

# KEHA Manual

## Organizational Materials Guide

**Contents:** This section contains materials on organizing and maintaining the Kentucky Extension Homemakers Organization. Information is included on how to organize a Homemakers Club or County activity/event and how to write reports as well as the responsibilities of and suggestions for training Officers and Chairmen. Special information about celebrating KEHA Week the second full week of October is included as well.

*This section of the KEHA Manual is available only at [www.keha.org](http://www.keha.org).  
Updates will be posted to the website annually.*

*This section IS NOT duplicated and distributed to counties  
with the Handbook and Appendix.*

**Pages 12-30 are not attached to this saved version of the Organizational Materials Guide.**

**Only pages 1-10 are included in this version.**

**2-7-11**

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# KEHA MANUAL

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## FORM A CLUB

### Step I: Preparation

- A. Determine the interest of persons in the identified geographic area (neighborhood, block, community) who might wish to participate.
- B. Be sure the opportunity is open to everyone regardless of race, color, age, gender, religion, disability or national origin.
- C. Establish the availability of either public or private location(s) to hold meetings (homes, schools, libraries, etc.).
- D. Consider best time of the year for organizing.
  - 1. Fall, when people are interested in new beginnings, or
  - 2. After the first of the year when holidays are over and boredom sets in.
- E. Collect organizational materials for the new club to review.
  - Have examples of Bylaws, yearbooks or other written information of existing clubs available.
- F. Arrange for an experienced resource person(s) such as a County Extension Agent for Family & Consumer Sciences or active member to give an oral presentation on Extension Homemakers and what they do.

**All homemaker clubs must sign a statement of compliance form to guarantee no discrimination takes place. These can be found in the *Appendix*.**

### Step II: Invitation

- A. Arrange for a meeting place. Set a date and a time mutually agreeable to most of the interested persons.
- B. Invite interested persons to attend. Give one or more weeks prior notice.
  - 1. Written invitation is good for correct time, place and date.
  - 2. Oral invitation is good for personal contact.
  - 3. Written invitation followed by a personal call is best.
  - 4. Media notice (radio, newspaper, TV) to reach others interested.

### **Step III: Arrangements and Agenda**

- A. Conduct first meeting, making it cheerful and informal.
  - 1. Arrive early to check room set up.
  - 2. Work with hostess if it is a home meeting site.
- B. Greet guests and make them feel welcome. If refreshments are planned, consider using at the beginning as part of the get-acquainted exercise.
- C. Provide nametags.
- D. Plan a get-acquainted exercise to help establish a sense of group.
- E. During the meeting try to involve all the attendees calling them by name.
- F. At the end of the meeting try to set up a second meeting. Have a couple dates in mind that you can offer.
- G. Send a write up of the meeting to the local newspaper. Include attendee's names if possible.

NOTE: A variety of forms, certificates and information sheets designed to help Homemakers clubs on all levels are located in the *Appendix*.

## GUIDELINES FOR HOMEMAKERS CLUBS

A Homemaker club is an informal learning setting for you and your club members. Programs offered by the Family & Consumer Sciences (FCS) agent in the Cooperative Extension Service are all researched based information from the University of Kentucky.

These general guidelines should be considered by each club as part of a complete Homemakers program. Clubs must work within the framework of the county, area and state program, tailoring it to your club members' needs. You should emphasize and enlarge upon your club's main interests and minimize and retain those of lesser interest.

These guidelines are subject to review annually by a committee appointed by the county board. The committee should include the FCS agent and a few members of different clubs. Attention should be focused on state initiatives and the mission of the Kentucky Extension Homemakers Association.

1. Elect officers – president, vice-president (or president-elect), secretary and treasurer. The secretary and treasurer's offices may be combined.
2. Pay dues. Each member must pay dues to the county, area and state Homemaker Associations.
3. Club should have bylaws, statement of compliance and club goals.
  - a. To be reviewed annually by members.
  - b. Copy on file at extension office.
  - c. Each member should be provided with a copy of the bylaws.
4. Club should have at least 6-8 active members.
  - a. Can be less – but more members will spread the responsibilities.
  - b. There is no maximum number of members
  - c. No waiting lists.
  - d. No restrictions as to race, religion, gender, age, disability, national origin.
5. Club must work within the framework of KEHA
  - a. Follow the mission of a volunteer organization that works to improve the quality of life for families and communities through education, leadership development and charitable activities in cooperation with the University of Kentucky Extension Service.
6. Clubs should have orderly meetings using parliamentary procedures.
7. Club has educational lessons
  - a. Lesson provided by Extension service.
  - b. If the lesson is provided by outside resource, make sure the information is factual and researched. The FCS agent can advise you.
8. Clubs should participate in county, area and state activities. Be sure information on upcoming events is presented in a timely manner.
9. Clubs should recognize members' support and participation in whatever form your club chooses such as verbal, thank you notes, certificates and awards.
10. Clubs should encourage members to submit for county, area and state offices when qualified.
11. The club president or a representative must attend each County Council meeting.
12. Each club should send suggestions annually for the following year's program lessons.
13. County subject matter chairmen may act as hostesses for leader training lessons.

14. Established clubs should consider sponsoring new clubs.
  - a. When recruiting members, find their interest and develop a club to meet those interests and needs
  - b. Help new club establish bylaws
  - c. Help establish meeting procedures
  - d. Help officers in their duties
  - e. Present a few educational and fun lessons
  - f. Exchange visits between clubs

## **AWARENESS**

Every member should be aware of the following:

1. The county FCS agent sends a newsletter to each member. The newsletter contains dates of training sessions, articles of interest and county, area and state activities.
2. Members may request information on a specific interest from the Extension office usually at no charge.
3. Meetings and training sessions are coordinated by the Extension service for each major and supplementary lesson.
4. County chairmen and officers are available to help clubs and their members.
5. Any club and its members may help any other club and its members.
6. Any member may visit another club's meeting in order to make up a missed lesson provided they first contact that club. This could be counted toward perfect attendance.
7. Listings of other club's meeting days and the president of each club are provided to each President.

## **DUTIES OF ELECTED OFFICERS**

### **President**

- responsible for program and activities
- presides at meetings and keeps order
  - is accessible and enthusiastic
  - is knowledgeable about bylaws and parliamentary procedure
- calls executive board meetings
- appoints committee chairmen
  - sees that committee chairmen collect any lesson material and other information
  - helps chairmen when necessary and follows up to make sure they do their job
- club's official delegate and spokesman at regular and special county, area, state and national meetings
- makes sure all reports are sent to the extension agent or county officers as required and on time

### **1<sup>st</sup> Vice-President or 2<sup>nd</sup> Vice-President**

- serves in president's capacity if president is unable and aids president in every way
- serves on club's executive committee
- chairman of club's membership committee
  - responsible for club's annual membership drive
  - responsible for membership recognition
  - responsible for sending membership forms to the extension office and keeps the office up to date on membership numbers and changes
- keeps members aware of activities and club functions

### **Secretary**

- serves on club executive committee
- records minutes of monthly meetings
- responsible for roll call
- handles club correspondence

### **Treasurer**

- serves on club executive committee
- records financial transactions following state financial guidelines
- pays approved bills
- collects members dues and forwards to the county treasurer by the date due
- submits books for audit or review
- gives a treasurer's report at club meetings
- helps prepare yearly budget
- files reports/forms with the Internal Revenue Service as needed

## RULES OF ORDER FOR A BUSINESS MEETING

Why are meeting rules often called, “Parliamentary Law”? In the thirteenth century, the word *parliament* was used to describe any important meeting held for the purpose of discussion. Soon after, the English national assembly became known as Parliament and in 1340 contained the House of Lords and the House of Commons. The rules established for these bodies, “Parliamentary Law”, have over time evolved into our meeting rules of today. The bylaws of an organization should adopt a parliamentary authority for general guidelines. This is often the current edition of, “*Robert’s Rules of Order, Newly Revised*”.

### A. Purpose of Rules

Following basic rules for meetings will:

1. Protect the rights:
  - a. of the majority,
  - b. of the minority, especially a strong minority – greater than 1/3,
  - c. of individual members,
  - d. of absentees, and
  - e. of all these together.
2. Provide methods to move the group’s business along smoothly and in a courteous manner.

### B. Procedures for Conducting a Meeting

#### 1. Agenda

Prior to a meeting, the presiding officer should prepare an agenda listing the items of business to come before the group. She should confer with the Secretary to see what unfinished items of business should be carried forward to the meeting. It is wise to get input from other officers, as well.

2. Unless the meeting is very informal, it is best for the presiding officer to sit in front of the group where she can be seen with the parliamentarian and the secretary sitting on either side, so she can quickly and quietly confer with them if necessary.

### C. Duties of the Presiding Officer, or Chairman

1. The Chairman opens the meeting at the appointed time. Stand and say, “The meeting will come to order.”
  - a. The use of a gavel has greatly diminished in modern times. However, if desired, the Chairman may rap once to call the meeting to order, to bring the meeting back to order if necessary, and to close the meeting.
  - b. The Chairman must be knowledgeable of the different motions, how they are processed and be prepared to handle troublesome areas with confidence.
  - c. The Chairman must be familiar with parliamentary procedures and how to apply them, following the bylaws and any special rules of the assembly.
2. The Chairman conducts the meeting in a firm, polite and patient way.
  - a. Should stand when speaking, unless it is a small meeting and everyone can see and hear her easily. May sit during debate, but must give full attention, correcting errors in the discussion and procedure if necessary.

- b. Does not enter into any question for debate and must maintain the appearance of impartiality at all times. There may be rare times when the Chairman wants to speak on a subject. To do so, the Chairman must vacate the chair to another officer. She may not resume the chair until the pending question has been voted on and decided.
- c. Protects the assembly from disruptions, annoyances, or undesirable interruptions. This includes asking that cell phones be turned off or placed on “mute”.

#### D. Procedures for Conducting Business

Motions are the method for business to be brought before the assembly.

##### 1. Requesting recognition and stating the motion

Speaker: “Madam Chairman, my name is \_\_\_\_\_, a member of \_\_\_\_\_.”

Chairman: “The chair recognizes \_\_\_\_\_ (Speaker’s name).”

Speaker: “I move that, (state motion exactly as desired).”

Member: “Second” (A member may say “Second” without first receiving recognition from the Chairman. All motions coming from the assembly must be seconded before being considered).

Chairman: “The motion before the group is, (repeats motion exactly).”

##### 2. Discussion follows led by Chairman. If possible, the Chair tries to recognize one person speaking for the motion then one speaking against the motion.

##### 3. Closing discussion and voting

Chairman: “Is there any further discussion?” (pause) “If not, the motion before the group is (restate the motion exactly as proposed). Those in favor vote by \_\_\_\_\_. (Pause) Those opposed, vote by \_\_\_\_\_. Then the Chairman must state the result, either “Motion carried” or “Motion defeated”.

(The Chairman must state how the vote on a motion is to be given. Members can raise hands for a “yes” or “no” vote or say “Aye” or “No”. The Chair must advise members of the method to use. Otherwise, confusion may result. There are other methods such as members standing or ballot voting. The parliamentary authority should be consulted regarding these methods as they are not used as often.)

Notes:

- 1. The best method of entering motions is to have the maker write it on a motion form and hand it to the Chairman.
- 2. In a small meeting where members are known, the recognition process and the discussion may be much less formal as long as all the proper steps are followed.

*“The chairman should never be stricter than is necessary for the good of the meeting. But within that pattern, parliamentary procedure should normally be followed as a matter of course if it is to work well. It’s not something to look to only when you get into trouble.”*

*Robert’s Rules of Order, Newly Revised, 10<sup>th</sup> Edition*

## A SUGGESTED BUSINESS MEETING AGENDA

Before the presiding officer calls a meeting to order she must determine that a quorum is present, although she need not announce it. The bylaws should state what that is, such as “a majority” of the membership. The organization’s business cannot be conducted if there is not a quorum.

The chairman or president then stands and calls the meeting to order. (It is not proper to list a “CALL TO ORDER” as the first item in an order of business or agenda, as is often incorrectly done. (Robert’s Rules of Order, Newly Revised, 10<sup>th</sup> Edition, pg. 25)

INSPIRATION (Inspiration or prayer always goes before patriotic songs, poems or the pledge to the flag.)

PLEDGE TO THE FLAG (optional)

(any other opening ceremonies)

The actual business meeting starts here.

1. Reading and approval of Minutes (See Robert’s Rules for further information)
2. Reports of other Officers, Boards and Standing Committees  
Treasurer’s report (This may consist simply of a verbal statement of the balance on hand. Such a report requires no action by the assembly.)
3. Reports of Special Committees
4. Special Orders (Matters previously assigned a special priority, such as being taken up at a certain time.)
5. Unfinished Business (Matters previously introduced which have come over from a previous meeting.)
6. New Business (Any new business to come before the group.)
7. Good of the Order, General Good & Welfare or Open Forum (optional)  
(After the completion of new business the chairman may proceed to one of these headings. General announcements and comments other than regular business items may go here.)
8. Program (A special program is usually presented before the meeting is adjourned. However, it can be received before the minutes are read. If the chair wishes a talk to be located at an unscheduled point within the business portion of the meeting, he can usually obtain unanimous consent by simply announcing, “If there is no objection, we will hear our speaker’s address at this time.”

When the Chairman is sure all the business of the meeting is through, he may say, “If there is no further business, the meeting is adjourned.” This is called, “Unanimous Consent” and does not require a vote.

## SAMPLE BYLAW ARTICLES

The number of bylaw articles will be determined by the size and activities of the organization adopting them. They should correspond to the umbrella or state organization if there is one. The articles listed below should prove helpful in the framing a set of bylaws. Articles are commonly designated in capital letters with Roman numerals, sections with Arabic numerals and sub-paragraphs with small letters.

“Robert’s Rules of Order, Newly Improved, 10<sup>th</sup> Edition”, contains more detailed information. If your group has bylaws now, you can use the following as a check list to help you determine if they contain all they should to outline the officer’s duties, protect the members and smoothly move business forward. You may have more articles than this if needed.

### ARTICLE I – Name

This should be the full, official name of your group.

### ARTICLE II – Object

A statement of the reason your group was formed and broad enough to cover anything you may want to do as a group. Within KEHA, this article typically states the group is organized exclusively for educational and charitable purposes.

### ARTICLE III – Membership

Eligibility requirements, dues, etc. should be listed.

### ARTICLE IV – Limitations

Homemaker clubs and county organizations are traditionally organized to operate as non-profit groups. As such, U.S. Internal Revenue Code requires that certain limitations being included in a group’s organizing documents. The language required is as follows:

*No part of the net earnings of the club shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the club shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.*

*No substantial part of the activities of the club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the club shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.*

*Notwithstanding any other provision of these articles, the club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.*

#### ARTICLE V – Officers

List qualifications, duties, and term of office for each officer. Include all information about the process of nomination and election, rules for succession and filling vacancies.

#### ARTICLE VI – Meetings

This should include dates of regular meetings, special meetings and other meetings. Include who calls the meeting, how and the time the meeting notices should be sent out.

A quorum must be stated. This is the number or percent of members who must be present before business can be transacted.

#### ARTICLE VII – Executive Board

If you have an executive board, list all details regarding the board's authority and responsibility, how members are elected or appointed, any special rules and details of the board's powers.

#### ARTICLE VIII – Committees

List regular standing committees. Also the authorization for forming additional standing committees in the future if needed.

#### ARTICLE IX – Parliamentary Authority

All ordinary societies should list a parliamentary authority. The Robert's Rules title printed above on this page is by far the most widely used.

#### ARTICLE X – Amendment

The precise requirements for amending bylaws including the size of the majority needed to amend the bylaws and the notice required to be given to the members before the meeting at which the voting takes place.