever revealed through natural laws and human personalities.

We shall have faith that strong leaders shall go forth from our homes and communities, carrying with them throughout the universe the ideals which we have proclaimed.

OHCE PURPOSE

The purpose of Oklahoma Home & Community Education is to develop leadership, and to promote and extend the best interests of the family, home and community through a County OHCE Association. The County Organization is made up of the membership of each local group, is governed by the elective officers of the county organization, and the presidents and secretaries of all local groups.

The local OHCE is organized at the community or local level for the purpose of studying Family & Consumer Sciences and putting into practice research-based methods for improving family life.

The following committees work statewide to achieve common goals:

- | | |
|-----------------------|--------------------------|
| ▪ Cultural Enrichment | ▪ Family |
| ▪ Membership | ▪ Healthy Living |
| ▪ Resource Management | ▪ Leadership Development |

OHCE EMBLEM & MEANING



The emblem is a circle suggesting the continuity of life in our state, our homes, and our community education. The single candle symbolizes the unity of goals and purposes of our organization. The candle emphasizes the saying “it is better to light just one little candle” and through unity light the world. The edge of the seal has 77 bites of light between the cogs representing all the counties of Oklahoma. This all forms a work wheel that our members have put their shoulders against and thus turns our world into a better society. Standing behind the candle is our great state of Oklahoma.

The emblem was adopted in December 2000 and amended in April 2011 to include in the body of the state the date organization was established--Est. 1935

Statement of Policy
Behavior Unbecoming of an officer and/or committee chairs

For Conduct unbecoming of any officer & state committee chair, the State Oklahoma Home & Community Education Executive Committee may hold at any time a session to consider the impeachment of that board member. The State OHCE Executive Committee may consider any behavior, attitude, communication, or any other action which is inconsistent with the group's objectives of community and friendship as grounds for impeachment or termination of office.

Before impeachment or termination can occur, two-thirds (2/3) of the voting members of the State OHCE Executive Committee must agree that such action is needed. The officer in question must be informed of the purpose of the vote and must be given a full and fair opportunity to defend her or himself against the accusations. The decision of the State OHCE Executive Committee shall be final and binding.

Added May 2016

Statement of Policy
Behavior Unbecoming of an OHCE member

For conduct unbecoming of any member, the Oklahoma Home & Community Education County Executive Committee may hold at any time a session to consider the termination of that member. The OHCE County Executive Committee may consider any behavior, attitude, communication, or any other action which is inconsistent with the group's objectives of community and friendship as grounds for termination of membership.

Before termination can occur, two-thirds (2/3) of the voting members of the OHCE County Executive Committee must agree that such action is needed. The member in question must be informed of the purpose of the vote and given a full and fair opportunity to defend her or himself against the accusations. The decision of the OHCE County Executive Committee shall be final and binding and becomes effective immediately following the vote. A written copy of the vote must be given to member and a copy kept on file.

BYLAWS OF THE OKLAHOMA HOME AND COMMUNITY EDUCATION, INCORPORATED

Revised September 2022

Article I – Name

The name of this organization shall be the Oklahoma Home and Community Education, Incorporated.

Article II - Object

The object of this organization shall be to promote the mission of OHCE to strengthen individuals, families and communities through education, leadership development and action, in cooperation with the affiliated county and local groups.

Article III – Membership

SECTION 1. The membership of the Oklahoma Home and Community Education, Incorporated, shall consist of all county organizations for Home and Community Education whose membership support and advance its objectives and whose bylaws do not conflict with those of the parent organization. The Oklahoma Home and Community Education, Incorporated does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status in any of its policies, practices, or procedures.

SECTION 2. Classification.

- A. A member shall be an individual who belongs to an OHCE county or local group affiliate and who shall pay dues to the state organization.

SECTION 3. Dues.

- A. The dues of OHCE shall be \$12.50 annually.
- B. Dues for the next calendar year are due to the state Treasurer by November 1. The cutoff date for receipt of current year new member's dues of \$12.50 to the State Treasurer will be July 1.
- C. The OHCE calendar year shall be January 1 through December 31.

Article IV – Officers

SECTION 1. Officers.

- A. The officers of the state shall be President, President-Elect, Vice President for Program, Secretary, Treasurer, and Treasurer-Elect.
- B. The President and the Treasurer shall be elected in odd-numbered years to serve President-Elect and Treasurer-Elect, respectively, for one year and as President and Treasurer for the term of two (2) years or until their successor assumes office. The President and President-Elect shall assume office at the close of the annual meeting; the Treasurer and Treasurer-Elect shall assume office on October 1.
- C. The Secretary shall be elected in even numbered years to serve for two years or until their successor assumes office. She/he shall assume office at the close of the annual meeting.

- D. The Vice President for Program shall be elected in odd-numbered years to serve for two years or until her/his successor assumes office. She/he shall assume office at the close of the annual meeting.
- E. Appointive officers shall be Parliamentarian, Chaplain, Historian, Newsletter Editor, Reports and Awards Chair, and Committee Chairs; they shall assume office at the close of the annual meeting.
- F. No elected officer shall serve two consecutive terms in the same office.
- G. Vacancies, except for the office of President-Elect, shall be filled by appointment by the President in consultation with the Executive Committee. If the person appointed to the office serves more than half of the term of office, he/she would be considered to have served a full term and would not be eligible to serve an additional two-year term. An office may be declared vacant by the President if an officer becomes disqualified or fails to perform the duties of the office (does not function for a period of one year). A vacancy in the office of President will be filled by the President-Elect.
- H. A vacancy in the office of President-Elect shall be filled by a majority vote of the State Board of Directors from a slate of eligible members. The person selected shall serve until the next annual meeting of the State Organization at which time the state delegates shall elect a President-Elect to complete the term vacated. (Refer Article IV, Section 4, Nominations and Elections).
- I. In the event of a vacancy in the office of President in the year of no President-Elect, the immediate Past President shall become President until the next annual meeting. The Nominating Committee shall elect a new Chair from its membership. At the next annual meeting, the President shall be elected to complete the term.

SECTION 2. Qualifications.

- A. Each candidate for office shall be a member in good standing.
- B. Each candidate must have the endorsement of her/his county organization.
- C. A candidate for President must have served on the State Board of Directors of the Oklahoma Home and Community Education, Incorporated within the preceding four (4) years.
- D. A candidate for all state offices, including District Representatives, must have previously served as an officer in her/his county organization.

SECTION 3. District Representatives. The District Representatives shall be qualified members of the county organization in good standing having served as an officer of the county organization.

The District Representative shall be elected by the voting delegates of each member county organization or their alternates at district meetings held in the spring of even years. Elections may be held by mail and/or electronically in the event of the district meetings are not being held. They shall serve for a period of two years and shall assume office at the close of the district meeting.

SECTION 4. Nominations and Elections. State nominations shall be made by a committee consisting of one person from each district, appointed by the President for that two-year term. Members may be past District Representatives or past State Officers or Chairs. The retiring State President will serve as Chair of this committee. This committee shall recommend candidates for each elective office to be filled that year.

Nominations may be made from the floor provided written consent of the nominee and her/his qualifications are presented to the Nominating Committee prior to the voting session.

Election shall be at the annual business meeting. Elections may be held by mail and/or electronically in the event of the state meeting not being held. A majority vote elect.

Article V -Duties

SECTION 1. The President. The President shall preside at all meetings of the state organization, State Board of Directors, and Executive Committee. The President shall appoint Standing Committee Chairs for a two-year term of office. She/he shall also appoint sub-committees of the Standing Committees. The President shall perform such other duties as usually pertain to the office of President.

SECTION 2. President-Elect. The President-Elect will automatically become President at the expiration of the President's two-year term. She/he shall be present at all State Board of Directors and Executive Committee meetings.

In the absence of the President and Vice President for Program, she/he shall preside at all meetings of the State Board of Directors and the Executive Committee and the state organization.

SECTION 3. The Vice President for Program. The Vice President for Program shall be Chair of the Program Committee and plan the annual state meeting. In absence of the President, the Vice President for Program shall preside at all meetings of the state organization, State Board of Directors, and the Executive Committee. She/he shall be responsible for Committee Chairs instructions at the fall planning meeting and assist them with goals.

SECTION 4. The Secretary. The Secretary shall keep minutes of all meetings of the state organization, State Board of Directors, and Executive Committee. She/he shall be custodian of all official papers and records. She/he shall keep a correct list of all officers of the state organization, members of the Executive Committee, members of Standing and Special Committees, and Presidents and Secretaries of the county organizations. She/he shall mail official calls for annual and special meetings of the state organization and special meetings of the Executive Committee.

SECTION 5. The Treasurer. The Treasurer shall collect all monies belonging to the state organization and shall disburse such funds upon the order of the State Board of Directors or the Executive Committee.

SECTION 6. The Treasurer-Elect. The Treasurer-Elect shall automatically become Treasurer at the expiration of the current Treasurer's two-year term. She/he shall be present at all state organization, State Board of Directors, and Executive Committee meetings.

SECTION 7. The Parliamentarian. The Parliamentarian shall advise the President upon request, of parliamentary law and procedure and shall perform other duties as the President deems necessary.

SECTION 8. Chaplain. The Chaplain is responsible for the inspirational thoughts at the annual state meeting, vespers service, and the spring and fall meetings.

SECTION 9. Historian. The Historian shall keep a history book of the state organization activities and serve as the installing officer for the organization.

SECTION 10. Reports and Awards Chair. The Reports and Awards Chair shall be responsible for the reporting system in the state. She/he shall receive all county reports, all Member, Rookie, Young Member and Heart of OHCE member nominations, and prepare any state reports as deemed necessary. She/he will be responsible for awards presentations at the Annual Meeting and give the award book evaluation instructions at the Spring Meeting.

SECTION 11. The District Representative. The District Representative shall summarize the report of the work done by Standing and Special Committees from each county in the district for publication at their district meeting. The District Representative shall report upon community projects at the annual meeting. She/he shall assist with arrangements and act as Chair at the district meetings, working cooperatively with the respective District Family and Consumer Science Program Specialist, and shall perform such other duties as pertain to the office.

SECTION 12. Newsletter Editor. The Newsletter Editor shall work with the state President and will be responsible for the creation and publication of the state newsletter, which shall be sent to each member a minimum of three times per year.

Article VI -Meetings

SECTION 1. Notice of the time and location of the annual meeting of the Oklahoma Home and Community Education, Incorporated shall be mailed to the President and Secretary of each affiliate and to each member of the State Board of Directors of the state affiliate at least thirty days prior to the date of the meeting.

SECTION 2. Special Meetings. Special Meetings of the state affiliate may be called by the President, or by the majority of the State Board of Directors, providing the subjects to be considered are stated in the call. The call for a special meeting shall be mailed to the President and Secretary of each county affiliate and to each member of the State Board of Directors at least ten days prior to the date of the meeting.

SECTION 3. Executive Committee and Board of Directors meetings may be held electronically as needed.

SECTION 4. District Meetings. District meetings shall be held during March or April of each year. Notice of such meetings shall be sent at least thirty days prior to the meeting, stating the agenda of the meeting.

SECTION 5. Quorum. A quorum at any meeting of the state organization shall consist of the accredited delegates from thirty-nine county organizations.

- A. For annual state meetings the quorum shall be accredited delegates from county affiliates.
- B. For State Board of Directors or Executive Committee meetings the quorum shall be a majority of the members.
- C. For the district meetings a quorum shall be delegates from a majority of the county affiliates in that district.

Article VII -Representation

SECTION 1. Voting Body. The voting body of the state organization shall consist of the President and Secretary of each county affiliate, or their alternates, the Elective and Appointed Officers of the state organization, the District Representatives of the four districts who are members and the Chair of the Standing Committees.

All elected and appointed officers and committees shall assume office at the close of the annual meeting, or August 1 in the event of the state meeting being cancelled; except Treasurer, Treasurer-elect and District Representatives.

SECTION 2. Non-voting Members. Any member of a county OHCE and/or Group affiliate in good standing may attend the annual meeting of the state organization with all privileges except that she/he shall not vote or make motions.

Article VIII -Board of Directors and Executive Committee

SECTION 1. The State Board of Directors shall be composed of the elected and appointed officers of the state organization, District Representatives, and the Chairs of Standing Committees. All elected and appointed officers/committees shall assume office at close of annual meeting. The outgoing President shall serve on the State Board of Directors for one term after retiring from office. She/he shall chair the Nominating Committee.

SECTION 2. The Executive Committee shall be composed of the elected officers of the state organization and the District Representatives. The outgoing President shall serve on the Executive Committee for one year after retiring from the office.

SECTION 3. Past Presidents shall be honorary life time members of the State Board of Directors, without voting power, and may attend all business meetings, attending at their own expense.

SECTION 4. The State Board of Directors shall meet immediately following the close of the annual meeting of the state organization, fall planning meeting, and at spring evaluation meeting. It may also meet at the call of the President of the state organization. It shall conduct any business necessary between annual meetings. A report shall be made at the annual meeting of the state organization.

SECTION 5. The Executive Committee shall have supervision over all of the affairs of the state organization during the interim between State Board of Directors meetings and shall keep a full and complete record of all its proceedings. A report shall be made at the meeting of the state organization.

Article IX - Authority in Parliamentary Law

The rules contained in the current edition of Robert Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order the society may adopt.

Article X - Amendments

These Bylaws may be amended at the annual meeting of the organization by a two-thirds vote of the accredited delegates present and voting, provided that notice of said amendments was presented to each county organization by the Executive Committee at least sixty (60) days prior to the opening of the meeting of the state organization.

Article XI - Dissolution

In the event of dissolution of this organization, the assets of this organization would be transferred to a 501 (c) (3) charitable organization with like classification/purpose to OHCE according to Internal Revenue Service guidelines for a 501 (c) (3) tax status.

Article XII - Suspension of Bylaws

Any provisions of these Bylaws may be suspended by a 2/3 vote at a regular or special meeting of Board of Directors provided that an emergency situation has been declared by the Executive Commit

OFFICE OF THE SECRETARY OF STATE



**NOT FOR PROFIT CERTIFICATE OF
RENEWAL, REVIVAL, EXTENSION &
RESTORATION**

WHEREAS, the Certificate of Renewal, Revival, Extension & Restoration of

OKLAHOMA HOME AND COMMUNITY EDUCATION, INC.

*has been filed in the office of the Secretary of State as provided by the laws of the
State of Oklahoma.*

*NOW THEREFORE, I, the undersigned, Secretary of State of the State of
Oklahoma, by virtue of the powers vested in me by law, do hereby issue this
certificate evidencing such filing.*

*IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be
affixed the Great Seal of the State of Oklahoma.*



*Filed in the city of Oklahoma City this
19th day of July, 2021.*

Brian B. B. B.

Secretary of State

OFFICE OF THE SECRETARY OF STATE



**CERTIFICATE OF GOOD STANDING
DOMESTIC NOT FOR PROFIT CORPORATION**

I, THE UNDERSIGNED, Secretary of State of the State of Oklahoma, do hereby certify that I am, by the laws of said state, the custodian of the records of the state of Oklahoma relating to the right of certain business entities to transact business in this state and am the proper officer to execute this certificate.

I FURTHER CERTIFY that OKLAHOMA HOME AND COMMUNITY EDUCATION, INC. whose registered agent is OKLAHOMA HOME AND COMMUNITY EDUCATION, INC., with its registered office at 135 NANCY RANDOLPH DAVIS BLDG STILLWATER 74078 USA Oklahoma is a Domestic Not For Profit Corporation duly organized and existing under and by virtue of the laws of the state of Oklahoma and is in good standing according to the records of this office. This certificate is not to be construed as an endorsement, recommendation or notice of approval of the entity's financial condition or business activities and practices. Such information is not available from this office.



IN TESTIMONY WHEREOF, I hereunto set my hand and affixed the Great Seal of the State of Oklahoma, done at the City of Oklahoma City, this 30th, day of October, 2024.

A handwritten signature in black ink, appearing to read "J. C. [unclear]", is written over a horizontal line.

Secretary Of State

OKLAHOMA HOME AND COMMUNITY EDUCATION

An Oklahoma Home and Community Education Member belongs to:

Local Oklahoma Home and Community Education Group
County Oklahoma Home and Community Education
Oklahoma Home and Community Education

Who is affiliated with:

Country Women's Council of USA (CWC)
Associated Country Women of the World (ACWW)

THE LOCAL OKLAHOMA HOME AND COMMUNITY EDUCATION GROUP

The Local Oklahoma Home and Community Education Group is organized at the Community level for the purpose of studying Family Consumer Sciences and to put into practice the best methods. It offers participants an opportunity for self-development and for improvement of community interests and life. Each group elects its own officers, selects its own chair, and has its own representation in the County Association.

THE COUNTY OKLAHOMA HOME AND COMMUNITY EDUCATION

The object of the County Oklahoma Home and Community Education is to develop leadership, to promote and to extend the best interest of the family, home and community.

The County Organization is made up of the membership of each local group and is governed by the elective officers of the County Organization, and the presidents and secretaries of all local groups.

THE OKLAHOMA HOME AND COMMUNITY EDUCATION, INCORPORATED

PURPOSE - The Oklahoma Home and Community Education, Incorporated is a 501(c) (3) and non-profit organization. It is organized and shall be operated exclusively for the purpose of continuing adult education in Family & Consumer Sciences and related subjects for educational purposes, and in furtherance thereof, and for such other charitable purposes as are pertinent to the objectives of the association.

OBJECTIVES - The objectives of the Oklahoma Home and Community Education, incorporated which is a non-profit organization, shall be:

1. To further strengthen, develop, coordinate, and extend Adult Education; to improve the quality of living and cooperation with the Cooperative Extension Service of the United States Department of Agriculture and Land Grant Colleges.
2. To provide opportunity for members cooperating in Family & Consumer Sciences programs and other educational programs, to pool their judgments and experiences for the progressive improvement of home and community life.
3. To offer a means by which members in cooperation with the Oklahoma Cooperative Extension Service may interpret and promote programs of national and international importance in the protection and development of the American home.
4. To develop, strengthen, and bring into a cooperative relationship the educational programs of the 77 counties of Oklahoma.
5. To conduct in each of the 77 counties of Oklahoma, such charitable programs as are deemed appropriate by OHCE.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OKLAHOMA HOME AND COMMUNITY EDUCATION, INC.
AND
THE OKLAHOMA COOPERATIVE EXTENSION SERVICE**

Introduction

This memorandum clarifies the appropriate roles and working relationship between the Oklahoma Cooperative Extension Service (OCES) and the Oklahoma Home and Community Education, Inc. (OHCE). The guidelines are expected to set the framework for continuing mutually beneficial interaction between OCES and OHCE in districts and counties.

Purpose of Oklahoma Cooperative Extension Service

OCES, an agency in the Division of Agricultural Sciences and Natural Resources at Oklahoma State University was authorized by federal legislation (The Smith-Lever Act of 1914) to establish a formal partnership among the U.S. Department of Agriculture, State, and County Governments for the conduct of Cooperative Extension education. OCES provides education and research-based information to help Oklahomans solve problems and develop skills related to youth, family, agriculture and community.

Purpose of Oklahoma Home and Community Education, Inc.

The major goal of OHCE is education. Through programs in Family and Consumer Sciences (FCS) and related fields, OHCE members strive to gain knowledge and develop skills to help improve the quality of life for Oklahoma family members.

Nature of the Oklahoma Home and Community Education, Inc.

OHCE is a non-profit organization of approximately 3,000 people who participate in organized Extension programs throughout the state. Its membership is open to all people without regard to race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status in any of its policies, practices, or procedures.

OHCE's bylaws declare that the organization is an educational organization that encourages adult education in FCS through OCES.

Since its formal organization in 1935, OHCE. has had a close relationship with on three levels.

1. The Assistant Director, OCES/FCS Program Leader and Associate Dean, College of Education and Human Sciences serves as advisor to OHCE State Executive Committee and Committee Chairpersons of OHCE in planning, implementing, and evaluating state programs. The advisor serves as a liaison for OHCE and OCES Staff.
2. The OCES District Program Specialists, FCS, provide leadership to FCS County Educators to develop educational programs; and serve as an advisor to District OHCE Representatives in planning, implementing, and evaluating district programs.
3. The OCES County Educator, FCS, serves as an educational resource and advisor to the County organization in planning, implementing, and evaluating county programs. FCS educators are encouraged to further the development of OHCE groups and educational lessons as one part of the overall OCES, FCS

A. GENERAL ORGANIZATIONAL MANAGEMENT AND MEMBERSHIP

County Organization

Extension Educator, Family & Consumer Sciences

- | | |
|--|--|
| <p>1. Be knowledgeable of county, and state goals, organizational policies, and educational programs of OHCE.</p> <p>2. Conduct functions and business of the organization such as:</p> <ul style="list-style-type: none">* Call the organization's meetings* Arrange for facilities, prepare agenda, contact program participants, conduct meetings, prepare minutes, appoint committees* Collect dues and other monies and maintain appropriate financial accounts* Elect officers* Arrange for sponsored activities* Submit OHCE and other reports as necessary, plan and conduct county and community service projects* County officers serve as advisors to committees <p>3. Maintain working files of county records in possession of current officers to include:</p> <ul style="list-style-type: none">* Secretarial minutes* Financial records (last 6 years) and IRS income tax returns prepared (only if annual income is \$50,000 or more)* 990 N for income less than \$50,000 annually* Bylaws* Historical material* Program information* Officer handbooks/notebooks <p>4. Pay for organization expense of officers and committees, such as postage, supplies, and other approved expenses.</p> <p>Financially support resource persons involved in special County organization sponsored events.</p> <p>5. Recruit new members, assist in organizing new groups, help maintain established groups and follow-through on membership referrals.</p> <p>6. Encourage organization and group members to participate in appropriate meetings at all organizational levels and share information with the Extension Educators, membership, and others.</p> | <p>1. Be knowledgeable of county and state goals, organizational policies, and educational programs of OHCE.</p> <p>2. Serve as advisor and consultant to county organization and assist it in functioning in a democratic manner; cooperate with officers to fulfill responsibilities.</p> <p>Offer to the county organization resources and services available from the County Extension office.</p> <p>Assist with agenda for OHCE County Organization meetings. Prepare and/or give an Extension Educator's report at Executive and County Organization meetings.</p> <p>3. Maintain in County Extension office permanent and working files of important papers such as affirmative action information, County Organization members (2 years), bylaws, (year books), other historical materials.</p> <p>Assist county treasurer in reviewing financial records; past and current financial reports, and IRS reports (only file IRS income tax if annual income is \$50,000 or more).</p> <p>If income is less than \$50,000/annually the educator will assist by completing and filing form IRS 990 N –by May 15, each year.</p> <p>4. Assist organization with duplication of appropriate materials.</p> <p>5. Work with membership chairman and officers to recruit new members. Assist in forming new groups, maintaining established groups, and supporting county organization.</p> <p>6. Participate in county, district and state meetings and encourage others to participate.</p> |
|--|--|

County Organization

7. Seek the advice and counsel of Extension Educator whenever conducting fund raising projects and activities in keeping with the needs of the community.

Extension Educator, Family & Consumer Sciences

7. Provide advice and counsel, but do not engage in carrying out any fundraising activity. Oklahoma State University & OCES will not serve as a purchasing agent for Oklahoma Home and Community Education, Inc. (OHCE)
8. Educator serves as liaison with local group(s) by participating in a minimum of 1 or 2 meetings of each local group, each year. At each local group meeting, provide leader lesson, mini-lesson, or other educational information.

B. PROGRAM PLANNING, DEVELOPMENT, AND EVALUATION

County Organization

1. Identify and communicate educational program needs and concerns to the county Extension Program Advisory Committee (PAC)
2. Cooperate with Extension Educator(s) in planning, implementing, and evaluating quality research-based educational FCS programs.
3. Assume the responsibility for receiving educational material for monthly educational lesson at leader training.
4. Plan a minimum of 10 educationally designed lessons to meet county needs and specific behavioral and/or community outcomes.
5. OHCE leaders provide educational programs to local groups and others and assist FCS Extension Educators, in subject matter training sessions.
6. Plan and prepare OHCE Yearbook.
7. Develop goals and conduct plan of action through county OHCE committees using guidelines from state goals and county identified needs.
8. Assume responsibility of directing committee chairs and members completing reports and awards applications.
9. Assist the Extension Educator in evaluating educational programs. OHCE leaders should provide evaluation and impact reports of their state and special projects to Extension Educators for reporting and recordkeeping. OHCE should report volunteer hours.
10. Assume responsibility for the county training for OHCE special statewide educational programs.

Extension Educator, Family & Consumer Sciences

1. Develop a countywide Program Advisory Committee (PAC) to identify needs and include OHCE representation on the committee.
2. Cooperate with county organization officers and committees in planning, implementing, and evaluating quality research-based FCS programs.
3. Identify FCS educational resources relevant to OHCE educational lessons.
4. Encourage county organization in its educational program planning implementation and evaluation.
5. Educate OHCE leaders in subject matter and teaching methods to give educational programs to local groups and others.
6. Assist in planning and preparation of OHCE yearbook.
7. Serve as resource person as committees carry out plan of action.
8. Assist in providing leadership to committee chairs in completing reports and awards applications.
9. Evaluate educational programs of OHCE as needed for total Extension educational and reporting purposes (to enter under the OCES Program Activity Reporting System - PARS). To that effect, Educators should request volunteer hours, project outcomes and evaluations from the county OHCE local organization.
10. Identify educational resources relevant to OHCE special statewide educational programs. Teach educational programs when appropriate.

C. LEADERSHIP AND PUBLIC POLICY

County Organization

1. Provide training sessions for county organization and local group officers. This will include special training for the treasurers on keeping accurate records of finances and in completing all necessary information. The treasurer should handle all monies of the group or organization.
2. Identify and motivate members who exhibit potential for organizational and educational leadership.
3. Utilize OHCE state officers and committee members as resource persons for leadership development and information sharing in the county.
4. Encourage members to participate and take leadership roles in appropriate public policy decision-making as individuals. They may not lobby or endorse a candidate or issue in the name of the organization.
5. OHCE will not deny membership or participation in programs to any person because of race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status. Adopt and implement a county OHCE Diversity Plan.
6. County organization of OHCE will not share membership lists of names and addresses to individuals, agencies or organizations outside of OCES.

Extension Educator, Family & Consumer Sciences

1. Advise and counsel county officers in leadership development skills. Follow accounting procedures of OSU and OCES. State law dictates monies collected by state employees should be deposited in state-approved 'agency' accounts.
2. Assist in the identification, and motivation of members who may be potential organizational and educational leaders.
3. Participate in County, District, and State OHCE meetings and encourage others to participate.
4. When the need arises, serve as resource for public policy education and provide educational materials as needed.
5. Inform OHCE members of Affirmative Action rules. Assist with the development of an annual county OHCE Diversity Plan.
6. Shall not share membership lists of organization members to individuals, agencies, or organizations. Educators and FCS state office maintain such list and keeps it under secured access.

D. COMMUNICATIONS

County Organization

1. Establish and maintain communication network with the Extension Educator.
2. Establish and maintain communication network within the organization. The OHCE program is one of the overall county Extension programs.
3. Establish and maintain communication between state OHCE Board and the county OHCE members.
4. Interpret current OHCE policies and guidelines.
5. County officers & committee chairs provide information to Extension Educator for FCS Newsletter.
6. Publicize programs & activities, and the involvement of leaders and members to media & other interested persons.
7. Communicate OHCE member, county, state and program achievements to significant policy and decision-makers on local, county, state & federal levels.

Extension Educator, Family & Consumer Sciences

1. Establish and maintain communication network with OHCE members.
2. Explain to OHCE leaders how the OHCE organization is one audience of the overall county Extension program.
3. Communicate to the District Advisors (i.e., FCS District Program Specialists) and/or State Advisor (i.e., Associate Dean/Assistant Director FCS) about matters relating to the organization.
4. Interpret current policies and guidelines of OCES.
5. Prepare FCS Newsletter. The newsletter should be educational in nature as well as provide information about the OHCE organization.
6. Assist public relations chair in working with mass media.
7. Communicate OHCE member, county, state and program achievements to significant policy and decision-makers on local, county, state & federal levels, as well as within OCES.

E. EVENTS AND ACTIVITIES

County Organization

1. Plan, conduct and evaluate county OHCE events through committees. Committee chair serves as liaison with county Extension Educator.
2. Plan, conduct and evaluate educational tours through appropriate committees.
3. Plan, conduct, and evaluate trips to conferences and meetings at the district, state, national and international level (CWC – Country Women’s Council; ACWW - Associated Country Women of the World).
4. Plan, conduct and evaluate contests including Heart of OHCE, Rookie, Member, and Young Member awards.
5. Plan, conduct and evaluate all cultural enrichment events and other activities.
6. Participate and provide leadership for OHCE section of county fair and other competitive events. Committees plan, implement and evaluate these activities.

Extension Educator, Family & Consumer Sciences

1. Advise and support members in their roles.
2. Serve as advisor for planning educational tours sponsored by county organization.
3. Serve as advisor to planners of OHCE-sponsored meetings and conferences. Publicize said meetings and conferences to county OHCE members.
4. Advise contest committees and secure award judges as needed.
5. Does not assume responsibility for teaching crafts, and/or conducting craft shows which are not directly tied to FCS behavioral and/or community outcomes.
6. Contacts and hosts judges of county fair and other competitive events. As advisor, assist in planning county fair with fair superintendents. Assist superintendents in fulfilling their roles.

FAMILY AND CONSUMER SCIENCE PROGRAMS

IMPLEMENTATION OF OHCE/OCES MEMORANDUM OF UNDERSTANDING

**Update Annually
For Calendar Year**

To receive maximum benefit from the OHCE/OCES Memorandum of Understanding, the FCS Extension Educator, and the Executive Committee of the County OHCE organization should review the agreement and determine what aspects will be emphasized this year. Adopt at least one item from each section of the agreement (A, B, C, D & E) that will be addressed and list them below. This action should be presented to and approved by the County OHCE Executive Officers. Items chosen in each section should work toward addressing aspects of the MOU not currently operating as outlined in the memorandum.

A.

B.

C.

D.

E.

Signed:

Extension Educator, Family and Consumer Science

Date

County Oklahoma Home and Community Education President

Date

County Extension Director

Date

District Program Specialist, Family and Consumer Sciences

Date

County Educators –Send the original copy of this page only to your District Pro

HISTORY OF

OKLAHOMA HOME AND COMMUNITY EDUCATION ORGANIZATION

Farm women's clubs existed as early as 1910. Oklahoma's State Home Demonstration Program began in 1912 with agents at work in eleven counties. The program consisted of home gardens, food preservation, clothing, home improvement and sanitation.

In 1914, the State and the Land Grant College entered into a cooperative agreement with the US Department of Agriculture under the Smith Lever Act, of which section 11 states that "Cooperative Extension work consist of giving instructions and demonstrations in agriculture and home economics to persons not attending or resident in colleges and imparting to them information on said subjects through demonstrations, publications and otherwise".

1935 - The Oklahoma State Home Demonstration Council was organized July 24, 1935, at Stillwater, Oklahoma during Farmers' Week. The purpose of the state council was to strengthen and unify county groups. A slate of state council officers, consisting of president, vice-president, and secretary-treasurer, as presented by a nominating committee was elected.

1936 - A committee appointed by the president prepared and presented a constitution at the second annual meeting July 30, 1936.

1937 - The Farm Women's Creed was adopted at the third annual meeting held August 4, 1937.

1940 - The creed was revised and adopted at the sixth annual meeting August 7, 1940. Members voted in favor of the Home Demonstration Council giving a \$25 award each year to a partially or wholly self-supporting senior Home Economics student.

1941 - At the seventh annual meeting held August 6, 1941, the president was empowered to appoint a historian, chaplain, and parliamentarian. The African marigold was accepted as the state flower and green and gold as the council colors.

1944 - At the ninth annual meeting, held August 2, 1944, the State Home Demonstration Council voted to join the National Home Demonstration Council.

1947 - During the twelfth annual meeting held August 6, 1947, members voted to extend an invitation to the National Home Demonstration Council to hold the annual meeting in Tulsa. The invitation was accepted.

1948 - For the first time, spring meetings of the Oklahoma State Demonstration Council were held in each of the four Extension districts, during March 1948. One thousand and sixty-five attended. Another first this year was the installation of the state officers by the state historian at the annual meeting held August 6, 1948.

1951 - At the sixteenth annual meeting held August 2, 1951, an award of \$25 was presented for the first time to an outstanding Agriculture senior boy student.

1960 - At the spring meeting of the State Home Demonstration Council in 1960, the name of the annual meeting was changed from "Farm Home Conference" to "Homemakers Conference." At the annual meeting in August, the State Home Demonstration Council voted to perpetuate the Norma Brumbaugh Scholarship fund by voluntary contributions from counties. This fund was established August 1958, when a gift of \$1500 presented to Miss Brumbaugh by the state council was turned back to the council by her. It was her desire that it be used to assist deserving home economists in further study and continuance of education in the field of home economics.

1961 - At the August 1961 business meeting of the Oklahoma Home Demonstration Council, delegates voted to apply for membership in the Associated Country Women of the World.

1963 - In August 1963, the state council elected a president-elect. She would attend and observe duties of the president for one year and then be installed for a two-year term. The council also voted to emphasize the activities of our organization by designating the first week in May as "Oklahoma Home Demonstration Week".

1964 - Dues were raised to ten cents per member.

1965 - The name of the organization was changed from "State Home Demonstration Council" to "Oklahoma Extension Homemakers Council". The O.E.H.C. issued an invitation to the "Town and Country State Home Demonstration Council" to join them, combining the two state organizations as one.

1966 - O.E.H.C. became a tax-exempt organization.

1967 - The state council amended its constitution to comply with suggestions from the Internal Revenue Department. The council also voted to raise dues to fifty cents in order to be self-supporting. A treasurer-elect was chosen to observe one year before assuming the duties of treasurer for the two-year term. A new Cultural Arts committee was created, and the auditing committee was eliminated.

1970 - At the annual state meeting, it was voted that the president be elected in odd years to serve as president-elect for one year, and as president the following two years. Also, the vice-president and secretary shall be elected in odd number years to serve two years and take office at the close of the annual meeting at which they were elected. At this meeting, the O.E.H.C. received their certification of incorporation and will now be known as Oklahoma Extension Homemakers Council, Incorporated.

1971 - Article IV, Section 1 of the constitution was revised to establish the fact that membership privileges were open to all homemakers irrespective of race, color, or national origin, this was approved during annual business meeting July 19, 1971. The creed was updated and awards to Agricultural and Home Economics students were raised from \$25.00 to \$150.00 each.

1976 - A new emblem was adopted which corresponds with the national emblem. "I'm proud to be an Extension Homemaker bumper stickers were distributed over the state. Oklahoma Extension Homemakers observed their county's Bicentennial year.

1976-78 - Oklahoma Extension Homemakers continue to be recognized nationally for program achievements receiving more awards than any other state affiliated with the National Extension Homemakers Council.

1978-80 - Leadership workshops were held in each of the five districts reaching over eight hundred leaders with all counties represented. As we move into the decade of the 80's, we look back at the past 45 years and see that we have truly been 'Learning for Living'.

1981 - Trees were planted during Extension Homemakers Week to commemorate "planting a seed of knowledge". Two thousand trees were distributed at the District E.H. Council meetings.

1980-82 - Plans were begun in anticipation of our 50th year as a state council with an official podium cloth designed for use at all council meetings. A five-year tree planting program was started, and Assertiveness Training workshops were held across the state. State dues were increased to \$1.00 per member, effective in 1984.

1982-84 - The Extension Homemaker year was changed to begin January 1, and end December 31 with State Officers still being installed and taking office at the end of the annual meeting in July. Sales of the 50th year Anniversary cookbooks proved to be "a pot of gold at the end of the rainbow". One time donation was given to 21st Century Center and Norma Brumbaugh Scholarship fund. Interest from the remaining funds will be used for educational scholarships every year.

1984 - State dues were increased to \$1.00 per member.

1985 - A 50th Anniversary OEHC plate was given to each E.H. member attending the state meeting.

1984-86 - A professional lead state-wide Leadership Seminar was held. The newsletter, *Oklahoma Outreach* was printed with a subscription offered to all members. The OEHC Arrangements Committee was named for the annual meeting. OEHC celebrated their 50th Anniversary of the Oklahoma Extension Homemakers at the annual meeting in 1985. Frankoma trivets with the OEHC Emblem were distributed at the state council meeting. A 50th Anniversary Quilt was displayed and given to OSU to hang in the Oklahoma Room in the Student Union. 50th Anniversary cookbooks were sold (37,000) and an additional 5,000 ordered.

A Home Economics Research and Development Fund was established in the OSU College of Home Economics and the moneys from the 50th Anniversary cookbook sales were contributed to the fund. We began preparations for an in-depth project of Family Community Leadership. The Constitution and Bylaws were revised to change state nominating committee member requirements and to elect a 2nd vice-president and secretary in even years.

1986-87 - Members conducted two letter writing campaigns to national and state Congressmen to present the worth of and the community work done by Cooperative Extension and the Extension Homemakers Council.

1986 - National awards won by Vi Dorsch 2nd in Citizenship; Mildred Scoggins, 2nd in Health, Food and Nutrition; RoseMary Johnston, 3rd in Safety and 2nd in BELTS.

1987 - Oklahoma Extension Homemakers won four national awards both years in state reports: Vi Dorsch, 1st in Community Outreach; Mary Tacker, 1st in Membership; RoseMary Johnston, 2nd in BELTS and 3rd in Safety

Four District Leadership Training sessions were held with participants conducting county-wide sessions to train local group leaders.

Awards for the Norma Brumbaugh Scholarships were revised. Instead of presenting five \$300 scholarships, three \$500 awards were given.

Oklahoma delegates at the National E.H. Conference in Indianapolis voted with other states to raise National E.H. dues by one dollar to facilitate the establishment of a National Extension Homemaker Central office.

The Oklahoma Extension Homemakers Council introduced and promoted the state-wide Family Community Leadership Program with representatives in 16 Oklahoma counties.

1986-88 - The OEHC Liaison Network was organized for the purpose of: (1) maintaining quality Home Economics program of Cooperative Extension Service by supporting budget requests of Cooperative Extension and (2) strengthening the county Extension Homemakers program.

A Speakers Bureau was established, and a 5-year Breast Cancer Research project was begun. A Young Extension Homemakers committee was formed, and special related sessions were provided at the Annual Meeting. OEHC received an additional grant for the Safety BELTS project and grants were received for ABC's of Nursery project and Alcohol Traffic Safety Education. A \$50,000.00 W.K. Kellogg grant was awarded to assist in funding the Family Community Leadership program, and implementation of a state institute, October 1987. A 2nd Vice-President for Public Policy was elected in 1988 and state dues were increased to \$2.00 effective January 1, 1989.

1988-90 - The "Harmonizing Homemakers" State Chorus was organized to perform at annual meetings. Leadership training was held in each district. Oklahoma received more NEHC awards for outstanding program achievements than any other state. A Membership Task Force was appointed to study losses and make recommendations for recruitment and retention. A new OEHC cookbook, "A Taste of Oklahoma", was compiled to provide funding for state operational expenses, Family Community Leadership, and county organizations. Oklahoma received "Spirit of Oklahoma" Award in recognition of volunteer organ/tissue donation education. \$28,000 Alcohol Traffic Safety Education grant was received for continuation of Safety Committee project.

1991 - The structure of the organization was changed to focus on Family, Global, Literacy, Environmental, and Safety issues.

1992 - Statewide leader training sessions were offered. Two were presented in March at District Meetings and one in August via video conference. The name of the organization was changed from "Oklahoma Extension Homemakers Council" to "Oklahoma Association for Family and Community Education".

1995 - There was a voluntary increase in dues which was designated for the members who were going to attend the national meeting in Tulsa. The National Association for Family and Community Education meeting was held in Tulsa.

1996 - Oklahoma is number one in the nation in NAFCE membership. An increase in dues with increased benefits, such as insurance when traveling to meetings and receiving national publications was put in effect by the National Association of FCE.

1997 - National FCE President, Oarlene Wingate attended the Oklahoma State FCE Annual Meeting in July. Oklahoma Outreach was mailed to every paid member in the state free of charge.

1998 - "Rising to the Challenge" continued as the theme for the Oklahoma FCE. Oklahoma was recognized by National FCE for having the largest membership with over 5,000 members for the third straight year. "The FCE Sting" was completed and data taken to the Attorney General's office by officers and project coordinators, George, and Jo Harkrider. The "Tune Out Violence" campaign was successful with Oklahoma being ranked 3rd out of 38 states with the largest number of signatures. And sadly, the demise of the state chorus, "Harmonizing Homemakers".

1999 - "Unlock the Future, the Key is FCE" was selected as the theme for Oklahoma FCE. Educational programs continue in Environment, Literacy, Family, Young Family and Health-Safety issues. Workshops were presented in March at four district meetings encouraging members to write "Life Stories" to enable a written legacy to future generations. Members were also encouraged to promote the program "Character Counts" for children of all ages and teach "Healthy Indoor Air Quality" materials.

2000 – Due to construction on campus the State FCE members met at the Clarion Convention Center in Oklahoma City. At that July state meeting it was voted to disaffiliate with the National Association for Family and Community Education and change the Oklahoma organization name to Oklahoma Home & Community Education, Inc.

State President, Barbara Cox, and President-Elect, Dianne Cathey, attended the Country Women's Council, USA Annual Meeting in South Carolina as a possible meeting for our members to attend. A contest for a new OHCE emblem was held. The design winner was Betty Auld of Grady County.

2001 - "Working Together to Build Better Communities through Education with Leadership and Service" was selected the two-year theme as members worked to reorganize under the new name. State membership dues were raised to \$7.50. Bylaws were changed to show the name change. Special program planning meetings were held in each district resulting in the combining and refocusing programs of work. President, Dianne Cathey, represented our state as a voting delegate at the Associated Country Women of the World Triennial Convention in Hamilton, Ontario, Canada. State officers Dianne Cathey, Terrie DeShazo and Sue Rendel attended CWC, USA Annual Meeting in Huntsville, Alabama.

2002 – Continuing plans continue to better promote membership recruitment with development of brochures and an Internet website. Two new statewide projects were adopted: Tombstone Transcription, a cemetery project and SUMMIT: a Medicare/Medicaid Fraud Awareness, a training program for volunteers in cooperation with the Oklahoma State Insurance Commission. Replacing

the Oklahoma Team Leadership Program format, a Leadership Development and Citizen Engagement Steering Committee was adopted to continue to provide leadership opportunities. In September, OHCE co-hosted with Oklahoma Farm Bureau Women the CWC, USA Annual Meeting in Oklahoma City.

2003 – Preparing for the Oklahoma Centennial, county chapters and local OHCE groups were encouraged to donate engraved commemorative bricks to surround the OHCE bench at the new Oklahoma History Museum Park site. The program areas of Family Issues, Resource Management, Cultural Enrichment, and Healthy Living were applied in close cooperation with Cooperative Extension. Membership and Leadership Development Committees continue their recruitment efforts. In October, Leadership Development meetings were held training more than 400 county officers and committee chairs.

2004 – Working with the Healthy Living and Membership Committees, OHCE started a new three-year state project – “Can’t Weight to Walk”. OHCE purchased pedometers with our logo to help measure our steps to a healthier society. Working with Cooperative Extension & 4-H, OHCE helped to support the National 4-H Convention held in Oklahoma City both with finances and volunteers and helped to make this conference a success.

2005 – Working on our goal to help make Oklahomans healthier by walking and exercise, we encouraged our groups to work with the public schools in their counties to help “Students Walk Across Oklahoma.” OHCE supplied students with a booklet to use to help get them started. Still preparing for the Oklahoma Centennial, OHCE encouraged each county to work on their cemetery indexing project. Plans were made to have these books bound to present to the new Oklahoma History Center at our 2006 State Meeting. This became an official Oklahoma Centennial project, and the official seal was placed in the front of each book.

2006 – This year OHCE continues the “Can’t Weight to Walk” project by encouraging our members to join walking groups, fund-raising groups and to work with their local area to build or refurbish present walking trails. OHCE hopes that this project will help to benefit our state. At the opening of the State OHCE Meeting in July bound editions of cemetery listings for all 77 counties were presented. This is a wonderful addition to the new Oklahoma History Center.

2007- Marketing OHCE has been our theme this year, in an effort to make OHCE more visible to the community. In March, a delegation of OHCE State Board Members met with the heads of the Department of Human Environmental Sciences at OSU to explore ways OHCE and OSU-HES can work together in a more productive manner. A seminar on Marketing OHCE was presented to OHCE board members in the fall of 2006. OHCE launched “Water for All”, its first International Project since becoming an independent state organization. OHCE is now collecting funds for “Water for All,” an ACWW project which bores community water wells or provides roof top water catching tanks to make a viable source of drinking water and better sanitation for third world countries.

To celebrate the Oklahoma State Centennial, a bus load of OHCE members enjoyed an Oklahoma Centennial Trip across Oklahoma in September.

2008- Dr. Stephan Wilson, the new Dean of the College of HES met with OHCE State President and President Elect in June to discuss ways HES and OHCE could work together more efficiently. Beginning 2008 all non-profit organizations, such as the local OHCE groups were required to apply for a Federal Employers Identification Number and begin to file a federal tax form via the internet. County Extension Educators were recruited to apply for the FEIN's numbers for the local groups and file the simple tax form stating whether the group had a \$25,000.00 income that year.

2009- The Cemetery Indexing Project, started in 2002, was deemed successful and complete. The OHCE board of directors voted to give Oklahoma County OHCE Genealogy group the authority to continue promotion and sale of the books. The state board of directors and program committee chairs crisscrossed across the state to Stigler, Guymon, Elk City and Bartlesville to conduct the four district meetings. The president, president-elect, secretary, and two district representatives attended the Country Women's Council USA annual meeting in West Des Moines, Iowa.

OHCE State project, "Support Military Personnel, Just Let Them Know We Care," got off to a roaring start with hundreds of care packages being sent to our military personnel by county organizations and local groups. Many Oklahoma military family members were contacted and comforted by gestures of kindness as well.

The Family Issue committee project, a book of Life Story Essays was published, containing 150 true stories from OHCE members across the state from 2001-2007.

2010- OHCE celebrated its 75th anniversary with the theme "Dreams to Diamonds" at the annual state meeting. The State President served on the Search and Screen Committee for the OCES-FCS Associate Dean of Extension and Engagement. Dr. Jorge Atilas was hired to fill the position. Eight members of the Board of Directors attended the International "Triennial ACWW meeting in Hot Springs, Arkansas.

2011- The OHCE Board of Directors attended a retreat with the OCES-FCS Advisor at St. Crispins's near Seminole. The theme for celebrating the 76th State OHCE meeting was "Circus, Circus." For increased visibility, a scarf was designed with the OHCE logo for Board Members to wear at official functions. The 2010-2012 theme for OHCE has been HOME: Helping OHCE Members Educate. The President, President-Elect and Nominating chair attended the CWC meeting in Ohio in September of 2011. The College of Human Sciences at OSU has been renamed the College of Human Sciences.

2012- The OHCE State Project was changed to Raising Young Readers. OHCE groups have been challenged to use "Growing Strong Minds and Bodies" kits already found in many Extension offices to begin the program. The former state project of working with the military has become a part of the Family Issues Committee. To better promote the new Family and Consumer Sciences Education degree at OSU, the annual OHCE Scholarship was moved from the 4-H Foundation Scholarship program to the College of Human Sciences. Grant guidelines were changed to better support OHCE family members attending school at OSU and majoring in Human Sciences. At the end of 2012 State Meeting it was voted to move the location of the 2013 meeting to the Embassy Suites in Norman. The theme for 2012-2014 will be FUN: Faithful to the past, Utilize the present, **never** back away from the future. We continue with the Water for All Project support.

2013 - The 2013 State OHCE Meeting was a great success, and everyone enjoyed the new surrounding at the Embassy Suites in Norman. The State Project, *Raising Young Readers*, continues with many OHCE members reading to preschool and kindergarten children using the Growing Strong Bodies and Minds kits developed by Dr. Deana Hildebrand, OCES State Specialist. We continue with the Military Support and the Water for All projects. The new website, OHCE.okstate.edu, is now being managed under the direction of the State Advisors office on campus. Initial plans were begun to host the 2015 Country Women of the World Council meeting in Tulsa.

2014 – Pam Vaughan completed her Presidency and passed the gavel on to Shirley Burns. OHCE helped the Oklahoma Extension Service celebrate its Centennial year by participating in the Whistle Stop event near Chandler, Ok and hosted the Quilt Block Display at the state meeting. Many OHCE members designed and contributed quilt blocks that were used in the OCES Centennial Quilt. *Raising Young Readers* continues to be the State Project and *Military Support* and *Water for All* remain as high priority projects. During the 2014 State OHCE business meeting the voting delegates agreed to change the membership dues to \$12.50 beginning in 2015. It was also voted that OHCE business could be conducted by email in certain situations. Sue Rendel worked with other members of the State OHCE Board to update the Policy and Procedure manual and all counties received a new manual. Plans continue for the 2015 Country Women of the Word Council to be held in Tulsa in September 2015.

2015 – Oklahoma Home and Community Education members celebrated their 80th year during their annual conference held at the Embassy Suites in Norman. *Raising Young Readers* continues to be the State Project and *Military Support* and *Water for All* remain high priority projects. OHCE hosted the Country Women’s Council/Associated Country Women of the World 75th meeting. The meeting was held in Tulsa at the Hyatt Regency Hotel. There were 129 members registered. Eighty-three chose to attend the Sunday tour of northeast Oklahoma. This was CWC’s 75th anniversary and the OHCE members provided a wonderful celebratory meeting for them.

2016 – Shirley Burns completed her term as President and handed the leadership of OHCE to Debbie Mote during the State HCE meeting that was held at the new Embassy Suites in Oklahoma City. State project *Raising Young Readers* was passed to the Family Issues committee and encouragement was given for everyone to continue this important project in the county and local groups. Encouragement was also given to continue the *Military Support* and *Water for All* projects. The new emphasis will be on “La Preciosita” (the precious one). This program will be to raise money to support transportation to disadvantaged children in Puebla, Mexico who have access to a high school education only if they have the money for the bus trips to transport them to the free school location. OHCE members are encouraged to help raise money to supply those students, who are deemed qualified for attending high school, and to be administered through OSU and a cooperating university in Mexico.

2017 – Debbie Mote served her first term as President. Oklahoma Home and Community Education endorsed the La Preciosita “the precious one” Mexico Project. The total cost to provide annual transportation for 9 students to travel 35-40 miles from their home to attend High School is \$2,646.00. OHCE raised \$4,450.00 for La Preciosita. That will cover close to 2 years of transportation for the nine students.

2018 – Debbie Mote completed her Presidency and passed the gavel on to Leslye Owen. The President along with a member of the State OHCE Board attended the Country Women’s Council USA annual meeting in Des Moines, Iowa. The OHCE State Project “Women’s Health” with emphasis this year on breast cancer is off to a great start. Local and county groups made pillows and donated them to cancer clinics and hospitals.

2019 – Leslye Owen served her first term as President. OHCE spent another year supporting La Preciosita (The Precious Ones). The special state project was women’s health. Past president Debbie Mote traveled to the ACWW Triennial in Melbourne Australia to represent OHCE. Debbie Mote and Javonna Earsom are serving as officers on the CWC board. State members continued making heart pillows for breast cancer patients and heart patients. Over 70 OHCE members, FCS Educators and spouses went on the first OHCE Cruise in October. OSU makes plans to combine the Colleges of Education, Health and Aviation AND Human Sciences. The new college name is the College of Education and Human Sciences.

2020- The theme for 2020 was change. Who could know how this theme would come to play a huge part in everyone’s lives? 2020 was a landmark year, not in the sense of accomplishments, but a worldwide event that made everyone change their normal. SE District was able to hold their annual meeting, but all other districts had to cancel because the world was in the throes of the Covid pandemic. Because of this, people were encouraged to stay ‘safer at home.’ This led to an emergency state board zoom meeting to cancel the annual meeting. In mid-March/early-April, OHCE members stepped up and began making masks. These masks were sent country-wide to Medical offices, military and others. By March 1st, 2021, members had made 74,855 masks. Total cost involved \$2,729,213.30. This is labor and cost of materials used. Many Extension offices, OSU campus, and schools moved to virtual formats and working from home. Families were spending more time together. OHCE members were not meeting, but they were making masks because members want to be actively assisting their communities anyway, they can. OHCE members and communities will forever look at 2020 as a time of change. And a time of perseverance.

2021 - As Sandy Pogue began as President, our state was still in the middle of the COVID-19 shutdown. The state board learned to use ZOOM, a computer communication program, to conduct the business of setting goals for 2021 from their own homes or county extension offices. The state board chose the issue of Hunger in Oklahoma as their state project for 2021-2022. The emphasis for 2021 was child hunger. In March, district meetings were set up to use the ZOOM program as well as YouTube videos for the workshops. County OHCE members joined as a group in county watch parties or individually from their homes. Both the fall planning meeting and the district meetings were successful and enjoyed, but members missed being together in person. During the summer of 2021, with COVID-19 still a threat to our members, the decision was made to postpone the state meeting to August 1-3 to have an in-person meeting. Everyone was so excited to be together. Smiling faces were seen all over Champion Convention Center. Throughout the year, local groups varied in the number of projects they could conduct in their communities depending on the sickness in their towns and the amount of government or business shutdowns. It was a challenging year, but members learned to be patient and flexible.

2022 - 2022 was a year of continued recovery from the pandemic of COVID-19. The theme for the year was “Live Last,” putting emphasis on service to others. Although we continued to face variations of the dreaded illness, a lot of our members were vaccinated and learned how to deal

with activities despite the threat. Local groups were closer to their pre-pandemic level of activities in their communities, working with a variety of organizations to work on issues in their counties. There were many more reports turned in for award consideration, explaining the projects they had completed in 2021. At the close of the State Meeting in July, Sandy Pogue completed her presidency and turned the reins over to Kathy Fentress, McCurtain County.

Kathy Fentress began her first year as President with the theme G.R.E.A.T. – Get Really Excited about Today which emphasized the importance of being excited about OHCE each and every day. Members were able to focus on what an exciting organization OHCE is and channel that excitement into greater success in their OHCE endeavors. Hunger in Oklahoma continued to be the focus of the State Project with many groups providing snack sacks to children during school holidays, filling food boxes for families, giving donations and working more closely with food banks across the state. The Country Women’s Council USA conference was held in September in Little Rock, Arkansas. OHCE members Kathy Fentress, President; Debbie Wagstaff, Awards & Reports Chair, Past OHCE President and CWC Treasurer; and Leslye Owen, Secretary, Past OHCE President and CWC Editor attended the conference.

2023 – 2023 was a year of continued growth and rebuilding. Attendance numbers were up across the board. There was higher attendance at all the District meetings and the State meeting. Report numbers were higher. And the best news, membership was way up! When we get excited about our organization, great things happen! A new report category, Military Support went into effect this year. Within Family Issues, Military Support is now its own separate category with its own award. The State Board approved a new appointed position, ACWW Coordinator, and a new committee, Technology, to be added to the board. In May, the Associated Country Women of the World Triennial was held in Kuala Lumpur, Malaysia. Debbie Wagstaff, Awards Chair, Past President, and CWC Treasurer, attended the Triennial conference as the OHCE voting delegate. A very successful State meeting was held in July at the Champion Convention Center. The theme: Piece by Piece, Together Again was a perfect choice. It highlighted what a difference it makes when members come together and work together to make OHCE successful.

2024 – The President’s theme for this year is TEAM – Together Everyone Achieves More emphasizing the importance of team building and teamwork to achieve a higher level of success in our groups, counties, and state.

Associated Country Women of the World Dues (ACWW)

In order to correctly report dues paid to ACWW please complete the following and send with your check to the current Country Women's Council Treasurer. Dues are to be received by ACWW no later than January 1st, thus your due date should be no later than December 1st in order for deposits to be made and money transferred and sent to London. It is imperative that you keep ACWW apprised of your current Pres/Chair and address, as pertinent information is mailed to the person of record.

Society/Name/Number

National Organization

Dues for Year: January 1, through December 31,

Dates and amount of check enclosed

Branch or Division

President/Chair

Street Address

City

State

Zip

Email Address

DUES:() Category I	\$165.00	-- 500 member minimum
() Category II	\$105.00	-- 100 member minimum
() Category III	\$ 90.00	-- Umbrella or National Society
() Category IV-a	\$ 55.00	-- Groups interested in ACWW
() Category IV-b	\$ 42.00	-- Individual 1 year membership
() Category IV-c	\$105.00	-- Individual paid for 3 years

COUNTRY WOMEN'S COUNCIL (CWC) OF UNITED STATES OF AMERICA [Country Women's Council USA](#)

Oklahoma Home and Community Education (OHCE) is affiliated with the Country Women's Council – USA.

CWC is the liaison group between the USA and ACWW. CWC is a coordinating council composed of societies, in the USA, who are members of ACWW. They meet annually to coordinate efforts in the promotion of ACWW.

CWC does not formulate policy. It may offer recommendations and suggestions from member societies to ACWW.

CWC dues are (\$75) per society, and ACWW dues (\$165) are to be paid to the current CWC Treasurer by December.

Associated Country Women of the World (ACWW)

OVERALL AIM

- * Improved quality of life for women and communities worldwide
- * Empowerment of Rural Women, raising the standards of living for Rural Women and their families, and enabling their voices to be heard at the UN and global levels, including participation in the Sustainable Development Goals.

CHARITY OBJECTIVES

- * The relief of poverty
- * The relief of sickness and the protection and preservation of health
- * The advancement of education

WHAT WE DO to achieve Charity Objectives

- * Carry out advocacy on behalf of rural Women and their communities
- * Support education opportunities for Rural Women
- * Support the sharing of knowledge between Rural Women
- * Support partnership and local activities of Rural Women
- * Raise awareness of the needs and challenges in rural communities amongst non-rural women and others

HOW WE WORK

The greatest resource ACWW has is its Member Societies around the world. Through the Triennial World Conference, they elect the Board of Trustees. Every three years Member Societies have the opportunity to bring forward policy resolutions to be voted on by the membership. If adopted, all Societies have a mandate to work to achieve these policy resolutions in their own countries.

The Board of Trustees adopts a Strategic Plan in each Triennium, and works to achieve its goals, in line with the wider Aims and Charitable Objectives of ACWW. Board Members and Central Office work to ensure representation at the United Nations, and to amplify the voices of members at the international level. Area presidents work to unite the voices of members in their regions, and to raise local, national, and regional issues to the attention of the wider organization.

ACWW Central Office creates resources to support the Board of Trustees and Member Societies, international exchange of ideas, best practice, and processes.

ACWW maintains partnerships with other organizations, and the Board oversees the funding of women-led development projects. These projects are delivered by local partners to ensure that local needs are met, local challenges are understood, and local voices are heard.

ACWW “RURAL WOMEN IN ACTION FUND”

ACWW’s main enabling fund is the Rural Women in Action Fund. Donations to this fund support all of ACWW’s work, from projects to advocacy to education and awareness-raising, as this reflects the reality of ACWW’s interconnected, cohesive work. The Board of Trustees allocates funds according to ACWW’s aims and objectives, continuing to invest in grassroots community development, but also bringing all of our work together in a way that benefits the whole network.

Ruth Buxton Sayre Scholarship

Ruth B. Sayre was known as the “First Lady of the Farm” and inspired millions of rural women around the world to improve themselves and their communities with her practicality, humor, decency, and common sense. As a young farm mother, she began her life work in striving for better conditions for farm women and their families by organizing her neighbors for college extension classes. She earned high posts in state, national and international organizations and served as ACWW President from 1947-1953.

Country Women’s Council USA offers a Ruth B. Sayre Memorial Scholarship each year to a woman who is a legal resident of the USA, who shows a financial need, and who has the ability to complete her education. The Scholarship recipient shall be paid up to the amount of \$500 for a year’s period of study, the money to be sent to the educational institution she is attending for tuition and/or books. Recipients may apply the succeeding year.

Complete information and the application forms to apply can be downloaded from the OHCE website or [Country Women's Council USA](#)

CE-FCS AMBASSADORS PROGRAM DEVELOPMENT
GRANTS AND AWARDS

Category Descriptions

*Only Oklahoma Cooperative Extension Service employees and OHCE members are eligible for these grants.

The ***OHCE County/Group Grant** may be made to a team of County OHCE members and may include an Extension Educator. The total amount available in this category is \$4000 with a maximum of \$800 per application. The Grants and Awards Committee is encouraged to select at least one proposal from each of the four districts but allowed flexibility based on number and quality of applications.

The ***State Specialist Grant** may be awarded to one or more Family and Consumer Sciences State Extension faculty for an assistant or for program development. The total amount available in this category is \$3000.

The ***County Grant** may be made to an individual Extension Educator or a team of collaborating staff (Extension Educators-FCS, CNEP, Special Projects positions, and/or 4-H Extension Educators with family and consumer sciences responsibilities) within a single county. The total amount available in this category is \$6000 with a maximum of \$1,000 per application.

The ***Multi-County Grant** may be made to an individual working with more than one county or to a team of Extension staff (ex: Extension Educators-FCS, Extension Educator-4-H Youth Development, Special Projects positions, District Family and Consumer Sciences Program Specialists) collaborating across county or unit boundaries. The total amount available in this category is \$3000 with a maximum of \$1000 per application.

**Only Oklahoma Cooperative Extension Service Employees are eligible for this award.

****Outstanding State Faculty, Individual Field Staff and Team/Group Award** – Use the OCES/FCS Application for Honors Awards form to report innovative programming that is consistent with the goals of the Family and Consumer Sciences Plan of Work. The \$500 award for State Staff, \$500 award for Individual Field Staff, and \$500 award for Team/Group can be used for purchase of program resource materials and/or professional meeting registration.

Application, Checklist/Score sheet, Letter of Recommendation
must be submitted electronically by **January 10** to:

Current Ambassador Award Chair

Applications are available at
Family and Consumer Sciences/Ambassadors

**Governance Document
for the
Steering Committee for
Leadership Development and Citizen Engagement**

ARTICLE I.

Name

The name of this group shall be the Steering Committee for Leadership Development and Citizen Engagement (LDCE).

ARTICLE II.

Purpose

Section 1. Leadership Development and Citizen Engagement is an educational effort of two partnering organizations: Oklahoma Cooperative Extension Service (OCES) and Oklahoma Home and Community Education, Inc. (OHCE). The Steering Committee will:

1. Maintain fiscal responsibility.
 1. Review financial reports and records at quarterly meetings.
 2. Compile an annual budget. Assisted by OSU personnel.
 3. Maintain income and expense summaries.
- b. Establish guidelines to review projects recommended by partnering organizations.
- c. Review, prioritize, and select recommended projects from OCES and OHCE for educational programming in LDCE.
- d. Approve expenditure of funds on selected projects.

ARTICLE III.

Steering Committee Membership

Section 1. The Steering Committee will consist of two persons from each partnering organization and a representative of Oklahoma Collegiate 4-H or an adult 4-H representative. The Assistant Director for OCES Family and Consumer Sciences (OCES FCS) will appoint two Cooperative Extension personnel with responsibilities related to LDCE. Oklahoma Home and Community Education, Inc. (OHCE) will appoint the chair of the OHCE Leadership Development Committee and one other OHCE member. The Assistant Director for OCES 4-H Youth Development will appoint the 4-H representative.

Section 2. The OCES representative will serve at the discretion of the Assistant Director of OCES FCS. The OHCE representatives will serve staggered two-year terms and may be appointed to successive terms; the OHCE chair of the Leadership Development Committee will begin Steering Committee service in July of even years, and the other OHCE appointee will begin service in July of odd years. The Oklahoma 4-H representative will serve a one-year term from July through June.

Section 3. In case a Steering Committee member resigns, becomes disqualified or fails to perform the duties of her/his position, the Steering Committee will declare the position vacant and notify the appropriate organization of the need to appoint her/his successor.

ARTICLE IV.

Convener

Section 1. In even years, the Steering Committee will elect a Convener to serve a two-year term to begin in July.

Section 2. The Convener will have the following responsibilities:

- a. Manage the financial statements of the various funds available to LDCE.
- b. Prepare a quarterly financial report and distribute to the Steering Committee.
- c. Convene meetings of the Steering Committee.
- d. Execute the expenditures of LDCE funds on projects approved by the Steering Committee.

ARTICLE V.

Meetings

Section 1. The regular meeting of LDCE Steering Committee shall be once annually, face-to-face, as required by the OSU Foundation

Section 2. The Convener may call special meetings. The purpose of the meeting shall be stated in the call and at least three days' notice shall be given prior to the meeting.

Section 3. All members of the Steering Committee will participate in decision making. This may be accomplished through face-to-face, or electronic meetings, including telephone, and/or by mail.

ARTICLE VI.

Committees

Section 1. The Steering Committee will function as a committee of the whole.

Section 2. The Steering Committee may appoint Task Forces. Persons not on the Steering Committee may be called into service on task forces.

ARTICLE VII.

Fiscal Policy

Section 1. The Oklahoma State University Foundation, Oklahoma Cooperative Extension Service and Oklahoma Home and Community Education, Inc. will be utilized for the deposit and withdrawal of funds. The Convener will prepare financial reports on a quarterly basis or upon request of the Steering Committee.

Section 2. The partnering organizations will support their representative's travel for sanctioned meetings and activities of the Steering Committee.

ARTICLE VIII.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Steering Committee in all cases to which they are applicable and in which they are not inconsistent with this governance document and any special rules of order the Steering Committee may adopt.

ARTICLE IX.

Amendment of Governance Document

This governance document may be amended at any regular meeting of the Steering Committee by a simple majority vote provided that notice of the amendment has been submitted in writing to each Steering Committee member at least 30 days prior to the meeting.

ARTICLE X.

Amendments of Dissolution

In the event of dissolution of Leadership Development and Citizen Engagement, the assets will be distributed according to the holdings of the Oklahoma Cooperative Extension Service and Oklahoma Home and Community Education, Inc. and in accordance with endowment agreements.

LEADERSHIP DEVELOPMENT & CITIZEN ENGAGEMENT (LDCE)

LDCE History:

LDCE is built upon the heritage of the organizations to which OHCE has belonged to in the past. Leadership Development training was first introduced as Family Community Leadership (FCL) when our organization was affiliated with the national FCE organization. With disaffiliation, OHCE trained under the name of Oklahoma Team Leadership Program and worked closely with OSU and other public leaders. Involvement declined in OTLP, and a decision was made to reorganize under a new name with new guidelines that will encourage and promote leadership through OHCE. Funds that have been raised in the past from OSU grants and OTLP funds will support the works of grants awarded by LDCE. There were four sources of funding:

1. LDCE Endowment Fund:

- This endowment was established by OHCE from cookbook proceeds--\$10,000 original amount. Proceeds from the endowment are left in the endowment in an effort to increase the endowment principal.

***July 2013 LDCE Endowed Fund account #27-82700 was closed and funds deposited into the Mariee C. Wallace Endowment Fund managed by OSU Foundation by vote of OHCE Board.**

2. Mariee C. Wallace Endowment Fund:

- This endowment was given to CE-FCS for work in community leadership development--\$25,000 original amount. Proceeds from the endowment are transferred into the working account each quarter to help fund mini grants.

***July 2013 Account #27-82300 -OHCE will be referred to as the Mariee C. Wallace Leadership Development and Citizen Engagement Account. It is managed by OSU Foundation.**

3. LDCE Cash Account: *Merged account to Mariee C. Wallace Endowed Fund #27-82300.

4. OHCE Funds: OHCE/LDCE account was transferred to OSU Foundation.

These funds were established by OHCE from cookbook proceeds to support leadership development efforts affiliated with the Oklahoma Family Community Leadership Program and later the Leadership Development and Citizen Engagement mini-grant project.

- The number of mini-grants awarded and amount of funds awarded are at the discretion of the LDCE Steering Committee and complete requirements and forms are available on the OHCE website, [OHCE webpage](#) under Resources.
- Grant applications are due April 15 and October 15. Award is up to \$1,500 per year.

Guidelines For The Norma M. Brumbaugh Award

History

The Norma M. Brumbaugh Scholarship Award was begun in 1958. At that time, members of the Oklahoma Home Demonstration Council (now the Oklahoma Home & Community Education, Inc.) contributed \$1,500.00 as an “offering of love” to Miss Norma M. Brumbaugh, then State Home Demonstration Agent.

The fund was presented to Miss Brumbaugh during Homemakers Conference, 1959, and was to be used for a trip to Europe. However, Miss Brumbaugh was unable to make the trip. After a great amount of thought and consideration, Miss Brumbaugh proposed that the women of the state receive the greatest benefit from the funds, since they were the original contributors. A committee of the State Home Demonstration Council members was formed, and the scholarship plan was developed.

In 1961, the original fund expired. The scholarship is now funded through contributions made by County and/or local OHCE organizations, to perpetuate the scholarships in Miss Brumbaugh’s name.

Three (3) \$500 scholarships are paid directly by the Oklahoma Home & Community Education to qualified FCS Extension Educators who are approved by the Associate Dean of Family & Consumer Sciences Cooperative Extension and the Oklahoma Home & Community Education Cultural Enrichment Committee.

All Oklahoma Cooperative Extension Educators are encouraged apply for this grant.

Oklahoma Home & Community Education, Inc. (OHCE) Undergraduate Student Scholarship

The Oklahoma Home and Community Education, Inc., (OHCE) offers one (1) \$1,500.00 scholarship each year to one (1) student enrolled at Oklahoma State University (OSU) with the following requirements:

1. The student must meet the full-time enrollment requirements of OSU.
2. Must be a College of Human Sciences undergraduate student (sophomore level or above)
3. All things being equal, priority must be given to a child, grandchild, or niece/nephew of a current member of the Oklahoma Home and Community Education, Inc.
4. First preference will be given to students enrolled in the *Family and Consumer Sciences Education* option; however, any major in the College of Human Sciences is eligible

5. The College of Education and Human Sciences shall administer the scholarship.
6. Awards will be presented to the student in the presence of the OHCE President or OHCE delegate at an annual scholarships and awards event of the College of Human Sciences in Stillwater, Oklahoma.
7. Preference will be given to students meeting above criteria who are in good academic standing at Oklahoma State University

Undergraduate Scholarship Application forms are available from early November to mid-December each year at: The College of Education and Human Sciences/Scholarships. For additional information please contact the College of Education and Human Sciences at: 405-744-9531.

General information about scholarships in the Human Sciences is also available at Oklahoma Home & Community Education.

Award Presentation:

The OHCE State President will be invited to the annual scholarship and awards event each year (around March or early April) to be present as a guest of the College. If the president cannot attend, a delegate should be appointed to attend, and the College of Human Sciences should be notified accordingly at 405-744-9531. The OHCE State President or delegate will be seated at the table with the student recipient.

CALENDARIZED FUNCTIONS FOR Oklahoma Home and Community Education

A copy of correspondence pertaining to your committee or office is to be sent to the following: **State President, State Advisor and any others that may have an interest in the materials being sent. This correspondence may be sent electronically providing all parties have access to computer.**

AUGUST

State President

1. Program Planning Meeting in August:
 - a. Preside at board of directors meeting.
 - b. Sit in on the Budget Committee Meeting
 - c. Hear and act on goals of committees as presented by committee chairs.
 - d. Vote on "theme" for two-year period (first year in office).
2. Make and confirm details with caterer for lunch at Fall Planning Meeting.
3. State officer list should be checked for changes in addresses, phone numbers and email addresses for printing in Handbook.
4. Arrangements and Nominating committee members do NOT need to attend August Planning meeting.
5. Write and send article to Editor for Outreach. May be sent electronically before the deadline of August 21st for September newsletter.

State Vice President for Program

1. Meet with State Planning Committee.
2. Discuss duties with committee chairs and members concerning new goals at the Program Planning Meeting assisted by State and District Program Specialists.
3. Suggest the same font and format be used by all committees to prevent re-typing for inserting on the website and Handbook.
4. Provide state office with corrected copies of goals immediately following the Program Planning Meeting to put on the website.
5. Provide the corrected copies of goals to the District Program Specialists compiling the Handbook.
6. Introduce each committee chair as goals from their committee are presented.
7. Provide corrected copies of goals and send article to Editor for Outreach. May be sent electronically before the deadline –August 21st for September newsletter.

State Awards Chair

1. Assign tables with identification signs for each committee at Program Planning Meeting.
2. Assist Vice President for Program with committees, if needed.
3. Assist committees with guidelines for their committee awards when changes are needed to coincide with budgeted amounts.
4. Write and send article to Editor for Outreach. May be sent electronically before the deadline- August 21st for September newsletter

State Secretary

1. Prepare sign in sheet for Program Planning Meeting.
2. Prepare state Annual Meeting minutes for review, and Post Board State meeting minutes ready for approval.
3. Provide OHCE stationery and envelopes for officers and committee chairs. Send invoice to State Treasurer.

State Treasurer

1. Serve as Chair of the Budget Committee. Meet at the Program Planning meeting with Budget committee members, State President, Treasurer-Elect and District Program Specialists to plan budget for one year and present to Board of Directors for approval.
2. Budget committee members only need to attend Planning meeting.
3. Prepare Budget Report for Planning Meeting.
4. Review annual budget and standing rules pertaining to reimbursement.
5. Consult with Board of Directors regarding changes in budget allowances. Stress with state chairs the need to include in budget any area requiring money from state budget.
6. Explain and pay vouchers for expenses of board members at meetings.
7. Pay caterer when lunch is delivered.
8. Coordinate with Ag Conferences the hotel room charges for board members requiring room for Board of Directors meeting. Board pays for 2 board members per room. (Member must reimburse for 1/2 of room cost for spouse or when a single room is required).
9. Write and send article to Editor for Outreach. May be sent electronically before the deadline- August 21st for September newsletter.

State Editor

1. Confer with State President to determine format for Outreach for coming year and obtain picture of President for newsletter.
2. Change Newsletter information on address page to reflect name and contact information for new President and if first year in office, Editor name and contact information.
3. First year in office, locate printer and obtain price quotes for required number of copies for 2 issues at 8 pages and 1 issue of 12 pages of newsletter. Notify President and Treasurer of amount prior to Planning Meeting.
4. Request the officers and chairs to send a news article for the fall newsletter before the August 21st deadline for the September 1 Newsletter. Articles may be sent electronically.
5. Prepare and layout Oklahoma Outreach articles received for September newsletter.
6. Send electronic copy to State President for proofing and approval.
7. Notify printer and mailing service of upcoming newsletter and obtain estimates to be sent to State Treasurer. Postage estimate must be paid immediately.
8. Compile mailing list and send to Mailing Service by second week of August.
9. Immediately after taking office, complete Postal Service Form 3623, Application for Special Bulk Third-Class Rates at Additional Mailing Office.

Promotional Sales Chair

1. Promotional Sales will set up a table at the fall planning meeting

ACWW Coordinator

1. Assist the committee chairs with applying the ACWW resolutions to the state goals.

Technology Chair

1. Be available at the fall planning meetings to assist with any technical difficulties.

District Representatives

1. Meet with District Program Specialist to discuss time, place and other arrangements for District meeting and be prepared to report to Board of Directors at Planning Meeting.
2. Discuss with state committee chairs about educational workshops at District meetings and supply forms for District workshops.
3. Review the District Meeting guidelines for timeline and accuracy of duties and requirements.

State Leadership Development Chair

1. Write an article for Outreach with reminder that a proposal for an LDCE grant which are due April 15 and October 15 by OHCE members, and/or clubs, not to exceed \$1,500 in a 12-month period and the proposal must clearly foster leadership development. May be sent electronically before the deadline-August 24 for September newsletter.

State Committee Chairs

1. Study past goals of your committee and be prepared to plan new goals with the guidance of the Vice-President for Program and District Program Specialists. Approved goals will be placed on the OHCE website. It would be helpful if all committees used the same font and format to prevent re-typing for the Handbook and Website.
2. Update goals each year and give to Vice President before leaving Planning Meeting.
3. State specialists may be invited to assist committees in determining goals.
4. Inform District Representatives of the workshop your committee will be responsible for at the district meetings. Workshop materials must pertain to your committee goals and topics.
5. Contact committee members in each district with details of workshop and enlist their assistance in their district.
6. Expenses incurred should not exceed the committees budgeted amount. State budget will not reimburse for over-budgeted expense unless prior approval has been obtained from President. Ask committee member to present materials or enlist the assistance of someone in their district to present workshop when funds are not available for travel to all districts for chair.
7. Update addresses, phone numbers, email addresses, etc. for the Handbook and send to Secretary.
8. Write article for Oklahoma Outreach concerning goals, etc. Deadline – August 21st for September newsletter.
9. Committees will discuss and decide on a leader lesson topic to be voted on by the state board members for final selection of two district lessons and two state lessons.

SPECIAL NOTE: State officers and committee chairs are expected to pay expenses to their own District meeting.

District Program Specialists:

1. Attend Board Meeting and Fall Planning Meeting.
2. Provide Committee Chair Training with State Leadership

3. Help with selection of district and state leader lessons.
4. Assist District Representatives with forms for workshops at District.

State Office:

1. Invite State Specialists to participate at the fall planning meeting.
2. State Specialists must RSVP for lunch no less than 2 weeks prior to meeting.

SEPTEMBER

State President

1. Attend Country Women's Council as delegate from Oklahoma OHCE, if possible.
2. Send to your District Program Specialist and State Office any updates for greeting in Handbook and supply photo.
3. Write a paragraph for the History section of the Handbook for the past year activities. Should be updated each year. (Send to your District Program Specialist and State Office)
4. Send a current copy of the Calendar of Events to your District Program Specialists and State Office to insert in Handbook.

State Vice President for Program

1. Begin plans for next year's State Annual Meeting.

State Treasurer

1. Upon receiving written request from each District meeting Treasurer, send carryover funds from previous year.
2. Send CWC and ACWW dues, contributions for "Rural Women in Action," other ACWW and CWC project funds to CWC Treasurer.
3. Send Budget information to the District Program Specialist and State Office preparing the Handbook.

State Editor

1. Send electronic copy of the completed Newsletter to District Program Specialists to email to County Educators.
2. Send completed Outreach to state office for inserting on website.
3. When notified that newsletters are being mailed, compile the electronic list and email newsletter to members who have requested receiving electronically.
4. Notify District Program Specialists of returned mail and/or email and correct roster as needed.

State Awards Chair

1. Send to the state office any changes or updated information for the Member Award forms for OHCE Member, Rookie, Young Member, and Heart of OHCE contest. (The information will be sent electronically to each county Extension Educator)

2. Send to the state office any changes and/or updated information for “Instructions for Making County and Local Awards and Reports”. (This information will be electronically sent by the state office to the County Extension Educators for further distribution in their county).
3. Send a copy of any changes in instructions and/or required materials, photos, etc. in the Award process to the District Program Specialist and State Office preparing the Handbook.

State Office

1. Send electronically to county Extension Educators the new state committee goals for next year by September 15. Also, insert the goals on website.
2. Send electronically to county Educators any changes and/or updated information for the Member Awards you have received from the Awards Chair. Remind counties the entries must be mailed directly to the Awards Chair, no later than February 1.
3. Send County Extension Educators state membership/dues forms with instructions for completion.

District Program Specialists

1. Update your Educator list and check phone numbers and addresses and note changes in OSU administration and state specialists for insertion in the Handbook.
2. Work with Vice President to plan next year’s State Annual Meeting.
3. Send electronic copy of Outreach Newsletter to educators.

State Committee Chairs and Officers

1. Send all claims with receipts for reimbursement to the State President for signature and mailing to the State Treasurer for payment.
2. Claims will be paid for the approved budgeted amount unless prior approval has been obtained from President.

OCTOBER

State Treasurer

1. Be prepared to receive membership dues from counties.
2. As soon as dues and membership county rosters are received from county treasurers and number of members listed on rosters have been reconciled with the amount of money received, e-mail the county roster to State Editor and the State Office.
3. Contact the District Program Specialists of any discrepancies in money received versus names on roster.

State Editor

1. Be prepared to receive the county membership rosters from State Treasurer and State Office as soon as the money sent, and number of members listed on roster have been reconciled.
2. As rosters are received, update the master roster, and create a mailing list for the February newsletter

State Office

1. After receiving the county membership rosters from Educators, electronically send the roster to the State Treasurer to reconcile the amount of money received from county for dues.

NOVEMBER

State President

1. In the year of the ACWW Triennial meeting, send triennial report of OHCE Programs and/or accomplishments to ACWW.

State Treasurer

1. Continue to receive the county membership dues and the rosters from counties. After reconciled, send roster electronically to Editor and State Office.

District Representatives

1. Study the prepared budget of all expected expenditures and set registration fee for District Meeting to cover total expenses assisted by District Program Specialists.

State Membership Chair

1. Send electronic reminder to District Program Specialists to forward to each county the applications for 50, 60 & 70 etc. year state certificates for individuals and groups are to be completed and returned to you by June 1st. (*Those that have not been previously recognized.*) Outline the rule for determining when a member qualifies for recognition. Number begins after member has paid dues for one full year.

State Nominating Committee Chair

1. Compile a letter addressed to County Educators and County Presidents and send electronically to the District Program Specialists asking them to forward to their Educators to encourage members to apply for state positions.
2. Send a letter encouraging each outgoing appointed board member to fill out qualification form for board positions needing filled.
3. In odd years, send State Nominating Committee members and District Program Specialist the qualification forms with a letter of explanation for District Representative for their districts to help recruit for the position. (Due back to you by February 1st).

State Committee Chairs

1. Send District Representatives completed Presentation Form of your workshop at District meetings by November 15th if you are planning to present a workshop.
2. Expenses incurred will be deducted from your committee's budgeted amount. Do not exceed your budget, without prior approval from President.
3. Contact committee members from each district outlining their responsibilities at the workshop in their district. Travel to all districts by chair is discouraged unless the mileage is included in chair's budgeted amount. Enlist the assistance of committee members in their district or get a speaker on the subject from within the district.

State Office

1. After receiving the letter from Nominating Chair addressed to state board officers, chair, and committee members, email the letter and qualification forms for state officers to county Extension Educators and District Program Specialists reminding them to encourage qualified OHCE members to complete forms. Remind the Extension Educator they must write a letter of recommendation for each nominee before the application is sent to the Nominating Chair. Coordinate mailing date with Nominating Chair.
2. Ask each county for new officers list for the Handbook and send to the District Program Specialist and State Office.

DECEMBER

State Treasurer

1. Contact District Program Specialists with list of counties that have not paid dues.
2. Complete the reconciliation of each county roster received. Contact the District Program Specialists of discrepancies of county in their district.
3. Send reconciled rosters to State Editor and State Office electronically for addressing updates prior to the January 24 deadline for newsletter.

JANUARY

State President

1. Plan for Reports Evaluation Meeting to be held in April and inform the Board of Directors and committee members who are to attend. (Budget committee members do NOT attend the April meeting.)
2. Coordinate the rooming reservations with Ag Conferences.
3. Make and confirm meeting place for the Report Evaluation Meeting.
4. Make and confirm meal plans with caterer for noon meal.
5. Contact Chaplain for brief “thought for the day” for Reports Evaluation Meeting.
6. Send your biographical information to District Representatives for district programs.
7. Write and send article for Outreach to Editor by deadline—January 21st for the February newsletter. May be sent electronically.

State Vice President for Program

1. Continue annual meeting plans. Confirm speakers and workshop presenters.
2. Write the District Representative in area that the State President resides (first year in office) to advise it is her responsibility to have gift for Out-going President and present at state meeting when term ends. This should be a gift from the board and others desiring to honor the President.
3. Write and send article including state meeting dates, etc. for Outreach to Editor by deadline—January 21st for the February newsletter. May be sent electronically.

State Awards Chair

1. Make plans to receive Reports and Award Books from counties.
2. Remind postal service of the large volume of mail expected

3. Write and send article for Outreach to Editor by deadline-January 21st for February newsletter. May be sent electronically.

State Treasurer

1. Send article including member totals for Outreach to Editor by deadline—January 21st for the February newsletter. May be sent electronically.
2. File Sales Tax Report, following printed directions found in Sales Tax folder, by January 15.
3. Send \$1,500 check to OSU Foundation for Student Scholarship.
4. Transfer accumulated Norma Brumbaugh Scholarship Funds received from counties to Norma Brumbaugh checking account.

District Representatives

1. Meet with District Program Specialists and host county to finalize District meeting plans.
2. Send information as to time, location, and luncheon arrangements to your district's county presidents, all State Officers, Awards Chair, Committee chairs, District and State Advisor as soon as confirmed.
3. Remind OHCE officers and committee chairs that expenses incurred attending district meetings outside their own district will be reimbursed from OHCE state according to the chair's budgeted amount. They should send claim form to President for signature and sending to state treasurer for payment.
4. Notify State Treasurer of name, address, and phone number of the Treasurer of the District meeting Host County.
5. State President's District Representative is responsible for the President's gift at the close of term. State Board members will contribute monetarily to the gift.
6. Write and send article to Editor for Outreach before January 21st for the February newsletter. Include all district workshops, location, registration, meals, etc. May be sent electronically.

State Cultural Enrichment Chair

1. Compile information concerning Norma Brumbaugh Scholarship applications.
2. Send to the State office and ask that the information be sent to the county Extension Educators.

State Editor

1. Request the officers and chair send a news article for the newsletter before the deadline of January 21st for the February newsletter. Article may be sent electronically.
2. Notify printer and mail service of upcoming newsletter and get estimates to be sent to Treasurer. Postage estimate must be paid immediately to avoid delays in mailing.
3. Send copy of February newsletter to State President for proofing and approval.

State Committee Chairs

1. Compile and send an article to Editor for Outreach before the deadline-January 21st for the February newsletter. Include complete details about your committee workshop at district

2. meetings and encourage each county to have a representative attend to receive latest information.

State Membership Chair

1. Write an article for the February newsletter giving specific guidelines for calculating number of years for being recognized as a 50, 60 70 etc. year member. Must be a member for one full year to count as year 1.

State Nominating Chair

1. Confer with State President, District Program Specialists, and set a date for Nominating Committee Meeting to review qualification forms. Meeting should be held the middle of February.

District Program Specialists

1. Work with Vice President to plan State Annual Meeting.

State Office

1. Send information provided by State Cultural Enrichment Chair concerning Norma Brumbaugh scholarship to Extension Educators and District Program Specialists.
2. After receiving the PDF file of the Handbook from the District Program Specialists, place the updated information on OHCE website.

FEBRUARY

State President

1. Meet with State Nominating Committee (ex-officio, without vote).
2. Coordinate district award presentations with the State Awards Chair.
3. Coordinate with the treasurer to begin the process to renew the liability insurance.

State Vice President for Program

1. Contact Ag Conferences, State President, President Elect, if applicable, Awards and Reports Chair, and District Program Specialists to set a date to plan menus, room assignments and other details for State Annual Meeting. (Date to coincide with Spring Evaluation date in early April, if possible).

State Treasurer

1. Send income tax information to tax preparer.
2. Begin process to renew liability insurance.

State Editor

1. Send printer the approved newsletter for printing
2. Electronically send the completed newsletter to District Program Specialists to email to Educators

3. Send completed newsletter to state office for inserting on website.
4. When notified that newsletters are being mailed, compile list and email the newsletter to members receiving electronically.
5. Notify District Program Specialists of returned mail and/or email and correct on roster as needed.

State Awards Chair

1. Prepare to receive nominations for OHCE Member, Rookie, Young and Heart of OHCE awards from each county. Program reports are also due by February 1.
2. Compile a list of county nominees and send to the District Representative in each district by February 10 (sooner, if possible) for printing in District meeting programs.
3. Create and print certificates for all district nominees.
4. Arrange for the county nominees' applications to be judged by three (3) independent people to determine one (1) winner in each district.
5. From the four district winners, have one selected per category as the state winner to be announced at the State Meeting.
6. Prepare a paragraph to be read before the district winner is revealed.
7. Purchase gifts (according to budgeted amount) for the winner in each category to be given at District meeting. All nominees receive a certificate.
8. Purchase gifts (according to budgeted amount) for Member, Rookie, and Young Member & Heart of OHCE state winners to be given at State meeting.
9. Retain all nomination forms and bring to State Annual Meeting to be placed in the county packets.
10. Notify District Program Specialists to confirm attendance of member award winners for the District and State meetings. Information is confidential.

State Cultural Enrichment Committee

1. Receive the Norma Brumbaugh Scholarship Applications and prepare to meet with the District Program Specialists at a meeting in March to select the winners.
2. Chair or alternate, if necessary, should attend the Oklahoma Extension Association for Family & Consumer Sciences luncheon in April or May to present the awards to the winners.

District Representatives

1. Confer with District Program Specialist about reports from each county for printing in district programs.
2. Confer with District Program Specialist about the member award nominees list compiled by the State Awards Chair for printing in your district program. Coordinate with the Awards Chair exact deadlines for printing of your district program.
3. Study entire District meeting guidelines (separate document) and make sure all details are complete by no later than March 1.
4. Send a copy of program to the State President and District Program Specialist as soon as completed.
5. Plan to meet with the State President, State Awards Chair and District Program Specialist to finalize your District meeting details on the evening before the event.
6. Consult with State Treasurer regarding questions of financial responsibilities.

State Nominating Chair

1. Prepare to receive Qualification Forms for the state elected and appointed positions from interested OHCE Members.
2. Send the nominees qualification form for District Representative to the Nominating committee member for each district by February 10 (in even years).
3. District nominating committee member may enlist the assistance of the District Program Specialists and/or District Representative in selecting the nominee for District Representative (even years).
4. State President and District Program Specialists may meet with this committee, without vote.

District Program Specialists

1. Assist the District Representative with final meeting plans and programs for meeting.

MARCH

State President

1. Attend all District meetings and conduct OHCE Business Session. Prepare to deliver a short speech.
2. Even year, conduct election of new District Representative at each district meeting.
3. Sign award certificates.
4. Complete plans for hotel arrangements, meal and other details for Board of Directors Spring Business Meeting and Award Report Evaluation meeting.
5. Contact state officers, chair and committee members reminding them of Award Book Evaluation meeting. Send meeting notice and agenda to Board of Directors for the Spring Business Meeting. Include a returnable response post card if they plan to attend and need a room and remind them that each room is reserved for 2 OHCE members and must pay one-half of room cost if single room is required.
6. Confer with Reports and Awards Chair and Vice President for Program on the agenda for the Reports Evaluation Meeting.
7. Meet with District Program Specialists, District Representative and Awards Chair on evening prior to each District meeting.
8. Install District Representative at the District Meeting if Historian is not available.

State President-Elect

1. Attend District and any other OHCE meetings throughout the year, if possible, to observe and be familiar with duties of President.
2. Reimbursed according to budgeted amount for travel outside own district.

State Vice President for Program

1. Be prepared to report on state meeting plans at all District Meetings.
2. Contact the Arrangements Chair and committee members to encourage them to attend the April Evaluation meeting to finalize duties for state meeting.

District Representatives

1. Conduct District meeting according to District Meeting Guide list of responsibilities.
2. Prepare summary of District meeting to give at Board meeting.
3. Even years, newly elected District Representative assumes office at close of District Meeting.

State Awards Chair

1. Attend all District Meetings to announce all member award nominees and winners.
2. Attend State Board Update Dinner the evening before event and have President sign certificates.
3. Tabulate and deliver Award Books to each committee chair, along with instructions for judging. Take to chair at their District meetings.

State Secretary

1. Attend District Meetings as budget allows.

State Treasurer

1. Prepare checks for Norma Brumbaugh Scholarship winners upon receipt of claim form and send to the Cultural Enrichment Chair to be presented at the Oklahoma Extension Association for Family Consumer Sciences annual meeting.
2. Renew Insurance Policy that expires in April.

State Historian

1. Prepare and Install District Representative at your District Meeting. State President will install District Representative at remaining District Meetings.
2. Send copy of installation to State President, along with gift ideas.

Promotional Sales

1. Set up Promotional Sales Table at all District Meetings.

ACWW Coordinator

1. Begin organizing a Women Walk the World event.
2. Provide the Awards and reports Chair with a report form to be placed in the Committee Chairs packets.

State Cultural Enrichment/Norma Brumbaugh Scholarship Chair

1. Select the recipient(s) of the Norma Brumbaugh Scholarship award from the applications that have been submitted.
2. Notify the District Program Specialists of the recipient(s) of the Norma Brumbaugh Scholarship award.
3. Notify OEAFCS (Extension Educators) President the name of the winner(s).
4. Notify Norma Brumbaugh award winners of their application acceptance.
5. Send claim form with names of recipients to State Treasurer as soon as they are selected. Checks to be presented at the OEAFCS Luncheon by the State President and/or Cultural Enrichment Chair. (Allow sufficient time for treasurer to mail checks).

State Committee Chairs

1. Be prepared to receive county and local group Award Books for your committee. They will be delivered to you at your district meeting by the State Awards Chair.
2. Books may be sorted prior to the meeting according to chair ranking; however, you must bring all award books you receive for your committee members to evaluate.

District Nominating Committee Chair/Member (even years)

1. After making the selection from the qualification forms for District Representative for your district, contact the District Program Specialist of the selection.
2. Be prepared to give the Nominating committee report at your District meeting. (President will process the election.)

District Program Specialists and State Advisor

1. Attend OHCE District meeting, when possible.
2. Attend OHCE Board meetings, when possible.
3. Assist State President and District Representatives, as needed.
4. District Program Specialists work with Vice President to plan State Annual Meeting.

APRIL

State President

1. Confirm caterer for Reports and Evaluation Meeting to verify numbers in attendance.
2. Contact Cultural Enrichment Chair to present Norma Brumbaugh Scholarships during the Extension Educators annual meeting (late April/early May). An invitation from OEAFCS will be extended.
3. Assist State office in preparation of guest list for Friendship Banquet at Annual Meeting.
4. Meet during the Reports Evaluation meeting with Vice President for Program, Arrangements Committee and Awards Chair to finalize plans for Annual Meeting.
5. Invite all Arrangement committee members to attend this meeting.
6. Send Business Meeting agenda to the Vice President for Program for printing in State Meeting registration portion of the Outreach.
7. Assist the Vice President for Program with State Meeting budget.
8. Write and send article to Editor for Outreach and send by April 21st for May newsletter. May send electronically.
9. Conduct the Board of Directors Business Meeting the evening before the Reports and Evaluation workday.
10. Conduct the Business Meeting at the Reports and Evaluation workday.
11. Receive copy of renewed OHCE liability insurance policy from State Treasurer. Write letter confirming coverage and include copies of required proof of indemnity pages from new policy and send to District Program Specialists and District Representatives. Send as soon as received.

State President-Elect

1. Meet with State President, Vice President for Program, Arrangement Committee and Awards Chair to finalize State Meeting plans.
2. Select your theme for your first year of your term and notify the Editor as soon as possible.
3. Write article including the above and short bio for Oklahoma Outreach and send by April 21st for May newsletter. May be sent electronically.

State Vice President for Program

1. Meet with Ag. Conferences, State President, State President-Elect, Arrangement Committee, Awards Chair and District Program Specialists to plan menus, room assignments and make final plans for the State Meeting.
2. Finalize State Meeting budget assisted by State President and District Program Specialists.
3. Send detailed program information to the state office.
4. Send article to Editor for Outreach by April 21st for May newsletter. Include all details, speakers, workshops, special information for Annual State Meeting. Send electronically, if possible.

State Awards Chair

1. Assign tables with identification signs for each committee chair at Award Evaluation meeting.
2. Have adequate supplies of award evaluation sheets prepared for Award Evaluation Meeting.
3. Be prepared to give detailed instructions to committee chair at the Board of Directors meeting before judging the books. Have one evaluation sheet with comments placed in each report that will be returned to the county and/or local chair.
4. Instruct each chair to write down special projects for possible use at state meeting and give to the Vice President for Program.
5. Collect completed award sheets from committee chair on Evaluation Day.
6. Make a list of winners by counties and send copies to Vice President for Program and State office for printing in the State meeting program.
7. Meet with Vice-President for Program at Evaluation Meeting and supply details of Awards presentation plans for State Meeting.
8. Coordinate Awards Ceremony plans with State VP for Program. Enlist help of program chairs, and District Program Specialists. (If power-point is used, work with County Educator or District Program Specialists).
9. Send article to Editor for Outreach by April 25 for the May newsletter. May be sent electronically.

State Secretary

1. Prepare sign-in sheet for Award Book Evaluation and Board meeting.
2. Bring stationery and envelopes for officers and chair to each meeting.
3. Coordinate with State President and send letters (must be sent to arrive at least 60 days prior to meeting) to county voting delegates, State Board of Directors, and District Program Specialists regarding the following:

- a. Official call letter for Oklahoma OHCE Annual Meeting
 - b. Proposed Bylaws changes received from Bylaws Chair
 - c. Any officers to be elected (no names, positions only)
4. Request address labels from State office (allow two weeks).
5. Secretary's minutes from last Annual Meeting should be sent to your District Program Specialist to be copied.

State Treasurer

1. Request list of counties, local winners in each category from Awards Chair so checks can be written in advance.
2. List of state meeting speakers requesting payment. Checks will be written in advance.
3. Send Financial Report to your District Program Specialist to be copied for State Meeting.
4. Send article to Editor for Outreach by April 21st for the May newsletter. May be sent electronically.
5. Invite State Treasurer-Elect to attend and train at Spring Board and Evaluation meeting.
6. Prepare Financial Report for Spring Board meeting.
7. Attend Evaluation Meeting and Board of Directors meeting.
8. Explain voucher and travel, meal reimbursement and pay as submitted.
9. Pay caterer when lunch is delivered.

State Treasurer-Elect

1. Make plans to attend the Spring Board and Evaluation meeting to assist the State Treasurer.

State Bylaws Chair

1. Compile proposed Bylaws changes with committee and send to State Secretary who will copy and mail to county presidents and secretaries of each county for review 60 days prior to the Annual State Meeting as stated in the Bylaws.

State Editor

1. Request the officers and chairs to send an article before the April 21st deadline for the May newsletter. May be sent electronically.
2. Notify printer and mailing service of upcoming newsletter and get estimates to be sent to Treasurer. Postage estimate must be paid immediately.
3. Compile mailing list and send to mail service by the second week of April.
4. Send copy to State President electronically for proofing.

State Committee Chairs

1. Attend the Board of Directors meeting for the instructions from the Awards Chair for judging your committees report books.
2. After you and your committee members have made selections, complete list of winners and give to Awards Chair before leaving.
3. Prepare to report at the Spring Board of Director's meeting if you plan to present a workshop at State meeting.
4. Workshop materials must pertain to your committee subject and/or goals.

Promotional Sales Chair

1. Promotional Sales will set up a table at the spring evaluation meeting.

State Arrangements Chair

1. Attend the Spring Board of Directors and Evaluation Meetings and meet with State Vice President for Program, State President, State President-Elect, and District Program Specialists to coordinate state meeting plans.
2. Assign duties to committee members to be performed during the Annual Meeting.

State Chaplain

1. Write article for newsletter outlining plans for the Vespers service at State Meeting. Give deadline of June 15 to receive names of members deceased in past year.

District Program Specialists

1. Work with Vice President to plan State Annual Meeting.

State Office

1. Coordinate with the OHCE State President the names and addresses of past OHCE State Presidents, Retired Extension Educators, District Office Staff and State Specialists. The State President will send invitations to each invited guest to the Friendship banquet.
2. Work with State Vice President, Award and Reports Chair and Membership Chair to prepare certificates and state meeting program.

State Cultural Enrichment/ Norma Brumbaugh Scholarship Chair

1. Attend the Oklahoma Extension Association for Family Consumer Sciences meeting and present the Norma Brumbaugh Scholarships. Contact President if you cannot attend.

MAY

State President

1. Send letter of invitation to all special guests to attend the Friendship Banquet to receive a complimentary meal. Request reply by July 1.
2. Send letter of invitation to retired Extension personnel, District offices, State Specialists and Past State Presidents requesting their presence at the Friendship Banquet at their own expense and include all information about time, place, amount of ticket and deadlines.
3. Coordinate the mailing for guests with State Extension Office.
4. Write Chaplain, Nominations Chair, Parliamentarian, and any others that will be on the program about responsibilities on the State Meeting agenda

State Vice President for Program

1. Send reminders to all program participants, including speakers. Send copies of program as soon as available.
2. Send all workshop presenters an equipment form, requesting its return immediately.
3. Prepare the Annual Meeting program and send to State Extension office. Coordinate deadlines.
4. Coordinate with the Awards Chair for reserved seating for Award winners.

State Treasurer

1. Write State Board of Directors and Committee Chairs desiring reimbursement for expense, to send claim forms with receipts to State President for signature before the end of their term of office.
2. Remind them the treasurers' books will close on August 31 for auditing books in September.

District Representatives

1. Submit district meeting final budget, carry-over funds and appropriate form (Section XI – Page 11) to State Treasurer by June 1.

State Historian

1. In even years, purchase and engrave gavel for incoming State President and plaque for outgoing State President.
2. Prepare installation service for state officers at Annual Meeting.

State Editor

1. After receiving articles, send electronic copy to State President for proofing and approval.
2. Send printer the approved final newsletter for printing.
3. Electronically send the completed Newsletter to District Program Specialists to email to Educators.
4. Send completed newsletter to State Office for inserting on website.

State Awards Chair

1. Prepare letters including details, time, etc. for State Meeting to county Report Book winners to be mailed by May 15. Encourage their attendance for recognition at the Awards session at State meeting.
2. Electronically send to State office a list of all award winners, by counties, as they are to appear in the State Meeting program. Also include a separate list of winners according to the program areas and send to officers needing this information. (OSU Office, Treasurer, VP for Programs and Outreach Editor.)
3. Send reminders to State Chairs outlining their responsibilities in the Awards session at State Meeting.
4. Write District winners details of presentation of the awards at State Meeting.
5. Prepare Award presentation ceremony and coordinate these plans with the President, Vice President for Program, and District Program Specialists.
6. Reserve a table for Member Award winners attending the Friendship banquet

7. Arrange with Vice-President for a RESERVED sign in middle of tables to accommodate number of winners. Do NOT need to make individual name cards for each person.
8. Ask the State Chairs to assist with the committee awards presentations at Tuesday Award session.

State Nominating Committee Chair

1. Send State President, State President-Elect (in even years) and State Secretary, the list of incoming board.

State Membership Chair

1. During the first week of May, send reminder to all district program specialist of May 25th deadline to mail OHCE week reports.
2. Receive OHCE Week reports by May 25th and arrange for judging.

State Committee Chairs presenting workshop at State Meeting

1. Complete the equipment list and return to Vice President for Program. (A charge may be assessed for each piece of equipment requested).
2. Contact your committee members and ask for their assistance at the workshop.
3. Expense for copying workshop materials, and equipment expenses may be deducted from your committee's budgeted amount.

State Office

1. Coordinate arrangements for Oklahoma OHCE Annual Meeting with State President and Vice President for Program.
2. Assist with copying materials for State Meeting. (Invoice will be sent to State Treasurer).

JUNE

State President

1. Coordinate final plans for State Meeting.
2. Invite all incoming State Board Members to attend the Board of Directors Post-Conference Meeting.
3. Send notice to current Board Members, to attend the Pre-Conference Board Meeting with attached agenda, three weeks prior to meeting.
4. Purchase small gifts of appreciation for out-going officers and present at State Pre-conference Board meeting in July. (President's choice)
5. Give State Vice President names for guests seated at the HEAD table for all functions, Business Meeting, Monday lunch, Monday Friendship banquet and Tuesday lunch.

State President-Elect

1. After receiving incoming board list send letter to your new board inviting them to the post-conference board meeting. Include all board and committee members.

State Vice President for Program

1. Arrange for large RESERVED seating sign to be placed in middle of tables for invited special guests from OSU, Past Extension Directors, and Past State OHCE Presidents, etc. at the Friendship banquet during the State Meeting. Ag Conferences will have number of reserved places needed. No individual name cards are necessary.
2. Make name cards for guests at the HEAD Table for all functions, Business Meeting, Monday lunch, Friendship Banquet and Tuesday lunch.
3. Send a completed copy of the State Meeting program to the Arrangements Chair and committee members. Highlight areas that their assistance will be needed.
4. Refer to complete duties for Annual Meeting in Policy and Procedure book.
5. Arrange with the state treasurer for door prizes at the state meeting.

State Treasurer

1. Purchase Past State President's gifts to be placed on the reserved table at Friendship Banquet. (Approximately \$10 each-- Ag Conference may assist you with number attending).
2. Prepare State Financial Report, including all OHCE accounts, from July 1 through June 30. Send report to your District Program Specialist for copying.
3. Prepare books for term end audit-August 31.
4. Call auditor for appointment for term end audit taking place in September.

State Parliamentarian

1. Attend both Pre and Post Conference Meetings and give advice when needed.

State Historian

1. Plan to install new OHCE elected officers.
2. Even year-Purchase In-coming State President's gavel (with OHCE logo-Name-OHCE State President- years of term) engraved on it.
1. Even year-Purchase Plaque for the Out-going state President (OHCE logo-Name-OHCE State President-Years of term) engraved on it.
2. Historian presents the plaque to the Out-going President. Prepare to present after installation at the Annual State Meeting.
3. Out-going President presents gavel to In-coming President.
4. Send invoice to State Treasurer.
5. Keep the History Book up to date.

State Awards Chair

1. Reserve seating for award winners at Friendship banquet with RESERVED sign in middle of table. No individual names are necessary.
2. Confirm with District Program Specialists registration of member award winners attending the state meeting Friendship Banquet. Information is confidential.
3. Prepare names of Committee Chairs and the Award winners to be placed on chair seats near the front for Tuesday Award session.

State Chaplain

1. Send names of deceased members with County and Group name directly to County Educator or District Program Specialists for inserting in Vesper's program.

State Arrangements Chair and Committee

1. Work closely with Vice President for Program in preparation of Annual Meeting.

State Membership Chair

1. After judging is completed, send judging results and all OHCE week Report Books to awards chairs.
2. Send list of 50-60-70-year members to the State office for printing in the State Annual Meeting program.
3. Compile list of 50-60-70 Year Groups to be recognized with a certificate at annual meeting.
4. Send list of recipients to State office where certificates will be printed and ask the State President to sign. Printing cost may be taken from your committee's budgeted amount.
5. Prepare for First Timers Workshop to be held at the State Meeting.

State Committee Chairs Presenting Workshop

1. Contact Committee members who are to help with the workshop.
2. Confirm speakers and prepare any needed handouts for workshop.

District Program Specialists

1. Confirm with State Awards Chair registration of member award winners attending the state meeting Friendship Banquet. Information is confidential.

JULY

ALL OFFICERS WHO RECEIVE OHCE PROPERTY MUST COMPLETE A PROPERTY FORM AND RETURN TO SECRETARY

State President

1. Bring officer chair covers to meeting and give to District Representatives for each district for placement on reserved delegates chairs. Arrangement Committee members may assist.
2. Preside at the Pre- and Post- Conference Board Meeting. Second year in office share duties at the Post Conference with Incoming President.
3. Preside at the Annual Meeting of Oklahoma OHCE.
4. Conduct the Delegates session assisted by the Parliamentarian, and Bylaws Chair.
5. Present In-coming President with new gavel after Installation during Business session. (provided by Historian)
6. Present gifts at Tuesday awards session to the Member Award State winners (purchased by Awards Chair).
7. During the Tuesday Awards session, have photo taken with committee award winners

8. Review evaluations from the Annual Meeting.
9. In second year in office, keep President-Elect informed.
10. Write letters to all chair and Board members to attend the Planning Meeting in August and include proposed agenda of meeting and response sheet for those who need a room for the evening.
11. Send to CWC, the name of Oklahoma's voting delegate at Country Women's Council Annual Meeting, when credentials form arrives.
12. Confer with Vice-President for Program about selection of conference dates and location for the next year. (Work with Ag Conferences)
13. Confer with Vice-President for Program about the theme for the next State meeting.
14. Confirm reservations for August Fall Board and Planning Meeting location, rooms, and caterer with Ag Conferences.
15. Introduce the Student Scholarship recipient during the Business session.
16. Approve minutes of last State Business meeting. (Committee of 3 appointed in July to review and approve past Annual Meeting minutes.)
17. Inform DASNR to drop Past President and add State President-Elect in odd years.

Immediate Past State President

1. In even years, assist in-coming President with agenda for the Fall Planning Meeting.
2. In even years, attend DASNR meetings for one more year.

State President-Elect

1. Attend the Voting Delegate's session.
2. After receiving the gavel from Past President, be prepared to deliver short speech and introduce new committee chairs, committee members and appointed officers during the Annual Meeting after the installation of officers.
3. Share responsibilities of Post Board meeting with Out-going President.
4. Serve with State President on DASNR Advisory Board.

State Vice President for Program

1. Study the complete details outlined in State Meeting Procedure and coordinate details with the Arrangements Committee.
2. Attend Pre-Conference Board Meeting, review meeting program with Board of Directors.
3. First day of State meeting, preside at the Hostess Orientation to review the Hostess packets and duties.
4. Coordinate the meeting evaluation forms. Review with State President.

State Secretary

1. Be prepared to record minutes of each session at State Meeting including Pre and Post-Conference Board Meetings.
2. Bring printed envelopes and stationery for Board members at Pre- and Post-Conference Board Meetings.
3. Attend the Voting Delegate Session and ensure that each voting delegate has a printed copy of last Annual Business Meeting minutes

4. Roll Call will be given to State Secretary by Ag Conferences of registered members.
5. Present minutes from last year's Annual State Meeting, defer to State President for acceptance as presented and/or corrected.

State Treasurer

1. Pay claims to Board of Directors, committees, etc.
2. Attend President's Voting Delegate Session.
3. Purchase and bring gifts for State Past Presidents. Ag Conferences will provide list of those attending. Place on their reserved table at Friendship banquet.
4. Prepare and give the annual Treasurers Report during Business session.
5. In second year, keep Treasurer-Elect informed.
6. File Sales Tax Report, following printed directions found in Sales Tax Folder, by July 15.
7. Prepare checks for Board.

State Awards Chair

1. Attend Voting Delegates Session.
2. Reserve seats near front for the Life Story Essay winners at Monday luncheon.
3. Introduce the Life Story Essay presenters at Monday luncheon.
4. Introduce State Member Awards nominees at Monday night Friendship banquet and Awards session on Tuesday at annual State Meeting.
5. Reserve tables near front for member award nominees at Friendship Banquet.
6. Coordinate with OSU photographer for procedure to follow for picture taking of award winners.
7. Give a list of the winners by county to the photographer for reference. Remind winners that the photos are on the OSU Photo database website and can be printed direct from site.
8. Provide signs for reserved seating at awards session. Committee chairs should assist with reserved seating for their committee winners.
9. Preside at the Awards session. Introduce the State chairs before they present their committee awards.
10. Bring packets of Award books for each county, with county name written on them for Educators/County Presidents to pick up.

State Parliamentarian

1. Have current copy of Robert's Rules of Order on hand for your term.
2. Attend Voting Delegate Meeting and prepare to give instructions.
3. Ensure all voting delegates have voting cards.
4. Determine number of votes needed for passage of a motion.
5. Present rules for State Business Meeting.
6. Advise the State President as needed during the Business Session.

State Historian

1. Install new officers during Business Session. Coordinate with President.
2. Present Past President with plaque.
3. Continue to keep the history scrapbook up to date.

State Promotional Sales Chair

1. Set up Promotional Sales Table at State Meeting assisted by committee.
2. Money received should be turned into State Treasurer at the close of State meeting.

District Representatives

1. Attend Pre and Post Conference Meetings.
2. On Sunday evening, place chair covers and voting cards on chairs before State Meeting begins. (Work with Arrangements Committee.)
3. Attend the Voting Delegates Meeting.
4. Distribute secretary minutes and treasurers report at Voting Delegates Meeting.
5. Assist during the Business Session to verify the votes from your district.
6. Assist Awards Chair as needed for the Awards Presentation.

State Cultural Enrichment Chair

1. Acknowledge the Norma Brumbaugh Scholarship winners at the OHCE Annual Meeting during the Business Session.

State Membership Chair

1. The day of the State Meeting, preside at the First Timers session, give highlights of the meeting, and provide a small Welcome Bag to each. Ag Conference will assist with number expected to attend after the registration deadline.

Technology Committee Chair

1. Upon end of elected officers' term and before transferring to the incoming officer, check the computer to ensure all updates have been done and software is working properly.

State Committee Chairs offering workshops.

1. Offer to act as hostess for workshop presenter and/or attend to give assistance as needed.

State Arrangements Chair and Committee Members

1. Review in advance of Annual Meeting the Arrangement schedule and duties for your committee members.
2. Review the highlighted program of State meeting sent to you by the Vice-President where your assistance will be needed.
3. Make sure the information desk is manned by at least one person at all times during the State Meeting.
4. Check meeting rooms prior to set time and make sure they are ready.
5. Consult with Vice President for Program when needed.
6. Perform other duties as outlined in the Policy Book for Arrangement Committee.

District Program Specialists

1. Make copies of Treasurer's Report and Minutes for Business Meeting and Pre-board Meeting as needed.

State Office

1. Assist the State President and Vice President for Program with final meeting details.
2. State Advisor is encouraged to attend all functions and give short speech during Business Meeting.

SPECIAL NOTICE

1. A copy of correspondence pertaining to your committee or office, that is mailed or sent electronically during your term, is to be sent to the following people: State President, the District Program Specialists and to any others that may have an interest in the materials being sent.
2. The State President shall call State Executive Meetings, when required. These are to be held at a central location or by electronic conference. Those to attend are President, President-Elect, Vice-President for Program, Secretary, Treasurer, Treasurer-Elect, the four District Representatives, the Past President (for one year) and the District Program Specialists.
3. All completed expense claim forms, with attached receipts, must be sent to the State President for authorization before State Treasurer can issue payment.
4. Any expenditures exceeding the budgeted amount will not be paid unless authorization from the President is obtained prior to the expenditure.
5. Remember: State Treasurer position will end on September 30. Financial reimbursements should be received by August 31 to allow sufficient time to process during the transition to new Treasurer.

State Officers:

1. At the end of the State Meeting, be prepared to pass all materials, equipment, and Policy and Procedure Book to the new officer or chair. If this is not possible, all materials pertaining to your term should be given to the new officer or chair, within 30 days after the State Meeting.
2. Each new officer or chair shall fill out a **Property Transfer Form of OHCE property** they received from the outgoing officer. In addition, any outdated property that needs to be deemed as surplus, the officer will fill out a Property Surplus Form. Both forms need to be signed and given to the President and Secretary for signature and filing.

State President Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Work with President Elect during his/her term of office.
2. Write articles for Oklahoma Outreach before the designated deadline.
3. Write President's Message and send to your District Program Specialists or State Office for Handbook.
4. Confer with Treasurer about financial information throughout the year.
 - a. Assist with budget.
 - b. Approve claim forms that are within budgeted amount and forward to Treasurer for payment immediately.
5. Work with Vice President of Programs in the planning of the State Meeting.
6. Plan President's Message for all district and State Meetings.
7. Interact with State Advisor and District Program Specialists when needed.
8. Preside over Business Meeting at District, State, and all OHCE Board Meetings.
9. Report to State Chaplain to plan the time for "Thought for the Day" and/or prayers during meetings.
10. Work with State Nominating Chair with names of appointed and elected positions.
11. Confer with Awards Chair on presenting the district member gifts and state program awards ceremony.
12. Attend CWC Conference as representative or appoint a representative from the Board.
13. Prepare and send any necessary correspondence to county officers and/or Educators throughout the year. Keep copies of documents in appropriate files.
14. Through letters, phone calls, or emails, encourage Program Chairs to keep lines of communication open to all county chairs by whatever means they choose.
15. President-in charge of the Voting Session at State Meeting assisted by Bylaws Chair and Parliamentarian.
16. During the President's term serve on the DASNR Advisory Board and then one year after term until President-Elect is elected.

State President Elect Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Work with President during your term to learn expected duties.
2. Attend all District and State Board Meetings. Check with Treasurer for your travel Budget.
3. Serve on DASNR Advisory Board with President.

State Vice President for Program Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Serves as an aide to the President in all assigned duties.
2. Presides in the absence of the President.
3. Assumes the office of President in case of a vacancy due to illness, death or other reason in accordance with the Bylaws.
4. In August, preside over Fall Planning Meeting.

- a. Coordinate agenda with President.
 - b. Ask State Advisor for program specialists to help in each program area at this meeting.
 - c. Encourage committees to set new goals for the upcoming year.
 - d. If funds are needed, contact Budget Committee early in the meeting with amount needed.
 - e. Gather all written goals from each committee after they have been approved by Board.
5. Provide articles for the OHCE newsletter – Oklahoma Outreach.
 6. Send goals to OSU State Advisor's secretary for distribution to Extension Educators and Board members. Post these goals on the OHCE website.
 7. Contact Committees Chairs and encourage them to plan a program at district meetings and State Meeting.
 8. Plan State Meeting working with Ag Conferences, State President, President Elect (if applicable), Awards Chair, District Program Specialists and Arrangements Committee Chair.
 9. Remind Membership Chair of her responsibility of the First Timers Session. Notify Membership Chair of the number of First Timers attending for her "Welcome Bag".
 10. Refer to State Meeting guidelines and Calendarized functions for additional duties.

Secretary Duties & Responsibilities

Follow the Calendarized Functions for appropriate time line for your duties.

Secretary is one of the most important offices in an organization because the secretary keeps the official record of the action of the organization.

1. Keep accurate minutes of all OHCE Board Meetings & all Business Meetings. Information to be recorded in the minutes include:
 - Name of the organization
 - Date and place of meeting
 - Number in attendance (members and non-members)
 - Name of president and secretary or substitutes
 - The disposition of minutes of the previous meeting
 - Important facts about announcements
 - Persons appointed to committees and their assignments
 - The time of starting and adjourning the meeting
 - Information about the program
2. Record motions in parliamentary language and record the name of the person making the motion, that the motion was seconded, and whether the motion passed or failed.

The secretary should have the motions clearly stated before the vote is taken. It is desirable to have the secretary read the motion which is being voted on before the vote. It is in order to ask the person making the motion to submit it to the secretary in writing.

3. Receive necessary records and keep them properly filed.
4. Read the minutes and communications to the assembly in a clear, audible voice.
5. Record the roll.
6. Handle all official correspondence of the organization, including the current Board Member Mailing list.
7. Keep previous minutes ready for immediate reference in case a question about past action is raised or if a motion which has been tabled or postponed should be called for.
8. Bring to each meeting a copy of the constitution or bylaws for reference if needed.
9. Maintain a list of standing and special committees with duties of each committee. Notify committee members of their appointments if they are absent when appointed.
10. Call the meeting to order in the absence of both the President and Vice President and preside during the election of a temporary chair.
11. Transfer minutes and records which are completed and in order to incoming Secretary at the time of the new Secretary's installation.

The final report of the minutes of an organization should be typed or written legibly in ink, never in pencil. The minutes would tell the kind of meeting (regular or special), the date of the meeting, the name of the organization and the name of the presiding officer.

The minutes should contain a record of all the formal actions of the organization and should be certified by the signature of the secretary. When the minutes are approved at the next meeting, this action would be recorded at the bottom of the minutes as follows:

"Approved as read" (or "approved as corrected") and the date recorded.

Signature of Secretary

Other responsibilities of the Secretary include giving the chair a list of unfinished business before the "call to order".

The secretary should discuss the order of business with the President before the "call to order".

She should sit close to the President during the meeting.

Keeping Minutes

“Minutes are like a woman’s skirt—long enough to cover necessities, but short enough to be interesting”.

Minutes are a record of all business transacted, including plans presented, activities undertaken, and findings reported at a regular or special meeting of the group. Minutes of a meeting should be written by the secretary as the order of business proceeds. They should be kept in a neat and accurate manner and should be typed or plainly written in ink.

Essentials of Properly Prepared Minutes:

1. The name of the organization
2. Kind of meeting - regular or special.
3. Place of meeting.
4. Date and hour called to order.
5. The record of the presence of the president and secretary, or, in their absence, the name of their substitutes.
6. Attendance (include number of members and visitors).
7. Action on minutes (whether the minutes of the previous meeting were approved or corrected and then approved).
8. Treasurer's report.
9. Reports read and approved (include all committee and/or chair reports).
10. State the motions whether carried or lost and all other motions that were not lost or withdrawn. The name of the person introducing the motion should be recorded. It is not necessary to record the name of the person seconding the motion.
11. Brief summary of program (include subject of program, methods used and name of leader who presented the program).
12. Adjournment (adjourn to the next regular meeting, giving the date, time, and place).

Minutes should be a statement of facts and should not include the opinion of the secretary. Recommendations when approved become part of the minutes. Resolutions should be copied verbatim in the minutes if adopted.

Minutes should be kept by the secretary of any committee handling important business and a copy given to the secretary of the group as a matter of record. The proceedings of a committee should not be entered in the minutes, but the report of the committee should be entered.

Minutes should always be signed by the secretary or her substitute. When a substitute serves as secretary, the president should also sign the minutes.

Treasurer Duties

Follow the Calendarized Functions for appropriate time line for your duties.

It is the responsibility of the Treasurer to keep and handle all financial accounts of OHCE during the two-year term to begin October 1st.

The Treasurer should:

1. Keep accurate account of all monies received by the organization and identifying the source of the monies. (Money received should be deposited in the bank as soon as possible or handled as agreed upon by the organization.)
2. Pay bills which have been approved by the organization.
 - Bills should be paid promptly.
 - Pay budgeted items after receiving written approval from the President on claim forms.
 - Keep accurate record of all money paid out, to whom it is paid, and what it is paid for. Pay bills by check. Keep check stubs as record of checks written.
3. Record all transactions in a journal. Reconcile all accounts/checkbook with bank statements each month. Identify sources of income and expense.
4. Give receipts for all money received. A carbon copy of the receipt should be kept for the OHCE records.
5. Give a Financial Report (copies preferred) when called on by the President (usually Board Meetings and State Meeting). The Financial Report should include:
 - The balance at the previous meeting or the last report.
 - Monies received since the last meeting.
 - Expenditure since the last meeting.
 - The present balance of each account.
 - The budget reflection of current spending.
6. Send contributions and dues to appropriate offices by due date or when ordered by the President.
7. Serve on the Budget Committee and help prepare the organization's budget.
8. Pay budgeted items to officers and committee chairs after receiving written approval from the President on claim forms.
9. Conduct workshop training at district meetings and/or State Meeting.
10. Must be bonded by organization.
11. Prepare OHCE record and files for Income Tax Preparation at the end of the year.
12. Arrange for auditing the books before transferring to new Treasurer.
13. In odd year, mentor, and train Treasurer-Elect.

Policy for FISCAL MANAGEMENT

1. **Tax Status**
The Oklahoma Home & Community Education has a not-for-profit, 501(c) (3) tax status. It operates according to IRS regulation for such status.

2. **Sources of Operating Funds**

- A. Dues--OHCE membership dues are due by November 1 to the State Treasurer.
- B. Interest on invested funds (other than Norma Brumbaugh Fund).
- C. Sale of promotional items.
- D. Revenue from Annual Meeting and district meetings.
All income is received by the Treasurer.

3. **Operating Funds**

- A. All funds are property of the organization.
- B. All funds are included in audits of the organization.
- C. The State Treasurer and Finance Committee are the caretakers of state funds.
- D. The State Treasurer is responsible for the day-to-day operation of the finances.
- E. The Treasurer must be bonded.
- F. The State organization operates on a calendar fiscal year (January 1- December 31).
- G. The State organization must keep six months to one year's budget in reserve and available for emergency purposes.
- H. All accounts must bear the name of Treasurer and the President.
- I. All statements go to the Treasurer and a copy to the president.

4. **Audit**

- A. An audit is conducted bi-annually at the close of Treasurer's term by a Certified Public Accountant selected by the Finance Committee.
- B. The audit is approved by the state voting delegates of the state membership.
- C. The report of the audit or the 990 Tax Return is available to anyone. A copy will be sent to the requestor within 30 days of the request.

5. **Budget**

- A. The Finance Committee will prepare an annual budget.
- B. The State Board approves the budget.
- C. The budget is published in the Handbook.
- D. The budget may be amended by the Finance Committee and approved by the State Board.

6. **Investments**

- A. The Finance Committee, with the endorsement of the President, may invest available monies of the organization.
- B. Investments are made with the needs of the organization in mind so that funds are available when needed.

7. **Expenditures**

- A. All expenditures must be sent to the State President for approval and signature. Expenditures must be accompanied by 1) voucher, 2) receipts.
- B. All expenditures, for payment, must be received within thirty (30) days of event.
- C. President will sign voucher, and send signed voucher and receipts, to Treasurer for payment.

- D. Treasurer will reimburse recipient within fourteen (14) days of receiving signed voucher and receipts, provided amount requested is within their budgeted amount.
- E. Claims submitted for reimbursement that exceed the budgeted amount for the claimant will not be paid unless prior approval has been obtained from President.
- F. Expenses/Reimbursements should be on the OHCE Claim Form and include Name and Position of Person making claim; the Date and Name of Activity or Event; Nature of Claim-either product, motel, mileage, etc. and amounts listed for each expenditure.
- G. Copy of Claim Form for reimbursements is in Policy Book.
- H. Expenses for Meetings:
 - A. OHCE State Board Spring/Fall meeting
 1. Reimbursement for Elected, appointed positions, chairman and committee members. That are required to attend or invited to attend will receive reimbursement upon request for the following:
 2. \$5.00 per meal
 3. 50¢ per mile plus turnpike tolls for person who drives.
 4. Reserved room for one (1) night's lodging for members living more than two (2) hours driving time from meeting site. Exception: Must attend the evening Board meeting or ride with someone that must attend early meeting. Rooms reserved for two (2) to a room. If single room is preferred, ½ the price of the room will be assessed and deducted from any reimbursement member received.
 - B. Expenses for state meeting

All Elected officers (President, President elect, Vice President, Secretary, Treasurer, treasurer elect and district representatives) Appointed positions (editor, awards and reports, historian, promotional sales, parliamentarian, ACWW Coordinator and chaplain) all committee chairs and arrangement committee members shall receive a \$75.00 stipend if registered and attending the state meeting.
 - C. District Meetings

State elected officers, Awards and Reports Chair and Promotional sales Chair will be reimbursed for 1 night hotel, 1 meal and mileage at the rate listed above. No officer or chair will be reimbursed for their own district meeting. Other board members must receive prior approval from the President before being reimbursed for attending other district meetings.
- I. Audio Visual will be paid out of the OHCE general fund for the state meeting

All treasurers of OHCE state, county and local groups that are responsible for the organization's funds should abide by these guidelines and keep the financial books up to date at all times and file the appropriate reports at the specific times requested to maintain this status.

County Extension Educators may assist with the filing of the required Federal Tax documents and the reporting at the appropriate times.

Reporting to Your Board - Make Reports Meaningful

You need to give an accurate and up-to-date financial picture of the organization in terms that all will understand. The treasurer of any organization whether it be local, county or state organization must report on the financial position of that organization. This report should be made monthly (or every time you meet).

Your treasurer's report should show:

- Name of the organization.
- The date (or period) the report covers.
- The balance at the beginning of the period (*this should be the same as the ending balance the last time you report*).
- The income received during the period.
- The expenses paid during the period.
- The balance at the end of the period. (*This total will be the beginning total the next time you report*).
- The basic formula for a treasurer's report goes like this:

$$STARTING\ BALANCE - EXPENSES + INCOME = ENDING\ BALANCE$$

The treasurer's report should always be in writing. There should be copies for all members who will be present at the meeting when the report is presented. Ideally, the president and/or advisor should receive the report in advance of the meeting, if possible. The secretary should be given a copy of the treasurer's report for attachment to the minutes.

The treasurer will present the report orally at the meeting. Keep this oral report brief and concise. All that needs to be stated is the opening balance for the reporting period, the total income, the total expenses, and the ending balance. Explain any large or unusual items, either income or expense. On the written report can be a list of any significant amounts due or unpaid bills on hand. This can be summarized in the oral report unless your county or local group requests the complete details of each transaction, then you should make your oral report as they request).

Once the oral report is presented and all questions answered, the chair should say:

"The treasurer's report is filed."

Following proper parliamentary procedure, the treasurer's report is never "moved, seconded, and adopted." The appropriate term is "filed" or "filed for audit." The reason for this is that the members present have no way to "approve" the details-- they can only "acknowledge" it.

Treasurer's books must close at the end of treasurer's term for an audit of all transactions from beginning of term balance until the term ends. If your county and/or group does not have term limits for officers, **the treasurer's books SHOULD close at least every two (2) years for a complete audit before proceeding to the next year even if the same person will be continuing as "keeper of the financial records"**.

State Treasurer-Elect

Follow the Calendarized Functions for appropriate time line for your duties.

1. Work with Treasurer during your term to learn expected duties.
2. Attend all District and State Board Meetings. Check with Treasurer for your travel Budget.

District Representative Duties

Follow the Calendarized Functions for appropriate time line to perform your duties.

1. Elected at District Meeting in the spring of even years, mentors with previous District Representative. Installed at the District Meeting and assumes duties at the close of the District Meeting.
2. Term of office....2 years
3. After district and before OHCE State Meeting make initial contact with the District Program Specialists and the next district meeting Host County. Have representative(s) help establish date and possible site for the next district meeting.
4. Write articles for each Oklahoma Outreach and submit to the State Editor before due date.
5. Attend all Board and Program Planning meetings.
 - Spring OHCE Board Meeting
 - Reports and Evaluation Meeting
 - Pre-Conference Board Meeting
 - State Annual Meeting
 - Post-Conference Board Meeting
 - August Board Meeting (Encourage Program Committee Chairs to present workshop at the district meeting.)
 - Fall Planning Meeting
 - Special called meetings by the President as official voting member for Executive meetings
 - Conduct District Planning Meetings with host county representatives & District Advisor.
6. Duties for the District Meeting shall include:
 - Working with District Program Specialists & Host County representative(s) on a regular basis (i.e.: phone calls, correspondence, or electronic mail)
 - Setting up date and place for Spring meeting
 - Developing a budget for the meeting and maintaining its balance
 - Helping establish programs and speakers for the meeting.
 - Updating the OHCE State President of progress in plans.

7. Duties for the OHCE Annual State Meeting shall include:
 - Reporting to the Board (at Pre-Conference Meeting) a summary of past District Meeting and current plans for next District Meeting.
 - Preparing a section for the county voting delegates at the Business Meeting.
 - Distribute chair covers for voting delegates.
 - Distribute voting cards (get from Parliamentarian) for voting delegates.
 - Distribute motion cards (get from Parliamentarian) when needed.
 - Carry motion cards to the Secretary when needed.
 - Count votes when asked by the President.
 - Assist President during the Voting Delegate Session.
8. The outgoing President in even years should be presented with a gift of appreciation. This gift should come from the Board Members under the direction of the **District Representative** from the President's district.
9. Notify incoming President's County Board to prepare for a reception for the incoming President at the OHCE State Meeting after the banquet. District Representative from the incoming President's district is responsible for this.

Refer to the Policy for District Meetings in Section XI for additional responsibilities for District Representatives.

State Reports & Awards Chair Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Attend Fall Board and Program Planning Meetings.
 - Provide identification signs (tents) for each officer & committees to designate their committee's work area.
 - Assist Vice President for Programs and/or President as needed.
 - Assist Committee Chairs with awards to be included with goals.
2. Write articles for each Oklahoma Outreach to encourage county Report book entries.
3. Be familiar with new OHCE State Committee Goals.
4. Notify District Representative and Vice President for Program of any plans for Report & Awards Workshop at District and/or State Meetings.
5. Send information to the State Advisor's secretary of any changes for OHCE Member, Rookie, Young Member and Heart of OHCE nominees. This information will be sent electronically to all the County Educators for distribution.
6. Plan on receiving extra mailing of reports from counties in February.
 - Inform postal carrier of increased volume.
 - Make arrangements for collection (collect at post office or supply large container by mail box).
 - Sort all reports according to Program Committee.
 - Deliver reports to appropriate Committee Chair with printed instructions to each district meeting or mail to chair if district meeting is late in March.
7. Arrange for "third party judges" to determine District & State Winners for OHCE Member, Rookie, Young Member and Heart of OHCE.
8. Judges for Photography and OHCE Week reports are the responsibility of the Membership committee.
9. Attend Evaluation Meeting in the Spring.
10. Provide identification signs (tents) for each officer and chair at Board Meeting.
 - Provide identification signs for each committee at Evaluation Meeting.
 - Detail instructions for judging reports.
 - Provide evaluation sheets to judge reports.
 - Obtain winners names from each committee for certificates.
 - Collect all Award Books from committee chairs after the winners have been chosen. Bring to State Meeting to insert in County sacks.
11. Award Winners
 - Write a letter to each of the District winners with congratulations and send details of the Awards ceremony

- Purchase plaque or gift for Rookie, Member, and Young Member and Heart of OHCE state winners. (Not to exceed budgeted amount.) (1 Rookie, 1 Member, 1 Young Member, and 1 Heart of OHCE)

12. State Meeting

- Prepare presentations for Awards Ceremony.
- Preside at Awards Ceremony.
- Enlist assistance from District Program Specialists and District Representatives with seating of Award winners in reserved seats near front.
- Ask State President to make the gift presentations.
- State pictures will be taken of winners at Tuesday morning Awards session.

State Parliamentarian Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Attend all Executive and Board meetings as advisor of Parliamentary Law and Procedure to the State Board.
 - August Executive Board Meeting.
 - August Fall Planning Meeting.
 - Spring Executive Board Meeting.
 - Spring Reports and Awards Meeting.
 - Any special called Executive Meeting.
 - Annual State Meeting --sit near the State President at all functions.
 - Pre-Conference Board Meeting.
 - Delegate Meeting (read rules and answer questions).
 - Business Session.
 - Post-Conference Board Meeting.
2. Have current edition of Roberts Rules of Order Book in your possession at all meetings. Should be available throughout the year for questions that the State President may have on Parliamentary Law.
3. Present or arrange for a workshop on Parliamentary Procedure at Districts and/or the Annual State Meeting, if needed.
4. Parliamentarian job is NOT to keep order. That is the job of the presiding officer.

State Historian Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Keep all historical record books.
 - a. Continue scrapbook of outstanding articles and photos of OHCE activities.
 - b. Make sure articles are dated and source listed

- c. List names of people in photos.
- d. Return any articles and photos not used.
2. Prepare and present installation ceremony of officers during the State Meeting. In even years install District Representative at your District Meeting, otherwise ensure the President has your installation theme and she/he will install in the other districts.
3. Purchase plaque for Outgoing State President and present after the installation of officers at State meeting. (Send invoice to Treasurer).
4. Purchase gavel for Incoming State President. Out-going President will present it.

PROCEDURE FOR INSTALLATION OF OHCE OFFICERS

“When, Where and by Whom”

1. In **even numbered years**, the following officers are installed at the Annual OHCE State Meeting by the **Historian**: President, Secretary, and Treasurer. District Representatives are installed at their district meetings, since the duties begin at the close of the district meeting.
2. In **odd numbered years**, the following elected officers are formally installed at the Annual OHCE State Meeting by the **Historian**: President-Elect, Vice-President for Program and Treasurer-Elect.
3. Installation ceremonies can be obtained from books, Extension Educators, Past Presidents and/or other OHCE members.
4. Before installing new officers, recognition, and a token gift (under \$10) should be given to the outgoing officers by the **President**.
5. During the officer’s installation ceremony, the Incoming President should be presented with a wooden engraved gavel.
 - Should be engraved with the Incoming president’s name followed by, “OHCE State President” and the years he/she will serve in office and the OHCE emblem. This is presented by the **Out-going President** immediately after the Installation during state meeting.
6. After the installation, the following appointed Board members should be asked to stand and be recognized by the **Historian or President**. Parliamentarian, Historian, Chaplain, Editor, and all Committee Chairs. Also recognize the officers that will continue for another term.
7. In even years, The Out-going President should be presented with a plaque that has been engraved with name and years as State President and the OHCE emblem by the **Historian**.
8. The **District Representative from the Out-going President’s district** should present a nice gift of appreciation on behalf of the entire **State Board**. This gift should come from the State Board Members and any other’s desiring to honor her.

State Chaplain Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Present “Thought for the Day” for the following meetings. Coordinate with State President for exact times and specific topic

- Spring Executive Board Meeting
 - Spring Report Evaluation Business Meeting
 - Fall Executive Board Meeting
 - Fall Business Meeting
2. Present “Thought for the Day” during the Annual State Meeting of OHCE as requested by the President. Request may or may not include:
- Pre-Conference Executive Board Meeting
 - Business Meeting
 - Friendship Banquet
 - Luncheon
 - Post-Conference Executive Board Meeting
3. Plan and arrange for Vesper Service during the OHCE Annual State Meeting.
- County members who have passed during the year will be honored at Vespers
 - Write an article for the February Outreach asking for names of deceased members- deadline by June 15.
 - For May Outreach, do a reminder article for names of deceased members.
 - Develop theme/topic.
 - Utilize budget allotment.
 - Music
 - Printed Programs (District Office may assist)
 - Contact Educators, District Program Specialists, or OHCE members if assistance is needed.

State Editor Duties

Follow the Calendarized Functions for appropriate time for your duties.

1. Two-year term of office. Read and Follow Calendarized Functions on a monthly basis.
2. Complete Postal Service Forms that are required for Post Office and apply for Special Bulk Third Class Rate for mailings. Confer with Mail Service.
3. Locate printer.
 - Get price quote for number of printed copies of newsletter needed, two at 8 pages and 1 at 12 pages, multiples of 4. (Delete the members requesting electronic mailing)
 - Send price quote to State President and State Treasurer.
4. Work with State President to plan format of the Oklahoma Outreach Newsletter for her 2-year term.
5. Request and gather articles from officers and committee chairs one month before printing.
6. Format newsletter.... editing articles when needed.
7. Send electronic copy of newsletter to President for approval before it is sent to printer.
8. Publish newsletter in February (district meeting details), May (State meeting details) and September (new committee goals).
9. Bulk mail newsletters to the following:
 - OHCE Members requesting printed copy.

10. Electronically send newsletter to the following:
 - OHCE members requesting the option of electronic copy.
 - District Program Specialists –who will forward to their County Extension Educators.
 - State Advisor.
 - Send PDF file of each issue of the Outreach to the OSU State Office Secretary to insert on the OHCE website.
11. Furnish State Treasurer receipts for mailing costs and expenses.
12. Keep membership addresses current as State Treasurer and/or OSU Extension Secretary send the electronic copies to you of county rosters for paid members.
13. Coordinate membership updates with State Treasurer for member names to dues paid as soon as they are received, especially before each mailing date of Outreach. If there are discrepancies, contact the District Program Specialists with county name.

State Promotional Sales Chair Duties

Follow the Calendarized Functions for appropriate time for your duties.

1. Appointed for a two-year term
 - A committee of one OHCE member per district is appointed by President.
2. Attend District Meetings, when possible, all Board Meetings, and OHCE Annual State Meeting. (Set up table at each District and State Meetings. Submit money to State Treasurer at the close of meeting.)
 - Make arrangements for table to display items for sale.
 - Bring cash box with change.
 - Post sign with prices of each item for sale.
 - Keep accurate count of items sold after each meeting.
 - Have written record of items sold.
 - No sales are made during Business Meeting or workshop sessions at District & State Annual Meetings. Sales are before and after Business and workshops, and during breaks.
3. Maintain an adequate supply of pins and badges/bars.
 - State President and/or State Treasurer must give approval when supplies need to be re-ordered due to low inventory.
 - All promotional items must be approved, prior to ordering, by President and Treasurer to ensure funds are available for purchase.
 - Items bearing the “OHCE” name and/or logo must include “**OHCE**” or “**Oklahoma Home & Community Education**” on it – **not HCE**.
4. Keep updated order forms available upon need or request.
5. Fill orders as soon as possible (within two days upon receipt). If item desired is not immediately available, notify the buyer.
6. Mail all checks to State Treasurer within two weeks of receipt.
7. If items are sold through Promotional Sales, they should not be duplicated elsewhere. OHCE Members need to purchase the Oklahoma Badge through promotional sales only.

OHCE/ACWW Coordinator

Code of Conduct for ACWW Coordinators Issued May 2022

Follow the Calendarized Functions for appropriate time for your duties.

Introduction

This code of Conduct applies generally to all ACWW Coordinators and is similar for many charities registered in England and Wales, as well as members of other voluntary organizations. Like many charities worldwide, ACWW would simply not be the same without the help of volunteers, and we are grateful for your support. We will do the best we can to make your volunteering experience with us as enjoyable and rewarding as possible.

Purpose of the Code of Conduct

This document sets out the relevant standards expected of ACWW Coordinators in order to maintain the highest standards of integrity and stewardship: to ensure that ACWW is effective, open and accountable; and to ensure a good working relationship between the global network of ACWW Coordinators, the Board of Trustees and Central Office team. All Coordinators should ensure that they have read and will comply with this Code of Conduct.

Coordinator Responsibilities

1. Distribute ACWW Information to their society.
2. Attend monthly Coordinator meetings with their Area President and Central Office.
3. Organize and event for Women Walk the World.
4. Coordinate responses from their society to ACWW surveys and request for information.
5. Encourage fundraising and donations.
6. Encourage individual membership.
7. Facilitate participation in ACWW events.
8. Attend training and information sessions.
9. Attend International Tea Day with the ACWW World President and/or other events provided. These will be via zoom or Facebook.
10. Assist State Committee Chairs with applying the ACWW resolutions to the committee goals.
11. Encourage State Committee Chairs to report how many local and county groups participated in certain ACWW resolutions.
12. Provide the Awards and Reports Chair with a report form to be placed in the Committee Chairs packet.

Coordinator Support

- Personalized presentations
- Fundraising ideas and resources
- Regular meeting with World President, Area President, and Staff (3rd Saturday of each month)
- Fundraising guidance (legalities and safeguarding)
- Technical assistance for virtual events
- Ad hoc brainstorming with staff about awareness and fundraising ideas
- Full virtual training including documents and video

I Agree:

- To fulfil the role outlined in the Call for ACWW Coordinators to the best of my ability and with the highest standards of Behavior and integrity.
- To act in line with the purpose and values of the charity, and with the intention of enhancing the work and impact a ACWW.
- To conduct myself in a manner which does not damage or undermine the reputation of the organization, its Board of Trustees or Central Office.
- To follow ACWW's policies and procedures as outlined during training, as well as any instructions or directions reasonably given by ACWW.
- To act honestly. Responsibly and with integrity. This includes not gaining financial or other material benefit for myself, my family or my friends.
- To treat others with fairness, equality, dignity and respect in accordance with ACWW's Ethics Statement.
- To maintain the confidential information of the organization and its members, including following Data Protection procedures outlined during training.
- To raise any concerns about possible issues with the Central Office or the Executive Director directly and direct any questions regarding ACWW's policies, procedure, support or supervision to the Central Office.
- To declare any potential or actual conflicts of interest, which may occur when a Coordinator has a financial interest or may financial gain/loss from any transaction or agreement entered into by ACWW. This applies not only to money but also anything with monetary value, e.g. property. This may also arise if someone or another organization connected to the Coordinator may benefit (e.g., a spouse, family member or associated company). Coordinators have a duty to avoid a conflict of interest.
- To disclose the fact that I have been charged with or convicted of a criminal offence by prosecuting authorities to ACWW's Executive Director. For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions.'

If a Coordinator is found to have breached this code of Conduct, a meeting with the relevant ACWW Area President, a member of the ACWW Executive Committee, a representative of the Board of the Member Society that the Coordinator represents and the ACWW Executive Director may be called to discuss the breach. If the reported breach is found to be substantial, the Coordinator will receive a warning. If the Code of Conduct is breached again, the Coordinator will be removed from their post immediately.

State Arrangement Chair Duties

Follow the Calendarized Functions for appropriate time for your duties.

The Arrangements Committee is made up of:

Arrangements Committee Chair, three (3) committee members, one from each district, appointed by State President-Elect and will serve with the Vice President for Program during the Annual State Meeting.

1. Meetings
 - A. Arrangements Chair and committee members meet with State Meeting Committee at the Reports Evaluation meeting in April to begin plans. Determine number of rooms, special needs, etc.
2. Conference
 - A. Day prior to Annual Meeting, arrange access to storage area.
 - B. Day of Business Meeting:
 1. Check to see if flags are displayed properly.
 2. President will arrange for place cards on head table at each meal and business session. Assist as needed.
 3. Be certain full water glasses or bottled water bottles are on head table.
 - C. Before each session/event:
 1. Room set up as planned
 2. Microphone system as ordered and working
 3. Lecterns in place
 4. Lighting
 5. Special needs ready and working (screen, VCR, etc.)
 6. Name cards on head table
 7. Filled water glasses on head table
 8. Set up Information Desk - have one person man the desk at all times.
 9. Any decorations in place
 10. Assist the Awards Chair, if needed with the award winner cards on seats for Award Winners, 50 Year Members, scholarship recipients, etc.
 - D. After Annual Meeting
 1. District Reps. should remove chair covers and podium covers, pack for next meeting. Arrangements assist, as needed.
 2. Remove informational signs, etc.

For additional duties refer to the State Meeting Procedure found in Section XI.

State Budget Chair Duties

Follow the Calendarized Functions for appropriate time for your duties

1. State Treasurer serves as chair of Budget Committee for two-year term of office.
2. Plan yearly OHCE state budget during the Fall Planning Meeting (usually in August) with the following:
 - State President
 - President-Elect
 - Treasurer-Elect
 - District Program Specialists
 - Budget Committee Members
3. Gather financial need changes from Committee Chairs and Officers during the Fall Planning Meeting

- Distribute the budget with approved changes at the Fall Planning meeting.
- Present copies of the approved budget to State President and District Program Specialists printing the Handbook.

State Bylaws Chair Duties

Follow the Calendarized Functions for appropriate time for your duties.

1. Appointed for a two-year term.
2. Attend all Board Meetings.
3. Work with Committee Members during the Fall Planning Meeting and/or the Spring Reports Evaluation Meeting on wording of proposed changes to the Bylaws.
4. Present to the Board any changes to the Bylaws:
 - Needed amendments as discussed with President or Board Members
5. Mail proposed changes to the State Secretary to send out with the Annual State Meeting call letter. (Send at least 60 days prior to meeting date)
6. During Business Session of the Annual State Meeting, present the Bylaws changes stating the rationale and the President will process the vote by the delegates.

State Nominating Chair Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Nominating Committee Chair collects the qualification forms for all positions to be filled.
 - In even years, work with committee members and District Program Specialists to recruit District Representative.
2. Prepare a letter and ask the OSU State office to assist with the distributing the OHCE State Qualification Forms for state offices to all county Presidents, state officers, committee chairs and committee members.
 - Attach the letter addressed to county Presidents encouraging them to apply for state offices and/or committees. Send electronically to all counties and District Program Specialists.
 - Ask the OSU State Advisors Office to:
 1. Attach another letter asking Extension Educators and District Program Specialists to encourage OHCE members to serve on the State Level.
 2. Ask for the letters and qualification information to be electronically sent to each county and district office.
3. After receiving nominee forms:
 - Check each nominee form for signature of county President and the endorsement letter from their County Extension Educator.
 - Send a copy to the State President & State President Elect.
4. Set up day and time for meeting with committee to discuss and nominate for each elected and appointed position.

- If no names have been submitted for a vacating position, ask Nominating Committee, State President, and District Program Specialists to help recruit a member for the opened position.
 - **If nominee is holding a current elected position and desires to resign in order to submit their qualification form for a new elected position, discourage the resignation until the current term is fulfilled.**
 - Send copies of appointed position applications to State President. Be prepared to assist the State President in locating members for vacant positions.
5. Send letters to elected officer nominees. Encourage these nominees to be present at the Business portion of the Annual State Meeting for introduction. (Confer with State President for Annual State Meeting details). Send copies of these letters to:
- State President & State President Elect.
 - Vice President for Programs.
 - State Advisor.
6. During the Business Session of the OHCE Annual State Meeting, be prepared to present the nominees for election for the county delegates and officers.

Nominating Committee Member Duties for each District

1. Confer with current District Representative and District Program Specialists to help recruit District Representative.
2. Have applications sent to the Nominating Committee Chair by February 1.
3. Early February, meet (or conference call) with current District Representative and District Program Specialists to select qualified nominee for District Representative, if needed.
4. Present nominee during your District Business Meeting for election. State President will process the nominations.

ROTATION OF OHCE OFFICERS AND COMMITTEES

In **even** years the **elected offices** that need to be filled are:

1. President (normally President-Elect assumes this office)
2. District Representatives (4)
3. Secretary
4. Treasurer (normally Treasurer-Elect assumes this office)

In **even** years the **appointed positions** that need to be filled are:

1. Parliamentarian
2. Historian
3. Chaplain
4. Oklahoma Outreach Newsletter
5. Promotional Sales Chair
6. Arrangements Chair and Committee
7. Budget Chair and Committee

8. Bylaws Chair and Committee
9. Nominating Chair (Past State President) and Committee
10. ACWW Coordinator

In **even** years the **appointed program committee** positions that need to be filled are:

1. Healthy Living Chair and Committee
2. Cultural Enrichment Chair and Committee
3. Leadership Development Chair and Committee
4. Membership Chair and Committee
5. Family Issues Chair and Committee
6. Resource Management Chair and Committee
7. Technology Chair and Committee

In **odd** years the **elected** offices that need to be filled are:

1. President-Elect
2. Treasurer-Elect
3. Vice-President for Program

In **odd** years the **appointed position** that needs to be filled is:

1. Reports and Awards Chair

Technology Committee Duties

Follow the Calendarized Functions for appropriate time for your duties.

Duties

1. Evaluate, research, and recommend appropriate computers and/or software to be purchased for the state board to stay current.
2. Create criteria for setup and use of OHCE owned computers and keeping them updated. No personal email, no personal programs, or apps. To be used strictly for the OHCE office designated for and only OHCE approved software installed (365). No personal names and passwords to be used for the user of the computer.
3. Upon end of term and before transferring to the incoming officer, check the computer to ensure all updates have been done and software is working properly.
4. Possible training/workshops by the committee to officers and even possibly members.
5. Help and assist during goal setting with any technical issues that may occur.
6. Be available at any time to assist with future technical issues.

State Committee Chairs: General Duties

OHCE state Secretary will provide OHCE official stationery and envelopes for officers and chair.

Committee expenses, including postage, phone calls, travel, etc. must be kept within your committee's budgeted amount. Any over-budget must be approved by the President prior to the expenditure, or it may not be considered for reimbursement. Submit claims for

reimbursement to the State President and after signing, it will be forwarded to Treasurer for payment.

1. At the end of the Annual State Meeting, get information books and files from outgoing chair. Look through this information before attending the August Fall Planning Meeting. Discuss with President or Vice-President if you do not receive materials from the out-going chair.
2. As soon as possible after the State Meeting, contact your committee members and encourage them to attend the Fall Planning Meeting.
3. Attend Board Meeting in August and the Fall Planning Meeting the next day, except the Nominating committee and the Arrangements committee.
 - Be prepared to work with your committee on state goals for the upcoming year. (An OSU State Specialist may be present to assist your committee.)
 - Present goals to Board for approval.
 - Put your committee goals on the thumb drive provided by Vice President before leaving the Fall Planning meeting.
 - In even years, help set OHCE state theme to be used in the next two years.
 - Discuss workshop ideas with your committee for the District and/or State Meeting
 - Write article for the Outreach Newsletter. May be sent to Editor electronically.
 - Include State Goals for the upcoming year.
 - Submit to Editor no later than August 24 for September newsletter.
 - Encourage county chairs to prepare reports on their activities in the current year. These will be due February 1st.
 - Suggest Leader Lesson topics for District and State from your committee.
4. If you plan a workshop for District Meeting, submit it to the District Representative at the Fall Planning Meeting. Send all confirmed details of speaker, etc. as soon as possible.
 - Workshop topic must pertain to your committee subject and/or goals.
5. In the first part of January send letters to the county chairs.
 - Include state goals for that current year.
 - Invite to District Meeting.
 - Remind them that the deadline for reports is February 1st.
 - Address labels for the current county chair can be obtained by calling the OSU state office secretary. (Allow two weeks.) Expense incurred for labels will be taken from your chair budgeted amount.
6. Correspond with your committee members about District Meetings.
7. Use committee members, if possible, in their district to cut down on mileage expenses. No expenses are reimbursed in own district for chair or committee members.
8. Attend your District Meeting and be prepared to accept your committee's report books.
 - County and local group reports submitted will be given to you by the Awards Chair at your District meeting.
 - Look through all reports choosing the best 10 – 12 reports for the county and then for the local groups. Bring all books received to Reports Evaluation meeting.
 - Do not write comments directly on the pages of these reports. (Use sticky notes to remind you of improvements to suggest.) You and the other committee members may make suggestions for improvement on separate sheet.

9. Contact the OHCE Vice President for Programs on your plans for a state workshop.
 - February or March is the best time to get the information to V.P.
 - Send the speaker's name and title of the workshop, with a brief workshop description.
10. Attend Board Meeting in the spring and the Reports Evaluation Meeting the next day, except the Budget committee.
 - Give number of reports submitted at the Board Meeting.
 - Committee members will evaluate each of the reports on the county level and each on the local level for award placement.
 - Select an outstanding report to be highlighted at the Annual Meeting.
 - Turn in the names of the winning reports to the Awards Chair at the end of the meeting.
 - Turn in all books to Award Chair at the close of evaluation.

Functions of State Oklahoma Home & Community Education Program Committees

The state Oklahoma Home & Community Education Program Committees call to the attention of county program planning committees' areas of concern that may be considered in developing Oklahoma Home & Community Education programs at the county and local level.

State Committee Programs of Work are based on important needs of families and communities in all areas of Oklahoma. State committee members who plan suggested programs believe that through cooperative action by local and county OHCE Groups, much good can be accomplished.

Some functions state Oklahoma Home & Community Education committees perform include:

1. Study State programs and goals as basis for planning a program of work that will be of help to county program planners.
2. Suggest goals and a plan of action for carrying out these goals based on statewide needs.
3. Conduct workshops for county chairs to:
 - a. Give information about the subject.
 - b. Give useful ideas for programs and projects they may conduct and how to conduct them.
 - c. Provide resource materials and suggested resource persons available to assist at county and local levels.

State Cultural Enrichment Committee Chair Norma Brumbaugh Scholarship

Follow the Calendarized Functions for appropriate time for your duties

1. In January, send Norma Brumbaugh Scholarship applications and information to all Extension Educators.
 - This information will be sent electronically from the State Advisor's office at OSU.

2. Assist the Cultural Enrichment Committee and Advisor in the selection of the three Norma Brumbaugh Scholar award winners.
3. Notify the (FCS Extension Educator) winners of scholarship that they have been selected.
4. Send list of winners to the State President and the State Treasurer. Ask treasurer to make checks payable to each winner from the OHCE Norma Brumbaugh checking account.
5. If possible, attend the **OEAFC**S luncheon as scheduled, and present the checks to the winners of Norma Brumbaugh Scholarships. (State President should be asked to attend and make the presentations if you are not available).

State Leadership Development Chair Duties

Follow the Calendarized Functions for appropriate time line for your duties.

1. Leadership training will be provided at each of the 4 district meetings and at the state meeting under the direction of the Leadership Development Chair. Counties should be encouraged to send at least one from each county and/or group to this Leadership workshop. Refer to “Suggestions for conducting Officer Training”, Section XI~18. Programs could include:
 - Officer Responsibilities
 - Parliamentary Procedure
 - Public Speaking
 - Motivational Speakers
 - Grant Writing
2. May be asked to serve as a member of the Steering Committee for Leadership Development and Citizenship Engagement (LDCE) beginning in even year for 2-year term for the distribution of mini-grants.
3. The Governance Document for the Steering committee of five (5) suggests that OHCE have two (2) representatives on the (LDCE) Board. Others on the board are two (2) from OCES FCS and one (1) 4-H representative. (The complete LDCE Governance document is printed in Section VII of the Policy Book). LDCE Board is required to have one face-to-face meeting per year and other business meetings are by conference call or sent electronically.
4. Write an article and send to State Editor for printing in all issues of the Oklahoma Outreach with information for the Leadership Development and Citizen Engagement grant of up to \$1,500 per year. Applications may be submitted by April 1 and October 15 for projects or training must clearly foster leadership development.
 - Amount was increased to up to \$1,500.00 and eliminating a specific due date for applying was changed effective July 9, 2018.
5. Assist with the grant applications when asked by the LDCE Convener. The applications are sent to the steering committee electronically and if necessary, are discussed by means of conference calls.

Membership Chair & Committee:

All Membership category books will be turned over to you at your District meeting by the Award Chair, including Photography.

- Judges for the Photography and also OHCE Week reports are the responsibility of the Membership Chair and committee.
 - Photography entries will be distributed to the Membership Chair at the District Meetings.
 - The OHCE Week reports are to be mailed directly to the Membership Chair with the postmark deadline of May 25th. You will make arrangements to have them judged immediately and forward the results to the Awards chair for including in the State Meeting program book.
 - Names of the 50, 60, 70 members and clubs should be sent directly to you and the State Office by June 1st to be recognized at the State meeting. The State office will assist with the certificates. Write article for the September and February Outreach outlining these details.
1. In May, if your committee is presenting a workshop at the Annual State Meeting write to county chairs inviting them. In June, contact your speaker to confirm arrangements.
 2. Attend the Pre-Conference Board Meeting, Annual State Meeting, and the post Conference Board Meeting.
 3. Conduct the "First Timers" meeting on the first day of the Annual State Meeting.
 - Provide attendees with a small welcome gift bag. Contact Ag Conferences for the number of "First Timers" expected to attend the conference.

Guideline for Membership Committee (at all levels)

As Membership Committee, you are a very important committee! Your work can make the difference between your group being a vigorous, dynamic organization or just plodding along.

Every organization needs new members. People with fresh ideas and new talents pep up any group.

If you feel that your Oklahoma Home and Community Education group experience is valuable, you will want others to share in the activities you enjoy, and through which you are continuing your education.

Oklahoma Home and Community Education groups have a special responsibility to share their programs with all members. We might even consider this the "credo" of all Membership Chairs: "All persons are eligible to share in the educational programs of the Family & Consumer Sciences Cooperative Extension Program."

YOUR RESPONSIBILITIES

1. Informing all potential members that Oklahoma Home and Community Education groups are open to all people without regard to race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status in any of its policies, practices, or procedures.
2. Guiding your group in establishing membership goals.
3. Recruiting new members.
4. Helping new members to understand your group's program and find their place in it.
5. Stimulating active participation on the part of every member.

WHY JOIN AN OKLAHOMA HOME AND COMMUNITY EDUCATION GROUP

Before we begin to recruit new members, we need to first know why we already have members.

Why did you join the OHCE group? Do you know why the others in your group joined? You might like to make a list of their reasons. Don't guess why they joined, ask them! Once you have this list, it's a good start on knowing how to recruit others to join.

In the past, we have found that reasons given for belonging to OHCE included:

- ... To gain knowledge, improve skills and keep informed on newest methods and developments.
- ... To meet new friends and share common interests with others.
- ... To learn to manage time, energy, and money.
- ... To develop better leadership qualities and to help others.

STEPS IN CONDUCTING A MEMBERSHIP PROMOTION

Step 1 - Fact Finding Questions

- What can we offer?
- Who is the audience? What are their interests?
- What are the methods which will reach the audience?
- What are our resources?
- What are the costs of the methods?
- What cooperation can we expect?
- What can we learn from past promotions?

Step 2 – Planning

- Set priorities.
- Plan strategy.
- Make timetable.
- Plan a secondary back up plan.

Step 3 – Action

- Set committees into operation.
- Refer to timetable.
- Coordinate activities.

Step 4 – Evaluation

Note most effective methods.

Detail process for future promotions.

SUGGESTED OUTLINE FOR MEMBERSHIP CAMPAIGN

1. Some kind of get together:
 - a. Tea
 - b. Special interest workshops and programs
2. Include during the get together:
 - a. Demonstrations
 - b. Current lessons
 - c. What members are and what they do
 - 1) Slide show
 - 2) Membership brochure
 - 3) OHCE newsletter
 - 4) County FCS newsletter
 - 5) Displays of programs
 - 6) Scrapbooks of group and county activities
3. Refreshments
 - a. Simple
 - b. Fun
 - c. Attractive
4. Advertise--be **enthusiastic!** You can't sell something if you aren't.
 - a. Newspaper
 - b. Social Media
 - c. Radio or television
 - 1) Interviews with Member and Extension Educator
 - 2) Request public service announcement
 - 3) Make your own tape about OHCE members
 - d. Displays at county fairs, shopping malls and store windows, etc.
 - e. Places for leaving information about OHCE are the community welcome wagon, neighborhood centers, factory and other working areas, WIC, senior citizens centers, church groups, pre-school, and PTO meetings. But most important of all, the personal **one-to-one contact**, with pick-up and delivery service.
 - f. Organize a telephone campaign inviting potential members to participate in a group sponsored activity or an Extension public meeting. Give a brief commercial at the meeting and invite participants to become members.
 - g. Arrange to meet with working members to explain the Oklahoma Home and Community Education, Inc. program and discuss the possibility of their forming/joining a group which meets at a time when they can participate.
5. Follow-up
 - a. Telephone or text by phone
 - b. Letter or e-mail
 - c. Transportation for meeting
 - d. Keep track of contact made to each prospective member
 - 1) Card file - use a recipe card for each person contacted

- 2) List name, address, and phone number
- 3) Whether interested in morning, afternoon, or evening meeting
- 4) When contacted and by whom
- 5) What group new member joined?
- 6) Be sure person responsible for contacting does their job
- 7) Keep all contacts, as much as possible, on a personal level
- e. Send a follow-up note to each person attending a recruitment function indicating you are glad they came. Offer to help them if they wish to become a member.
- f. If 8 - 12 persons show an interest in forming a new group, help them plan an organizational meeting.
- g. **Maintain close contact with newly organized groups** at county-wide or District Meetings.
- h. Give special recognition and publicity to new groups at county-wide or District Meetings.
6. Reaching minorities
Throughout the year, make personal contacts and extend invitations to persons from minority groups to encourage their active participation in Oklahoma Home and Community Education, Inc. It is important to maintain documenting of these efforts.

How To Organize A New Group

When to Organize?

The best time of the year to begin organizing efforts are in early fall or in January, February, and March. In early fall, people often have decided they want to do something different for the year and are ready to begin as soon as school starts. In January, February, and even March, many persons are bored with winter and may be interested in a new activity.

As a rule, spring and summer are poor times to start a new project or recruit new members. People are thinking about relaxation and vacation. However, if people are interested in forming a group, then, don't make them wait. Plans should be made and possibly a meeting or two held before the beginning of a new year.

Before the First Meeting:

Personal Contact - names of women and men showing an interest in the purpose of an OHCE group can be referred to the Membership Committee or an officer. A contact with these people can be made (in person is best) about the following:

1. If enough interest exists to organize a group.
2. List of names and addresses of persons in the community who may be interested (10-20).
3. Name of person in community most likely to get response in calling a meeting.
4. Contact with a nearby OHCE group about sponsoring a new group.

Plan with Hostess for the Meeting:

1. Arrange for the place. (Decide if the people will feel freer to come to a public meeting place or the host/hostess' home.)
2. Choose a suitable date and time. (Sometimes people like morning/night sessions.)

3. Make plans for host/hostess to invite personally everyone on the list, explaining that the meeting is to discuss a new group, but attendance does not obligate a person to join.

Other Plans for the Meeting:

1. Decide on a lesson to be given at the organizational meeting as a means of explaining purpose.
2. Check final arrangements with leader giving lesson and with hostess.
3. Take or send materials and visual aids, as county yearbooks, bulletins, leaflets, etc.
4. Plan meeting outline and clear responsibilities with those involved.

At the First Meeting:

The meeting begins when the first person arrives, with sponsors and hostess making efforts to greet each person and see that all meet each other. The meeting is best when kept informal.

Order of the Meeting:

1. Local key person should tell why meeting was called and introduce person who will preside.
2. Follow procedure A or B.

A

Conduct model OHCE group meeting. Have lesson by a visiting leader. Business session: Explain OHCE work, discuss & decide on organizing a new group.

B

No formal order of meeting. Start off with lesson by visiting leader.* Explain OHCE work. Discuss & decide about the new group.

**Might be a leader from the sponsoring group Membership Committee or county officer.*

Make the following points important to the group:

1. Purpose of group: Continuing education.
2. Each group's relation to county OHCE organization.
3. Activities of the county Family & Consumer Sciences program.
4. Cooperation with the Extension Service of the county, O.S.U., and the United States Department of Agriculture.
5. Affiliation with our state organization, OHCE.
6. Explanation that membership is open to all regardless of age, race, color, disability, gender, religion, national origin, or economic circumstances.

Enrolling Members:

Being present should not obligate a person to be a member of the new group. Passing cards to sign is usually more tactful and effective than asking people to commit themselves orally.

If the people seem hesitant to enroll and the meeting lags, it may be well to adjourn for a more casual discussion. Sometimes a more effective conversation takes place over a cup of coffee. (If refreshments are served, they should be simple. The participants will decide if they would like to meet again to formalize the organization.

Election of Officers:

When eight to ten names have been signed as members for the new group, the next step is to determine President, Vice President, and Secretary-Treasurer. Although electing officers does organize the group, sometimes they prefer to discuss whether or not a group is important to them at the first meeting and postpone election until a later meeting.

Frequently, officers are nominated at the first meeting and elected at the second meeting of the group.

Planning the Next Meeting:

A place, date and hour for the next meeting should be arranged before the first meeting adjourns. Many group details will need to be decided at the later meeting.

Future Meetings:

Business for Future Meeting of the New Group:

1. Appoint such committees, as:
 - A. Membership
 - B. Project Committee(s)
 - C. Any other committee desired by the new group
2. Select any special educational leaders
3. Decide on group name (comply with Affirmative Action – no names indicating gender preference).
4. Shall refreshments be served?
5. Care of children at meetings
6. Local group customs

Helping the New Group:

After the new group has its organization under way, it probably will need help and guidance from its sponsors, the county Extension office, neighboring groups, and county officers. Such assistance would be:

1. Announce new group by newspaper and radio.
2. Send each officer instructions about their duties.
3. Help arrange for lessons at group's next two meetings.
4. See that group's leaders and officers attend county meetings and are recognized and made to feel a comfortable part of the county organization.

The sponsoring group or neighboring leader probably needs to keep in touch with the new group's President to answer questions or give guidance. Perhaps the outside leader might visit the new group occasionally as an advisor.

"I AM A HOME AND COMMUNITY EDUCATION MEMBER"

I HAVE THE OPPORTUNITY:

- To become a better-informed individual, family member, citizen.
- To improve the quality of life for myself, my home, community, county, state, nation, and world.
- To take advantage of a wide range of educational programs designed to meet the needs of myself, my friends, and neighbors.
- To gain a wealth of knowledge and friends.

I HAVE THE RESPONSIBILITY:

- To take seriously my membership in this group.
- To be an ACTIVE OHCE member.
- To understand and implement the educational objectives of the organization.
- To put a whole-hearted effort into doing the best job possible of each and every task.
- To inform others of the availability of Oklahoma Cooperative Extension education programs.
- Be familiar with parliamentary procedure. It gives:
 1. Courtesy to all
 2. Justice to all
 3. One thing at a time
 4. Rule of majority
 5. Rights of the minority
- To share with others what I have learned.

Solving the Parliamentary Puzzle **Basic Parliamentary Procedures**

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Parliamentary procedure can be intimidating to some people, either because they lack basic knowledge, or they simply lack experience using it. An orderly, well conducted meeting - on a community, county, district, or state level is an accomplishment every officer and member should strive to achieve.

Meetings often become stressful and chaotic when a group is attempting to make a decision based on consensus. Multiple individuals are attempting to discuss at the same time while others sit in the back of the room and are disengaged from the topics being discussed. Ineffectively run meetings result in arguments among the participants, poor decisions being made, and people leaving the meeting feeling confused and frustrated. A basic understand of parliamentary procedure leads to organized meetings and positive decision-making experiences for participants.

Parliamentary procedure is an organized method of running effective meetings. The use of parliamentary procedure provides a way of conducting business in a fair and democratic manner. The purpose is to help a group of decision makers accomplish their goals. The most commonly used parliamentary authority is Roberts Rules of Order Newly Revised, which is now in its 11th edition, and provides an in-depth description of procedures used in conducting meetings. There are numerous other parliamentary authorities. An organization should state in its Bylaws which authority they have designated to govern the business of their organization.

Parliamentary Procedure is based on proven methods that have worked for hundreds of years. Whether you are a leader or a participant in a meeting, having a basic understanding of parliamentary procedure will make the meeting run smoothly and you will feel as if you accomplished your goals. Having a working knowledge of parliamentary procedure is a vital skill that is used in a wide range of meetings, including OHCE, school boards, neighborhood associations, professional associations, county fair boards, 4-H clubs, and many more.

PARLIAMENTARY TERMS MOST OFTEN USED

1. **“The Chair”** is the presiding officer.
2. **“Standing Committees”** are those appointed at the beginning of the year to serve for a duration of one year or more.
3. **“Special Committees”** are those appointed for a specific job and usually cease to exist as soon as the work is done and reported.
4. **“A Quorum”** is the number needed to transact business. (Unless there is a special rule set forth in the bylaws, a quorum is a majority of all members present.)
5. **“To obtain the Floor”** means that a member stands or holds up a hand, addresses the Chair, and is recognized, thus obtaining the floor and the privilege to speak.
6. **“On the Floor”** - a motion is on the floor when it is being considered by the group.
7. **“The House”** is the group of members present at a meeting.
8. **“Question”** is the motion before the group.
9. **“Order of Business”** is suggested order of meeting or agenda (examples in Robert’s Rules).

PARLIAMENTARY COURTESIES

Courtesies expected of all members:

1. Stand when addressing the President, as in making a motion, discussing a question before the house, or making a committee report.
2. Address the President as “Mr./Madam Chair” or “Mr./Madam President”.
3. Sit down promptly when finished talking.
4. Do not speak during the business meeting except when addressing the chair and then only after having been properly recognized.
5. Never talk or whisper to another member during the meeting.
6. Never stand to get recognized from the President when another member has the floor.
7. Confine discussion to the question before the group.
8. Refer to an officer by the official title, to members by “member who spoke last” or otherwise designate members but not by their names.
9. Willingly accept the decision of the majority.
10. Be punctual for group meetings.

AGENDA DEVELOPMENT

RRONR, Current Edition

1. **CALL TO ORDER**
The president/chair:
 - Starts on time.
 - Verifies quorum.
 - Calls the meeting to order.
 - Raps once with gavel and says: “The meeting will come to order.”
 - Waits quietly for order.

2. **OPENING CEREMONIES (optional)**
May consist of invocation, flag ceremony, inspirational thought, etc.
3. **INTRODUCTION OF GUESTS (Optional)**
The chair introduces guests, beginning with most important to least important, or as the custom of the group directs.
4. **ROLL CALL (optional)**
This agenda item is rarely used. Some groups have a roll call of officers. The secretary calls the roll, and it is recorded in the minutes. Sign-in sheets are acceptable.
5. **READING AND APPROVAL OF THE MINUTES**
 - The secretary reads the minutes, and they are approved by general consent, the motion being assumed by the chair.
 - Other options may be discussed.
6. **REPORTS OF OFFICERS**
In most groups it is customary to hear reports from all officers only at the annual meeting.
 - Correspondence (Report of the Secretary)
 - The secretary first reads from who the letter was received, and then summarizes the information when possible. Any action required is taken immediately.
 - Treasurer's Report
 - At regular meetings, this report is very brief. After questions, it is filed.
 - At an annual meeting, this report is very detailed. Only the auditor's report is adopted.

Follow with any other officers that have reports.
7. **REPORT OF BOARD**
This report is not the minutes of the board meeting, but, rather, it is a report for information only. The report contains all action taken by the board. If recommendations are included, the secretary (or, by custom, someone else) makes the motion to implement, and action is taken immediately.
8. **REPORTS OF STANDING COMMITTEES**
These reports are made in the order listed in the bylaws. The chair calls on only those with reports to make. If recommendations are included, the chair or reporting member makes the motion(s) to implement and any action is taken immediately.
9. **REPORTS OF SPECIAL COMMITTEES**
The reports of these committees are called upon in the order in which they were appointed, and only those prepared or required to report are called upon. Recommendations are handled in the same manner as in item 8 above. If a committee makes its final report, its work is completed, and it goes out of existence automatically.
10. **SPECIAL ORDERS**
Motions made "a special order" by a 2/3s vote at an earlier time, are taken up at this point. Also, matters required by the bylaws to be taken up at a specific meeting are in order at this time (election of nominating committee, election of officers, etc.)
Order of consideration:
 - Unfinished *special orders*
 - Items made *special orders* for this meeting.
 - Items required by the bylaws.
 - Special order* laid on the table.

11. UNFINISHED BUSINESS AND GENERAL ORDERS

The chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if group meets at least quarterly).

Order of consideration: Motion pending when adjourned.
 Items not considered because of adjournment.
 Unreached postponement or other general orders
 Postponed or other general orders

12. NEW BUSINESS

The chair calls for new business. This point on the agenda is the member's opportunity to bring before the group items in which they are interested (within the scope of the group). A main motion is used to introduce item of business.

13. PROGRAM (optional)

The chair calls upon the program officer/chair, who introduces the program. The chair does not turn the meeting over to this officer/chair. The chair remains in control of the meeting from "call to order" to "adjourn".

14. ANNOUNCEMENTS (optional)

It is usually best if the chair makes all announcements.

15. ADJOURNMENT

- The chair asks: "Is there further business to come before the assembly?"
 - If there is, it is handled.
 - If not, the chair says: "There being no further business to come before the assembly, the meeting is adjourned."
- The chair does not need to call for a motion to adjourn. He simply declares the meeting adjourned
- when there is no further business.

Basic Rules and Principles of Parliamentary Procedure

Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony among members in an organization

1. **THE RIGHTS OF THE ORGANIZATION SUSPERSEDE THE RIGHTS OF INDIVIDUAL MEMBERS** – The organization has the right to make its own rules which must be observed by all members. Should a conflict arise between the rights of a member and the right of the organization to do its business, the rights of the organization prevail.
2. **ALL MEMBERS ARE EQUAL AND THEIR RIGHTSS ARE EQUAL** - These rights include the right to attend meetings, to make motions and speak in debate, to nominate, to vote, and to hold office.
3. **A QUORUM MUST BE PRESENT TO DO BUSINESS** – A quorum is the number of members who must be present to legally transact business and is usually stated in the bylaws. In a committee or small board, the quorum is the majority of its members. The purpose of a quorum is to prevent an unrepresentative group from taking action in the name of the organization.
4. **THE MAJORITY* RULES** – This rule is basic to the democratic process. The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision.
5. **SILENCE IS CONSENT** – Those members who do not vote agree to go along with the decision of the majority by their silence.
6. **TWO-THIRDS VOTE** RULE** – A two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided.
7. **ONE QUESTION AT A TIME AND ONE SPEAKER AT A TIME** – No motion is in order which does not directly relate to the question under consideration. In addition, once a member has been recognized, he has been granted “the floor” and another member may not interrupt him.
8. **DEBATABLE MOTIONS MUST RECEIVE FULL DEBATE** – The presiding officer may not put a debatable motion to vote as long as members wish to debate it. Debate can only be suspended by two-thirds vote of the members present. No one can speak a second time on the same question as long as another wants to speak a first time.
9. **ONCE A QUESTION IS DECIDED, IT IS NOT IN ORDER TO BRING UP THE SAME MOTION OR ONE ESSENTIALLY LIKE IT AT THE SAME MEETING** – Such motions are out of order. (Note: Restorative motions are a special class of motions which do bring a motion back to the group.)
10. **PERSONAL REMARKS IN DEBATE ARE ALWAYS OUT OF ORDER** – The presiding officer must rule all personal remarks out of order. Debate must be directed to motions and not motives, principles and not personalities. The chair should be strictly impartial.

*A majority vote means more than half of the votes cast (not including members who abstain) at a legal meeting with a quorum being present.

**A two-thirds vote means at least two-thirds of the votes cast (not counting members who abstain) at a legal meeting with a quorum being present, ie, at least twice as many in the affirmative as in the negative.

Adapted from Roberts Rules of Order Newly Revised, 11th edition

Steps in Processing a Motion

A motion is a proposal on which a group takes a specific action or stand.

Step 1: Making A Motion	A member needs to seek recognition from the presiding officer, typically by raising your hand or standing. After the presiding officer recognizes you, you are free to make your motion by stating, <i>"I move that..."</i>
Step 2: Seconding the Motion	To second a motion is to publicly agree that the motion should be considered, it doesn't mean that you have to agree with the motion. The purpose of this step is to make sure that at least two members want to discuss this issue before the group spends time on it. If no member is willing to second the motion, the process stops at that point. The group can then proceed to the next item of business.
Step 3: The Chair States the Motion	Proper restatement of the motion by the presiding officer helps make sure everyone has heard the motion exactly as it was proposed. The chair states, <i>"It has been moved and seconded that..."</i>
Step 4: Members Discuss the Motion	<i>"Is there any discussion?"</i> Step 4 is the time for members to talk about the motion and fix it by amendment, if necessary. Members may spend time discussing, negotiating and compromising before they are ready to take a vote. The discussion must be limited to the specific motion that is being considered. If this principle is followed, the debate portion of the motion process will not only stay focused, but it will usually take far less time than it otherwise would. If the members begin to stray from the subject matter, bring them back on task by asking, <i>"Is there any further discussion on the motion to..."</i>
Step 5: Putting the Motion to a Vote	When it is clear that the members are finished discussing the motion, it is time to vote. The presiding officer should restate the motion to remind members of the exact issue they will be voting on. <i>"We will now vote on the motion to..."</i> the simplest form of voting is a voice vote; the presiding officer might say, <i>"All those in favor say 'Aye'. All those opposed say 'No'."</i> A majority vote decides most actions, except in cases of suspending the rules, previous question, limit or extend debate and amend a previously adopted motion, which requires a 2/3 vote.
Step 6: Announce the Result	It is the responsibility of the presiding officer to determine whether the motion passed or failed and then to announce that determination to the members. The announcement of the results of the voting should include the following four elements: <ul style="list-style-type: none"> • Which side has the vote. <i>"The 'ayes' have it"</i> or <i>"The 'no's' have it"</i>. • Whether the motion passed or failed. Simply state either <i>"The motion is adopted"</i> or <i>"The motion is lost."</i> • Effect of the vote. If the motion was to purchase a computer and it passed, this part might sound like, <i>"And we will be purchasing a computer."</i> • The next step. Where applicable, announce the next item of business. The four steps of the complete announcement of the vote lend closure to an issue and prepare the group to move on to the next item of business.

Voting Methods

Six possible voting methods are available to vote on motions or other business conducted in a meeting. The voting method used is determined by the type of business in question at that point in the meeting.

Voice Vote	A vote by voice is the regular method of voting for any motion that does not require more than a majority vote for its adoption. The chair asks those in favor of the motion to say “Aye”. Those who are opposed are asked to say “No”. the president should not ask those who are opposed to “respond with the same sign” because it can be confusing to the members.
Show of Hands	As an alternative to voting by voice, a vote by show of hands can be used as the basic voting method in small boards or in committees, and it is used in some assemblies. An inconclusive voice vote is also sometimes verified by this method. Use of voting by show of hands in assemblies should be limited to very small meetings where every member can clearly see every other member present.
Simple Rising Vote	The simple rising vote, in which the number of members voting on each side is not counted, is used principally in cases where a voice vote has been taken with an inconclusive result and as the normal method of voting on motions requiring a two-thirds vote for adoption. The chair asks those in favor of the motion to rise and then be seated. The chair then asks those opposed to rise, and then be seated. Unless the vote is close, the chair should be able to determine at a glance whether there were more votes in the affirmative than in the negative or vice versa.
Counted Rising Vote	This method is often used on motions requiring a 2/3 vote or when an “uncounted” rising vote or show of hands is too close to call. The chair asks those in favor of the motion to rise. After counting, these members are asked to sit. The chair then asks those opposed to rise and after counting to be seated.
Ballot Vote	This method involves writing a vote on a slip of paper or prepared ballot. This is a good way to vote on controversial motions and is the prescribed method to vote for officers.
Unanimous consent	In cases where there seems to be no opposition in routine business or on questions of little importance time can often be saved by the procedure of unanimous consent. The method of unanimous consent can be used to adopt a motion without the steps of stating the question and putting the motion to a formal vote. To obtain unanimous consent, the chair states that “If there is no objection...,” the action that he mentions will be taken. If any member objects, the chair must state the question on the motion, allow any desired debate, and put the question in the regular manner. The correction and approval of minutes is an example of business that is normally handled by unanimous consent.

DISTRICT MEETINGS POLICY

General Financial Information

1. A registration fee will be collected for District OHCE Meetings. All expenses for the meeting will be paid from these fees.
2. A person should be designated to be responsible for receiving all monies, paying bills, and keeping records for the District OHCE Meeting.
3. A budget must be developed for the meeting with the input from the District Representative, District Program Specialists, and host counties.
4. The designated treasurer must request the carryover money left from the last District meeting from the State OHCE Treasurer to begin work on the current meeting. (Form for this request is in the Policy Book)
5. Checks received for registration should be made payable to the designated OHCE District meeting account.
6. Expenses incurred by the District Representative for mailings, mileage and any other approved expenses should be included in the District OHCE Meeting budget.
7. The District provides a complimentary lunch and registration for a maximum of two (2) presenters per workshop for non-OHCE members. OHCE members from the district who present workshops are expected to pay registration.
8. State OHCE Officers and Committee chairs that are workshop presenters must pay registration and then file for reimbursement through the State OHCE Treasurer.
9. No items shall be sold at the District OHCE Meeting other than OHCE Promotional items. Host counties are allowed to sell items as fundraisers for the meeting.

Responsibilities of the District OHCE Representative

1. The District OHCE Representative assumes a two (2) year beginning at the close of the District meeting and will be responsible for District OHCE Meetings held in the district in which they were elected to serve.
2. The District Representative will:
 - Work with District Program Specialists and host counties in obtaining a site and date for District OHCE Meeting. Plans should be announced at previous district meeting.
 - Provide host counties who are obtaining the meeting site with a copy of the current liability insurance coverage, received from State OHCE President. Include a copy of a sample transmittal letter for their use to establish proof of the indemnity while contracting for the meeting location.
 - Attend the August State OHCE Planning meeting and provide information on the date, place, host counties and any other plans already determined.

- Assist hosting county committees with planning the agenda for the District OHCE Meeting.
- Meet with host counties, FCS Educators and District Program Specialists to plan the meeting, determine registration fee and other anticipated expenses to prepare the budget. The District Representative should provide the *Policy for District Meetings* to all present. A guest list should be developed listing Past State OHCE Presidents in District, County Commissioners, Excise Board members and State or District OCES staff to be invited.
- Assist planning committee with the selection of a designated treasurer. Remind the group that checks for the registration fee should be made payable to designated account. The OHCE Bond covers the four designated district treasurers.
- Discuss with hosting counties their responsibilities for the District OHCE Meeting. Present a copy of the *Suggested Agenda* form and speakers information sheets to determine workshop room assignments and equipment needs:
 - Determine seating arrangements for stage. Include who will sit on stage and the seating order. All participants do not need to be seated at the table if you are using a head table but should be seated near the front.
 - Determine space needed for displays or exhibits.
 - Determine equipment needs.
 - Arrange reserved seating for county award winners.
 - Make sure there are signs directing to special seating for award winners and guests.
 - Designate someone to do the flag salute, read the thought for the day, to read the OHCE Creed and lead songs if needed.
 - Invite special local guests to be recognized only during the meeting.
 - Select hostesses if needed for special guests.
- Work with District Program Specialists to alert County FCS Educators to work with County OHCE President to prepare County OHCE Report. Send request in January requesting information to be returned to designated person by February 1st.
- Assist District OHCE Planning Committee in determining desired workshop presenters and get completed Speaker Information Sheets turned in before the end of January. Be sure to maintain an accurate account of lunches needed

- Work with District Program Specialists to prepare an evaluation sheet for the District OHCE Meeting to be placed in program booklet.
- Work with the District Extension office to get the program ready for printing.
- When programs are ready make sure that the State President, State President-Elect, Awards Chair and State Advisor receive advance copies.
- Communicate with State President about plans for the meeting.
- Work with District Planning Committee to locate motel accommodations for overnight stays and a restaurant for the Pre-meeting Board Meeting.
- Work with the designated treasurer to make sure that financial records are in order and all bills paid. Excess funds are to be returned to the State Treasurer in the name of the district.
- Be responsible for bringing and arranging chair covers with county names to meeting location. Place in alphabetical order on reserved seats for voting delegates – County President and Secretary.
- Contact State President to ensure that the covers for seating the State OHCE Officers and Committee chairs will be brought to the meeting.

During the Meeting

- Preside at the District OHCE Meeting and give Welcome prior to the Business Meeting, which is conducted by the State OHCE President
- Introduce OHCE President and FCS Educator from each county and give number of members and guests present from each county.
- In the absence of the State Awards Chair, conduct the Awards Ceremony with the help of the District Program Specialists and State President. Assist the Awards Chair if present.
- The State President will open and close the State Business portion of the meeting at which time the District Representative will make final announcements before closing the meeting.

Host County Responsibilities

1. Hosting county officers meet with County FCS Educators, District Program Specialists and District OHCE Representative. Discuss location, lunch plans, designated treasurer to receive registration fees and possible workshop presenters.
2. Check for the following supplies: Piano, if needed, American and Oklahoma Flags in stands, arrangements for stage- head table or podium. Provide modesty covers if using head table.

3. Select OHCE members/special guests to read the OHCE Creed, conduct the Flag Salute, read the Thought for the Day (non-denominational) and to give the Host County Greeting. Select an organization to *Present Colors* at the meeting.
4. Provide the District Representative and the District Extension office with a map of the facility. The map of the facility will be included with the District OHCE Meeting Program.
5. Check parking facilities for the meeting site and assist with a map of the area to be sent out with the registration packets.
6. Work with hosting site to make sure that microphones and other needed equipment are ready and in working order.
7. Attach the OHCE Emblem to the Podium or Head Table
8. Provide bottled water for those presenting on stage.
9. Arrange the stage in a professional manner keeping decorations simple.
10. Assign committee members to assist State President and District Representative to arrange chair covers and to remove them at meeting end.
11. Reserve special seating for district award winners in the order they are listed in the program and assign someone to be in that area to direct to the special seats.
12. Assign Hostesses near the entrances for directing attendee to facilities, etc.
13. Provide registration in a highly visible area. Have several lines if needed.
14. Prepare nametags in advance according to registrations.
15. The Planning Committee and the District Representative should discuss workshop presenter gifts and if door prizes will be given.
16. Arrange for a table for the Promotional OHCE Sales
17. Assist with arrangements for lunch. Provide a selection of options with cost per lunch. The Planning Committee can then make the appropriate choice for lunch.
18. The designated treasurer should collect all fees, pay all approved bills and maintain accurate financial records. After the District Representative and Planning Committee have been advised of the financial standing from the meeting the designated treasurer will send the balance of the funds to the State OHCE Treasurer.

District Program Specialists Responsibilities

1. Maintain of list of host counties for several years in advance.
2. Participate in planning meetings with District Representative, Host Counties and FCS Educators. Anyone with duties for the District OHCE meeting may need a reminder of their responsibility.

3. Contact next host counties to plan their date and meeting location for the next District OHCE meeting. These plans should be ready to present at the current meeting time. Host counties should determine if they will want a fundraiser during the current meeting.

District Meeting Dates to Observe

January

- Early in the month County Report forms/County Registration Forms should be sent to County Educators.
- Mid-month County Report forms should be returned to the District Office for printing in the program.
- Biographical information on the State President due to the District Office for the printed programs.
- State Committee Chairs should contact committee members and confirm plans for their workshop presentation and/or display plans for each of the District OHCE meetings.

February

- All OHCE Member Award applications must be received by the State Awards Chair postmarked by February 1st.
- State Awards Chair should send a list of OHCE member Awards nominees by county/district to State Advisor, State President, District Program Specialists and District Representatives by February 15th.
- State OHCE Awards Chair sends letters to all nominees with instructions for attending District OHCE meeting before the end of February.
- Promotional Sales Chair should inform District OHCE Representative of needs for display and sales.
- State Committee Chairs should contact committee members and finalize plans for their workshop presentation and/or display plans for each of the District OHCE meetings.
- District OHCE Representative should ensure that all information on workshop titles, speakers, etc. is sent to the District Office for the printed program.
- Special guests and program participants should be invited, and equipment needs noted at least one month prior to the District OHCE meeting.

March

- A final lunch count should be determined from registration forms, workshop presenter forms and other guests.
- District Offices will have printed program ready prior to the District Meeting date and sent to the State OHCE President and State Advisor.
- The evening prior to the District OHCE Meeting, District Planning Committee, District Representative, District Program Specialists, FCS Educators, State Advisor and State Board members meet to review final plans for the meeting.

March/April

- District Representative sends Thank You notes to appropriate people no later than two weeks following District OHCE meeting.

August

- District Representative should have planning meeting Host counties, FCS Educators and District Program Specialists to begin plans for the next District Meeting
- District Representatives be prepared to report at the State Board Meeting about plans for the next District Meeting. (August Board and Planning Meeting)
- District Representative contacts State Committee Chairs requesting workshop plans for the next District Meeting. (August Board and Planning Meeting)

More Guidelines for District Meetings

1. Place registration tables away from entrance to avoid crowding.
2. Have instructions posted above registration tables so that they are easily seen, not on the table itself, if possible.
3. More lines make for quicker registration. Remember most of the attendees will arrive the last 15 minutes before the meeting starts.
4. Provide tables for Promotional Sales Chair and for hosting counties if they are having a fund raiser for the next district meeting.
5. Include a map of the building or buildings in the program. If possible, provide large maps in various locations to assist with locating workshops. Select hostesses to direct attendees to workshop session to avoid confusion.
6. Select hostess to be in the door to the auditorium to direct Voting Delegates and Award Nominees to their designated seats.
7. Label each entrance with the workshop name and times to be presented.
8. Have multiple lines for serving lunch. Ask attendees to allow members who have difficulty walking to go through the lunch line first. Ask host county members to be available to assist.

9. Provide evaluation sheets for each session and the entire meeting. Hostesses should encourage participants to complete the evaluations.
10. Assigning door prizes is more equitable if the registration list is used to choose 1 or 2 per county.
11. One large door prize at the conclusion helps keep attendees present until the last session. Ask them to turn in their name tag to use for the drawing.

Suggested District Meeting Agenda

OKLAHOMA HOME & COMMUNITY EDUCATION

District Meeting:

Location:

Date:

Host County/Counties:

8:30	Coffee & Registration	Host Counties
9:00	Welcome	OHCE District Representative
	Presentation of Colors (opt.)	Host County
	Flag Salute-US	Host County
	Flag Salute-OK (opt)	
	OHCE Song (opt)	Host County
	OHCE Creed	Host County
	Thought for the Day	Host County
	Greetings from Host County (optional)	
	Introductions of District Guests	OHCE District Representative
	Greetings – District Office (optional)	
	Greetings – State Office (optional)	
	Roll Call by Registration	OHCE District Representative
	Special District Reports	OHCE District Representative

Awards	State Awards Chair
OHCE Heart of OHCE OHCE Young Member OHCE Rookie Member OHCE Member	
Introduction of State President Representative	OHCE District
Call Business meeting to Order	OHCE State President
State Business Reports: Introduction of State Committee Chairs CE-FCS Ambassadors report Election of District OHCE Representative (Even years) Other business, as needed.	OHCE State President
President's Message to the District (15 min.)	
Adjourn Business Session	OHCE State President
Announcements & Closing Representative	OHCE District
WORKSHOPS- list times of the sessions	
Lunch	
WORKSHOPS-list times of the sessions	

District Meeting Budget Worksheet

<u>INCOME</u>	<u>PROPOSED</u>	<u>ACTUAL</u>
Carryover from the previous District Meeting		
Registration (estimated number attending x cost)		
Lunch (estimated number attending x cost)		
Evening Event (Optional)		
TOTAL		
EXPENDITURES		
Meals (cost x number of members attending)		
Meals (cost x number of guests attending)		
Breakfast/Refreshment Food items		
Printing of Program		
Name tags/Pin sleeves		
Printing Costs (name tags, signage for facility, chair signs)		
Paper Products (Registration, lunch, etc.)		
Workshop Supplies, Presenters Gifts/Mileage Fee		
District Representative Mileage/Lodging		
District Representative Other Expense (printing, mailing)		
Facility/Janitorial Fees		
Gifts for attendees		
Donation for Color Bearers (optional)		
Entertainment/Decorations		
Table & AV Equipment Rental		
Evening Event		
Miscellaneous Expense		
Return of Carryover Money		
TOTAL		

District Meeting Treasurer's Form

Mail this form to the State OHCE Treasurer to request any carryover funds from the previous District meeting.

From: **Check one:** **NE** **NW** **SE** **SW** **District**

Please print: District Treasurer Contact Information

Name

Address

City, Zip

Phone

Email

District OHCE **requests** \$ from our available carryover funds be sent to the above person/address for use with the upcoming meeting.

District OHCE **returns** \$ as our carryover funds to State OHCE Treasurer from the District OHCE Meeting.

Treasurer's Signature:

Meeting Date

*After all bills have been paid for the current year's meeting, you must send any balance remaining with the actual budget **WORKSHEET FORM** to the OHCE State Treasurer.
Funds will be held in reserve for your district's next meeting.

Policy for STATE BOARD OF DIRECTORS MEETING

Follow State Bylaws and current version of Robert's Rules of Order

I. Board of Directors

- A. Elective and Appointive Officers
Chairs of Standing Committees
Immediate Past President (one year)
Past State Presidents, without vote, are honorary life members.

II. Meetings

- A. Pre-Conference Meeting
Held just prior to Annual Meeting. The purpose is to go over final plans, such as:
 - 1. Accept the rules of conference
 - 2. Review Business Meeting agenda
 - 3. Seating arrangements
 - 4. Make any changes in program as deemed necessary
- B. Post-Conference Meeting
Held immediately following Annual Meeting. The purpose is to evaluate State Meeting.
- C. State Planning Meeting
Held in fall (usually August). The purpose of the meeting is to set goals and make plans for the coming year, to hear plans for District Meetings and any other plans in progress. Approve budget.
- D. Report Evaluation Meeting
Held in spring (usually April). The Purpose of meeting is to judge program reports.
- E. Special Executive Meeting
At the call of the President or by a majority of State Board of Directors.
- F. Expenses for Meetings:
OHCE State Board Spring/Fall meeting
 - 1. Reimbursement for Elected, appointed positions, chairman and committee members. That are required to attend or invited to attend will receive reimbursement upon request for the following:
 - 2. \$5.00 per meal
 - 3. 50¢ per mile plus turnpike tolls for person who drives.
 - 4. Reserved room for one (1) night's lodging for members living more than two (2) hours driving time from meeting site. Exception: Must attend the evening Board meeting or ride with someone that must attend early meeting. Rooms reserved for two (2) to a room. If single room is preferred ½ the price of the room will be assessed and deducted from any reimbursement member receives.
- A. Expenses for state meeting
All Elected officers (President, President elect, Vice President, Secretary, Treasurer, treasurer elect and district representatives)

Appointed positions (editor, awards and reports, historian, promotional sales, parliamentarian, ACWW Coordinator and chaplain) and all committee chairs and arrangement committee members shall receive a \$75.00 stipend if registered and attending the state meeting.

B. District Meetings

State elected officers, Awards and Reports Chair and Promotional sales Chair will be reimbursed for 1 night hotel, 1 meal and mileage at the rate listed above. No officer or chair will be reimbursed for their own district meeting. Other board members must receive prior approval from the President before being reimbursed for attending other district meetings.

G. Audio Visual will be paid out of the OHCE general fund for the state meeting

General Policy for ALL BOARD MEMBERS

1. Receive records from predecessor within 30 days of assuming office. Once received, complete the Property Agreement, and return to the President/Secretary. Please refer to Property Agreement Rules and Property Agreement under Forms.
2. Prepare by:
 - A. reading state Bylaws
 - B. reading state Policy
 - C. reading previous minutes and financial reports if available
 - D. organizing a file system
3. Attend all meetings required by Bylaws, Policy, or State President, to include:
 - A. Planning Meeting (usually in August)
 - Nominating committee and Arrangements committee do not attend.
 - B. State Board Meetings, Pre, and Post Conference Board
 - C. Annual State Meeting
 - D. District Meeting
 - E. Reports Evaluation Meeting (usually in April)
 - Budget committee members do not attend this meeting.
4. Present a positive image:
 - A. A board member is an agent for the organization.
 - B. Comments should always be positive
 - C. Appear neat and tidy.
 - D. Be organized.
 - E. Parliamentary Procedure should be used throughout the scheduled meetings.
5. Serve on committee as appointed by the President.
6. Fulfill Annual Meeting duties as appointed by the President or Vice President for Program.
7. Represent OHCE at special meetings as requested by the President.

8. Make no commitments or promote personal interest in the name of the organization, without the approval of the President.
9. Do not endorse any candidate for state OHCE office.
10. Upon completion of term of office, transfer all files to successor within 30 days, unless State President grants an extension.

Policy for STATE EXECUTIVE COMMITTEE MEETING

See Bylaws pertaining to Executive Committee

The Executive Committee is responsible for day-to-day operations of the organization between Annual Meetings.

- I. Executive Committee
 - A. President
 - B. President-Elect
 - C. Vice President for Program
 - D. Secretary
 - E. Treasurer
 - F. Treasurer-Elect
 - G. District Representatives
 - H. Immediate Past President (first year out of office)
- II. Meetings
 - A. Special called meetings

Policy for REPORTS & AWARDS EVALUATION MEETING

1. To be held immediately following last State District Meeting (normally in April.)
2. Should be attended by all elected officers, all program committee chairs and members, Arrangements Committee Chair and members, Bylaws Chair, and committee (when requested by President), and the Reports and Awards Chair.
3. Budget committee members do not attend this meeting.
4. President will make provisions for catered meal.
5. Business portion of the meeting shall be held by President.
6. Reports and Evaluation instructions shall be provided by Reports & Awards Chair.
7. Annual State Meeting Committee conducts planning session.
8. Bylaws Committee compiles proposed Bylaw changes.
9. District Representatives meet with District Program Specialists for evaluation and planning.
10. Program committees will evaluate all submitted county and local reports.
11. Reports and Awards Chair collects completed award sheets from committees.

Policy for ANNUAL STATE MEETING

The State President, Vice President for Program, President –Elect, Arrangements Committee Chair and District Program Specialists make up the Annual Meeting Conference Committee.

1. The Vice President for Program is the Chair of the Committee.
 - A. Responsible for filling out the State Meeting program.
 - B. Notifying the State Treasurer of meeting expenses, supplying a meeting budget.
 - C. Working with the registration management personnel on registration details.
2. The Conference Committee:
 - A. Meets to consider State Meeting details at the time of the Fall and Spring Board Meetings or when called by the conference chair.
3. The President is responsible for:
 - A. Appointing the Arrangements Chair and committee.
 - B. Who will receive letters of invitation and requesting proper addresses from the OSU Cooperative Extension Secretary.
 - C. Writing letters of invitation and providing response cards for special guests.
 - D. Responsible for the Voting Delegates Session prior to the Business session.
 - E. Business Meeting Agenda.
 - F. Approves all agendas of the State Meeting.
 - G. Selection of the Head table seating and making the list for VP to print the table tents.
 - H. Coordinates Awards Ceremonies with the Reports & Awards Chair.
 - I. Appointing hostesses for special guests, if needed.
 - J. Thank you letters to keynote speaker and special participants.
4. The Vice President for Program is responsible for:
 - A. Drafting the meeting budget in cooperation with the State President.
 - B. Recommending a suggested registration fee with the State President.
 - C. Keynote speakers coordinated with the State President.
 - D. Coordinate the workshops, other than program area workshops.
 - E. Other program speakers.
 - F. Coordinate the Honorarium/Fees for program speakers with State Treasurer
 - G. Thank you letters to workshop participants.
 - H. Working with the Arrangements Chair on special needs.
 - I. Filling out the function forms for Arrangements Committee.
 - J. Printing name tents for the head table according to list provided by President.
5. The State Secretary is responsible for:
 - A. Mailing the State Business Meeting Call Letter to County Delegates.
6. State Reports and Awards Chair coordinates with the Conference Chair:
 - A. Program Awards Ceremony.
 - B. State Member Awards Presentations.
 - C. Assigns reserved seating near front for Member Award nominees.
7. Membership Chair is responsible for:
 - A. For the First Timers Session on the first day of State meeting.

8. The State Board is responsible for:
 - A. Approving the meeting date, place, registration fee and budget at the August Planning Meeting.
9. The OSU Cooperative Extension Secretary is responsible for:
 - A. Receiving the typed program from the Vice President for Program, formatting and preparing it for printing in the quantities determined by the registration.
 - B. Any other printing required for the State Meeting, approved by the OHCE State Advisor.

Policy for FALL PLANNING meeting

1. To be held after the Annual State Meeting (normally in August).
2. Should be attended by all elected and appointed officers and committee chairs and members, except Nominating Committee and Arrangement Committee members do not attend.
3. Invitations extended to State Advisor, District Program Specialists and OCES State FCS Specialists as determined by program committee needs.
4. Business portion of the meeting shall be conducted by the President.
5. Planning portion of the meeting shall be conducted by the Vice President for Program.
6. Conduct discussions with program committees concerning new goals and updated reporting for the following year.
7. Program and Standing Committees shall conduct business and present goals as requested by the President.
8. By the conclusion of the meeting, the Vice President for Program receives comprehensive program committee goals from each chair after they have been adopted by the Board.
9. In even years, direct the selection of the state theme to be adopted for the next 2 years.
10. State Treasurer and budget committee presents budget for the following year for approval.

Suggestions for conducting OFFICER TRAINING

Officer training provides help for the elected and appointed leaders who are responsible for moving an organized group forward. It is, therefore, a strong component in the teaching/training process for organizations which look to Extension for organizational - development assistance.

Members of organizations place a large amount of trust in individuals whom they elect to serve as officers. They know that much of the success of the organization will depend upon the capabilities of elected (and appointed) individuals. Most officers are highly motivated and have a sincere and dedicated interest in the organizations they serve. They will exercise a great deal of personal initiative in learning the structure and mechanics of their respective

organizations; nevertheless, many feel they could benefit from formal officer training and will request that Extension provide such training.

Only officers of one organization should be trained at the same time. While it is true that the same office in various organizations has many similarities regarding expected duties, it is also true there are enough differences in the nature of the organization to make a multi-organizational training session very confusing and difficult. Purposes and objectives of organizations are different, report forms are different, and communications tools are different.

On the other hand, officers from many different organizations can be oriented to the broad responsibilities of their offices if the trainer (teacher) can sort out functions and behavior bits from the specific details of the organizational offices represented. The participants in training sessions will be interested mainly in the answers to these questions:

What am I supposed to do?
 What tools are available to help me?
 Who will give me help when I need it?
 When are the reports due?

To answer the questions, the Extension Educator will need to assume leadership for a dynamic training session, in which involvement of participants becomes the major focus. Out-going officers should participate in the planning and the training. Their experience as officers will enable them to help serve as teachers of the newly-elected officers. Additionally, the opportunity will build their self-confidence, help them avoid that "let-down feeling" which frequently accompanies relinquishing an office, and motivate them to remain actively involved in organization programs and activities.

As a planning team, the Extension Educator and out-going officers will meet (once should be sufficient) to determine when and where the training will occur, the objectives, teaching strategies, and the responsibilities each will assume. If possible, the training should be held between the time the newly-elected officers are installed and when they actually assume leadership. If these two activities are congruent, then the training should occur before the officers are installed. It seems reasonable to assume that when the planning committee meets, the following objectives will be set for the training session:

1. To help officers know responsibilities and expectations of the office.
2. To help officers know tools available and understand how to use them effectively.
3. To help officers prepare a calendar of events and responsibilities.
4. To help officers know where they can get help throughout the year (Extension Educator, former office holders, District and State officers, and people in other organizations holding same office).

The responsibilities of the training session will probably be designated somewhat as follows:

Out-going officer will:

- coordinate time for training with Extension Educator and newly-elected officers
- arrange a place for training

- collect the tools of the various offices
- be prepared to help newly-elected officers understand the expectations of their respective offices

Extension Educator will:

- gather educational materials needed for training session
- serve as educational leader during session

Tools to help the officers assume their roles will include officer guides, report forms, past records, record books, handbooks, yearbooks, and communications tools such as organization magazines and newsletters and examples of news articles. These should be available in sufficient quantities to facilitate teaching and learning activities at the time of the training. Additionally, there should be enough for the new officers to claim ownership to some of those appropriate to their office. The freedom to own, make notes in margins, and mark specific sections will make tools more functional.

Somewhere in the session, either as an opener or a large group summary, it would be appropriate to focus on the organization's overall mission and purposes, and to help the officers remember that they serve the total membership and their mutual organizational goals.

The training session should allow enough time to accomplish the objectives as determined by the planning team. It seems unlikely that those suggested earlier in this paper would be accomplished in less than 3 ½ - 4 hours if all the major officers of an organization are to be trained. In this event, the session should probably be scheduled so at least half of the time will be in the morning. If the same officer (i.e., Presidents only) from a number of groups is to be trained, a 2 ½ - 3-hour block of time will probably be sufficient. Regardless of the makeup of participants, allow time for everyone to have an opportunity to meet everyone else.

When the training session begins, the Extension Educator and a designated past officer will give a brief overview of the session, including objectives and planned activities. One strategy for teaching/learning is to divide the officers into groups according to office, with the out-going officers serving as group leaders. The leaders will focus attention on fulfilling the objectives set forth. Each person will keep a list of questions to be directed later to officers in other groups. During this time, the Extension Educator will serve as group leader and move among the officer groups to assure that the teaching/learning focus is appropriately directed, to answer questions, and to clarify points of interest.

After the officer-group sessions, it will be helpful for the officers to reconvene as a total group. The major portion of this time should be devoted to questions and answers. Some may be directed to the Extension Educator as educational leader, but most should encourage an interchange of information among the various officers. Regardless of the questions, a coordination purpose will be served, and understanding will be strengthened.

If time permits, a calendar of events (including reports due) should be developed as a group. A flip chart will be useful for this activity. If there is not enough time, decide who will assume this important homework assignment and subsequently send copies to all appropriate individuals. This person will need a copy of the calendar prepared earlier by each officer group.

The last part of the training session should be an oral group evaluation led by the Extension Educator or a former officer (determination of person to lead and to take notes is made prior to session). The questions to be discussed will focus on the training objectives and could read:

1. In what areas of responsibility do you feel you need additional help?
2. What tools will be most effective for your office? Why?
3. How will you use the calendar of events? Where will you keep it?
4. Who will help you throughout the year when you need it?
5. How do you now feel about being officers?
6. In what ways could the training have been improved?

If the evaluation indicates a need for any follow-up, the educational leader should plan for it with the involvement of training-session committee members or other appropriate individuals.

Prepared by Del Dyer and Jane Janey, VPI & SU Extension Division

Policy for ACWW MEETING

1. Triennial Conference

- A. The State OHCE President will be the official delegate to the meeting.
- B. Oklahoma, with a Category I membership, will have five (5) votes. The State President may carry all five votes or may designate others from Oklahoma to carry part of the votes.
- C. Anyone carrying a vote must be accredited by the State President and ACWW.
- D. The State President notifies ACWW as to who will carry the votes from Oklahoma.
- E. If the State President cannot attend the conference, she may designate someone to represent the OHCE at the meeting. She will notify the ACWW office of the official delegate.
- F. If the State President cannot attend the conference, she should forward all ACWW circulars regarding the meeting to the designated delegate.
- G. An amount may be budgeted for the State President's expenses if the finances permit.

2. Council Meetings

ACWW may hold a Council Meeting between Triennial Conferences.

- A. The State President will be the official delegate to the meeting.
- B. If the State President cannot attend the meeting, a delegate from Oklahoma may be designated to be the official delegate.
- C. Oklahoma has one (1) vote at a Council Meeting.
- D. An amount may be budgeted for the State President's expenses if the finances permit.

Policy for CWC MEETING

1. The State OHCE President will be the official delegate to the annual CWC meeting.
2. An amount may be budgeted for the President's expenses if the finances permit.
3. If the State President cannot attend the meeting, someone may be designated to attend as the official delegate. The State President will notify the CWC Chair of the delegate.
4. Any OHCE members in good standing may attend CWC meetings at their own expense.

OKLAHOMA HOME & COMMUNITY EDUCATION
Qualification Form (Use for Even or Odd Year Elections)

(Attach a recent photo)

County

District

Name

Address

(Street or Route)

(City)

(Zip)

Phone

Email Address

Cell Phone

Age (please check one)

Below 25 ()

25-35 ()

36-45 ()

46-55 ()

56-65 ()

66 + ()

Number of years as an OHCE member

Offices held and committees served on as a member:

Local Group:

County:

State:

Community Activities: (School, Church, Social, Boards, etc.)

Does the person submitting the qualification form have the approval of family to assume this responsibility?

Has the member given consent, in writing, to fulfill the duties required of the office, if elected or appointed? (Attach consent)

Is this person free to attend all state and district meetings and/or other meetings pertaining to the office?

Does this person have available transportation to carry out the responsibilities of the office?

Is this person proficient in parliamentary procedure?

Oklahoma Home and Community Education Qualification Form

(Even Year Elections)

INSTRUCTION SHEET

The following are requirements and must accompany the qualification forms:

1. A picture and a letter of consent from the person submitting his/her name.
2. A letter of endorsement from the County Extension Educator listing talents and capabilities for office applied for by the individual.
3. Endorsement of the County Organization as verified by the signature of the County President.

Elective offices to be filled are:

Secretary

District Representative (4)

Appointed Positions:

Parliamentarian

Chaplain

Outreach Newsletter Editor

Historian

Promotional Sales

ACWW Coordinator

Appointed committee chairs and members to be filled are:

Arrangements

By-Laws

Budget

Cultural Enrichment

Family Issues

Healthy Living

Nominating

Membership

Leadership Development

Resource Management

Technology

State Project (when needed)

All nominees for elective and appointed positions must be a member in good standing of the Oklahoma Home and Community Education, Inc. and meet the requirements of eligibility to be considered for office. (Refer to state By-Laws Article IV and V for requirements.)

Nominees selected are requested to attend the Annual Meeting when appointment or elected position is announced. He/She will attend the meeting at their own expense.

Deadline for filing is February 1. Send completed copies to:

State Nominating Chair

(Current name and address of Nominating Chair are in State Handbook)

Dr. Gina Peek

OHCE State Advisor

OSU Extension-Family & Consumer Sciences
135 Nancy Randolph Davis Bldg.
Stillwater, OK 74078-6111



District

**Oklahoma Home & Community Education, Inc.
Even Year Elections
RECOMMENDATION**

We, the

County OHCE, recommend

as qualified to fill the office of:

List in order of preference, (Example 1st, 2nd, 3rd, etc.)

Elected Office:

(District Representative Application Due Feb 1)

Secretary

Appointed Positions:

Parliamentarian

Historian

Chaplain

Oklahoma Outreach Editor

Promotional Sales

ACWW Coordinator

Appointed Committee Chair & Members:

Chair

Member

Arrangements

Budget

By-Laws

Nominating _____ (Past President)

Technology

Appointed Program Committee Chair & Members:

Cultural Enrichment

Family Issues

Healthy Living

Leadership Development

Resource Management

State Project (as needed)

County President

County Extension Educator

INSTRUCTION SHEET
Oklahoma Home and Community Education Qualification Form
Odd Year Elections

The following are requirements and must accompany the qualification forms:

1. A picture and a letter of consent from the person submitting his/her name.
2. A letter of endorsement from the County Extension Educator listing talents and capabilities for office applied for by the individual.
3. Endorsement of the County Organization as verified by the signature of the County President.

Elective offices to be filled are:

President-Elect
Vice-President for Program
Treasurer-Elect

Appointed Positions:

Reports and Awards Chair

Appointed committee chair and members (one from each district) to be filled are:

State Project (when needed)

All nominees for elective and appointed positions must be a member in good standing of the Oklahoma Home and Community Education, Inc. and meet the requirements of eligibility to be considered for office. (Refer to state By-Laws Article IV and V for requirements and in the OHCE Policy Book for job descriptions.)

Nominees selected are requested to attend the Annual Meeting when appointment or elected position is announced. He/She will attend the meeting at their own expense.

Deadline for filing is February 1. Send completed copies to:

State Nominating Chair
(Current name & address of
State Nominating Chair
As found in the State Handbook)

State OHCE Advisor
135 Nancy Randolph Davis Building, OSU
Stillwater, OK 74078-6111

District:

**OKLAHOMA HOME & COMMUNITY EDUCATION
Recommendation (Odd Year Elections)**

We, the

County OHCE, recommend,
as qualified to fill the office of:

List in order of preference, (Example 1st, 2nd, 3rd, etc.)

Elected Office:

President-Elect

Vice-President for Programs

Treasurer-Elect

Appointed Position:

Awards Chair

Appointed Committee Chairs and Members:

Chair

Member

State Project (as needed)

County President

County Extension Educator

50-60-70 Year MEMBERSHIP CERTIFICATE FORM
Send one copy to Membership Chair and State Advisor by June 1:

Check Handbook for Current
Member Chair
Name & Address

OHCE Advisor
135 NRD Building, OSU
Stillwater, OK 74078-6111

Formula for calculating number of years of membership is determined by 1 full year after joining and the years must be in consecutive order.

Must fill out an application form to receive a certificate.

NAME

(Print or type as you want it to appear on the certificate)

ADDRESS

CITY

STATE

ZIP

COUNTY

GROUP

YEARS OF MEMBERSHIP

YEAR FIRST JOINED

SPECIAL INFORMATION YOU MIGHT WANT TO INCLUDE:

Will you be attending the OHCE State Meeting?

Yes

No

Date

Signature

This application is for recognition at the state OHCE meeting.

50, 60, 70 GROUPS APPLICATION FORM for STATE CERTIFICATE

Send one copy to 50-60-70 Year Member Chair and State Advisor by June 1:

**Check Handbook for current
Membership Chair
Name & Address

OHCE Advisor
135 NRD Building, OSU
Stillwater, OK 74078-6111

* Certificates issued for every 10 years as an OHCE Group beginning with 50 years to 70--*after 70 years a group may apply for a certificate every 5 years--75,80, etc.*

Must fill out application form to receive a certificate.

GROUP

(Print or type as you want it to appear on the certificate)

ADDRESS

CITY

STATE

ZIP

COUNTY

GROUP

YEAR ORGANIZED

CONTACT PERSON

(County President)

SPECIAL INFORMATION YOU MIGHT WANT TO INCLUDE:

Will a representative be attending the OHCE State Meeting?

Yes

No

Date

Signature

Extension Office Use Only
Placed on Computer Roster by

Oklahoma Home and Community Education

County Membership Form

Return membership form with dues to county OHCE Treasurer.

MEMBER INFORMATION

Date: New Member: or Renewal:
First Name: Last Name:
Mailing Address:
City: State: Zip Code:
Phone: Send Outreach Newsletter by email: YES
Group name: Member since:
Email: County:

VOLUNTARY INFORMATION REQUEST *(Equal Opportunity Information Request-you are not required to answer any of these questions.)*

Age Range: 19 years & under ; 20-34 ; 35-44 ; 45-64 ; 65-79 ; 80& over

Gender: Female ; Male

Ethnicity Hispanic/Latino: Yes ; No ;

Race (Select one or more):

White
Black/African American
American Indian/Alaska Native
Hawaiian/Pacific Islander
Asian

Member Signature:

County Use Only Below this Point

CRITERIA FOR YOUNG MEMBER AWARD BOOK

Place a label on the outside right-hand corner of the 3-brad paper folder. Put: Name of award being applied for (i.e., Young Member), Your name, County, and District. Folder must have two (2) inside pockets. NO PAGE PROTECTORS!

Page One – Picture of you (or your family) and your name.

Page Two – Completed application forms (2 pages)

Page Four & Five – Story, double spaced with a 1" margin on the left, "Times New Roman" Font size 12. Story should be written in **THIRD** party and **limited** to two (2) pages. Story should include the information listed under #11 on the application form.

Page Six – Participation Sheet.

NO ADDITIONAL PICTURES, CLIPART, OR NEWS CLIPPINGS!

IMPORTANT: Please type a double-spaced paragraph about yourself to be used to introduce you at the District and State meetings (if you are a winner). Please place this paragraph in the front pocket of the report folder.

YOUNG MEMBER AWARD ELIGIBILITY

The number of times a member may be considered as the county winner is set by each county. There is **no limit** to the number of times a member may win at the district level; however, on the State level, a member may win only **once**.

NOTICE: Elected members of the State Board and the Awards Chair are ineligible for awards during their term of office. Elected members of the board are President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, and District Representatives.

District and State awards are based on the following:

1. The candidate must be no older than 35 years of age as of January 1st of the current year.
2. Must be an OHCE member in good standing.
3. Must be active on the local or county level serving as an officer or on at least one committee.

CRITERIA FOR JUDGING YOUNG MEMBER AWARD

OHCE participation	75%
Community Service	15%
Other Responsibilities	10%

CRITERIA FOR ROOKIE OF THE YEAR AWARD BOOK

Place a label on the outside right-hand corner of the 3-brad paper folder. Put: Name of award being applied for (i.e., Rookie), Your name, County, and District. Folder must have two (2) inside pockets. NO PAGE PROTECTORS!

Page One – Picture of you (or your family) and your name.

Page Two – Completed application forms (2 pages)

Page Four & Five – Story, double spaced with a 1" margin on the left, "Times New Roman" Font size 12. Story should be written in **THIRD** party and **limited** to two (2) pages. Story should include the information listed under #11 on the application form.

Page Six – Participation Sheet.

NO ADDITIONAL PICTURES, CLIPART, OR NEWS CLIPPINGS!

IMPORTANT: Please type a double-spaced paragraph about yourself to be used to introduce you at the District and State meetings (if you are a winner). Please place this paragraph in the front pocket of the report folder.

ROOKIE AWARD ELIGIBILITY

The number of times a member may be considered as the county winner is set by each county. There is **no limit** to the number of times a member may win at the district level; however, on the State level, a member may win only **once**.

NOTICE: Elected members of the State Board and the Awards Chair are ineligible for awards during their term of office. Elected members of the board are President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, and District Representatives.

District and State awards are based on the following:

1. The candidate must be an OHCE member in good standing.
2. The candidate must have been a member for **no more** than four (4) consecutive years.
3. Member must be active on the local or county level serving as an officer **OR** on at least one committee.

CRITERIA FOR JUDGING ROOKIE AWARD

OHCE participation	75%
Community Service	15%
Other Responsibilities	10%

CRITERIA FOR MEMBER OF THE YEAR AWARD BOOK

Place a label on the outside right-hand corner of the 3-brad paper folder. Put: Name of award being applied for (i.e., Member), Your name, County, and District. Folder must have two (2) inside pockets. NO PAGE PROTECTORS!

Page One – Picture of you (or your family) and your name.

Page Two – Completed application forms (2 pages)

Page Four & Five – Story, double spaced with a 1" margin on the left, "Times New Roman" Font size 12. Story should be written in **THIRD** party and **limited** to two (2) pages. Story should include the information listed under #11 on the application form.

Page Six – Participation Sheet.

NO ADDITIONAL PICTURES, CLIPART, OR NEWS CLIPPINGS!

IMPORTANT: Please type a double-spaced paragraph about yourself to be used to introduce you at the District and State meetings (if you are a winner). Please place this paragraph in the front pocket of the report folder.

MEMBER AWARD ELIGIBILITY

The number of times a member may be considered as the county winner is set by each county. There is **no limit** to the number of times a member may win at the district level; however, on the State level, a member may win only **once**.

NOTICE: Elected members of the State Board and the Awards Chair are ineligible for awards during their term of office. Elected members of the board are President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, and District Representatives.

District and State awards are based on the following:

1. The candidate must be an OHCE member in good standing for more than four (4) consecutive years.
2. Must have served as an **officer** on local, county or state within the past three years.
3. Must have served on a local, county, or state committee within the past three years.

CRITERIA FOR JUDGING MEMBER AWARD

OHCE participation	75%
Community Service	15%
Other Responsibilities	10%

CRITERIA FOR HEART OF OHCE AWARDBOOK

Place a label on the outside right-hand corner of the 3-brad paper folder. Put: Name of award being applied for (i.e., Heart of OHCE), Your name, County, and District. Folder must have two (2) inside pockets. NO PAGE PROTECTORS!

Page One – Picture of you (or your family) and your name.

Page Two – Completed application forms (2 pages)

Page Four & Five – Story, double spaced with a 1" margin on the left, "Times New Roman" Font size 12. Story should be written in **THIRD** party and **limited** to two (2) pages. Story should include the information listed under #11 on the application form.

Page Six – Participation Sheet.

NO ADDITIONAL PICTURES, CLIPART, OR NEWS CLIPPINGS!

IMPORTANT: Please type a double-spaced paragraph about yourself to be used to introduce you at the District and State meetings (if you are a winner). Please place this paragraph in the front pocket of the report folder.

HEART OF OHCE AWARD ELIGIBILITY

The number of times a member may be considered as the county winner is set by each county. There is **no limit** to the number of times a member may win at the district level; however, on the State level, a member may win only **once**.

NOTICE: Elected members of the State Board and the Awards Chair are ineligible for awards during their term of office. Elected members of the board are President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, and District Representatives.

District and State awards are based on the following:

4. The candidate must be an OHCE member in good standing for more than four (4) consecutive years.
5. The candidate's accomplishments promoting family values in the following areas:
 - a. Education involvement within the family
 - b. Moral value
 - c. Responsibility
6. The candidate's accomplishments in the community in the following areas:
 - a. Volunteer work-civic organizations, youth, library, hospital, etc.
 - b. Leadership
 - c. Environmental activism
 - d. Education programs, tutoring, etc.
 - e. Political
7. The candidate's involvement in promoting OHCE in the community.

CRITERIA FOR JUDGING HEART OF OHCE AWARD

OHCE participation	15%
Community Service	75%
Other Responsibilities	10%

CRITERIA FOR REPORT BOOK ENTRIES
CURRENT YEAR FORMS ARE AVAILABLE AT WEBSITE
ohce.okstate.edu (click on Resources)

Award books apply to **previous year's** program of work, postmarked by February 1st of the following year.

Each **County** may enter ONE County Report Book in **EACH** category listed below.

Local Groups may enter ONE Local Group Report Book in **EACH** category listed below. Reports should be one of your most outstanding projects (in the categories listed below.)

***OHCE Week Report:** Follow Report Book guidelines below – **Due May 25th**

Leadership Development

Special State Project

Healthy Living

Family Issues

Resource Management

Cultural Enrichment

Membership

OHCE Week

STORIES MUST **NOT** BE DUPLICATED AND ENTERED IN BOTH LOCAL AND COUNTY AWARD BOOKS.
SUCH BOOKS WILL NOT BE JUDGED.

All County and Local Report Books must be postmarked on or before the due date of **February 1st** and mailed to the current Awards & Reports Chairman. **EXCEPT — OHCE Week reports** are mailed to the current **Membership Chairman**. *(See due date above.)

All reports are to be in a new PAPER, three-brad folder with pockets. **DO NOT USE** paper clips, staples, or page protectors! Secure pictures and materials so that they will not fall out in transit.

PLEASE NOTE

All Report Books past the postmark date of February 1st will not be judged!

1. COVER

Place 1 white label on the front in the upper right-hand corner on a new, paper, three 3-brad folder with pockets. **DO NOT USE PAGE PROTECTORS.**

A **County Report Group** label should include: Name, County, District, and Category being entered.

A **Local Group Report** should include: Local Group name, County, District, and Category entered.

2. TITLE PAGE:

Include: Name of the person submitting the report, Title of Project, complete address and phone number of contact person, County, (Local Group **only if** it is a group report), and District names.

3. TABLE OF CONTENTS:

Use page numbers at the bottom, or tab numbers, or color tabs. Choose any of the three options. When using page numbers, the first page of the story is considered Page 1.

4. OVERALL NEATNESS 0-5 Points

- a. Collect and arrange records and materials securely in an appropriately sized cover as stated above.
- b. Use 8 ½" X 11" standard size white paper, double spaced, Times New Roman font, size 12.
- c. 1" margins, so typing will not be covered by the folder brads.

5. STORY (1-3 PAGES)

- a. **Objectives** **0-15 Points**
When writing your story, make sure that you answer these questions: What led you to select this project?
What did you hope to accomplish?
- b. **Action** **0-30 Points**
When writing your story, make sure that you answer these questions: What did members do in guiding and carrying out this project?
What were the involvement and contributions of other agencies or organizations?
What Public Policy/Leadership actions were utilized?
- c. **Results** **0-30 Points**
When writing your story, make sure that you answer these questions: How well did the project succeed?
What are future plans for the project?
What were the numbers of groups and/or members participating?

Local group story must include local group involvement in the project.

County story may include county and local groups in the county involvement.

6. PHOTOGRAPHS 0-5 Points

- a. One to three pages of photographs (total of 9 pictures only). Display only 3 pictures on a page. Only use the front of each page. Photographs should assist in telling the story. Photographs should be securely fastened and labeled to identify the OHCE members and activities.

7. NEWS CLIPPINGS (1-3 PAGES) OR INSERT NEWS FORM 0-5 Points

- a. Include news reports of activities that are related to project. Must show date of news clippings and the name of the newspaper published in.
- b. With a colored highlighter, underscore: County, Local Group, OR Members' names in the articles.
- c. If copies of news clippings are not available, use the News Form on the next page. **(MUST attach your article to the News Form)**

8. OTHER RELATED MATERIALS / CORRESPONDENCE (1-3 Pages) 0-5 Points

Examples: brochures, flyers, thank you cards, Facebook posts, etc. pertaining to the project

**PLEASE PLACE A SHORT, DOUBLE-SPACED PARAGRAPH OF THE PROJECT
AND PUT INSIDE THE FRONT POCKET OF THE FOLDER
+5 OR -5 Points**

Revised 6-15-21



OKLAHOMA HOME AND COMMUNITY EDUCATION, INC.

NEWS FORM

THE

(Name of Local or County OHCE group)

has submitted a news story to:

Name of Newspaper and location
(Use newspaper stamp, when possible, please)

Date

This form is to be used only when your project's story did not get printed in your local newspaper.

Attach copy of your story please.

RULES FOR COUNTY PHOTOGRAPHY CONTEST

1. Photo must be of an OHCE activity and members, in color, with photo no larger than 5x7 inches.
2. Photographs must be taken by an OHCE member during the previous year.
3. Please mount photo on mat board no larger than 5x7 inches, do not attach to a folder.
4. LABEL should be placed on the back of the mat board: include name, county, and district. Write the name of the OHCE members in the picture on the back as well. Also place a label briefly describing the activity pictured and place on front of the matting.
5. Each county may submit 3 entries (may or may not be taken by the same person).
6. Photos will be judged on photography skills.

Photos become the property of OHCE for promotional purposes.

RULES FOR LIFE STORY ESSAY CONTEST

1. Two entries per county, one entry per person.
2. Entry must be written by an OHCE member in good standing.
3. Entries will only be judged if they are placed in a 3-brad paper folder with pockets for 8 ½ x 11 paper. Information is needed in the following order: Life story, name of author, address, county, district, and year written on the upper right-hand corner of the label affixed to the folder.
4. The essay must be written on a typewriter or computer using Times New Roman font, size 12 and double-spaced with a 1-inch left-hand margin. It should be 1-3 pages in length.
5. Do not include photographs, clipart, or news clippings.
6. All life essays submitted for state judging must include the signed Life Essay "Release Form" statement, by the author, giving OHCE the right to read publicly and publish or post electronically on OHCE website for public viewing without further financial compensation to the author.
7. County winner essays must be submitted to the OHCE Awards Chair, postmarked by February 1st.

LIFE ESSAY RELEASE FORM

FAMILY ISSUES COMMITTEE

I hereby authorize Oklahoma Home and Community Education, Inc. (OHCE) to read publicly and publish without further financial compensation, my entry for the Life Essay Contest.

By signing this form, I agree to release all rights to the essay that I have entered.

I understand that my essay may be published in book form and sold as a fundraiser with OHCE receiving all the profits or published electronically on the OHCE website for public viewing.

Story Title:

Print OHCE Member's Name:

Address:

City, State, & Zip code:

County:

Telephone Numbers: () ()

Email Address:

OHCE Member Signature:

Date:

Policy for OHCE Property

When receiving any OHCE Property, complete the Property Agreement form and return to the President and/or Secretary. If property is no longer in your possession, complete an additional form as to where the property went, (i.e., transferred to another officer, etc.). Property consists of Policy Books, Chair Covers, President Records, Editor Files, Secretary Records, Treasurer Records, computers, printers, etc.

OHCE State Board must vote to authorize the disposal of any OHCE electronics property. (Computers, printers etc.) A request (Property Surplus Agreement) must be submitted to the OHCE State president for consideration. The treasurer and technology committee chair should make note of approved requests and update the OHCE property inventory.

All other property that is consumable need not be approved. A surplus form still needs to be filled out for property such as totes, tubs, binders, carriers or carts and any other item that has been inventoried on the property agreement. Papers with persons personal information such as the board mailing list should be shredded or burned.

If an item has been approved for surplus/disposal, then the following applies and will be noted on the Property Surplus Agreement:

- a) Remove all identifiable information, if applicable
- b) Remove any files pertaining to OHCE business (ensure those files are properly archived or backed up in a new computer or asset), if applicable
- c) Items to be disposed should go to an authorized recycling center
- d) Items to be refurbished should go to an authorized person or facility

Both the Property Agreement and Property Surplus Agreement are in Section XII of this Policy Book and in pdf fillable format on the OHCE website.

OHCE owned electronics policy

Any board member with OHCE laptops or printers needs to provide the technology committee access to ensure that the device is up to date and working properly before completed transfer of property. This needs to be completed prior to the post-conference meeting

OKLAHOMA HOME AND COMMUNITY EDUCATION

PROPERTY AGREEMENT

Property Acceptance and Agreement:

I, _____, acknowledge that I have a fiduciary responsibility to protect and safeguard the property of Oklahoma Home and Community Education (OHCE) and do declare that as

_____, I accept the following items which are property of the organization into my care and possession: (Add additional sheet if necessary)

I agree and acknowledge that the property described and listed is solely and completely the property of OHCE. I do not have and do not claim any ownership interest whatsoever in this property.

Following is the specific place where I have stored the items of OHCE property listed above:

I hereby instruct my heirs, trustees, successors, assigns, and personal representatives that in the event of my incapacity, illness, or death, they shall immediately contact and advise the president or secretary to retrieve the above listed property and return it to the president (or her designee). This Agreement shall be binding upon me, my heirs, trustees, successors, assigns, and personal representatives. This Agreement shall also be construed and enforced in accordance with the law of the jurisdiction in which the OHCE organization listed above resides.

Date:

(Member signature)

OFFICER NAME:

PHONE:

EMAIL:

RECEIVED FROM:

President

Secretary

OKLAHOMA HOME AND COMMUNITY EDUCATION

OKLAHOMA HOME AND COMMUNITY EDUCATION

PROPERTY SURPLUS AGREEMENT

Property Release of Surplus Agreement:

I, _____, acknowledge that I have released to _____, the following property of Oklahoma Home and Community Education (OHCE) as surplus: (Add additional sheet if necessary)

I agree and acknowledge that the property described and listed is solely and completely the property of OHCE. I do not have and do not claim any ownership interest whatsoever in this property.

Following is the specific reason(s) of releasing the item(s) of OHCE property listed above as surplus:

(Member/Officer signature)

(Date)

OFFICER NAME
EMAIL

POSITION
PHONE

APPROVED AND RECEIVED:

President

Treasurer

Date Received:

It is proposed that the above surplus will be handled in the following manner: (Recycle, Refurbish, Donate, Discard. Please state who it was given to, where it was taken or how refurbished.) (Add additional sheet if necessary)

The surplus listed above has been handled as proposed above or in the following manner and inventory updated: (Add additional sheet if necessary)

Date:

**Oklahoma Home and
Community Education**

TREASURER'S FORM
(DUES AND OTHER MONIES)

MAIL WITH ALL MONIES TO CURRENT STATE TREASURER

COUNTY

NAME (County Treasurer)

ADDRESS

CITY

ZIP CODE

PHONE NUMBER

Please list dues and other monies:

State Dues

Members @ \$12.50 per member

ACWW "Rural Women in Action Fund"

Country Women's Council/USA Projects

Norma Brumbaugh Scholarship

Other (*please list*)

Check #

Total Amount enclosed

PLEASE SEND ONE OF THESE FORMS WITH YOUR CHECK TO THE STATE TREASURER

Make check out to **OHCE.**



OHCE CLAIM FORM

1. Complete the form below. Attach all bills and receipts.
2. Sign and date on the appropriate line.
3. Send for approval to: *(Current State President)*
The State President will send this form to the OHCE State Treasurer for payment within budget.

Name of Claimant (Business or Person):

Address:

OHCE Office, Committee, Etc.

Date	Nature of Expenses	Purpose of Activity	Amount
		Total	\$

Attach all bills and receipts

Signature of person submitting claim

Date

Signature, OHCE State President

Date

Signature, OHCE State Treasurer

Date

Note: The President's signature authorizes the Treasurer to pay the above claim.

Performance Agreement

Oklahoma Home and Community Education (OHCE) agrees to hire

(performer) to perform at (event)

on (date) at (address and city)

OHCE will pay \$ (amount and benefits)

As compensation for this performance payable via (check, money order, cash etc.) according to the following plan:

Furthermore, the two parties agree:

1. The performer will present (description of performance)
2. The performance will specifically consist of
3. Setup for the performance will be the responsibility of the performer unless otherwise listed:
4. Other provisions of this agreement include the following items:

Signed this day of , 20 .

Performer

Oklahoma Home and Community Education Rep.