



Revised
2006

WHITE COUNTY, ARKANSAS
EXTENSION HOMEMAKERS COUNCIL
BY-LAWS

ARTICLE I - Name

The name of this organization shall be the White County Extension Homemakers Council, Inc. The term "Council" or "THE COUNCIL", when used hereinafter, shall be defined to mean the White County Council for Extension Homemakers.

ARTICLE II - Objectives

The objectives of Council shall be:

Section 1. To further strengthen, develop, coordinate and extend adult education to improve the quality of living through the program of the Cooperative Extension Service, the University of Arkansas and the United States Department of Agriculture.

Section 2. To provide opportunity for individuals cooperating in Extension Family and Consumer Science and other educational programs to pool their judgment and experience for the progressive improvement of the home and community life, and to spread the influence of the program.

Section 3. To offer a means by which individuals in cooperation with the Extension Service may interpret and promote programs of state, national and international importance in the protection and development of the American home.

Section 4. This Council is organized and operated for the exclusive purpose of continuing adult education within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

ARTICLE III - Membership

Section 1. The membership of THE COUNCIL shall be by local clubs. The Council is open to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status. Application for membership may be made by a county organization representing individuals organized through the Cooperative Extension Service. This county organization shall have a membership of one or more Extension Homemakers Clubs.

Section 2. A local EH Club applying for membership in THE COUNCIL shall be non-discriminatory, and shall submit its application in writing to the County Council President for approval by the Executive Committee. This application shall be accompanied by dues for one year and by a written agreement to abide by the by-laws of THE COUNCIL.

Section 3. Annual dues from the EH Club are due June 30. Clubs whose dues are not paid by July 31 shall be considered not in membership and forfeit all voting privileges for that year.

Section 4. An EH Club may be reinstated by sending an application to the County Council President for approval by the Executive Committee. This application must be accompanied by all delinquent dues.

ARTICLE IV - Officers and Their Election

Section 1. The elective officers of THE COUNCIL shall be:

A. A president, a vice president, a secretary and treasurer.

These officers shall be elected in the odd years at the May Board Meeting for a term of two years each, or until their successors are elected.

The past president shall act as advisor.

A parliamentarian may be appointed by the Executive Committee.

The County Council Executive Committee shall serve as advisor to all segments of the White County Extension Homemakers Council.

Section 2. Nominations and Election:

- A. A nominating committee of four members shall be appointed by the Executive Committee at the February Board Meeting in an election year. This committee shall consist of one member of the County Executive Committee to serve as chairman.
- B. Following the report of the nominating committee additional nominations may be made from the floor by any voting delegate in the meeting at which election is to be held. (Section 3). No candidate shall be nominated for more than one office at the same election.
- C. A majority vote of those entitled to vote and voting shall constitute an election.

Section 3. Term of Office:

- A. Officers shall serve for a term of two years or until their successors are elected.
- B. Newly elected officers shall take office on July 1 following the meeting at which they are elected.
- C. Vacancies among officers shall be filled by appointment by the members of the Executive Committee for the remainder of the unexpired term. If officers have served more than half a term they are considered to have served a full term in that office.

Section 4. Officer Training and Duties

- A. Officer Training will be held in May or June in election years.
- B. Officer duties are listed.

President:

Planning

President's planning responsibilities include:

- Working with the secretary to plan an agenda ahead of time.
- Discussing the agenda with the vice-president in case he/she has to preside.
- Arranging for the meeting - including facilities, equipment and supplies.
- Sharing the specific details about time and location with the members. This task may be delegated to another officer or a member.
- Notifying members of any changes in plans. This may also be delegated.
- Making any special arrangements such as guest speaker or babysitting services.

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Presiding

The President has a responsibility to:

- Call all meetings to order promptly.
- Present all unfinished business and new business not introduced by members, explaining if necessary.
- He/she should always follow parliamentary procedure, giving both sides of an issue.
- Allow members to introduce new business.
- The President never participates in a debate while presiding. If a club President wishes to do so or has a strong opinion about a subject, he/she may relinquish the chair to the Vice President or anyone he/she chooses.
- The president is tactful.
- The President restricts discussion to the rules of order and
- The President sticks to the subject at hand.

Chairing the Meeting

When chairing the meeting, the President should:

- Set a good example by closely following parliamentary procedure.
- He/ she should stand at certain times
- Sit at other times. If the situation where the club meetings are held is not conducive to the President standing to preside, he/she may need to sit in a location that can be viewed by all members.
- Stands when:
 - Calls to order
 - Questions announcing a vote
 - Recognizes member
 - Addresses group
 - Makes Introductions
- Remains seated when:
 - Reading of minutes
 - Talks, demonstrations, reading of papers
 - During debates

Other:

- Appoints committees and see that they understand their assignments.
- Delegates responsibilities so that every member has some job in the organization at one time or another.
- Consults with officers, committee chairs, and other leaders on program plans and activities.
- Represents her organization in relationship with other organizations and in joint community enterprises.
- Carries out group's decisions.
- Keeps check on finances, membership, interests of members, and progress towards accomplishments.
- Keeps people informed about the program and the organization.

Vice President:

Prepare for office of president

- Conducts meeting in the president's absence
- Serve as member of executive committee
- Assume other responsibilities assigned
- Search out talent and encourage members
- May represent organization at outside meetings or conferences in place of the president.
- May assist by helping start business discussions in meeting.

Secretary:

- Record and read minutes at meetings and calls the president's attention to any unfinished business.
- Read correspondence and replies when necessary.
- Calls meetings in absence of President and Vice-President
- Serve as custodian of all official papers
- Keep list of members and club attendance
- Write thank-you notes to speakers
- Prepare list of unfinished business
- Collects and records reports of all committees and all written resolutions.
- See Secretary Book

Treasurer:

- Serve as member of Executive Committee
- Serve as chair of budget committee
- Receives funds and disburses funds according to guidelines
- Files receipts or canceled checks covering all payments.
- Prepares financial statement for each meeting
- Orders name tags for club group
- Collects club/county membership dues
- Collects organizational contributions, if any.
- Provides an annual statement and asks for an audit according to guidelines.
- Pays bills on proper authorization.
- Advises other officers and members on needs and plans for raising money.
- See Secretary Book also for Financial Forms and information.

Other Officers:

Leadership Development Chair

1. Serve as a representative on the Board of Directors.
2. Promote the programs for leadership development.

3. Serve as a resource person for club leadership development programs.
4. Work with Extension Agent to plan and implement programs in leadership development.
5. Serve on the committee to judge any other county recognition books.
6. Assist the Vice President in compiling necessary reports.

Community Service Chair

1. Serve as a representative on the Board of Directors.
2. Promote the programs for community service in county.
3. Serve as a resource person for club community service programs.
4. Work with Extension Agent to plan and implement programs in community service.
5. Serve on the committee to judge any other county recognition books.
6. Assist the Vice President in compiling necessary reports.

Education Chair

1. Serve as a representative on the Board of Directors.
2. Promote the programs for education in county.
3. Serve as a resource person for club education programs.
4. Work with Extension Agent to plan and implement programs in education.
5. Serve on the committee to judge any other county recognition books.
6. Assist the Vice President in compiling necessary reports.

ARTICLE V - Executive Committee

Section 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and the past President of the Council. The County Extension Agent - Family and Consumer Science shall serve as advisor to the Executive Committee.

Section 2. Duties: The Executive Committee shall have the authority to transact any business of the Council arising between the Board of Directors meetings; it shall act in emergencies. In addition, it shall:

- A. Fill any vacancies which may occur among the officers to complete the unexpired term.
- B. Approve the standing committee chairperson recommended for appointment by the President.
- C. Approve all special committees appointed by the President.
- D. Appoint nominating committees, as stated in Article IV, Section 2, A.

Section 3. Meetings:

- A. The Executive Committee shall hold at least four meetings annually prior to the regular board meetings.
- B. Special meetings of the Executive Committee may be called by the President or at the request of a majority of the officers.
- C. The members of the Executive Committee present shall constitute a quorum.

ARTICLE VI -

Board of Directors

Section 1. The Board of Directors shall consist of the Executive Committee, the past president, county program chairpersons, and the Presidents of all county Extension Homemakers Clubs belonging to the County Council. This group is considered the official voting body of THE COUNCIL. The County Extension Agent - Family and Consumer Science shall serve as advisor to the Board of Directors.

Section 2. Duties: The Duties of the Board of Directors shall be:

- A. Act as the governing body of THE COUNCIL.
- B. Transact the necessary business of THE COUNCIL.

Section 3. Meetings:

- A. The Board of Directors shall meet four times annually on the first Tuesdays of February, May, August, and November unless a change is deemed necessary by the Executive Committee. It may meet more often at stated intervals or as occasion demands subject to the approval of the Executive Committee.
- B. The members of the Board present at any meeting shall constitute a quorum.
- C. Club Presidents who are also members of the Executive Committee shall appoint a voting delegate to represent that club. If a club president is unable to attend a meeting, said president shall appoint a voting delegate to represent that club.
- D. All board meetings are open to any EHC club member. But only the club president or the club's designated voting delegate may vote.

ARTICLE VII – Business

Section 1. The principal place of business shall be the Cooperative Extension Service Office located at 411 North Spruce, Searcy, Arkansas 72143.

Section 2. The fiscal year shall begin on the first day of July and end on the 30th day of June each year.

Section 3. Two county Council meetings, open to all club members, will be held in the spring and the fall of each year.

ARTICLE VIII - Dues and Finances

Section 1. Membership dues shall be \$3.00 per member per year paid by Extension Homemaker Clubs to the COUNTY COUNCIL TREASURER. The dues are due by June 30 each year. Treasurer shall collect \$3 per member and \$5 per club for dues.

Section 2. Fund raising activities for THE COUNCIL may be held when authorized by the Executive Committee and the Board of Directors and when the purpose is in agreement with the objectives of THE COUNCIL.

ARTICLE IX - Assets

Section 1. No part of the next earnings of THE COUNCIL shall add to the benefit of, or be distributable to its members, officers or other private persons except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance with the objectives set out in Article II hereof.

ARTICLE X - Dissolution

Section 1. Upon dissolution of THE COUNCIL, the Board of Directors shall, after paying or making provisions for payments of all the liabilities of THE COUNCIL, dispose of all the assets of THE COUNCIL exclusively for the purpose of THE COUNCIL in such manner, or to such organizations who, at the time of dissolution, shall qualify as exempt organizations operated exclusively for educational, scientific, charitable or religious purposes under Section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE XI- Amendments

Section 1. These by-laws may be amended at any regular meeting of the Board by a vote of two-thirds of the ballots cast, provided notice of the proposed amendments has been sent to voting delegates thirty (30) days before the time of the meeting.

ARTICLE XII - Authority

Section 1. The rules contained in ROBERT'S RULES OF ORDER, REVISED, shall govern this organization in all cases to which they are applicable unless they are inconsistent with these by-laws.

The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Equal Opportunity Employer.

The Cooperative Extension Service is part of the University of Arkansas Division of Agriculture.