

KEHA Manual

Handbook – Part 1

Contents: This *Handbook* is a reference tool providing specific information about Kentucky Extension Homemakers Association, Inc. (KEHA). This section includes Articles of Incorporation, Bylaws, and Standing Rules. It includes forms such as credential forms, the treasurer remittance form for dues, the membership recognition form, and more.

NOTE: DUPLICATE THESE PAGES AS NEEDED. THE MOST UPDATED FORMS ARE ALWAYS AVAILABLE IN THE MANUAL ONLINE AT <https://keha.org/manual/>.



KEHA MANUAL

Handbook Table of Contents

NOTE: ALL of the KEHA Manual Handbook is new this year. If you currently use a print copy, the entire document should be replaced. If you have bookmarked specific documents or pages online, please reset your bookmarks and make sure keha.org appears in the URL.

Part 1 – Bylaws, Standing Rules, Credential Forms, Remittance Form, etc.

Creed and Inspiration/Collect	4
Board Directory Information and Area County List	5
KEHA Area Map	6
KY Extension Personnel	7
Articles of Incorporation	8
Bylaws	13
Standing Rules	25
Credentials/Nomination Forms	
Club/County/Area Officer Nomination Form	33
State Educational Chairperson Nomination Form	35
State Officer Nomination Form	37
Bonding Form (Treasurer)	39
Miscellaneous Forms and Reports	
Enrollment Form	40
County/Area Officers Directory Form	41
Expense Voucher	43
Treasurer's Remittance Form	44
Membership Tenure Recognition Report Form	45

Part 2 – Programs of Work, Report Forms, VSUs, Contest Information, etc.

KEHA Reminder Calendar	4
Awards and Contests Deadline/Contact Chart	5
Awards and Contests Cover Sheet	7
Program of Work Guidelines	8
Educational Chairperson Program of Work Planning Form	10
Environment, Housing, and Energy	12
Program of Work	13
Adopt-A-Highway Contest	17
Environment, Housing, and Energy Report Form	18
Family & Individual Development	19
Program of Work	20
Contests and Awards	22
Master Volunteer in Clothing Construction (MCV)	24
Family and Individual Development Report Form	25
Food, Nutrition, and Health	26
Program of Work	27
Contests and Awards	30
Food, Nutrition, and Health Report Form	32
4-H Youth Development	33

Program of Work	34
Contests: Homemakers Support 4-H	37
Interests Questionnaire	39
4-H Youth Development Report Form	40
International	41
Affiliated Organizations	42
Program of Work	43
International Contests and Awards	45
Homemaker Exchange Program	46
International Report Form	49
Management & Safety	50
Program of Work	51
Management and Safety Report Form	55
Leadership Development	56
Program of Work	57
Community Volunteerism Awards	61
Volunteer Service Unit (VSU) Program	62
VSU – Individual Log	67
VSU – County VSU Report	68
VSU – Area VSU Report	70
Leadership Development Report Form	71
Cultural Arts & Heritage	72
Program of Work	73
Cultural Arts and Heritage Passport Contest	75
Creative Writing Contest Guidelines	76
Book List Suggestion Form	78
Cultural Arts Exhibit State Level Rules	79
Criteria for Judging	80
Ribbon Procedures	81
2026-27 Cultural Arts Exhibit Categories	82
Exhibit Category/Sub-Category Clarifications	84
Cultural Arts and Heritage Report Form	89

Part 3 – Scholarships, Grants, State Meeting Materials and Forms

KEHA Scholarships	
Evans/Hansen/Weldon Scholarship	4
KEHA Member Scholarship	9
KEHA Endowed Scholarship at UK	13
KEHA Mini Grants for Study or Research	14
KEHA Development Grants	17
State Meeting Materials	
Learning Session/Workshop Proposal Form	22
Homemaker Showcase Form	24
KEHA State Meeting Responsibilities	25
Voting Delegates Roles and Responsibilities	28

Note: KEHA history information is no longer included in the Handbook and can be found online at <https://keha.org/history/>. Master Farm Homemakers Guild information is at <https://keha.org/master-farm/>.

KENTUCKY HOMEMAKERS CREED

I believe in the home as an inspiring and happy center of family life – comfortable and attractive – a place for relaxation and work, where pleasures and responsibilities are shared.

I believe in the home and its contribution to community life, which reflects the development of the homemaker and the family.

I believe in the homemaker – alert, diligent, in search of better ways of doing ordinary things, for the welfare and happiness of the family.

I believe in the homemaker as a community leader, responsible for passing on to others, mastered skill, and knowledge.

I believe in the fellowship that comes through the homemakers' organization – the exchange of ideas and the joy of knowledge shared with others, thus broadening our lives, and lifting household tasks, above the commonplace.

For these opportunities, I am grateful. I am also thankful for the courage of yesterday, the hope of tomorrow, and a growing consciousness of God's love always.

Jefferson Homemakers Club
Jefferson County

NOTE: Revised 1995.

INSPIRATION

The Collect was written by Mary Stewart of Longmont, Colorado, in 1904 as a personal prayer and without any organization in mind. The prayer was published under the title, *A Collect for Club Women*, because Mary felt that “women working together with wide interests for large ends was a new thing under the sun and that perhaps they had a need for a special petition and meditation of their own.” The Collect has found its way around the world wherever English-speaking women work together.

Keep us, oh God, from pettiness; let us be large in thought, in word, in deed,
Let us be done with fault finding and leave off self-seeking,
May we put away all pretense and meet each other face to face without self-pity and prejudice.
May we never be hasty in judgment and always generous.
Let us take time for all things; make us grow calm, serene, and gentle.
Teach us to put into action our better impulses, straightforward and unafraid.
Grant that we may realize it is the little things that create differences,
that in the big things of life we are at one.
And may we strive to touch and know the great, common human heart of us all,
And, oh Lord, God, let us forget not to be kind.

KEHA BOARD DIRECTORY

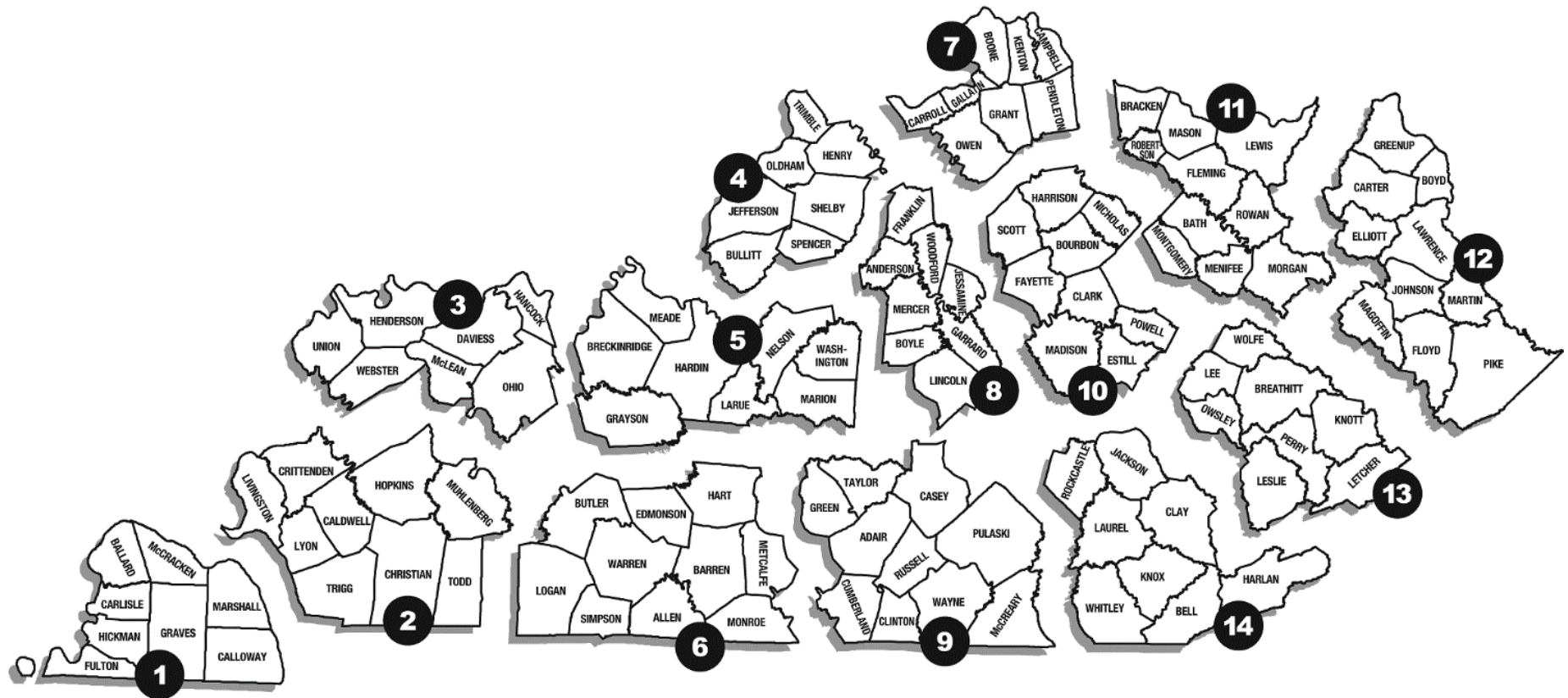
A list of the Kentucky Extension Homemakers Association Board members is available on the KEHA website at <https://keha.org/state-board/> and will be updated as membership changes. Because the directory changes at least three times each year, it is not included in the KEHA Manual. Contact information for individual board members is available by contacting your county Extension office.

COUNTY LIST BY KEHA AREA

Purchase	Pennyrile	Green River	Louisville	Lincoln Trail	Mammoth Cave	Northern Kentucky
Ballard	Caldwell	Daviess	Bullitt	Breckinridge	Allen	Boone
Calloway	Christian	Hancock	Henry	Grayson	Barren	Campbell
Carlisle	Crittenden	Henderson	Jefferson	Hardin	Butler	Carroll
Fulton	Hopkins	McLean	Oldham	Larue	Edmonson	Gallatin
Graves	Livingston	Ohio	Shelby	Meade	Hart	Grant
Hickman	Lyon	Union	Spencer	Nelson	Logan	Kenton
Marshall	Muhlenberg	Webster	Trimble	Washington	Metcalf	Owen
McCracken	Todd			Marion	Monroe	Pendleton
	Trigg				Simpson	
					Warren	

Fort Harrod	Lake Cumberland	Bluegrass	Licking River	Northeast	Quicksand	Wilderness Trail
Anderson	Adair	Bourbon	Bath	Boyd	Breathitt	Bell
Boyle	Casey	Clark	Bracken	Carter	Knott	Clay
Franklin	Clinton	Estill	Fleming	Elliott	Lee	Harlan
Garrard	Cumberland	Fayette	Lewis	Floyd	Leslie	Jackson
Jessamine	Green	Harrison	Mason	Greenup	Letcher	Knox
Lincoln	McCreary	Madison	Menifee	Johnson	Owsley	Laurel
Mercer	Pulaski	Nicholas	Montgomery	Lawrence	Perry	Rockcastle
Woodford	Russell	Powell	Morgan	Magoffin	Wolfe	Whitley
	Taylor	Scott	Robertson	Martin		
	Wayne		Rowan	Pike		

Areas



1. Purchase
 2. Pennyryle
 3. Green River
 4. Louisville

5. Lincoln Trail
 6. Mammoth Cave
 7. Northern Kentucky
 8. Fort Harrod

9. Lake Cumberland
 10. Bluegrass
 11. Licking River
 12. Northeast

13. Quicksand
 14. Wilderness Trail

KENTUCKY COOPERATIVE EXTENSION SERVICE PERSONNEL

University of Kentucky Administrative Staff

Dr. Eli Capilouto, President, University of Kentucky

Dr. Laura Stephenson, Vice President for Land-grant Engagement and Dean, Martin-Gatton College of Agriculture, Food and Environment, University of Kentucky

UK Extension Administrative Staff & Regional Extension Directors

<https://directory.ca.uky.edu/state-administration>

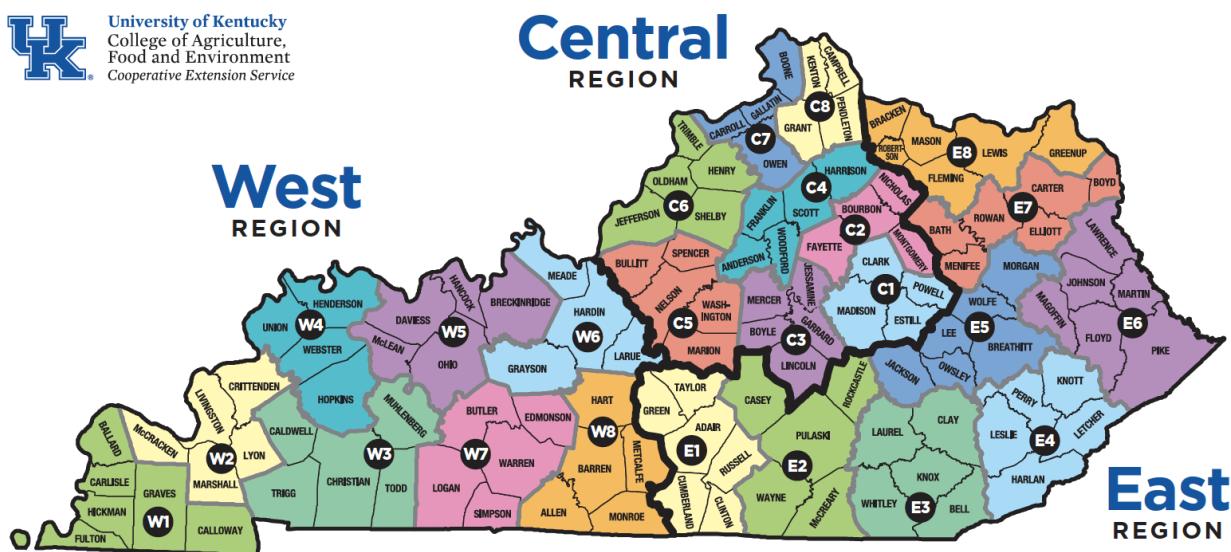
UK Area Extension Directors

<https://directory.ca.uky.edu/area-extension-directors>

UK Extension Family & Consumer Sciences Specialists and Associates

<https://personnel.mgcafe.uky.edu>

(College directory may be sorted by department, such as FCS, HES, DHN, etc.)



<https://regions.ca.uky.edu/>

Kentucky State University Administrative Staff & Team

<https://www.kysu.edu/academics/college-ahnr/school-of-anr/co-op/index.php>

<https://www.kysu.edu/academics/college-ahnr/school-of-anr/co-op/extension-personnel.php>



UK MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT
KSU COLLEGE OF AGRICULTURE, HEALTH, AND NATURAL RESOURCES

ARTICLES OF INCORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That pursuant to the Kentucky Revised Statutes, Chapter 273, as amended, we, the incorporators, have this day formed a non-profit corporation for educational purposes and to that end do adopt Articles of Incorporation as follows:

ARTICLE I

The name of the corporation is Kentucky Extension Homemakers Association, Inc. and by such name it shall be known as a body corporate and its duration shall be perpetual.

ARTICLE II

The Kentucky Extension Homemakers Association, Inc. is organized and operated exclusively for educational and charitable purposes and to that end shall promote an educational program in home economics and family living in cooperation with the Cooperative Extension Services of the United States Department of Agriculture and the University of Kentucky, and may do any or all lawful acts for which corporations may be incorporated under this chapter as relating to the purpose of education, charity and all other things incidental and necessary to its purpose.

ARTICLE III

In furtherance of the purpose of this corporation as set out in ARTICLE II herein, the corporation may do any and all things herein mentioned as fully and to the same extent as natural persons might or could do which may include but not be limited to the following: to buy or lease suitable buildings and equipment, and to acquire by purchase or gifts such real estate and personal property as may be necessary to carry out the objectives of this corporation, and to receive donations of real and personal property to be applied to the uses and purposes of this corporation; to take, hold, and manage real and personal property conveyed to it in trust, the income and/or principal of which is to be applied to the uses and purposes of this corporation, and to execute such trusts; to mortgage or otherwise encumber any of its property, or to sell and convey the same; to permit the use of any of its property for educational, benevolent, or other lawful purposes; and to conduct and carry on its work, not for profit, but exclusively for educational and charitable purposes.

ARTICLE IV

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of

any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE V

The corporation has the power to contract and be contracted with, to sue and be sued, and it may receive, accept, purchase or acquire and hold in any other lawful manner real and personal property, and it may dispose of the same by gift, deed or in any other lawful manner for any cause of an educational nature. It may do all things necessary or desirable to protect or enhance directly or indirectly the value of any interest owned by the corporation or in which it may have any beneficial interest or rights, and it may borrow money, incur obligations, and secure same by mortgage or pledge of all or part of its assets. It may accept gifts, bequests, or devises of property of any kind which any person, firm, or corporation may make to the corporation upon the terms, trust, and conditions set forth in any deed of gift, will, or other instrument of writing, executed by any such donor or testator, but only for the purposes and upon the terms and conditions and with the powers set forth in these Articles of Incorporation; and it may do any and all further acts consistent with the purposes hereinbefore set forth as now or hereafter authorized by law for a corporation; it being the intention that the enumeration of specific powers conferred upon non-profit corporations by the laws of the State of Kentucky not inconsistent with the purposes of the corporation.

ARTICLE VI

In the event of the dissolution of this corporation, or in the event it shall cease to carry out the objects and purposes herein set forth, all the assets of the corporation shall go and be distributed in accordance with the purposes of the corporation, that is, for educational purposes, as may be determined by the Board of Directors, and in no event shall any asset or the proceeds of any asset of the corporation, in the event of dissolution thereof, go or be distributed to directors, officers or employees either for the reimbursement of any subscribed, donated, or contributed by such members, or for any other such purposes, it being the intent that in the event of the dissolution of this corporation, or upon its ceasing to carry out the objects and purposes herein set forth, the property and assets then owned by the corporation shall be devoted to the carrying on of the function and purposes here-in-before mentioned.

ARTICLE VII

Officers, directors and employees of the corporation shall not be personally liable for any debt or obligation of the corporation.

ARTICLE VIII

The address of the registered office of the corporation is:

Kentucky Extension Homemakers Association, Inc.
University of Kentucky
102 Erikson Hall
Lexington, KY 40506-0050

The current Kentucky Extension Homemakers Association Treasurer shall be the registered agent of the corporation.

ARTICLE IX

The affairs of the corporation shall be conducted by a Board of Directors of such number not less than three (3) as may from time to time be prescribed by the By-Laws. The initial Directors of the corporation and their addresses are as follows:

Mrs. Mitchell Bertram
Route 1
Mt. Hermon, Kentucky 42157

Mrs. H. L. Grannis, Jr.
Route 2 - Box 14
Ewing, Kentucky 41039

Mrs. G. Forrest Yates
Route 1
Mayfield, Kentucky 42066

Mrs. Gilbert Keeney
100 Warren Avenue
Somerset, Kentucky 42501

Mrs. Samuel Whitt, Jr.
1088 - 29th Street
Ashland, Kentucky 41101

Mrs. Hugh A. Jones
Route 4 - Box 382
Henderson, Kentucky 42420

Mrs. Ray Wilson
Route 1
Cadiz, Kentucky 42211

Mrs. Thomas Buttram
Route 2
Smith Grove, Kentucky 42171

Mrs. Wilbur Etter
Leitchfield, Kentucky 42501

Mrs. Steve Howerton, Jr.
Finchville, Kentucky 40022

Mrs. L.C. Yocum
Broadway
Salvisa, Kentucky 40372

Mrs. Kenneth Williams
Route 1
Owingsville, Kentucky 40360

Mrs. Charlie Fugate
Route 1, Box 564
Hazard, Kentucky 41701

Mrs. R.B. Foster
Route 2
Wickliffe, Kentucky 42087

Mrs. Arthur Mathein
920 - 7th Street
Dayton, Kentucky 41074

Mrs. Everett Tolle
Route 2
Maysville, Kentucky 41056

Mrs. G.E. Tussey
219 Tahoma Road
Lexington, Kentucky 40503

Mrs. Howard Taylor
Route 2
Cynthiana, Kentucky 41031

Mrs. Harold Daniels
1121 Locust St.
Dayton, Kentucky 41074

Mrs. George Dale
Route 3
Carlisle, Kentucky 40311

Mrs. Fred Sammons
Worthington, Kentucky 41183

Mrs. Bobby Depew
Route 3
London, Kentucky 40741

Mrs. Howard Bennett
Route 6
Mayfield, Kentucky 42066

Mrs. William Tucker
27 Lisle Lane
Winchester, Kentucky 40391

Mrs. Reuben Ball
1329 Cantrell Street
Ashland, Kentucky 41101

Mrs. James Rich
3049 Elmwood Drive
Ft. Mitchell, Kentucky 41017

Mrs. Earl Friedly
Rt. 4
Georgetown, KY 40325

ARTICLE X

The names and addresses of the incorporators are as follows:

Mrs. Mitchell Bertram
Kenwood Ct.
Glasgow, Kentucky 42141

Mrs. Samuel Whitt, Jr.
1088 - 29th Street
Ashland, Kentucky 41101

Mrs. H. L. Grannis, Jr.
Route 2 – Box 14
Ewing, Kentucky 41039

Mrs. Hugh A. Jones
Route 4 – Box 382
Henderson, Kentucky 42420

ARTICLE XI

The Assistant Director of Extension Family and Consumer Sciences, the KEHA Advisor for Family and Consumer Sciences, the president of the Kentucky Extension Association of Family and Consumer Sciences, and other such persons as may from time to time be prescribed by the By-Laws shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

ARTICLE XII

The membership of the association shall be organized by County Extension Homemakers Associations in partnership with the Kentucky Cooperative Extension Service. Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Application for membership shall be made in writing to the County Extension Homemakers Association and is to be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in these Articles of Incorporation or by the By-Laws.

ARTICLE XIII

The corporation is not organized for pecuniary profit nor shall it have any power to issue certificates of stock or declare dividends. The balance, if any, of all money received by the

corporation from its operations after the payment in full of all debts and obligations of the corporation of whatsoever kind and nature shall be used and distributed exclusively for educational purposes.

ARTICLE XIV

The Articles of Incorporation may be amended by a two-thirds vote of the county voting delegates present at any State Association meeting provided notice of the meeting has been sent to the delegates ten days prior to the meeting and the delegates are given advance information regarding proposed amendments.

Last Amended May 8, 2018

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION, INC.

The Kentucky Extension Homemakers Association (KEHA) is a volunteer organization that works to improve the quality of life for families and communities through leadership development, volunteer service, and education in cooperation with the Kentucky Cooperative Extension Service.

BYLAWS

ARTICLE I - OBJECT

The object of the Kentucky Extension Homemakers Association, Inc. shall be:

1. To unite the Area and County Homemakers Associations of the state;
2. To create an awareness of needs of families in the home, community, state, nation, and world;
3. To promote an educational program by making maximum use of the total resources of Kentucky Cooperative Extension to meet the needs of the family, home, community, and state;
4. To develop an enthusiastic leadership in its members and a willingness to assume responsibilities to further strengthen, develop, coordinate, and extend adult education in Family and Consumer Science;
5. To promote volunteer service in communities; and
6. To conduct and carry on its work, not for profit, but exclusively for educational and charitable purposes.

ARTICLE II – ORGANIZATION

The Kentucky Extension Homemakers Association, Inc. shall consist of the following: Area Extension Homemakers Associations and County Extension Homemakers Associations.

Section 1. Area Extension Homemakers Associations:

There shall be fourteen Area Extension Homemakers Associations. The Areas are Purchase, Pennyrite, Green River, Mammoth Cave, Lake Cumberland, Lincoln Trail, Louisville, Northern Kentucky, Fort Harrod, Bluegrass, Licking River, Northeast, Quicksand and Wilderness Trail.

The Area Executive Committee, composed of the Area officers, shall be responsible for giving direction for the Association business in the Area. The Area Homemakers Extension Council shall be composed of the officers of the Association, the President of each County Homemakers Extension Association within the Area, elected/appointed area chairpeople and any other members as determined by the Area Council. An Extension Family Consumer Sciences Agent in the area shall serve as advisor to the Area Extension Homemakers Council.

Section 2. County Extension Homemakers Associations:

The Kentucky Extension Homemakers Association in cooperation with the Kentucky Cooperative Extension Service serves all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Application for membership shall be made in writing to the County Extension Homemakers Association and be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in the Articles of Incorporation or by these By-Laws. To be eligible to affiliate with the Area Association or State Association, the County Association must have by-laws outlining the responsibilities of its officers and committee chairpeople and must pay dues.

Each county holding membership in KEHA shall have two voting delegates for the KEHA Annual Business Meeting.

Section 3. The KEHA year shall be the fiscal year of July 1 to June 30. This shall apply to all levels of the association.

ARTICLE III - OFFICERS AND ELECTED CHAIRPEOPLE ELECTION AND DUTIES

Section 1. Officers

- a. The officers of the KEHA shall be a President, a President-elect (when applicable), a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, and a Treasurer-elect position (when applicable).
- b. The officers of the Area Association may be a President; a President-elect (when applicable); a Vice-President or a First Vice-President and Second Vice-President; and a Secretary and a Treasurer or a Secretary-Treasurer.
- c. The officers of the County Associations shall be those stipulated by the County Bylaws.

Section 2. Elected Educational Program Chairpeople of the KEHA shall be Cultural Arts and Heritage; Environment, Housing, & Energy; Family and Individual Development; Food, Nutrition, & Health; Leadership Development; Management & Safety; International; and 4-H/Youth Development.

Section 3. One elected Marketing and Publicity Chairperson shall also serve on the State Board.

Section 4. Nomination and Election of KEHA Officers and Elected Chairpeople.

- a. The KEHA Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting of the KEHA. The KEHA State President is not authorized to serve as a member of this committee. A member of the University of Kentucky Extension Family and Consumer Sciences staff shall serve as advisor.
- b. The Nominating committee shall present the names of nominees from those candidates whose credentials are in order. Credential forms can be found in the Appendix.

- c. The qualifications for nominees for state officers and elected chairpeople shall be as follows:
- (1) A nominee for President/President-elect, First Vice-President, and Second Vice-President must be a member of KEHA and have served as either a County or Area Extension Homemakers Association President and on the KEHA Board of Directors.
 - (2) A nominee for Secretary must be a member of KEHA and should understand the importance of preserving the official records of KEHA, have the ability to write accurate minutes, and provide a safe repository for official records. A nominee must have served as a county or area secretary of an Extension Homemakers Association.
 - (3) A nominee for Treasurer/Treasurer-elect must be a member of KEHA and shall be eligible for bonding, knowledgeable in bookkeeping and familiar with long- and short-term investments. A nominee must have served as Treasurer of the County or Area Extension Homemakers Association.
 - (4) A nominee for Elected Educational Program Chairperson must be a member of KEHA and must have served or be serving as an officer, or Educational Program Chairperson of the County or Area Extension Homemakers Association.
 - (5) A nominee for Marketing and Publicity Chairperson must be a member of KEHA for at least one full year at the time of election, and have skills in communications, social media, creativity, writing, and computer proficiency.
- d. Board members cannot serve in two positions simultaneously on the KEHA Board.
- e. A state officer, state elected chairperson or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual appointed to fill a vacancy shall be eligible to run for an elected position.
- f. A KEHA member may serve no more than four terms total in any combination of state elected positions. This includes state officer and state chairperson positions but does not include terms as Area President. Fulfilling more than half of a partial term will count in this total.
- g. After the meeting of the Nominating Committee, they shall notify the nominees and verify their availability and request their attendance at the KEHA Annual Meeting at which the election is to be held. The entire credentials of the nominees, as submitted, shall go to each county's two voting delegates and to the County Extension Family Consumer Sciences Agent at least two weeks before the KEHA Annual Meeting. Supplementary materials should not be circulated or considered.
- h. If no nominations for an Officer or Elected Chairperson have been received by the nominating committee by the thirty (30) days prior to the KEHA Annual Meeting, nominations may be made from the floor by any voting delegate provided the candidate meets the qualifications for eligibility in Article III, Section 4, as verified by the nominating committee. Credentials must be submitted before the opening session of the KEHA Annual Meeting.
- i. Election shall be by ballot unless there is but one (1) nominee for the office, in which case a show of the voting cards may be taken at the business meeting of the KEHA Annual Meeting. A candidate must receive a majority vote of the official delegates voting to be elected. If a majority is not reached after two ballots are cast, only the two candidates receiving the largest number of votes on the last ballot shall remain on the ballot for the final vote.

- j. The Secretary shall be elected the year the President-elect moves up to President, the First Vice-President shall be elected the following year when the Treasurer-elect moves up to Treasurer, and the President-elect and Second Vice President the next year.
- k. Officers, with the exception of President-elect and Treasurer-elect, shall serve for a term of three years or until their successors are elected or appointed. The President-elect shall serve for one year, followed by a three-year term as President. The Treasurer-elect shall serve for one year, followed by a three-year term as Treasurer. No officer shall submit credentials for an additional term for the office they currently hold. New officers will take office July 1.
- l. Elected Educational Program Chairpeople shall serve for a term of three years or until a successor is elected or appointed. No chairperson shall submit credentials for an additional term for the office they currently hold. New Chairpeople will take office July 1.
 - (1) The following Chairpeople shall be elected the same year as the First Vice President.
 - Environment, Housing & Energy
 - Leadership Development
 - Food, Nutrition & Health
 - (2) The following Chairpeople shall be elected the same year as the President Elect and Second Vice President.
 - Family & Individual Development
 - Cultural Arts & Heritage
 - International
 - (3) The following Chairpeople shall be elected the same year as the Secretary and the Treasurer-elect.
 - 4-H Youth Development
 - Management & Safety
- m. The Marketing and Publicity Chairperson shall serve for a term of three years or until a successor is elected. The current chairperson is not eligible to submit credentials for an additional term. The first election will be held in 2020, then subsequently elected every three years thereafter. The chairperson shall take office July 1.
- n. The Executive Committee shall be responsible for making appointments to fill the vacancy occurring in any elected position with the exception of President or President-elect. The appointment shall be for the remainder of the unexpired term. In the event of a vacancy occurring in the office of President, the First Vice President shall fill the unexpired term. Any open position will be announced, and credentials will be accepted that are postmarked within thirty (30) days of the announcement. If no credentials are received within the 30-day timeframe, the Executive Committee will appoint a qualified candidate to fill the vacancy.
- o. In the event of a vacancy occurring in the office of President-elect, the First Vice-President shall assume the duties of the President-elect and an election for President will be held at the next KEHA annual meeting.

Section 5. Nomination and Election of Area Officers

- a. The Area Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting at which election is to be held. The Area Extension Homemaker Contact Agent shall serve as advisor to the committee. The Area President is not authorized to serve as a member of this committee.
- b. The Nominating Committee shall select a slate of candidates from those whose names and credentials have been submitted by their County Extension Homemakers Councils and signed by a County Council Officer other than the candidate.

- c. The qualifications for nominees for an Area office are:
 - (1) A nominee for Area President, President-elect (when applicable), and Vice-President or First Vice-President and Second Vice-President must be a member of KEHA and have served previously as a County Elected Officer.
 - (2) A nominee for Area Secretary or Treasurer or Secretary-Treasurer must be a member of KEHA and have served as a county or club Secretary and /or Treasurer.
- d. The Nominating Committee shall notify the nominees, the nominees' County Presidents and Extension Family & Consumer Sciences Agent and request the attendance of the nominees at the Area Annual Meeting at which the election is to be held.
- e. The Nominating Committee shall report the names of candidates to the voting delegates of the Area at the Area Annual Meeting.
- f. Nominations may be made from the floor by any voting delegate, provided the nominee's credentials are submitted by the County Extension Homemakers Council and signed by a County Council Officer other than the candidate.
- g. Election shall be by ballot. A candidate must receive a majority vote of the official delegates voting to be duly elected.
- h. The term of office shall be three years. The President-elect, (if applicable) shall serve for one year, followed by a term as President. New officers shall assume office at the close of the Area Meeting at which they are elected.
- i. A vacancy in the office of Area President shall be filled by the Vice-President or First Vice-President (if applicable) for the unexpired term. The Area Executive Committee shall fill vacancies occurring in any other office providing credential requirements of Article III, Section 5, (c) have been satisfied. The appointment shall be for the unexpired term.

Section 6. Duties of State Officers and Elected Chairpeople

- a. The duties of the President shall be:
 - (1) To preside over all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
 - (2) To represent the KEHA at meetings of other organizations (this duty may be delegated);
 - (3) To attend at least one Annual Meeting in each Area during the term of office;
 - (4) To make a report of activities to voting delegates at the KEHA Annual Meeting;
 - (5) To appoint all special committees and standing committees unless otherwise provided for;
 - (6) To appoint a KEHA Parliamentarian who, after review and approval by the Executive committee shall serve the same tenure as the President;
 - (7) To appoint one member each year to serve a three-year term on the Bylaws Committee to review the bylaws and to propose changes as needed;
 - (8) To appoint the 2nd voting delegate to the National Volunteer Outreach Network (NVON) meeting;
 - (9) To serve as an ex-officio member of all committees except the nominating committee;

- (10) To be responsible for the annual update of the organizational history of KEHA;
- (11) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

b. The duties of the President-Elect shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To prepare for the office of President, by accompanying the President at various meetings and functions;
- (3) To assist the President and perform all assigned duties during the one-year term of office;
- (4) To serve with vote on the Executive Committee and the KEHA Board of Directors;
- (5) To attend meetings that the President deems necessary, representing KEHA;
- (6) May serve as official delegate to the Associated Country Women of the World (ACWW) Triennial Meeting and the orientation to that conference Country Women's Council (CWC Meeting), and report back to the general membership; and,
- (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

c. The duties of the First Vice-President shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To serve as aide to the President;
- (3) To perform the duties of the President in his/her absence or inability to serve and to assume the office of President in the event of a vacancy in that office;
- (4) To assume the office of President-elect in the event of a vacancy in that office;
- (5) To serve as Chairperson of the Program of Work; leading and coordinating Educational Program Chairpeople and Kentucky Cooperative Extension Service Advisors to develop programs, awards, and recognition;
- (6) To plan and coordinate educational sessions and workshops for the KEHA Annual Meeting in cooperation with the Educational Program Chairpeople; and,
- (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

d. The duties of the Second Vice-President shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To serve as KEHA Membership Chairperson providing programming ideas to encourage and promote membership;
- (3) To serve as aide to the President;
- (4) To perform all the duties of the President or First Vice President in their absence or inability to serve;

- (5) To prepare annual membership reports to KEHA;
- (6) To work with the KEHA Marketing and Publicity Chairperson on marketing, providing internal and external publicity promoting KEHA;
- (7) To provide housing and availability of KEHA marketing materials;
- (8) To be responsible for all aspects of ordering merchandise items and maintaining and selling KEHA branded merchandise by mail, at the KEHA Annual Meeting and other appropriate venues;
- (9) To oversee publishing of KEHA newsletter or delegate/appoint a qualified individual;
- (10) To appoint and chair the committee to review the grant criteria and guide the process in determining awards; and,
- (11) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

e. The duties of the Secretary shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings, taking minutes and preparing them for distribution;
- (2) To handle correspondence as requested by the State President and/or the State Board of Directors;
- (3) To make minutes and records of meetings available to board members within 60 days of the close of the meeting;
- (4) To keep on file the names of all committee members, the purpose of the committee and the reports of the committee;
- (5) To work with state advisor to preserve in archiving the minutes, annual reports, financial reports, and other historical data; and,
- (6) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

f. The Duties of the Treasurer shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To keep an accurate record of all KEHA funds and have records reviewed annually by a Certified Public Accountant;
- (3) To submit any and all forms required by the Internal Revenue Service for non-profit corporations and as required by the State of Kentucky on or before the required date;
- (4) To keep records as established unless changes are recommended by the retained Certified Public Accountant, including separate records of:
 - General Fund
 - Evans/Hansen/Weldon Memorial Scholarship Fund
 - Coins for Change
 - All Special Funds

- (5) To receive dues from the counties and report paid memberships to the 2nd Vice-President;
- (6) To pay monies as directed by the Board of Directors;
- (7) To give complete Treasurer's report at business meetings of the Board of Directors and the KEHA Annual Meeting;
- (8) To serve on the finance committee; and,
- (9) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

g. The duties of the Treasurer-elect shall be:

- 1) To attend all KEHA business meetings, which includes Board of Directors, Executive Committee, KEHA Annual Meeting, and any special-called meetings.
- 2) To prepare for the office of Treasurer by accompanying the Treasurer to various meetings and functions.
- 3) To assist the Treasurer and perform any assigned duties during the 1-year term of office.
- 4) To serve as a vote on the Executive Committee and KEHA Board.
- 5) To attend meetings the Treasurer deems necessary.
- 6) To serve as a member of the Finance Committee.

h. The Duties of KEHA Educational Chairpeople shall be:

- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;
- (2) To develop and implement KEHA programs;
- (3) To compile annual reports to KEHA;
- (4) To work with the Cooperative Extension Service personnel on developing KEHA educational programs;
- (5) To develop any special projects that the KEHA Board of Directors recommends to meet a current identified need;
- (6) To develop and implement any contests and awards which shall be reviewed and approved by the KEHA Board of Directors;
- (7) To give a written report at the Fall Board of Directors' Meeting and an oral report at the Spring Board of Directors' Meeting; and,
- (8) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

i. The Duties of KEHA Marketing and Publicity Chairperson shall be:

- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;
- (2) To interface with State 2nd Vice President and Area Vice Presidents for Marketing and Publicity purposes;
- (3) To coordinate KEHA Week statewide and maintain the Website Toolbox;
- (4) To manage the KEHA social media presence;

- (5) To give an oral report at the Fall Board of Directors' Meeting and at the Spring Board of Directors' Meeting;
- (6) To develop materials for use in the statewide promotion of KEHA; and
- (7) To collaborate with other organizations to market KEHA.

Section 7. Duties of Area Officers.

a. The duties of the Area President shall be:

- (1) To represent the Area on the KEHA Board of Directors;
- (2) To provide an oral report (along with a written copy of the report for each board member) of the Area activities at the KEHA Fall Board of Directors' meeting;
- (3) To provide a written report to the area council members pertaining to information received at the KEHA spring and fall board meetings and the KEHA Annual State Meeting;
- (4) To attend at least one meeting or event in each county of the area during the term of office; expenses to be paid by host county if possible;
- (5) To preside at all Area Meetings;
- (6) To appoint area chairpeople when applicable;
- (7) To appoint an Internal Audit Committee to examine the treasurer's books, annually that shall consist of the Area President and two additional members of the Area Council; and,
- (8) To serve when assigned to a special project by the State President.
- (9) To maintain a copy of the area bylaws and ensure they match the requirements in the state bylaws; to ensure each county maintains a copy of the county bylaws.

b. The duties of Vice-President or (if applicable) First Vice-President shall be:

- (1) To attend all Area meetings;
- (2) To serve as aide to the President;
- (3) To perform all duties of the President in that officer's absence or inability to serve and to assume the office of President or President-elect (if applicable) in the event of a vacancy in either of these offices;
- (4) To implement, promote, and carry out KEHA Educational Programs;
- (5) To prepare annual reports as specified in the area bylaws; and,
- (6) To perform all other duties as may be assigned to that office by either the Area President or Area Council.

- c. The duties of (if applicable) Second Vice-President shall be:
 - (1) To attend all Area Meetings;
 - (2) To serve as aide to the President;
 - (3) To inform county of all available materials marketing KEHA;
 - (4) To provide information and training on marketing KEHA in order to increase membership; and,
 - (5) To perform all other duties as may be assigned to that office by either the Area President or the Area Council.
- d. The duties of the Secretary and Treasurer or Secretary-Treasurer shall be:
 - (1) To keep an accurate record of all Area funds and present a complete and written record at the Annual Business Meeting, or whenever requested, of money received and paid out; and,
 - (2) To record and preserve accurate minutes and records of all Area meetings and Area Council meetings.
 - (3) To archive area minutes, annual reports, financial reports, and other historical data in accordance with the KEHA Organizational Guide.

ARTICLE IV - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. Board of Directors

The direction of the affairs of the State Association shall be vested in a Board of Directors composed of the five elected state officers of the Association and the President-elect (when applicable) and the Treasurer-elect (when applicable), which serves as the Executive Committee, the fourteen elected Area Extension Homemakers Association Presidents, eight elected Educational Program Chairpeople, and one elected Marketing and Publicity Chairperson, all with voting privileges, including the President who may vote if desiring to do so or who may vote to break or make a tie. The action of the Board of Directors shall be subject to policies adopted by the Association. The Assistant Director of Extension Family and Consumer Sciences, the assigned Extension Advisor, the President of the Kentucky Extension Association of Family and Consumer Sciences, the KEHA Parliamentarian and a Master Farm Homemaker's Guild representative shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

- a. Annual Meetings - The Board of Directors shall have one spring meeting, and one fall meeting per year and;
- b. Quorum - One-half of the membership of the Board of Directors shall constitute a quorum.

Section 2. Executive Committee

- a. The Executive Committee shall be composed of the five elected officers of the State Association, the KEHA Parliamentarian and the President-elect when applicable and the Treasurer-elect when applicable;
- b. The Committee shall plan meetings of the Board of Directors and the Annual Business Meeting of KEHA;

- c. The committee shall meet as often as necessary to attend to the business of KEHA; and,
- d. The committee shall review and approve all position appointments.

ARTICLE V – FINANCING

Section 1. Dues

- a. Annual dues of the KEHA shall be **five dollars** per member payable by December 15 of each year to the KEHA Treasurer by the Treasurer of each County Association, based on membership as of December 1 and shall be delinquent on December 31. **Any county whose dues are delinquent will not have the privilege of voting at the Annual Business Meeting of the KEHA.**
- b. Area Dues - These shall be as provided in the bylaws of each Area Association.
- c. County Dues - These shall be as provided in the bylaws of each County Association.

ARTICLE VI - MEETINGS

Section 1. KEHA Meetings

The Kentucky Extension Homemakers Association, Inc. shall have a KEHA Annual Meeting. The place and date is designated by the Board of Directors.

- a. Special meetings may be called by the President or by two thirds vote of the Board of Directors or by request of one third of the County Associations, stating reasons for the meeting. Notice of all special meetings shall be sent at least 10 days prior to the meeting, stating the objectives of the meetings and the subject or subjects to be considered.
- b. At all meetings of the KEHA, the voting delegates from each county present shall constitute a quorum.
- c. Annual Business Meeting - All Board of Director members shall have the privilege of making motions and entering into debate at KEHA Annual Meetings but do not have the privilege to vote except when acting as an official voting delegate for their county. The President may vote to break or make a tie.

Section 2. Area Meetings

Area meetings may be held annually. An area must have at least one meeting every three years. Each area has the responsibility of developing the program for its area meetings.

Special meetings may be called by the President, or by request of one third of the member counties, stating reason or reasons for meeting.

ARTICLE VII - AMENDMENTS

The State Bylaws may be amended by two-thirds vote of the county voting delegates at the KEHA Annual Meeting. Copies of the proposed bylaw changes shall be sent to each county's two voting delegates and to the County Extension Agent for Family & Consumer Sciences at least two weeks before the KEHA annual meeting.

ARTICLE VIII - DISPOSITION OF ASSETS IN CASE OF DISSOLUTION

The Board of Directors of the Kentucky Extension Homemakers Association, Inc. directs that in case of dissolution of the Kentucky Extension Homemakers Association, Inc. all assets of the Association be transferred to the University of Kentucky Family and Consumer Sciences Extension Legacy Fund.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Roberts 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 the KEHA Bylaws.

Revised	April 28, 1998	April 27, 1999	April 24, 2001	April 19, 2005
	May 14, 2008	April 22, 2009	May 12, 2010	May 16, 2012
	May 6, 2015	May 8, 2018	May 15, 2019	June 22, 2021
	May 11, 2022	May 7, 2025	May 13, 2026	

STANDING RULES

General

1. Kentucky Extension Homemakers Week shall be observed the second full week of October.
2. Any month from February to April shall be designated as International month. (3/10/2020)
3. The KEHA State Newsletter shall be printed and mailed each year in February. The deadline for submitting entries shall be January 15. (3/11/2014)
4. The spring board meeting shall be held at the location of the State KEHA annual meeting. (4/25/2000)
5. State officers, chairpeople and area presidents shall submit their reports electronically to the KEHA President and UK Advisor by October 31. Reports will be placed on the KEHA Website. (3/16/26)

Administration

1. Correspondence from state educational program chairpeople to area chairpeople shall also be sent to the state president, 1st vice president, area presidents, president-elect (if applicable), and KEHA state advisor. (3/5/24)
2. Original minutes shall be kept on file in both hard copy and electronic formats. The outgoing secretary shall organize a file with hard copies for submission to archives. (3/11/2014)
3. Updates for the KEHA membership list must be entered in the online database as changes occur and all records should be reviewed and updated by January 15 each year. (3/11/2014)

Elections

1. Persons submitting credentials for any elected position[s] on the KEHA Board of Directors shall send them by certified mail to the KEHA Secretary as listed on the current directory. Credentials must be postmarked at least thirty (30) days prior to the KEHA Annual Meeting. (11/11/2008)
2. The Chairperson of the nominating committee shall notify Area Presidents if there are no nominees for an elective office. (11/13/2001)
3. Nominees for a state elective office shall provide a currently dated credential form properly signed by a Family and Consumer Sciences Agent or county council officer other than the candidate. (3/16/26)
4. Current officers have the option of remaining in the position or vacating the office when titles and position descriptions of offices change. (3/10/2020)

Finance – General

1. The Treasurer shall be bonded for no less than fiscal year-end financial report balance. Letter of certificate of bond shall be presented to the Executive Committee yearly for review and proof of bond. The expense shall be paid by KEHA.
2. The KEHA general bank checking account may move to a bank in or near the community of the person elected treasurer. The bank should, if possible, be selected by bid from banks in the area. Either the President or 1st Vice President shall serve as second signatories for the account, with the Treasurer's signature as primary. (11/6/2025)
3. The KEHA state treasurer has the ability to pay bills for KEHA by ACH payment, instead of credit card payment, through the bank account to expedite when bills need to be paid and/or to save money. (3/13/2025)

4. The Executive Committee shall establish and act as trustees for an account which will include special funds listed. The account shall be maintained by a financial institution in instruments that are U.S. Government or FDIC insured. Monies for special projects and scholarships will then be distributed as directed by the Executive Committee as trustees. (3/11/2014)

The following minimum balances shall be established for these special funds:

Non-Budgeted Items	\$54,250	
KEHA Scholarship	\$29,250	
Mini Grant	\$19,250	
Evans/Hansen/Weldon Mem. Sch.	<u>\$47,250</u>	
Total Special Funds	\$150,000	(June 2007)

The total special funds are reserved for these programs. (3/16/26) Should interest not generate enough funds to maintain programs, they will be discontinued until such time as these funds are available. Interest not used from previous year will be available for the current year programs. All requests for special travel funds must go before the Finance Committee prior to incurring the expense. The Finance Committee will review the request and forward recommendations to the KEHA Board for action. (3/10/2020)

5. The KEHA Treasurer shall have the authority to renew an existing Certificate of Deposit with a financial institution with the best rate and timeframe. (11/6/2024)
6. The KEHA Board of Directors shall have the authority to approve unbudgeted expenditures up to \$5,000.00. Proposed unbudgeted expenditures over \$5,000.00 must be approved by KEHA voting delegates at a regular or called business meeting. (3/18/1998)
7. All scholarships shall be at least \$1,000 per recipient. If funds are not adequate, balance will be retained in account until adequate funds are available. (3/10/2020)
8. Fifty percent (50%) of the KEHA fund “Coins for Change” that are collected will be sent to the ACWW World Headquarters in London, England, to support projects for world friendship and understanding through “Rural Women in Action.” (11/7/2022) Fifty percent (50%) will be retained by KEHA. The portion of “Coins for Change” retained by KEHA shall fund the International program of work, including the Homemaker Exchange Program and travel by the International Chairperson to ACWW and CWC meetings. (3/16/26) To facilitate budget planning, funds collected within a given KEHA year shall be available for expenditure the following year. The KEHA International Chairperson shall be notified of the remittance amount by February 1 each year and shall submit a budget for these funds by the spring KEHA Board meeting. (The details of “Coins for Change” and also the KEHA International Exchange program can be found elsewhere in the manual.) (3/11/2014)

Finance – Budget

1. Any expense that exceeds budgeted amount must be approved by Executive Committee before payment.
2. No money in the KEHA treasury, savings, or otherwise can be committed and/or released without approval of the KEHA Board of Directors.
3. Checks written to areas for area annual meeting must be requested by area treasurer with checks written and sent to the area treasurer.
4. Funds collected for a special purpose (i.e., Ovarian Cancer Research, Kentucky Academy, etc.) may only be used for the designated purpose. For recordkeeping purposes, the

appropriate KEHA officer or chairperson shall submit a request in writing to the KEHA Treasurer before funds will be dispersed. The KEHA Treasurer will forward such proposals to the KEHA Executive Committee for approval. Approvals may be granted via email, phone conference, or at any called or scheduled meetings. (03/2013)

Finance – Committee

1. A Finance Committee consisting of the Treasurer, a state Educational Program Chairperson, and one Area President shall prepare an annual budget to be presented to the voting delegates at the annual state business meeting. (3/11/2014)
2. All proposals for funding including the budget shall go before the Finance Committee for formal review before being presented to the KEHA Board of Directors for approval. Proposed budget requests from officers, Educational Chairpeople, and committees are due in writing to the Finance Committee by January 31. (11/13/2001)

Finance – Expenses

1. The mileage allowance shall be \$0.50 per mile. Reimbursable mileage includes mileage from home to meeting site and return as well as meeting related travel. (11/7/2022) If a board member lives outside of Kentucky, mileage reimbursement will begin inside the Kentucky state line to the meeting site and back to the line. (3/16/26)
2. Expenses for travel and lodging shall be paid for KEHA Board of Directors members and special committee members to KEHA Board meetings, KEHA Annual Meeting and special committee meetings. Meal allowance will be \$30.00 per day except for required function.
3. Lodging the night prior to KEHA board meetings, KEHA Annual Meeting and special committee meetings shall be paid when the driving distance to the meeting location and meeting start time would dictate departing prior to 7:30 a.m. local time as determined by the board member's home address. (Exceptions will be considered when carpooling dictates early arrival and offsets the lodging costs.) (3/10/2020)
4. Lodging will be based upon double occupancy. Any board members requesting a single room will be personally responsible for paying half of the room cost.
5. To be reimbursed for all expenses, all requests must be filed with the Treasurer within 60 days after the expense occurs. (3/10/2020)
6. The KEHA Choir Director shall have lodging provided for the KEHA State Meeting through inclusion in the board member room block and in compliance with the double occupancy requirement. (11/14/2024)
7. Any KEHA member serving as a NVON officer may request:
 - a. Reimbursement for transportation to the annual NVON Conference. Such reimbursement would come from special travel funds and may not exceed 10% of the balance in the special travel account. Special travel funds must be requested prior to travel. (11/10/2015)
 - b. Registration for any NVON Officer representing Kentucky at the annual NVON Conference, not to exceed \$300 per person per year. The money would come from special travel funds. (11/14/2024)
8. Any KEHA member, who is not a state board member, speaking at the Kentucky Volunteer Forum on behalf of KEHA may request reimbursement for transportation. Such reimbursement would come from special travel funds. (11/14/2024)

Finance – Credit Card

1. The KEHA treasurer shall establish a single credit card account at the bank where the general fund account is held. (11/14/2016)

2. The President will be the designated card user, with the card to be used for all budgeted expenses requiring electronic payment. (11/8/2022) A second credit card may be given to the 1st Vice President as a designated card user. (11/6/2025)
3. Any time the card is used, the receipt should be scanned as soon as possible and emailed to the KEHA Treasurer. (11/14/2016)
4. Statements shall be mailed to the KEHA Treasurer. (11/14/2016)
5. As monthly statements are received, the treasurer shall verify all charges to submitted receipts, secure any missing receipts, pay the balance due and post expenses to the appropriate budget categories. (11/14/2016)
6. The card should not be used for travel expenses by any individual officer. Those expenses should be paid by the individual and reimbursed by submission of an expense voucher. (11/14/2016)
7. The treasurer shall pay the monthly credit card bill online after securing approval from either second signatory designated on the organization account. (3/12/2019)

Committees

Finance Committee

(See Finance – Committee in the Finance section of Standing Rules.)

Bylaws Committee

1. Members of the committee will be appointed by the President for 3-year rotating terms. (Reference Article III, Section 6, a. (7)) (3/10/2020)
2. The committee will review bylaws annually to assure compliance and propose changes as needed.
3. The committee will review Standing Rules annually and recommend changes.
4. The current State Parliamentarian will serve as an ex-officio member to the bylaws committee.

Area(s) Host Committee for KEHA State Meeting

1. The committee will consist of the State KEHA 1st Vice-President for Program, an agent, a UK specialist, and the host area(s) president(s). The host area(s) president(s) shall serve as chairperson/co-chairperson. The committee shall also include county representation from the host area(s). (3/11/2014)
2. The area(s) host committee will plan the trade show, hands-on activities, and hostess/hospitality for the KEHA State Annual Meeting. (3/10/2020)
3. The 1st Vice-President will coordinate logistics, space, and equipment. The area(s) host committee will assist if requested. (3/11/2014)

KEHA Annual Meeting Site Selection Committee

1. The KEHA Annual Meeting Site Selection Committee will be appointed every 2 years. The committee will be made up of the State KEHA 1st Vice-President for Program and two other board members. (3/2006)
2. The committee will send out a “Request for Proposals” to major hotels across the state and evaluate the proposals to find locations for the KEHA Annual Meeting. (3/2006)
3. The committee will make site recommendations to the Board of Directors at the spring board meeting. (Example – The 2020 committee will recommend sites for 2022 & 2023). (3/10/2020)

Internal Audit Committee

1. This committee will conduct an annual audit of the financial records of the Kentucky Extension Homemakers Association.
2. The audit will be completed prior to the state meeting each year and will cover the time period of the most recently ended fiscal year (July 1 – June 30). The President shall allot a time period during the fall board meeting for this audit to be conducted.
3. Items to be made available by the treasurer for the yearly internal audit are: bank statements, check register, vouchers, and receipts for period covered.
4. Approval of the audit will be entered into the minutes of the Kentucky Extension Homemakers Association Annual Meeting.
5. The treasurer will provide the Audit Committee with a copy of the check register and bank statements at the spring and fall board meetings. (3/11/2014)
6. The treasurer should make available vouchers and receipts for viewing by the committee at the spring and fall board meetings.

Parliamentarian

1. Will be appointed by the President for a 3-year term. (Reference Bylaws Article III, Section 6, a. (6)) (3/20/2020)
2. Must have general knowledge of Robert's Rules of Order Newly Revised. (Reference Bylaws Article IX)
3. Will attend the spring and fall meetings of the KEHA Board of Directors, Executive Board meetings, the KEHA Annual Meeting, and other meetings as required with expenses paid by KEHA.
4. People interested in the position shall express their interest to the President-elect in writing and include their qualifications. (11/1/2002)

Voting Delegates Role and Responsibilities

1. Each county holding membership in the State Association shall have two voting delegates for state business. (ARTICLE II, Section 2, paragraph 2) (3/20/2020)
2. Annual dues of the State Association are payable by December 15 of each year to the State Association Treasurer and shall be delinquent on December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the State Association. (ARTICLE V, Section 1, a., second sentence)
3. At least two weeks prior to the state annual meeting, information packets will be sent to each county Extension office via the University of Kentucky email system and to the KEHA Board via email. The FCS Extension Agent and area KEHA president should ensure that each voting delegate receives a copy of the packet. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.
4. **Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.**
5. If a designated county voting delegate cannot attend the annual meeting, an alternate should be chosen as soon as possible and the registration sent to the KEHA State Treasurer. The delegate packet should be given to the alternate for study of the issues and preparation.
6. Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information. This second packet will

- include items such as convention rules, treasurer's report, auditor's report, proposed budget, and other important papers.
7. Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one half-hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.
 8. Before an annual meeting can transact any business, the Credentials (Roll Call) Committee chairperson must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.
 9. Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the presiding officer. They clearly state their name, title (if any), and their county. An example would be, "Madame Chairperson, I am Jane Doe, Alpha County Voting Delegate." The delegate then states the question or remark, waiting at the microphone for an answer or taking a seat, whichever is appropriate.
 10. Each delegate will receive a voting card to use when voting on an issue. Cards should be left on the chairs after the business meeting is concluded so they can be reused.
 11. Any questions about the delegate process may be referred to the State Parliamentarian.

Electronic Meetings

(Members are gathered at the same time but not at the same place) (Approved November 2020)

In the event that a KEHA Business, Executive Board, or any special called meeting cannot be held in person these rules may be observed:

1. All participants must have access to the necessary equipment for participation (either by phone or web connection).
2. Notice of time and date of electronic KEHA Business and Board of Directors meetings will be given 30 days prior to the e-meeting and all reports or correspondence will be sent to participants within that 30 days.
3. Notice of time and date of any special called electronic meetings shall be sent at least 10 days prior to the meeting, stating the objectives of the meetings and the subject or subjects to be considered. (Per Bylaws Article VI, Section 1, item a.) Specially called Executive Committee meetings may be called with less than 10 days prior notice.
4. Members will answer roll call in the usual manner as in person meetings. A quorum will be determined as stated in the KEHA By-laws. Any member must advise the President when leaving the meeting in order to maintain a quorum.
5. E-meetings will be conducted in the same manner as in person meetings according to the KEHA Bylaws.

Definition of Terms in the KEHA Budget (Approved November 2020)

1. Program of Work funds in the KEHA Budget are designated for the eight state-level educational chairpeople for projects related to the performance of their position such as mailings to area chairpeople, supplies and materials for the annual training workshop at State Meeting, travel to subject related events, and other expenses related directly to the chairperson role. The amount per chairperson is set each year and defined in the budget.
2. The Memorial Fund is used for lasting memorials to the FCS Extension Legacy Fund, in memory of a current board member or past president who passes.
3. New Board Member Orientation funds are used to pay for travel, lodging, and food for new board

members to attend orientation during the first year of their term as well as for purchase of new member name tags.

4. Each member of the KEHA Executive Committee has a defined allocation in the general fund budget. This includes the president, 1st vice president, 2nd vice president, secretary, treasurer, parliamentarian, and president-elect (when applicable). The funds are to be used for travel, lodging, food, materials, and other resources needed in the performance of their elected position.

5. Board Travel to Area Meetings are funds allocated for use by the designated KEHA State Board members attending area annual meetings. The funds are used for mileage, lodging, and other travel expenses for the KEHA Board member designated by the president to represent the board at each area meeting.

6. The KEHA Board Expense category provides allocations of funds to support board members participation in the fall board meeting, spring board meeting, and annual State Meeting. The funds are intended to pay for travel, lodging, and food. Usually, hotel and meal arrangements are made for the whole board by the President or 1st Vice President. Members are allowed \$30 a day for meals, while traveling to and from the meeting. This includes all officers, Area Presidents, State Chairpeople, Master Farm Homemaker representatives and Parliamentarian.

- a. The State Board will pay for lodging at State Meeting for the KEHA Choir Director at the double occupancy rate if the Choir Director is not already a state board member (11/14/2024).

7. The Board Expense category also includes a subcategory for NVON. These funds are used to pay for the registration for two KEHA voting delegates who attend the national conference. Any travel or other expense may come from their chairperson or executive committee budgeted expense if available. (3/16/26)

8. Outgoing board member gifts will be at a value of up to \$50. (3/12/2025)

9. The Archives line in the general fund budget is to cover costs of any supplies needed to archive the organization's records.

10. The Insurance and Taxes category in the general fund budget includes subcategories with allocations for paying annual fees and premiums associated with General Liability insurance, the Treasurer's Bond, Certified Public Accountant fees for an annual review and filing of the organization's 990, Corporation Fees, Legal Fees, Sales Tax, and Gaming Tax.

11. The Public Relations category within the KEHA General Fund budget includes sub-categories with specific allocations for:

- a. KEHA Merchandise – Purchase of marketing items to maintain in inventory for resale to members, clubs, counties, and areas.
- b. Newsletter – Publish and mail the annual KEHA newsletter.
- c. Area Annual Meetings – An allocation per area for use in conducting the Area Annual Meeting. Area president or treasurer must request the funds in writing to the State Treasurer. Request may be made any time after July 1.
- d. Marketing Toolkit – Funds provided for use by the KEHA Marketing and Publicity Chairperson to provide resources for club and county use in marketing KEHA.

12. The Outside Organizational Support/Sponsorships category in the general fund budget includes subcategories and set funding allocations for the following:

- a. 4-H Awards – Given to the Friends of the Kentucky 4-H for their national meeting and awards.
- b. Master Farm Homemaker Judging – Help to offset expenses in judging nominations. The Guild sends an expense report to the KEHA treasurer requesting reimbursement not to exceed the set budget amount each year.
- c. Master Clothing Volunteer (MCV) – Area Program Support – KEHA includes funds in the general fund budget to support the MCV Program. KEHA will donate funds once per year to the overall MCV program through the University of Kentucky to cover speakers, meals, or as needed to support the training program. Individual areas will no longer

request funds. (3/13/2025)

- d. KEAFCS – Sponsorship for the annual meeting of the Kentucky Extension Association for Family and Consumer Sciences (state association for FCS agents). The KEAFCS Board submits an annual request for sponsorship funds.

13. The KEHA Development Grant program is open for applications from counties and areas. Proposals are due March 1 each year. Grants awarded may not exceed the total budget line in any year and the grant program information sets forth the maximum amount for each county or area proposal.

14. The board voted to discontinue the following items:

- The Board voted to discontinue printing hard copies of the manual pages for counties in November 2022.
- The Board voted to discontinue creating the Inspiration Booklet in November 2021.
- The Board voted to discontinue creating the Recreation Booklet in November 2021.

CLUB/COUNTY/AREA OFFICER NOMINATION FORM

Check One: County_____ Area_____

NAME OF NOMINEE _____

ADDRESS OF NOMINEE _____

Phone_____ Email_____

Nomination for: ☐ President ☐ President-Elect
(check one) ☐ 1st Vice-President ☐ 2nd Vice-President ☐ Vice-President
 ☐ Treasurer ☐ Secretary ☐ Treasurer/Secretary

Offices Held in KEHA – List years served in each office at each level:

Offices Held:	Local Club	County	Area	State
President				
Vice President				
Secretary				
Treasurer				
Educational Chairperson List:				
Committee Chairperson List:				

Personal Sketch of Nominee:

Hobbies _____

CLUB/COUNTY/AREA OFFICER NOMINATION FORM CONTINUED

Other: Community organizations in which the nominee has served as a leader/chairperson/officer (list and give offices held), committees served on, awards received:

By signing this form, I verify I'm an active member of KEHA and my dues are current.

To be signed by the Nominee

Recommendation 1: Additional comments on this nominee from a local Homemaker member. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

SIGNED: _____

Recommendation 2: Additional comments on this nominee from a Homemaker Council member or agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

SIGNED: _____

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

STATE CHAIRPERSON NOMINATION FORM

Please do not include information not requested on this form. All information should be typed or legibly printed. Additional pages should not be attached or submitted. (Qualifications listed in Bylaws Article III Section 4. Position descriptions for each state chairperson position are available at www.keha.org in the State Board section.)

Send to: Barbara Seiter, KEHA Secretary, 8669 Valley Circle Drive, Florence, KY 41042

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting. Please allow the postal service several days to postmark. Notify the KEHA Secretary by email that your form has been mailed at seiterbarbara@yahoo.com.

NAME OF NOMINEE _____

ADDRESS OF NOMINEE _____

COUNTY _____

Phone _____ Email _____

Educational Chairpeople: (Check One)

- | | |
|--|--|
| ☐ Environment, Housing, & Energy | ☐ Cultural Arts & Heritage |
| ☐ Family & Individual Development | ☐ Food, Nutrition, & Health |
| ☐ 4-H Youth Development | ☐ International |
| ☐ Leadership Development | ☐ Management & Safety |
| ☐ Marketing and Publicity Chairperson | |

Offices Held in KEHA – List years served in each office at each level:

Offices Held:	Local Club	County	Area	State
President				
Vice President				
Secretary				
Treasurer				
Educational Chairperson <i>Please List:</i>				
Committee Chairperson <i>Please List:</i>				

STATE CHAIRPERSON NOMINATION FORM CONTINUED

Personal Sketch of Nominee: (Optional)

Hobbies _____

Other: Community organizations in which the nominee has served as a leader/chairperson/officer (list and give offices held), committees served on, awards received:

By signing this form, I verify I'm an active member of KEHA and my dues are current.

To be signed by the Nominee

Recommendation 1: Additional comments on this nominee from a local Homemaker member. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

SIGNED: _____

Recommendation 2: Additional comments on this nominee from a Homemaker Council member or agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

SIGNED: _____

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

STATE OFFICER NOMINATION FORM

Please do not include information not requested on this form. All information should be typed or legibly printed. (Qualifications are listed in Bylaws Article III, Sec 4. Position descriptions for each state officer position are available at www.keha.org in the State Board section.)

Send to: Barbara Seiter, KEHA Secretary, 8669 Valley Circle Drive, Florence, KY 41042

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting. Please allow the postal service several days to postmark. Notify the KEHA Secretary by email that your form has been mailed at seiterbarbara@yahoo.com.

NAME OF NOMINEE _____

ADDRESS OF NOMINEE _____

COUNTY _____

Phone _____ Email _____

Nomination for: ☐ President ☐ President-Elect
(check one) ☐ 1st Vice-President ☐ 2nd Vice-President
☐ Secretary ☐ Treasurer

Offices Held in KEHA – List years served in each office at each level:

Offices Held:	Local Club	County	Area	State
President				
Vice President				
Secretary				
Treasurer				
Educational Chairperson <i>Please List:</i>				
Committee Chairperson <i>Please List:</i>				

Personal Sketch of Nominee: (Optional)

Hobbies _____

STATE OFFICER NOMINATION FORM CONTINUED

Other: Community organizations in which the nominee has served as a leader/chairperson/officer (list and give offices held), committees served on, awards received:

By signing this form, I verify I'm an active member of KEHA and my dues are current.

To be signed by the Nominee

Candidate for KEHA State Treasurer must also submit Appendix 12 – Bonding Form.

Recommendation 1: Additional comments on this nominee from a local Homemaker member. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

SIGNED: _____

Recommendation 2: Additional comments on this nominee from a Homemaker Council member or agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

SIGNED: _____

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

BONDING FORM

NAME _____

ADDRESS _____

PHONE _____

BONDING COMPANY _____

ADDRESS _____

PHONE _____

This is to certify that _____ can be bonded for
\$300,000.00.

Bonding Company Agent Signature

Date

Note: This form must be attached to the State Officer Nomination Form submitted by
candidates for Treasurer.

Date: _____

ENROLLMENT FORM

_____ County Extension Homemakers Association

Name _____

Address _____

Email _____

Name of Club _____

Phone: Home (____) _____ Work (____) _____

Cell (____) _____ Fax (____) _____

Birth year (*Optional*): _____

Race (*Optional – circle one*): White Black or African American
 Asian/Pacific Islander American Indian Hawaiian Other

Ethnicity (*Optional - circle one*): Hispanic Non-Hispanic

Gender (*Optional - circle one*): Female Male

Year joined: _____ Total years of membership: _____

I, (print full name) _____, being eighteen (18) years of age or over, hereby grant permission to the University of Kentucky, including its affiliates and subsidiaries, and Kentucky Extension Homemakers Association, Inc., to interview, photograph, and/or videotape me; and/or to supervise any others who may do the interview, photography, and/or videotaping; and/or to use and/or permit others to use information from the aforementioned interview and/or the aforementioned images in educational and promotional activities and publications without compensation.

Signature: _____ Date: _____

Witness: _____ Date: _____

The Kentucky Cooperative Extension Service is required by Federal law to collect and maintain information regarding the characteristics of the people we serve. The information you supply is voluntary.

Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

COUNTY/AREA OFFICERS DIRECTORY FORM

20_____ to 20_____

COUNTY_____ AREA_____

Check one: _____ County Information Sheet _____ Area Information Sheet

OFFICERS	NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER (Daytime)	YEAR TERM EXPIRES
President					
President-Elect					
1 st Vice-President					
2 nd Vice-President					
Secretary					
Treasurer					

COUNTY/AREA OFFICERS DIRECTORY FORM

20_____ to 20_____

COUNTY_____ AREA_____

Check one: _____ County Information Sheet _____ Area Information Sheet

EDUCATIONAL CHAIRPEOPLE & CONTACT AGENT	NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER (Daytime)	YEAR TERM EXPIRES
Cultural Arts & Heritage					
Environment, Housing & Energy					
Family & Individual Development					
Food, Nutrition & Health					
4-H Youth Development					
International					
Leadership Development					
Management & Safety					
Area Contact Agent					

List all county presidents with address, email, and telephone on an attached sheet.

EXPENSE VOUCHER

Kentucky Extension Homemakers Association

For Treasurers Use Only

Date Paid: _____

Check Number: _____

Amount Paid: \$ _____

Submitted by: _____ Date: _____

Board Position: _____

Phone Number: _____ Email Address: _____

Make Check Payable to: Name: _____

Address: _____

Total Amount Requested: \$ _____ (Please attach receipts of expenses)

Brief Explanation of Expense: _____

Expense Category:

\$ _____ Dues (Circle one: CWC ACWW NVON Other: _____)

\$ _____ Program of Work: _____ Chairperson

\$ _____ Memorial Fund (In memoriam of: _____)

\$ _____ New Board Member Orientation

\$ _____ Executive Committee (Specify officer budget: _____)

\$ _____ Board Travel to Area Meetings

\$ _____ Board Expense (Circle one: Fall Spring State Meeting)

\$ _____ NVON Registration

\$ _____ Archives

\$ _____ Insurance & Taxes (Specify: _____)

\$ _____ Public Relations (Specify: _____)

\$ _____ Outside Organizations (Specify: _____)

\$ _____ Development Grant (Recipient: _____)

\$ _____ Other: _____

If the expense above includes travel, please provide the following details.

Date of departure: _____ Date of return: _____

Mileage: _____ miles at \$.50 per mile = \$ _____ Lodging: \$ _____

Number of meals: _____ Total Meal Expense: \$ _____ (Not to exceed \$30 per day)

Parking fees: \$ _____ Air Fare: \$ _____ Taxi or ground transportation: \$ _____

All expense vouchers must be filed with the treasurer within 60 days after the expense occurs.

Checks will be cut as vouchers are received or twice a month unless otherwise notified.

Please double-check your math and retain a copy for your records.

KEHA TREASURER'S REMITTANCE FORM

Mail dues to the KEHA Treasurer by December 15. Dues will be delinquent if not postmarked by December 31.

Make one check payable to Kentucky Extension Homemakers Association, Inc.

Mail to: Debra Rolan, KEHA Treasurer, 53 Irick St., Stone, KY 41567.

Questions? Contact Debra at 606-625-3940 or drolan128@live.com.

Remittances to be credited as follows:

Name of County _____

Area: _____

State Dues: Number of Members _____ @ **\$5.00** per member \$ _____

Number of: Traditional Clubs _____ Special Interest Clubs _____ Total Clubs _____

Counties can make a contribution to any or all of the following funds:

Coins for Change\$ _____

Evans/Hansen/Weldon Scholarship\$ _____

KEHA Homemaker Scholarship.....\$ _____

Ovarian Cancer\$ _____

Kentucky Academy Library - Ghana\$ _____

Other: _____ \$ _____

Total Amount of Check\$ _____

Treasurer _____ Telephone _____

Address _____

Send original form plus check to the KEHA Treasurer.

FOR STATE TREASURER'S USE ONLY:

Date Received _____ Check # _____ Amount: \$ _____

Refunds _____ \$ _____

(for what)

\$ _____

(for what)

MEMBERSHIP TENURE RECOGNITION REPORT

20__ TO 20__

To be completed by County President or Vice President

_____ County Extension Homemakers Association

50, 60, 65, 70 and 75 Year Members

Please include names of members reaching these milestones in this reporting year

NAME	NUMBER OF YEARS

Deceased Members

List members to be included in the Memoriam at the next State Meeting

*
*
*
*
*

Completed by: Name: _____
Phone number: _____
Email address: _____

Counties send reports to Area Vice President by December 31.

Area Vice Presidents compile the information and submit an area report to the KEHA 2nd Vice President by January 31.

Send completed report form to (compiled area report only):

Martha E. Colley
204 Desert Inn Ct.
Hopkinsville, KY 42240
270-839-1531 cell
marthaky3@live.com

Use reverse side for additional names.