

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.

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, 10th 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.

FINANCIAL GUIDELINES

KEHA is working with a certified public accountant to update the organization's financial guidelines and insure compliance with Internal Revenue Service, Kentucky Revenue Cabinet and Kentucky Office of Charitable Gaming rules and regulations.

Please remove Organizational Materials Guide pages 33 and 34 from your manual. The revised guidelines are not complete at this time. The updated pages will be posted to the KEHA website and distributed as soon as they are complete and accurate.

Questions in the interim should be addressed to the KEHA President, Treasurer, or State Advisor.

ANNUAL MEETING RESPONSIBILITIES

Assigned to Areas by KEHA 1ST Vice-President/Program at Fall Board Meeting

A REGISTRATION/ANNUAL MEETING INFORMATION

- ▶ See that all registration materials, name tags, tickets for meals and seminars, and door prize tickets are printed and placed in registration envelopes for distribution at annual KEHA meeting.
- ▶ Work with the AREA Host Committee.
- ▶ Provide workers for registration table all days of meeting. Persons needed at annual meeting include: First day: 4-6 People Second day: 8-10 People Third day: 4-6 People.
- ▶ Coordinate hostesses provided by AREA Host Committee to give information and answer questions regarding Annual Meeting site. (i.e. locations of local interests, hotel rest rooms, etc.)
- ▶ STATE BOARD CONTACT PERSON – KEHA 1ST Vice President/Program.
- ▶ State Advisor helps as needed.

B VOTING DELEGATES' PACKETS/INFORMATION

- ▶ Prepares printed ballots for all candidates. Contact Chairman of Nominating Committee for names of candidates. Contact KEHA State Secretary for name of current Chairman of the Nominating Committee.
- ▶ STATE BOARD CONTACT PERSON – KEHA Secretary.
- ▶ State Advisor works with Secretary to determine materials Voting Delegates will need prior to the state meeting (i.e. candidate credentials, proposed bylaw changes) and helps with sending information to County FCS Agents at least two weeks prior to KEHA Annual Meeting. FCS Agents give this information to their county Voting Delegates.
- ▶ Prepares voting delegate packets with needed material for business meeting, including copies of the rules of convention (master copy available from the KEHA Parliamentarian). Delegates will be given the packets when they register at the state meeting.

C BUSINESS SESSION/VOTING DELEGATE REGISTRATION

- ▶ Provides workers for the Voting Delegate area at the registration tables.
- ▶ Have Voting Delegates sign the county register and hand each one a Voting Delegate packet for their county with business session materials. (Each delegate must pick up their own packet.) Persons needed: at least two or three people at the times when the registration tables are open.
- ▶ Provides individuals to serve as hostesses and pages during Business Session. Persons needed: 4 to 6.
- ▶ STATE BOARD CONTACT PERSON – KEHA State Parliamentarian.
- ▶ State Parliamentarian meets with assigned Area President prior to Business Session for instruction. Time to be set by the State Parliamentarian. State Parliamentarian has the following items for the Business Session: sign-in sheets for Delegates, county voting cards, motion forms and ballot baskets.
- ▶ Area President assigned serves as Roll Call Chairman and Head Teller.

D CULTURAL ARTS Assigned to 3-4 AREAS (specific duties assigned by KEHA Cultural Arts Chairman)

- ▶ Assist with check-in and set up of Cultural Arts display items.
- ▶ Assist with judges with recording scores, attaching ribbons as needed.
- ▶ Set items for display after judging. Persons needed: 28-30.

- ▶ Provide hostesses to watch over exhibits during viewing hours. Persons needed 30-35 working shifts in at least 2 hour segments.
- ▶ Provide hostesses to assist with pick-up of display items at the close of exhibits. Persons needed: 14-20.
- ▶ STATE BOARD CONTACT PERSON – KEHA Cultural Arts Chairman.

E TRADE SHOW

- ▶ Provide leaflet listing vendors (for hostess table) and place cards for booths.
- ▶ Send letters to prospective participants. (Example in Trade Show Notebook. Notebook to be given to KEHA State 1st Vice-President at the end of the Annual State Meeting).
- ▶ STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- ▶ Work with Area Host Committee.

F AWARDS BREAKFAST/EVENT

- ▶ Provide table decorations, including head table, (favors optional) for breakfast function. Money in state budget for decorations. Decorations to serve as door prizes.
- ▶ Provide hostesses to take tickets at door.
- ▶ Provide hostesses to meet and seat special guests (list to be provided by KEHA 1st VP/Program.
- ▶ Assist KEHA Board with distribution of program and other materials. Persons needed: 6-10.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.

G OPENING BANQUET/LUNCHEON

- ▶ Provide table decorations, including head table, (favors optional) for meal function. (Money in state budget for this). Decorations to serve as door prizes.
- ▶ Assist KEHA Board with distribution of programs and other materials.
- ▶ Provide hostesses to take tickets at door and to meet and seat special guests. Persons needed: 6-15.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.

H GENERAL SESSION(s)

- ▶ Determine and arrange for stage/head table decorations (Money in state budget for this).
- ▶ Provide hostesses at door to assist with seating of special guests.
- ▶ Provide hostesses to help with distribution of programs and other materials.
- ▶ Assist Master Farm Homemakers Board Representative on KEHA Board with programs and seating. Persons needed 6-15.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- ▶ Master Farm Homemaker Board Representative and Advisor give assistance.

I TOURS

- ▶ Provide hostess the day of the tours to help with the loading of buses. Hostesses will be provided a list of participants going on tours.