

# OKLAHOMA HOME & COMMUNITY EDUCATION

# POLICY BOOK



*revised July 2019*

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## **OHCE WEBSITE**

<http://ohce.okstate.edu>

## **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 July 2019*

## **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 by gender, race, color, age, disability, religion, national origin, economic circumstance or status as a veteran 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. 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. A majority vote elects.

## **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 Leadership Development Chair. The Leadership Development Chair shall work with a committee of three other members to plan workshops for annual district and state meetings.

**SECTION 8.** 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 9.** Chaplain. The Chaplain is responsible for the inspirational thoughts at the annual state meeting, vespers service, and the spring and fall meetings.

**SECTION 10.** Historian. The Historian shall keep a history book of the state organization activities and serve as the installing officer for the organization.

**SECTION 11.** 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 12.** 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 13.** 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.** 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 4.** 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 Officers of the state organization, the 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 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 Committee.

OFFICE OF THE SECRETARY OF STATE



AMENDED NOT FOR PROFIT  
CERTIFICATE OF INCORPORATION

*WHEREAS, the Amended Certificate of Incorporation of*

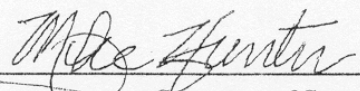
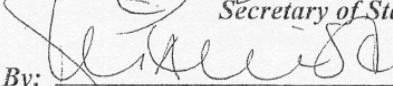
**OKLAHOMA HOME AND COMMUNITY EDUCATION, INC.**

*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 26th  
day of July, 2000.

  
Secretary of State  
By: 

## **OKLAHOMA HOME AND COMMUNITY EDUCATION**

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### **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  
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 Oklahoma Home and Community Education, Inc. (OHCE). The guidelines are expected to set the frame-work for continuing mutually beneficial interaction between the Extension Service and the Oklahoma Home and Community Education organization in districts and counties.

**Purpose of Oklahoma Cooperative Extension Service**

The Oklahoma State University Cooperative Extension Service (OCES), an agency 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. The Oklahoma Cooperative Extension Service 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**

The major goal of Oklahoma Home and Community Education, Inc. is education. Through programs in Family & Consumer Sciences and related fields, members strive to gain knowledge and develop skills to help improve the quality of life for Oklahoma family members.

### **Nature of Oklahoma Home and Community Education**

The Oklahoma Home and Community Education (OHCE) is a non-profit organization of over 4,000 people who participate in organized Extension programs throughout the state. Its membership is open to all people without regard to gender, race, age, color, religion, national origin, age, disability, income, or status as a veteran in any of its policies, practices or procedures.

OHCE's bylaws declare that the organization is an educational organization that encourages adult education in Family & Consumer Sciences through Oklahoma State University Cooperative Extension Service.

Since its formal organization in 1935, the Oklahoma Home and Community Education, Inc. has had a close relationship with the Oklahoma State University Cooperative Extension Service on three levels.

1. The College of Human Sciences Associate Dean for Extension & Engagement/OCES Assistant Director serves as Advisor to OHCE State Executive Committee and Committee Chairs of OHCE in planning, implementing and evaluating state programs. The advisor serves as a liaison for OHCE and Extension Staff.
2. The OCES District Program Specialists, Family and Consumer Sciences, provides leadership to County Educators, Family and Consumer Sciences, to develop educational programs; and serves as an advisor to District OHCE Representatives in planning, implementing and evaluating district programs.
3. The OCES County Educator, Family and Consumer Sciences, serves as an educational resource and advisor to the County Organization in planning, implementing and evaluating county programs. Family & Consumer Sciences educators are encouraged to further the development of OHCE groups and educational lessons as one part of the overall Cooperative Extension, Family and Consumer Sciences Program.

## A. GENERAL ORGANIZATIONAL MANAGEMENT AND MEMBERSHIP

### County Organization

1. Be knowledgeable of county and state goals, organizational policies, and educational programs of OHCE.
2. Conduct functions and business of the organization such as:
  - \* 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
3. Maintain working files of county records in possession of current officers to include:
  - \* secretarial minutes
  - \* financial records (last 6 years) and IRS reports 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
- 4a Pay for organization expense of officers and committees, such as postage, supplies, and other approved expenses.
- b Financially support resource persons involved in special County organization sponsored events.
5. Recruit new members, assist in organizing new groups, and help maintain established groups. Follow-through on membership referrals.
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.

### Extension Educator, Family & Consumer Sciences

1. Be knowledgeable of county and state goals, organizational policies and educational programs of OHCE.
- 2a Serve as advisor and consultant to county organization and assist it in functioning in a democratic manner; cooperate with officers to fulfill responsibilities.
- b Offer to the county organization resources and services available from the County Extension office.
- c Assist with agenda for OHCE County Organization meetings. Prepare and/or give an Extension Educator's report at Executive and County Organization meetings.
- 3a 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.
- b 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).
- c. 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.
4. Assist organization with duplication of appropriate materials.
5. Work with membership chair and officers to recruit new members. Assist in forming new groups, maintaining established groups, and interpreting and supporting county organization.
6. Participate in county, district and state meetings and encourage others to participate.

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 fund raising activity. Oklahoma State University will not serve as a purchasing agent for Oklahoma Home and Community Education, Inc.
8. Educator serves as liaison with local group(s) by participating in a maximum of 1 or 2 meetings of each local group each year. At each local group meeting, provide leaders lesson, mini-lesson or other educational information.

## **B. PROGRAM PLANNING, DEVELOPMENT, AND EVALUATION**

### County Organization

### Extension Educator, Family & Consumer Sciences

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Identify and communicate educational program needs and concerns to the county Extension Program Advisory Committee (PAC).</li> <li>2. Cooperate with Extension Educators in planning, implementing, and evaluating quality research-based educational Family &amp; Consumer Sciences programs.</li> <li>3. Assume the responsibility for receiving educational material for monthly educational lesson at leader training.</li> <li>4. Plan a minimum of 10 educationally designed lessons to meet county needs and specific behavioral and/or community outcomes.</li> <li>5. OHCE leaders provide educational programs to local groups and others and assist Extension Educators, Family and Consumer Sciences in subject matter training sessions.</li> <li>6. Plan and prepare OHCE Yearbook.</li> <li>7. Develop goals and conduct plan of action through County OHCE Committees using guidelines from state goals and county identified needs.</li> <li>8. Assume responsibility of directing Committee Chairs and members completing reports and awards applications.</li> <li>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.</li> <li>10. Assume responsibility for the county training for OHCE special statewide educational programs.</li> </ol> | <ol style="list-style-type: none"> <li>1. Develop a countywide Program Advisory Committee (PAC) to identify needs.</li> <li>2. Cooperate with county organization officers and committees in planning, implementing and evaluating a quality research-based family &amp; consumer sciences programs.</li> <li>3. Identify FCS educational resources relevant to OHCE educational lessons.</li> <li>4. Encourage County Organization in its educational program planning implementation and evaluation.</li> <li>5. Educate OHCE leaders in subject matter and teaching methods to give educational programs to local groups and others.</li> <li>6. Assist in planning, preparation and printing of OHCE yearbook.</li> <li>7. Serve as resource person as committees carry out plan of action.</li> <li>8. Assist in providing leadership to Committee Chairs in completing reports and awards applications.</li> <li>9. Evaluate educational programs of OHCE as needed for total Extension educational and reporting purposes. (To enter under PARS). To that effect, Educators should request volunteer hours, project outcomes and evaluations from the county OHCE local organization at least once a year.</li> <li>10. Identify educational resources relevant to OHCE special statewide educational programs. Teach educational programs when appropriate.</li> </ol> |
|---|--|

## C. LEADERSHIP, FINANCIAL 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 their 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. Oklahoma Home and Community Education, Inc. will not deny membership or participation in programs to any person because of gender, age, disability, race, color, religion, and income, status as a veteran or national origin. Adopt and implement a county OHCE Diversity Plan.
6. County organization of Oklahoma Home and Community Education, Inc. will not share membership lists of names and addresses to individuals, agencies or organizations outside of OCES.

### Extension Educator, Family & Consumer Sciences

1. Advice and counsel county officers in leadership development skills. Follow accounting procedures of OSU and the Oklahoma Cooperative Extension Service. 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 audience of the overall county Extension program.
3. Establish and maintain communication between state OHCE Board and the county OHCE members.
4. Interpret current OHCE policies and guidelines.
5. 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 and state 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 program is one audience of the overall county Extension program.
3. Communicate to the District Program Specialists (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 the Oklahoma Cooperative Extension Service.
5. Prepare Family & Consumer Sciences 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 and state program achievements to significant policy and decision-makers on local, county, state & federal levels, as well as within the Extension Service.

## **E. EVENTS AND ACTIVITIES**

### County Organization

1. Plan, conduct and evaluate county OHCE events through committees. Committee chairs 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 committee planning trip to 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 Extension Educator, Family and Consumer Sciences and the Executive Committee of the County Oklahoma Home and Community Education 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 Oklahoma Home and Community Education, Inc. 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 Sciences

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Oklahoma Home and Community Education President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Extension Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Program Specialist, Family and Consumer Sciences

\_\_\_\_\_  
Date

County Educators- Mail to District Program Specialist with your Plan of Work Timeline

## **HISTORY OF OKLAHOMA HOME AND COMMUNITY EDUCATION ORGANIZATION**

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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 800 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 or not 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 75<sup>th</sup> 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 76<sup>th</sup> 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 80<sup>th</sup> 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 75<sup>th</sup> 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 75<sup>th</sup> 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.

## ACWW Dues

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 1<sup>st</sup>, thus your due date should be no later than December 1<sup>st</sup> in order for deposits to be made and money transferred and sent to London. It is imperative that you keep ACWW appraised 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 + 4 \_\_\_\_\_

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    <http://cwcusa.org>

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

## **PENNIES FOR FRIENDSHIP**

“Pennies for Friendship” was established by ACWW with the thought that if members worldwide would give one penny per year to the organization, a central office would be established to support a secretary. Through the years ACWW has grown and needs to meet the rising cost of maintaining an office, publishing two newsletters, setting up e-mail communications, providing United Nations links and networking and providing many educational projects for the betterment of women and children in the world. Pennies for Friendship are a major source of the income to carry out the work of ACWW. CWC urges members to participate in this activity.

The many “coins” from the U.S. are joined by coins from Germany, England, Canada, Wales, Australia, South Africa and other countries. Some of the coins remain in London to run the office of the ACWW. They also will be used to help support grants given by the United Nations for field work in developing countries or informing member societies of help available through these grants. The coins help ACWW members to speak for rural women and homemakers at United Nations meetings or arrange seminars in literacy, nutrition and child care in developing nations. With the help of UNESCO funds, ACWW pennies have provided tube wells in Assam, Bengal and Pakistan and water storage tanks in the South Pacific. Coins collected also are used to support such projects as International Peace Garden, Feed Women of the World, Safe Water and Our International Homemaker Exchange Program.

Oklahoma Home and Community Education, Inc. is a member of the Associated Country Women of the World (ACWW). OHCE counties in Oklahoma may collect donations for Pennies for Friendship throughout the year and send to the OHCE State Treasurer any time before June 30.

## **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 <http://cwcusa.org>.

## **CE-FCS AMBASSADORS PROGRAM DEVELOPMENT GRANTS AND AWARDS**

**Only OCES employees and OHCE members are eligible for these grants.**

### **Category Descriptions**

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 \$750 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 USDA application 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, score sheet, letter of recommendation & checklist must be submitted electronically by **July 1**.

<p><b>Complete Applications and details are available at <a href="http://www.fcs.okstate.edu">www.fcs.okstate.edu</a></b></p>
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# **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.** Special meetings may be called by the Convener. 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.** Task Forces may be appointed by the Steering Committee. 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, <http://ohce.okstate.edu> under the Resources tab or at <http://fcs.okstate.edu>, click on Leadership Development & Public Policy tab.
- The grant period was changed in July 2013 and there is no set due date. Applicants may apply anytime they have a project that clearly fosters leadership development. The amount was changed to up to \$1,000 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) \$1,000.00 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 scholarship shall be administered by the College of Human Sciences.
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: <http://humansciences.okstate.edu>. For additional information please contact the College of Human Sciences at: 405-744-9531.

General information about scholarships in the Human Sciences is also available at <http://ohce.okstate.edu> & <http://humansciences.okstate.edu/componet/content/article/39>

### **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. Approve minutes of last Board meeting. (Committee of 3 appointed in July to review past Annual Meeting minutes.)
  - c. Sit in on the Budget Committee Meeting
  - d. Hear and act on goals of committees as presented by committee chairs.
  - e. Plan with District Representatives for District meetings.
  - f. 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 committee members do NOT need to attend August Planning meeting.
5. In odd year, appoint 2 members from each district to serve on the district Nominating committee (State nominating committee district member serves as chair) to review the qualifications for District Representative from each district.
6. Write and send article to Editor for Outreach. May be sent electronically before the deadline of August 24 for September newsletter.

#### **State Vice President for Program**

1. Discuss duties with committee chairs and members concerning new goals at the Program Planning Meeting assisted by State and District Program Specialists.
2. Suggest the same font and format be used by all committees to prevent re-typing for inserting on the website and Handbook.
3. Provide state office with corrected copies of goals immediately following the Program Planning Meeting to put on the website.
4. Provide the corrected copies of goals to the District Program Specialists compiling the Handbook.
5. Introduce each committee chair as goals from their committee are presented.
6. Write and send article to Editor for Outreach. May be sent electronically before the deadline –August 24 for September newsletter.

### **State Leadership Development Chair**

1. Write an article for Outreach with reminder that a proposal for an LDCE grant may be submitted at any time throughout the year by OHCE members, and/or clubs, not to exceed \$1,000 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 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 24 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 stationary 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 24 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 24 deadline for the September 1 Newsletter. Article may be sent electronically.
5. Notify printer and mailing service of upcoming newsletter and obtain estimates to be sent to State Treasurer. Postage estimate must be paid immediately.
6. Compile mailing list and send to Mailing Service by second week of August.
7. Immediately after taking office, complete Postal Service Form 3623, Application for Special Bulk Third-Class Rates at Additional Mailing Office.

### **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.
3. Review the District Meeting guidelines for timeline and accuracy of duties and requirements.

### **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 Representative if your committee will present a workshop at 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.

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

7. Update addresses, phone numbers, email addresses, etc. for the Handbook.
8. Write article for Oklahoma Outreach concerning goals, etc. Deadline – August 24 for September newsletter.

### **District Program Specialists:**

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

## **SEPTEMBER**

### **State President**

1. Attend Country Women's Council as delegate from Oklahoma OHCE, if possible.
2. Send to your District Program Specialist 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)
4. Send a current copy of the Calendar of Events to your District Program Specialists to insert in Handbook.

### **State Vice President for Program**

1. Begin plans for next year's State Annual Meeting.
2. Provide a copy of the new state committee goals to the District Program Specialist preparing Handbook.

### **State Treasurer**

1. Upon receiving written request from each District meeting Treasurer, send carryover funds from previous year.
2. Send dues to CWC and ACWW and accumulated contributions for "Pennies for Friendship" to ACWW.
3. Send Budget information to the District Program Specialist preparing the Handbook.

### **State Editor**

1. Prepare and layout Oklahoma Outreach articles received for September newsletter.
2. Send electronic copy to State President for proofing and approval.
3. Send electronic copy of the completed Newsletter to District Program Specialists to email to County Educators.
4. Send completed Outreach to state office for inserting on website.
5. When notified that newsletters are being mailed, compile the electronic list and email newsletter to members who have requested receiving electronically.
6. 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. Be sure to include your address on the forms with instructions to mail completed forms to you by February 1. (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 send 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 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 web-site.
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.

### **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.
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 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. Every third year (2018, 2021, etc.), 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.



### **State Membership Chair**

1. Send electronic reminder to each county that applications for 50, 60 & 70 etc. year state certificates for individuals and groups are to be completed and returned to you by April 1<sup>st</sup>. *(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 and mail to each county President asking them to encourage their members to fill out the Qualification forms to serve on the state board.
2. Compile a letter addressed to County Educators and send electronically to the District Program Specialists asking them to send to their Educators to encourage members to apply for state positions.
3. Compile a letter encouraging each to fill out qualification form for board positions needing filled and send to the State office asking it be sent electronically to Board members, committee chairs and committee members
4. In even years, send State Nominating Committee members and District Program Specialist a letter and the qualification forms for District Representative for their districts. (Due back to you by February 1<sup>st</sup>).

### **State Committee Chairs**

1. Send District Representatives written description of your workshop at District meetings by November 15<sup>th</sup> if you are planning to present workshop.
2. Expenses incurred will be deducted from your committees 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 compiling the Handbook.

## **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 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. Send letter to county presidents to invite them to District meetings.
6. Contact Chaplain for brief “thought for the day” for Reports Evaluation Meeting.
7. Send your biographical information to District Representatives for district programs.
8. Write and send article for Outreach to Editor by deadline—January 25 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 25 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 25 for February newsletter. May be sent electronically.

### **State Treasurer**

1. Send article including member totals for Outreach to Editor by deadline—January 25 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 \$1,000 check to OSU Foundation for Student Scholarship.
4. Send \$500 to OSU state office for website upkeep.
5. Transfer accumulated Norma Brumbaugh Scholarship Funds received from counties to Norma Brumbaugh checking account.

### **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.
2. Meet with District Program Specialists and host county to finalize District meeting plans.
3. 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.
4. 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.
5. Notify State Treasurer of name, address and phone number of the Treasurer of the District meeting Host County.
6. 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.
7. Write and send article to Editor for Outreach before January 25 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 25 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.

### **State Committee Chairs**

1. Compile and send an article to Editor for Outreach before the deadline-January 25 for the February newsletter. Include complete details about your committee workshop at district 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 and District Program Specialists and set date for Nominating Committee Meeting to evaluate qualification forms.

### **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. Send letters to State Board of Directors with information about District meetings and encourage them to attend their district meeting at their own expense.
2. Meet with State Nominating Committee (ex-officio, without vote).
3. Coordinate district award presentations with the State Awards Chair.

### **State Vice President for Program**

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

### **State Treasurer**

1. Coordinate with each District meeting Host County Treasurer concerning income and expense of the District meeting. Request a copy of each district's proposed budget.
2. Send income tax information to tax preparer.

### **State Editor**

1. Send copy of February newsletter to State President for proofing and approval.
2. Send printer the approved 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
5. When notified that newsletters are being mailed, compile list and email the newsletter to members receiving electronically.
6. 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 with their addresses and send to the District Representative in each district by February 10 (sooner, if possible) for printing in District meeting programs.
3. Coordinate the printing of Certificates for all county winners. District Program Specialists will prepare certificates from a template sent from the State Office

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. Ask each of the District winners to supply at least 3 photos to be used during the Awards ceremony at the state meeting.
7. Prepare a paragraph to be read before the district winner is revealed.
8. Purchase gifts (according to budgeted amount) for the winner in each category to be given at District meeting. All nominees receive a certificate.
9. Purchase gifts (according to budgeted amount) for Member, Rookie, and Young Member & Heart of OHCE state winners to be given at State meeting. Also, purchase a gift of \$10 or less for the other nominees in each category to be given at the state meeting.
10. Retain all nomination forms and bring to State Annual Meeting to be placed in the county packets.

### **State Cultural Enrichment Committee**

1. Receive the Norma Brumbaugh Scholarship Applications and prepare to meet with the District Program Specialists at the evaluation meeting in April to select the winners.
2. Chair 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.
4. Meet with the State Nominating Committee members at a convenient location to review the qualifications of nominees and make selections.
5. 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 1/2 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.

### **State President-Elect**

1. Work with the President, Vice President for Program, and Arrangements Committee on state meeting plans at evaluations meeting.
2. Attend District and any other OHCE meetings throughout the year, if possible, to observe and be familiar with duties of President.
3. Reimbursed according to budgeted amount for travel outside own district.

### **State Vice President for Program**

1. Meet with State President, President-Elect, Awards Chair, Membership Chair, Arrangement Chair and committee members and District Program Specialists at Evaluation Meeting to coordinate Annual Meeting plans.
2. Be prepared to make a report to the Board of Directors of state meeting plans.
3. Arrangements Chair and committee members are encouraged to attend 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.

### **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. Tabulate and deliver Award Books to each committee chair, along with instructions for judging. Take to chair at their District meetings
4. 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.
5. Instruct each chair to write down special projects for possible use at state meeting and give to the Vice President for Program.
6. Collect completed award sheets from committee chair on Evaluation Day.
7. 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.
8. Meet with Vice-President for Program at Evaluation Meeting and supply details of Awards presentation plans for State Meeting.

### **State Secretary**

1. Send copy of approved State Meeting minutes from previous state meeting to the District Program Specialist making program for copying.
2. Prepare sign in sheet for Award Book Evaluation and Board meeting.
3. Bring stationary and envelopes for officers and chair to each meeting.
4. Copy and mail to each county president and secretary any proposed Bylaws as submitted to you by the Bylaws Chair. (State office may assist you with names and address labels.)



### **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. Prepare Financial Report for Spring Board meeting.
3. Attend Evaluation Meeting and Board of Directors meeting.
4. Explain voucher and travel, meal reimbursement and pay as submitted.
5. Pay caterer when lunch is delivered.

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

### **State Membership Chair**

1. Send article for the February newsletter outlining the rule for determining when a member qualifies as a 50-60-70, etc. year member. Explain that the number does not begin until member has paid dues for one full year.
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 committees budgeted amount.

### **District Nominating Committee 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 meeting, 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 25 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.
12. Copy and send insurance policy and letter confirming coverage to District Program Specialists, and District Representatives. Send as soon as received.
13. Receive all nominee qualification forms from Nominating committee for further appointments.

### **State President-Elect (in even year)**

1. After receiving the qualification forms from Nominating Chair--By the end of April, have all appointed officers, committee chair and members selected and have their written approval to serve.
2. Meet with State President, Vice President for Program, Arrangement Committee and Awards Chair to finalize State Meeting plans.
3. Write article for Oklahoma Outreach and send by April 25 for May newsletter. May be sent electronically.

### **State Vice President for Program**

1. Meet with Ag. Conferences, State President, 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 25 for May newsletter. Include all details, speakers, workshops, special information for Annual State Meeting. Send electronically, if possible.

### **State Awards Chair**

1. Prepare letters including details time, cost, 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.)
4. 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 District Program Specialists)
5. Write District Member Award winners including details of presentation during the Awards Ceremony and any other information needed.
6. Send article to Editor for Outreach by April 25 for the May newsletter. May be sent electronically.

### **State Secretary**

1. 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)
2. Request address labels from State office (allow two weeks)
3. Secretary's minutes from last Annual Meeting should be sent to your District Program Specialist to be copied.

### **State Treasurer**

1. Request list of county, 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 25 for the May newsletter. May be sent electronically.

### **State Parliamentarian**

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

### **State Editor**

1. Request the officers and chairs to send an article before the April 25 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 has to 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 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.
2. Send names with County and Group name directly to State Chaplain for inserting in Vespers program.

### **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.

### **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. Send a stamped reply card.
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. Send stamped RSVP card.
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 June 30 for auditing books.

### **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 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. Send reminders to State Chairs outlining their responsibilities in the Awards session at State Meeting.
2. Write District winners details of presentation of the awards at State Meeting. Their guests must purchase meal tickets. Include stamped RSVP card to be returned to you by June 15<sup>th</sup>
3. Prepare Award presentation ceremony and coordinate these plans with the President, Vice President for Program, and District Program Specialists.
4. Reserve a table for Member Award winners with their guests attending the Friendship banquet.
5. Arrange with Vice-President for a RESERVED sign in middle of tables to accommodate number of winners and their guests. Do NOT need to make individual name cards for each person.
6. Ask the State Chairs to assist with the committee awards presentations at Tuesday Award session.

### **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 newly elected and appointed officers and committee chairs to attend the Board of Directors Post-Conference Meeting.
3. Send notice to Board of Directors, in-coming and out-going committee chairs and members to attend the Annual Meeting, 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. Make name cards for guests seated at the HEAD table for all functions; Business Meeting, Monday lunch, Monday Friendship banquet and Tuesday lunch.
6. Assign reserve tables for number of invited guests at Friendship banquet you have received acknowledgment of attending.

### **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. President will have number of reserved places needed. No individual name cards are necessary.
2. Send a completed copy of the State Meeting program to the Arrangements Chair and committee members. Highlight areas that their assistance will be needed.
3. Refer to complete duties for Annual Meeting in Policy and Procedure book

### **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-June 30.
4. Call auditor for appointment for term end audit.

### **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.
3. Even year-Purchase Plaque for the Out-going state President (OHCE logo-Name-OHCE State President-Years of term) engraved on it
4. Historian presents the plaque to the Out-going President. Prepare to present after installation at the Annual State Meeting.
5. Out-going President presents gavel to In-coming President.
6. Send invoice to State Treasurer.
7. Keep the History Book up to date.

### **State Awards Chair**

1. Reserve seating for Award winners and their guests at Friendship banquet with RESERVED sign in middle of table. No individual names are necessary.
2. Prepare names of Committee Chairs and the Award winners to be placed on tables near the front for Tuesday Award session.

### **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.

### **State Arrangements Chair and Committee**

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



## **JULY**

### **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. Make the name cards for the head table for all sessions, except the Awards session on Tuesday and place them prior to each function. (May be assisted by Arrangement committee.)
6. Present In-coming President with new gavel after Installation during Business session. (provided by Historian)
7. Present gifts at Friendship banquet to the Member Award State winners (purchased by Awards Chair).
8. During the Tuesday Awards session, have photo taken with committee award winners.
9. Review evaluations from the Annual Meeting.
10. In second year in office, keep President-Elect informed.
11. 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.
12. Send to CWC, the name of Oklahoma's voting delegate at Country Women's Council Annual Meeting, when credentials form arrives.
13. Confer with Vice-President for Program about selection of conference dates and location for the next year. (Work with Ag Conferences)
14. Confer with Vice-President for Program about the theme for the next State meeting.
15. Make and confirm reservations for August Board and Planning Meeting location; rooms and caterer.
16. Introduce the Student Scholarship recipient during the Business session.

### **Immediate Past State President**

1. In even years, assist in-coming President with agenda for the August Planning Meeting.

### **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.

### **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 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. (Membership Chair may assist, if needed)
4. Coordinate the meeting evaluation forms. Review with State President.

### **State Awards Chair**

1. Preside during Member Awards portion at Monday night Friendship banquet and Awards session on Tuesday at annual State Meeting.
2. Provide signs for reserved seating at Awards session.
3. Coordinate with OSU photographer for procedure to follow for picture taking of award winners.
4. Give a list of the winners by counties, to the photographer for reference. Remind winners that the photos are on the OSU Photo database website and can be printed direct from site.
5. Bring sacks for each county, with county name written on them for chairs to place Award books in
6. Attend the Voting Delegate's session.

### **State Secretary**

1. Be prepared to record minutes of each session at State Meeting.
2. Bring printed envelopes and stationary for Board members at Pre and Post-Conference Board Meetings.
3. Roll Call will be given to State Secretary by Ag Conferences of registered members.
4. Present minutes from last year's Annual State Meeting, defer to State President for motion to approve.
5. Attend the Voting Delegate Session.

### **State Treasurer**

1. Pay claims to Board of Directors, committees, etc. as stated in standing rules of Bylaws.
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 according to the standing rule in the OHCE Bylaws to be given at the Annual State Meeting.

### **State Parliamentarian**

1. Prepare rules for State Meeting and present at Business Session.
2. Green delegate ribbons and voting cards should be given to each District Representative by the Parliamentarian.
3. Insure all voting delegates have proper ribbons and voting cards.
4. Determine number of votes needed for passage of a motion.
5. Advise the State President as needed during the Business Session.
6. Attend Voting Delegate Meeting and prepare to give instructions

### **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

### **District Representatives**

1. Attend Pre and Post Conference Meetings.
2. Give each executive officer and committee chairs green delegate ribbons at the Pre-Conference Board of Directors Meeting. (Parliamentarian will provide)
3. Place chair covers before State Meeting begins. (Work with Arrangements Committee.)
4. Attend the Voting Delegates Meeting.
5. Distribute green ribbons and voting cards to voting delegates.
6. Distribute secretary minutes and treasurers report at Voting Delegates Meeting.
7. Assist during the Business Session to verify the votes from your district.
8. Assist Awards Chair put name of winners on table for the Awards Presentation.

### **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. Put names of award winners on tables near front for Awards portion at Friendship banquet and Tuesday Awards session. Committee Chairs should assist with the reserved seating for their committee winners.
5. Preside at the Awards session. Introduce the State chairs before they present their committee awards.

### **State Cultural Enrichment Chair**

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

### **State Committee Chairs holding workshops**

1. Act as hostess for workshop presenter. Give introduction.
2. Inform workshop participants to fill out evaluation form (in center of program book) and leave at designated area.

### **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.

### **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 telephone conference. Those to attend are: President, Vice President for Program, Leadership Development Chair, Secretary, Treasurer, the four District Representatives and the District Program Specialists.
3. All completed expense claim forms, with attach 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 at the close of State Meeting as all other positions, effective July 2017. Financial reimbursements should be received by June 30 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.

## **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 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 District, 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. Odd year, the President selects nominees for the various appointed positions from the qualification forms received from the Nominating committee chair.
12. Even year, President-Elect selects nominees for the various appointed positions from the qualification forms received from the Nominating committee chair.
13. Confer with Awards Chair on presenting the district member gifts and state program awards ceremony.
14. Attend CWC Conference as representative or appoint a representative from the Board.
15. Prepare and send necessary letters to county officers and/or Educators throughout the year. Keep copies of documents in appropriate files.
16. Through letters, phone calls, or emails, encourage Program Chairs to keep lines of communication open to all county chairs by whatever means they choose.
17. President-in charge of the Voting Session at State Meeting assisted by Bylaws Chair and Parliamentarian.

## **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 to 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, 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, Awards Chair, Educational Committee Chairs and Arrangements Committee.
9. Vice-President for Program is the Officer in charge of the First Timers session at State Meeting. May be assisted by Membership Chair and committee members. Plan to give a small “Welcome Bag” to each attending for the first time.
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.
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 at the close of the State Meeting - beginning July 2017.

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.
3. 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.
4. Record all transactions in a journal. Reconcile all accounts/checkbook with bank statements each month. Identify sources of income and expense.
5. Give receipts for all money received. A carbon copy of the receipt should be kept for the OHCE records.
6. 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.
7. Send contributions and dues to appropriate offices by due date or when ordered by the President.
8. Serve on the Budget Committee and help prepare the organization's budget.
9. Pay budgeted items to officers and committee chairs after receiving written approval from the President on claim forms.
10. Conduct workshop training at district meetings and/or State Meeting.
11. Must be bonded by organization.
12. Prepare OHCE record and files for Income Tax Preparation at the end of the year.
13. Arrange for auditing the books before transferring to new Treasurer.

## **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.
- E. 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 products, motel, mileage, etc. and amounts listed for each expenditure.
- F. Copy of Claim Form for reimbursements is in Policy Book.

All treasurers of OHCE state, county and local groups that are responsible for the organizations 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 Leadership Development Chair Duties**

Follow the Calendarized Functions for appropriate time line for your duties

Leadership Development Chair is an elected officer serving for a 2 year term.

1. Plan programs for District meetings and State Meeting utilizing leadership development committee members and other officers. Programs could include:
  - Officer Responsibilities
  - Parliamentary Procedure
  - Public Speaking
  - Motivational Speakers
  - Grant Writing
2. May be ask 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 \$1,000 per year. Applications may be submitted any time throughout the year for projects or training must clearly foster leadership development.
  - Amount was increased to up to \$1,000.00 and eliminating a specific due date for applying was changed effective July 15, 2013.
5. Assist with the grant applications when ask by the LDCE Convener. The applications are sent to the steering committee electronically and if necessary, are discussed by means of conference calls.

## **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 OHCE Annual State Meeting in July.
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
  - Other duties to assist the meeting run smoothly.
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 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
    - Give delegate ribbons and voting cards to District Representatives to distribute to their voting delegates.
    - Delegate Meeting (read rules and answer questions)
    - Business Session
    - Post-Conference Board Meeting
2. Have Roberts Rules of Order Book (Newly Revised, the 11<sup>th</sup> Edition published in September 2011 is the latest) in your possession at all meetings.
3. Should be available throughout the year for questions that the State President may have on Parliamentary Law.
4. Present or arrange for a workshop on Parliamentary Procedure at Districts and/or the Annual State Meeting, if needed.
5. Parliamentarian job is NOT to keep order. That is the job of the presiding officer.

## **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
  - Develop theme/topic
  - Utilize budget allotment
  - Music
  - Printed Programs
  - Contact Educators or OHCE members if assistance is needed.

## **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.
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, Leadership Development Chair, Secretary, Treasurer and District Representatives
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 Representation** 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 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 committees 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. You may include a letter of explanation to County Presidents and Educators. This information will be sent electronically to all the County Educators for distribution.
6. Send letter of instructions for Award and Reports asking the state Advisor's Secretary to send it electronically to the County Vice Presidents.
7. 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.
8. Arrange for “third party judges” to determine District & State Winners for OHCE Member, Rookie, Young Member and Heart of OHCE.

Judges for Photography and OHCE Week reports are the responsibility of the Membership committee.

9. Attend Evaluation Meeting in the Spring

- 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.

10. 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)
- Purchase \$10 or less gifts to be presented to other district winners. (3 for Member, 3 Rookie, 3 Young Member, and 3 for Heart of OHCE).

11. 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 and their families. Reserved sign on table near front.
- Ask State President to make the gift presentations.
- State pictures will be taken of winners on Tuesday morning before the Awards session.

## **State Editor Duties**

Follow the Calendarized Functions for appropriate time for your duties

1. Two year term of office.
2. Read and Follow Calendarized Functions on a monthly basis.
3. Complete Postal Service Forms that are required for Post Office and apply for Special Bulk Third Class Rate for mailings. Confer with Mail Service.
4. 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.
5. Work with State President to plan format of the Oklahoma Outreach Newsletter for her 2 year term.
6. Request and gather articles from officers and committee chairs one month before printing.
7. Format newsletter....editing articles when needed.
8. Send electronic copy of newsletter to President for approval before it is sent to printer.
9. Publish newsletter in February (district meeting details), May (State meeting details) and September (new committee goals).
10. Bulk mail newsletters to the following:
  - OHCE Members requesting printed copy
11. 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
12. Furnish State Treasurer receipts for mailing costs and expenses.
13. Keep membership addresses current as State Treasurer and/or OSU Extension Secretary send the electronic copies to you of county rosters for paid members.
14. 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 Cultural Enrichment Committee Chair** **Norma Brumbaugh Scholarship**

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 **OEAFCS** luncheon as scheduled, and present the checks to the winners of Norma Brumbaugh Scholarships. (State President should be ask to attend and make the presentations, if you are not available).

## **State Handbook Committee Chair**

The Handbook Chair and committee have been eliminated.

Effective 2016

Handbook will be compiled by  
the District Program Specialist from the President's district.



## **State Arrangement Chair 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. Place chair covers on seats for county Presidents. Leave vacant seat between each President for Secretary
    2. Place chair covers on seats for state officers and chair.
    3. Check to see if flags are displayed properly.
    4. President will arrange for place cards on head table at each meal and business session. Assist as needed.
    5. Be certain full water glasses 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**

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**

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, the members on the Nominating Committee will chair their district committee for District Representatives.
  - Make sure the District Representative qualifications are sorted and given to the chair of their district.
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 nominees 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 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.

## **District Nominating Chair Duties**

1. State nominating committee members from each District will serve as the District Nominating Chair for their district to select nominees for the District Representative position that is to be elected in even years.
2. Confer with current District Representative and District Program Specialists to help choose two other members to serve on the selection committee. (Discuss at August Planning meeting)
3. Recruits and receives applications for District Representative before February 1<sup>st</sup>, (even year)
4. Early February, meet (or conference call) with current District Representative and District Program Specialists to select qualified nominee for District Representative.
5. Send nominee name to State President, State Nominating Chair and State Advisor.
6. Present nominee during the 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)
5. Leadership Development Chair

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

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 Committee
4. Membership 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

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

1. Family Issues Chair and Committee
2. Resource Management and Committee

## **State Promotional Sales Chair 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. (Committee members set up table at their District meeting and 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
  - Submit money collected to State Treasurer at close of meeting
  - 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 insure 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.

## **State Committee Chairs: General Duties**

OHCE state Secretary will provide OHCE official stationary 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 1<sup>st</sup>.
  - 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 1<sup>st</sup>.
  - 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. 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.
  - 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. 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.

### **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. The Awards Chair will send the OHCE Week reports to you shortly after the deadline of June 1<sup>st</sup>. 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 direct to you by April 15<sup>th</sup> 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.
10. 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.
  11. Attend the Pre-Conference Board Meeting and Annual State Meeting
    - If giving workshop, make sure room is set up as needed for your workshop.
    - State provides a small gift of appreciation to give the workshop speakers.
  12. Attend the Post-Conference Board Meeting.
    - Report on number attending your workshop.



## **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.

## **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, irrespective of race, color, national origin, gender, age, religion, disability, or status as a veteran.
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. Radio or television
    - 1) Interviews with Member and Extension Educator
    - 2) Request public service announcement
    - 3) Make your own tape about OHCE members
  - c. Displays at county fairs, shopping malls and store windows, etc.
  - d. 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.
  - e. 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.
  - f. 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
  - b. Letter
  - 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 lesson 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**

Tracy R. Lane, Tulsa County OSU Extension

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 11<sup>th</sup> 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**

RONR, 11T Edition, pages 351-375

### 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 SUPERSEDE THE RIGHTS OF INDIVIDUAL MEMBERS** - The organization has the right to make its own rules which then 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 RIGHTS 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 a 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 a 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, 11<sup>th</sup> edition



## Steps in Processing a Motion

<b>A motion is a proposal on which a group takes a specific action or stand.</b>	
<b>Step 1: Making A Motion</b>	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> .
<b>Step 2: Seconding the Motion</b>	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.
<b>Step 3: The Chair States the Motion</b>	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> .
<b>Step 4: Members Discuss the Motion</b>	<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>
<b>Step 5: Putting the Motion to a Vote</b>	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 require a 2/3 vote.
<b>Step 6: Announce the Result</b>	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"> <li>• <b>Which side has the vote.</b> <i>"The 'ayes' have it" or "The 'nos' have it".</i></li> <li>• <b>Whether the motion passed or failed.</b> Simply state either <i>"The motion is adopted"</i> or <i>"The motion is lost."</i></li> <li>• <b>Effect of the vote.</b> 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></li> <li>• <b>The next step.</b> Where applicable, announce the next item of business.</li> </ul> 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 on 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 term at the State OHCE meeting in July 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 1<sup>st</sup>.
- 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 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 responsibilities.
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 1<sup>st</sup>.
- 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 15<sup>th</sup>.
- 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 insure 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/Countries:** \_\_\_\_\_

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**

<b><u>INCOME</u></b>	<b><u>PROPOSED</u></b>	<b><u>ACTUAL</u></b>
Carryover from the previous District Meeting		
Registration (estimated number attending x cost)		
Lunch (estimated number attending x cost)		
Evening Event (Optional)		
TOTAL		
<b>EXPENDITURES</b>		
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 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) 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.
- III. Expenses for Meetings
  - A. Elected and appointed officers, committee chairs to receive:
    - 1. \$5.00 per meal
    - 2. 50¢ per mile plus turnpike tolls for person who drives.
    - 3. \$75 for Annual State Meeting.
    - 4. Reserved room for night's lodging for members living more than 2 hours driving time from meeting site. Exception: Must attend the evening Board meeting or riding with someone that must attend early meeting. Rooms reserved for 2 to a room. If single room is preferred, ½ the price of the room will be assessed.

## **General Policy for ALL BOARD MEMBERS**

1. Receive records from predecessor within 30 days of assuming office.
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 morning
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. Leadership Development Chair
  - E. Secretary
  - F. Treasurer
  - G. Treasurer-Elect
  - H. District Representatives
  - I. 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 Spring Board Meeting 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 printing the name cards to place at each place.
  - 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. Responsible for the First Timers Session on the first day of State meeting.
  - G. Coordinate the Honorarium/Fees for program speakers with State Treasurer
  - H. Thank you letters to workshop participants.
  - I. Working with the Arrangements Chair on special needs.
  - J. Filling out the function forms for Arrangements Committee.
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 & their guests
7. The State Board is responsible for:
  - A. Approving the meeting date, place, registration fee and budget at the August Planning Meeting.
8. 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 chair and 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.

## **State Leadership Development Training**

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 according to the OHCE State Bylaws, effective July 2017.

May be assisted by the members on the Leadership Development committee from each district. State or County Cooperative Extension Educators may assist when called on by the Leadership Development Chair.

Counties should be encouraged to send at least one from each county and/or group to this Leadership workshop.

## **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.

## **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

# OKLHAOMA HOME & COMMUNITY EDUCATION

## Qualification Form (Use for Even or Odd Year Elections)

(Attach a recent photo)

County \_\_\_\_\_ District \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
(Street or Route) (City) (Zip)

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.)

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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)**

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)  
Leadership Development Chair**

### **Appointed Positions:**

**Parliamentarian  
Chaplain  
Outreach Newsletter Editor  
Historian  
Promotional Sales**

### **Appointed committee chairs and members to be filled are:**

**Arrangements  
By-Laws  
Budget  
Nominating  
Cultural Enrichment  
Healthy Living  
Membership  
Leadership Development Committee Member**

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)

**OSU State Advisor for OHCE**  
Dr. Jorge Atiles  
OSU, 135 HES  
Stillwater, OK 74078-6111



District \_\_\_\_\_

## OKLAHOMA HOME & COMMUNITY EDUCATION Recommendation (Even Year Elections)

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

**List in order of preference, (Example 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.)**

**Elected Office:**

District Representative (Application Due Feb 1) \_\_\_\_\_

Secretary \_\_\_\_\_

Leadership Development Chair \_\_\_\_\_

**Appointed Positions:**

Parliamentarian \_\_\_\_\_

Historian \_\_\_\_\_

Chaplain \_\_\_\_\_

Oklahoma Outreach Editor \_\_\_\_\_

Promotional Sales \_\_\_\_\_

**Appointed Committee Chairs & Members:**

**Chair**

**Member**

Arrangements \_\_\_\_\_

Budget \_\_\_\_\_

By-Laws \_\_\_\_\_

Nominating \_\_\_\_\_ (Past President) \_\_\_\_\_

**Appointed Program Committee Chairs & Members:**

Healthy Living \_\_\_\_\_

Cultural Enrichment \_\_\_\_\_

Membership \_\_\_\_\_

Leadership Development \_\_\_\_\_ (Elected Office) \_\_\_\_\_

\_\_\_\_\_  
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:**

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

**Elective offices to be filled are:**

**Vice-President for Program  
President-Elect  
Treasurer-Elect**

**Appointed Positions:**

**Awards Chair**

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

**Family Issues  
Resource Management**

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**  
  
**Dr. Jorge Atilas**  
**135 HES**  
**Oklahoma State University**  
**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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.)

**Elected Office:**

President-Elect \_\_\_\_\_

Vice-President for Programs \_\_\_\_\_

Treasurer-Elect \_\_\_\_\_

**Appointed Position:**

Reports & Awards Chair \_\_\_\_\_

**Appointed Committee Chairs and Members:**

	<b><u>Chair</u></b>	<b><u>Member</u></b>
Family Issues	_____	_____
Resource Management	_____	_____

\_\_\_\_\_  
County President

\_\_\_\_\_  
County Extension Educator

## 50-60-70 Year MEMBERSHIP CERTIFICATE FORM

Send one copy to Membership Chair and State Advisor by **April 1:**

Check Handbook for Current  
Member Chair  
Name & Address

OHCE Advisor  
135 Human Sciences  
Oklahoma State University  
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:

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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 April 1:**

\*\*Check Handbook for current  
Member Chair  
Name & Address

OHCE Advisor  
135 Human Sciences  
Oklahoma State University  
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:

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Will a representative be attending the OHCE State Meeting? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Performance Agreement

Northeast District of Oklahoma Home and Community Education (OHCE) agrees to hire

\_\_\_\_\_ to perform at \_\_\_\_\_  
(performer) (event)  
on \_\_\_\_\_ at \_\_\_\_\_  
(date) (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)  
at \_\_\_\_\_ for a period of \_\_\_\_\_  
(beginning time) (length or duration of the 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.