

**STANDING RULES
FOR LAKE CUMBERLAND AREA EXTENSION HOMEMAKERS ASSOCIATION**

DEFINITION: Standing rules are regulations that deal with the details of business procedure and that are adopted from time to time, as they are needed. They may be adopted at any business (area council) meeting by a majority vote and without previous notice. Only a majority vote is needed to suspend them. If previous notice has been given they may be amended or rescinded by a majority vote. A 2/3 vote is necessary to amend or rescind if previous notice has not been given. Standing Rules may not be adopted if they conflict with the constitution.

*Source: The Funk & Wagnals Book of
Parliamentary Procedure*

NOTE: Area Records can be stored at the Adair County Extension Office. Minutes and Area Meeting Program - permanent. Treasurer's Reports – 5 years.

SECTION I: AREA OFFICER ELECTION

1. President, Vice-President for Members Resources, and Secretary will be elected in odd years and serve two years.
2. Vice-President for Program and treasurer will be elected in even years and serve two years.
3. President-Elect will be elected in even years and serve 1 year.
4. New officers assume duties at the close of annual meeting to which they are elected.

SECTION II: AREA OFFICERS DUTIES

1. President – Primary duties are listed on page 2 of Constitution.
 - a. Notify area council members of area council meeting 2 or more weeks in advance.
Standing Committees: Nomination and Budget committees should be appointed at Spring Council. Audit committee should be appointed at Fall Council. Committees are to meet prior to the next council meeting.
2. Duties for Vice-President for Member Resources – Primary duties are listed on page 3 of Constitution.
 - a. Give area membership report at annual meeting.
 - b. Coordinate presentation of membership awards at area meeting.
3. Duties for Vice-President for Program – Collect counties' Program of Work reports by February 1st and compile for state.
4. Duties of Secretary – Primary duties are listed on page 3 of Constitution.
 - a. Minutes and Area Meeting program are to be kept permanently.
 - b. Distribute copy of minutes to all council members and Lake Cumberland Area Extension Agents within 2 weeks of each meeting.
 - c. Reads minutes at area meetings if necessary.
 - d. Store area minutes at the Adair County Extension Office.
 - e. Notify council members and agents of area council meetings 2 weeks in advance.

5. Duties of Treasurer – refer to page 4 of Constitution for primary duties.
 - a. Prepare and distribute dues payment form to each county at fall meeting.
 - b. Records should be kept 5 years.
 - c. Store area records at the Adair County Extension Office.
 - d. Record number attending area annual meeting for treasurer’s report.
Itemize area meeting receipts – number paid by area, number paid by counties and for whom.
 - e. Request \$500.00 from KEHA State Treasurer for Area Annual Meeting.
Must be done prior to area annual meeting. (See KEHA handbook for form.)
 - f. Keep all funds possible in interest bearing accounts.
 - g. Checks may be signed by either the treasurer or one other area officer. The other officer will be designated by area council at the first meeting following area annual meeting.
6. President-Elect will recommend Area Chairmen to President at Spring Meeting.

Executive Committee should review and update standing rules annually.

SECTION III. STANDING COMMITTEES: NOMINATING, AUDIT, BUDGET

The Family and Consumer Science Agent of the committee chairman could serve as advisor.

The President should appoint three council members to serve on each committee.

1. NOMINATING COMMITTEE

- a. Appointed at Spring Council, give report at Fall Council, prior to annual meeting.
- b. The Nominating Committee shall select its slate of candidates from those whose names and credentials have been submitted by either County Extension Homemakers Council and/or Family and Consumer Sciences Agents.
- c. Committee will notify the nominees selected and ask that they attend the area annual meeting.
- d. If a candidate cannot be secured, nominations may be made from the floor by a voting delegate or county officer at the Area Meeting provided the candidate meets the eligibility in Article IV, Section B(3) of the Constitution.

2. AUDIT COMMITTEE

- a. The Audit Committee should be appointed at the fall council meeting and reports at spring council meeting.
- b. The association’s accounting record will be audited each year after the area annual meeting. Books shall be audited by December 31 each year a treasurer’s term ends.
- c. The treasurer and her agent cannot serve on this committee.

3. **BUDGET COMMITTEE**

- a. Appointed at spring council meeting, presents budget proposal at fall council meeting.
- b. Budget will be presented at next area annual meeting.
- c. Area Treasurer should serve on budget committee.
- d. These items should be included in the budget:
 1. Area Annual Meeting Expenses (speaker, program, decorations, meals for area officers, chairmen and guests).
 2. Awards and Recognition
 3. Expenses for Area Officers, Chairmen, and Special Committees.
Meals (\$5 for area council meetings), postage, phone calls, transportation cost (up to \$10 for mileage)
 4. Promotional materials
 5. Educational programs and resources (speakers, visuals, workshops)
 6. 4-H, Master Clothing Volunteer
 7. Miscellaneous

SPECIAL COMMITTEES

President appoints special committees as needed, such as for Area Projects and Educational Activities.

SECTION IV: MEETING GUIDELINES

- A. **Executive Board Meeting** – Executive Board and agent advisor should meet prior to spring and fall council meetings to plan the agenda. President should set meeting date, time and place of council meetings with officers and agent advisor.
- B. **Area Council Meetings** – Area Homemakers Council meetings will be held in March and September. Area President will preside at meeting. Area officers, area chairmen, county presidents and one delegate selected by each county's homemakers council (preferably the county vice-president or secretary-treasurer) should attend. The purpose of the council meetings will be to conduct the business of the Area Association.

The Area President will select meeting places to be centrally located. The spring council will involve planning for area responsibility at KEHA meeting. The nominating and budget committees are appointed at spring council. Audit Committees are appointed at fall council. Area Chairmen will give their reports at the council meetings. County Presidents will present written reports to Area President at each council meeting.

C. **Area Annual Meeting**

GENERAL INFORMATION

Tentative dates need to be chosen at spring council meeting.
Host county should confirm by September 1st. Provide details at fall council meeting.

COUNTY RESPONSIBILITIES

1. Bring list of members attending the area meeting to give to Area Treasurer.
2. County treasurer should submit one check for payment of registration fees for attending members. Checks should be payable to: *Lake Cumberland Area Homemakers Association*.
3. Each county will provide name tags for its members.
4. Each county will provide a door prize with a minimum set value of the executive board.

ANNUAL MEETING COMMITTEE

1. Membership shall include five Executive Board members, County President from Host county and County President from Program county (entertainment), and Program Advisor.
2. This committee is responsible for the overall planning and decisions concerning the annual meeting. Planning should begin at the spring council meeting.

AREA OFFICER RESPONSIBILITIES FOR AREA ANNUAL MEETING

AREA PRESIDENT & PRESIDENT-ELECT

1. Assists in preparing agenda.
2. Assists in preparation of printed program.
3. President presides at the area meeting.
4. Contacts KEHA Board member to install new officers.
5. Prepare name cards for head table.
6. Assigns hostesses for guests.
7. Corresponds with KEHA and UK representatives concerning meeting.

VICE-PRESIDENT FOR MEMBER RESOURCES

1. Assist President with agenda.
2. Presents area awards.
 - a. Award for county with most new members.
 - b. County with largest attendance at area meeting by percentage of county membership.
 - c. County with largest number present at meeting.

AREA SECRETARY

1. Records minutes of meeting, prepares copies, distributes to all area officers, area Chairmen, County Presidents, other County Delegates and Extension agents.
2. Reads minutes, if necessary, from previous area annual meeting, distribute copies at area meeting.
3. Follow-up correspondence (thanks to program participants, guest speaker, KEHA and UK representatives, etc.)

AREA TREASURER

1. Request funding for area meeting expenses from KEHA treasurer 60 days prior to annual meeting.
2. Collect meal and registration fees from each county.
3. Pay bill for area annual meeting.
4. Close out books for audit every two years at end of term.
5. Secure officer pins for new officers.
6. Secure gifts for outgoing officers.

HOST COUNTY RESPONSIBILITIES

1. Secure facility.
2. Select menu and determine registration fee.
3. Take reservations.
4. Provide decorations, centerpieces, favors (optional).
5. Submit expenses with receipts to Area Treasurer within 30 days of meeting.
6. Provide welcome and thought for the day.
7. Print written program with input from Area President and program county.

ENTERTAINMENT (PROGRAM) COUNTY RESPONSIBILITIES

1. Arrange for entertainment/speaker. (**Speaker and/or program are to be approved by Annual Meeting Committee, especially your Area Executive Committee.**)
2. Handle payment to group/person who entertains with Area Treasurer.
3. Handle drawing for door prizes.

DAY MEETING WORKSHOPS

Executive Council will plan educational workshops with input from Area Council members, Executive Board.

ANNUAL MEETING SCHEDULE

HOST	ENTERTAINMENT (PROGRAM)	TIME OF MEETING
2004 – Casey County	Pulaski County	Day
2005 – Adair County	McCreary County	Night
2006 – Wayne County	Green County	Day
2007 – Taylor County	Cumberland County	Night
2008 – Russell County	Clinton County	Day
2009 – Pulaski County	Casey County	Night
2010 – McCreary County	Adair County	Day
2011 – Green County	Wayne County	Night

SECTION V – AREA CHAIRMEN

1. Area Chairmen Appointments and Term of Office

- a. The area chairmen listed below are appointed by the Area President-Elect. Corresponding county chairmen are accountable to these area chairmen for reporting and programming purposes.

1. Foods, Nutrition and Health
2. Cultural Arts and Heritage
3. Family and Individual Development
4. 4-H and Youth Development
5. Environment Housing and Energy
6. International
7. Leadership Development
8. Management and Safety

- b. Area chairmen shall serve a 3-year term with first year service as vice-chairman.

2. Duties of Area Chairmen shall be:

- a. To attend all LCAEHA meetings.
- b. To work with the Vice-President for Program and prospective educational program committee to develop and implement Lake Cumberland Area programs.
- c. To work with the Vice-President for Program to compile annual reports to KEHA.
- d. To work with the Cooperative Extension personnel on developing LCAEHA educational programs.
- e. To develop any special projects that the LCAEHA Board recommends to meet a current identified need.
- f. To develop and implement any contests and awards which shall be reviewed and approved by the LCAEHA Board.

3. Area Chairmen Job Description and Other Information.

- a. Duties include:
 1. To plan and carry out educational programs and activities that enhance the personal development and well-being of individuals and families that seek to strengthen families and communities.
 2. To select and work with a committee of three or four members from counties in the Lake Cumberland Area and Area Vice-Chairmen, to identify, plan and promote a program or activities directed at a specific issue, need, concern or topic. Advisory committee should meet at least once during term of office.
 3. To attend Lake Cumberland Extension Homemakers annual meeting and council meetings and provide a written or oral update to council.
 4. To serve three years as area chairman with first year service as vice-chairman.

5. To keep area vice-chairman informed of all meeting and activities and to work cooperatively together.
6. To correspond with County Chairman or county representatives in Lake Cumberland Area during term of office. Copies of correspondence should also be sent to Area President.
7. To pass on to succeeding area chairman materials and information/notebook.
8. To attend state chairman training and special interest workshop during term of office.
9. To encourage use of the Cooperative Extension Service and the University of Kentucky educational resources.
10. To prepare a workshop and/or display, collect reports for annual meeting and seek opportunities for keynote speaker.
11. Comply with area budget and submit bills.

b. Program Examples and Ideas

Refer to KEHA manual or contact corresponding state chairman.

c. Calendar of Activities – Refer to KEHA manual.

d. Awards/Recognition/Incentives will be listed for each committee. Awards forms area included in KEHA manual.

e. Budget, Special Needs, Resources – Each committee, officer, or chairman should submit a short budget to cover expenses such a postage, telephone calls, special projects and awards; meals for area events and council meetings.

SECTION VI

1. Standing Rules may be revised at the Fall or Spring Area Extension Homemakers Council meeting with a two-thirds vote of those present.
2. Proposed changes must be presented in writing to the Council.

Committee:

Nancy Eller, Area President

Susan Hansford, Area President-Elect

Kathlene Fuller, Area Treasurer

Georgia Burton, Wayne County Extension Agent

Revised – March 2005