

# Constitution and ByLaws

## Lake Cumberland Area Extension Homemakers Association

Proposed March 2005  
Adopted October 25, 2005

### Article I – Name

The name of the organization shall be Lake Cumberland Area Extension Homemakers Association.

### Article II – Object

The object of the Lake Cumberland Area Extension Homemakers Association shall be:

1. To unite the county Extension Homemakers Associations in the area.
2. To create an awareness of needs of families in the home, community, area, state, nation and world.
3. To promote an educational program in Family and Consumer Sciences utilizing resources of the Cooperative Extension Service of the University of Kentucky College of Agriculture to meet the needs of the family, home, and community.
4. To develop an enthusiastic leadership in its members and willingness to assume responsibility to further strengthen, develop and extend adult education in Family and Consumer Sciences.

### Article III – Organization

#### Section A: Membership

The membership of the Area Association shall be by organized county Extension Homemakers Associations regardless of race, color, age, gender, national origin, religion or disability. The Lake Cumberland Area Extension Homemakers Association shall consist of County Extension Homemakers Associations in Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, and Wayne counties who have paid membership dues. To be eligible to affiliate with the area association, the County Associations must have bylaws outlining the responsibilities of its officers and committee chairpersons.

#### Section B – Area Council Members and Advisor

The Area Extension Homemakers council shall be composed of President, President elect, Vice-President for Program, Vice-President for *Member Resources*, Secretary, Treasurer; area chairmen, County President and one (1) delegate of each county Extension Homemakers Association.

## **Article IV – Area Officers, Election and Duties**

### **Section A – Area Officers**

The officers of the area association shall be President, Vice-President for Program, Vice-President for Member Resources, Secretary, Treasurer, and President Elect in even years.

### **Section B – Procedures for Nomination and Election of Area Officers**

1. The area president shall appoint a three member nominating committee at the spring council meeting, prior to the annual meeting. The committee shall consist of area council members and the County Extension Agent advisor.
2. The nominating committee shall select its slate of candidates from names and credentials submitted by County Extension Homemakers Councils.
3. The qualifications for nominees for area officers are:
  - a. A nominee for area President Elect must have served as a county officer and on the area council.
  - b. A nominee for area Vice-President for Program or Vice-President for Member Resources must have served as a county officer and on the area council.
  - c. A nominee for area Secretary or Treasurer must have served as a club officer.
4. Nominations may be made from the floor by any voting delegate, provided the nominee has appropriate credentials.
5. The term of office shall be for a period of 2 years. An officer may serve no more than two consecutive terms. New officers will take office at the close of the annual meeting in which they are elected.
6. 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 President-elect or the Vice-President for Program shall fill the unexpired term. An election for President will be held at the next LCAEHA annual meeting.

### **Section C – Duties of Area Officers:**

1. Duties of the President shall be:
  - a. Attend KEHA (State) Board meetings.
  - b. Give brief reports of area activities at area and state board meetings.
  - c. Attend 1 county meeting in each county during her term in office.
  - d. Prepare agenda for all area meetings.
  - e. Preside at all area meetings.
  - f. Appoint area chairmen.
  - g. Appoint audit committee.
  - h. Appoint budget committee to prepare annual budget.
  - i. Appoint nominating committee for area officers.
  - j. Appoint standing and special committees as needed.

- k. Serve on Area Meeting Planning committee with other executive board members, FSC advisor, and host and program county presidents.
2. Duties of President-Elect:
  - a. Attend all area meetings.
  - b. Prepare for the office of President by communicating with the President.
  - c. Assist the President and perform all assigned duties during the term of office.
  - d. To serve with vote on the Executive Committee.
3. Duties of the Vice-President for Program:
  - a. Attend all area meetings.
  - b. Serve as an aide to the president.
  - c. Perform all duties of the President in her absence or inability to serve.
  - d. Assume the office of President-elect in the event of a vacancy in that office.
  - e. Serve as Chairman of the Program of Work Committee leading and coordinating Educational program Chairmen.
  - f. Prepare the annual report for KEHA.
  - g. Assist in planning and coordinating educational sessions and workshops for the annual meeting in cooperation with the Educational Program Chairmen.
4. Duties of the Vice-President for Member Resources:
  - a. Attend all area meetings.
  - b. Serve as LCEHA membership chairman providing program ideas to encourage and promote membership.
  - c. Serve as an aid to the President.
  - d. To perform all duties of the President in the absence of the President-elect and Vice-President for Program.
  - e. To oversee Marketing and Publicity for the organization.
  - f. Contribute to the KEHA newsletter as requested by KEHA newsletter editor.
5. Duties of Area Secretary:
  - a. Attend all area meetings.
  - b. Keep accurate minutes and records of all area meetings.
  - c. Handle area correspondence.
6. Duties of Area Treasurer:
  - a. Attend all area meetings.
  - b. Keep accurate record of all area funds.
  - c. Give a written financial report at area council meetings, area annual meeting and when requested by the Executive Board.
  - d. Pays bills with area council or executive board approval.
  - e. Receive area dues from county associations.

7. Area Chairmen - Appointment and duties are designated in standing rules.

**Article V – Standing and Special Area Committees Appointment**

The Area president shall appoint standing and special committees as necessary. Standing rules provide additional information.

**Article VI – Finances**

Section A – Dues

Annual dues of the area association shall be \$.75 per member, paid to the area treasurer by December 15.

Section B – Budget

A proposed budget shall be presented by the budget committee to the area council for approval.

Section C – Audit

An audit shall be completed annually by an audit committee appointed by the President.

**Article VII – Disposition of Assets**

In case of dissolution of the Lake Cumberland Area Extension Homemakers Association, any money remaining in the treasury after debts and obligations are paid shall be distributed and used for educational purposes determined by the Area Council.

**Article VIII – Area Meetings**

Section A – Area Council Meetings

1. Area Council should meet semi-annually.
2. Executive Board shall determine frequency of meetings.
3. At all the area council meetings the area officers, area chairmen, county presidents, and other county voting delegates present shall constitute a quorum.

Section B – Area Annual Meeting

Area meetings may be held annually. Date will be determined by area council. The area must have at least one meeting every two years for the purpose of electing officers. The area has the responsibility of developing its own program.

At the area annual meeting, the area officers, area chairmen, county presidents, and members present shall constitute a quorum.

Special meetings may be called by the President by request of one-third of the member counties, stating reason for the meeting. County Associations must be notified 15 days prior to any called meeting.

**Article IX – Amendments**

These bylaws may be amended by a majority vote of the quorum at any area meeting or called meeting of the association, provided notice of such meeting and information regarding proposed amendments has been given to all county associations at least 15 days prior to the meeting.

**Constitution Revision Committee 2005:**

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