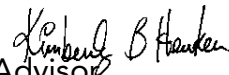




MEMORANDUM

TO: County Extension Agents for Family & Consumer Sciences/
County Extension Offices

FROM: Kim Henken, 
KEHA State Advisor

DATE: June 3, 2021

RE: KEHA Bylaws Amendments and Candidate Credentials

This PDF document includes information that is to be distributed to all voting delegates prior to the KEHA business meeting as detailed below.

- Proposed Amendments to the KEHA Bylaws
- 1st Vice President Nomination Form for Henrietta Sheffel
- 2nd Vice President Nomination Form for Julie Hook
- Cultural Arts and Heritage Nomination Form for Barbara Seiter
- Environment, Housing and Energy Nomination Form for Linda Padgett
- Family and Individual Development Nomination Form for Dottie Crouch
- Food, Nutrition and Health Nomination Form for Sharon Fields
- Leadership Development Nomination Form for Betty Duvall
- Voting Delegate Roles and Responsibilities

The KEHA bylaws state that credentials are to be sent to Family and Consumer Sciences Extension agents and voting delegates at least **two weeks** prior to the KEHA Business Meeting. Proposed amendments to the Bylaws must also be distributed **two weeks prior** to the business meeting. ***Please send these onto your voting delegates by June 8.*** Voting delegates should review all the attached materials prior to the KEHA business meeting.

Since qualified credentials were received for the positions listed above more than 30 days prior to the KEHA Business Meeting, nominations for these positions are closed per KEHA bylaws. Candidates are still being sought for the following positions:

- President-Elect (*Serves one year in this capacity, followed by a three-year term as President*)
- Treasurer (*Will serve a partial term ending June 30, 2023*)
- International Chair (*Will serve a three-year term from July 1, 2021 to June 30, 2024*)
- Marketing and Publicity Chair (*Will serve a partial term ending June 30, 2023*)



Position descriptions are available at www.keha.org in the State Board section of the web page. Credentials for these positions must be submitted to the nominating committee prior to the KEHA State Business Meeting. Credentials may be emailed to Judy Jackson at judycjackson@yahoo.com before June 21, 2021. or presented in person at the KEHA State Meeting by 10:00 a.m. CDT on June 22, 2021. Any candidates for these positions whose credentials are deemed to be in order will need to be nominated from the floor during the business meeting.

Voting delegates will need to sign-in at state meeting and pick-up their voting delegate packets before the business meeting. Sign-in will be June 22nd from 9:00 a.m. to 12:00 p.m. CDT in the Sloan Convention Center Foyer. The KEHA Business Meeting will take place Tuesday, June 22, 2021 at 1:00 p.m. CDT in Ballrooms B-D in the Sloan Convention Center. Voting delegates should be seated at designated tables. ***The doors to the ballroom will close at 12:55 p.m.*** Everyone should be seated prior to this time.

KBH/

cc: KEHA Board, Dr. Jennifer Hunter, Regional and Area Extension Directors

Kentucky Extension Homemakers Association, Inc.

The Kentucky Extension Homemakers Association (KEHA) is a volunteer organization that works to improve the quality of life for families and communities through leadership development and education in cooperation with the Kentucky Cooperative Extension Service.

BYLAWS

ARTICLE I - OBJECT

The object of the Kentucky Extension Homemakers Association, Inc. shall be:

1. To unite the Area and County Homemakers Associations of the state;
2. To create an awareness of needs of families in the home, community, state, nation and world;
3. To promote an educational program by making maximum use of the total resources of the Cooperative Extension Service of the University of Kentucky College of Agriculture, **Food and Environment** to meet the needs of the family, home, community and state;
4. To develop an enthusiastic leadership in its members and a willingness to assume responsibilities to further strengthen, develop, coordinate and extend adult education in Family and Consumer Science; and
5. To conduct and carry on its work, not for profit, but exclusively for educational and charitable purposes

ARTICLE II – ORGANIZATION

The Kentucky Extension Homemakers Association, Inc. shall consist of the following: Area Extension Homemakers Associations and County Extension Homemakers Associations.

Section 1. Area Extension Homemakers Associations:

There shall be fourteen Area Extension Homemakers Associations. The Areas are Purchase, Pennyriple, Green River, Mammoth Cave, Lake Cumberland, Lincoln Trail, Louisville, Northern Kentucky, Fort Harrod, Bluegrass, Licking River, Northeast, Quicksand and Wilderness Trail.

The Area Executive Committee, composed of the Area officers, shall be responsible for giving direction for the Association business in the Area. The Area Homemakers Extension Council shall be composed of the officers of the Association, the President of each County Homemakers Extension Association within the Area, elected/appointed area chairmen and any other members as determined by the Area Council. An Extension Family Consumer Sciences Agent in the area shall serve as advisor to the Area Extension Homemakers Council.

Section 2. County Extension Homemakers Associations:

The Kentucky Extension Homemakers Association in cooperation with the Kentucky Cooperative Extension Service serves all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Application for membership shall be made in writing to the County Extension Homemakers Association and be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in the Articles of Incorporation or by these By-Laws. To be eligible to affiliate with the Area Association or State Association, the County Association must have by-laws outlining the responsibilities of its officers and committee chairmen and must pay dues.

Each county holding membership in KEHA shall have two voting delegates for the KEHA Annual Business Meeting.

Section 3. KEHA year shall be the fiscal year of July 1 to June 30. This shall apply to all levels of the association.

ARTICLE III - OFFICERS AND ELECTED CHAIRMEN ELECTION AND DUTIES

Section 1. Officers

- a. The officers of the KEHA shall be a President, a President-elect (when applicable), a First Vice-President, a Second Vice-President, a Secretary and a Treasurer.
- b. The officers of the Area Association may be a President, a President-elect (when applicable), a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer, or a Secretary-Treasurer.
- c. The officers of the County Associations shall be those stipulated by the County Bylaws.

Section 2. Elected Educational Program Chairmen of the KEHA shall be Cultural Arts and Heritage; Environment, Housing, & Energy; Family and Individual Development; Food, Nutrition, & Health; Leadership Development; Management & Safety; International; and 4-H/Youth Development.

Section 3. One elected Marketing and Publicity Chairman shall also serve on the State Board.

Section 4. Nomination and Election of KEHA Officers and Elected Chairmen.

- a. ~~The KEHA Executive Committee shall elect a three member nominating committee prior to the Annual Meeting of the KEHA. This committee shall consist of one member of the KEHA Executive Committee to be elected in 2001 and every third year thereafter; one Area Association President to be elected in 2001 for a two year term and in 2003 and every third year thereafter; and one Educational Program Chairman to be elected in 2001 for a one year term and in 2002 and every third year thereafter. The member serving the third year of their term shall serve as Chairman. The Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting for KEHA. The~~

State President is not authorized to serve as a member of this committee. A member of the University of Kentucky Extension Family and Consumer Sciences staff shall serve as advisor.

- b. The Nominating committee shall present the names of nominees from those candidates whose credentials are in order. Credential forms can be found in the Appendix.
- c. The qualifications for nominees for state officers and elected chairmen shall be as follows:
 - (1) A nominee for President-elect or First Vice President must be a member of KEHA, have served as **either** a County **or Area** Extension Homemakers Association President and on the KEHA Board of Directors.
 - (2) A nominee for Second Vice President must be a member of KEHA, and must have served as a County **or Area** Extension Homemakers Association President **and on the KEHA Board of Directors.**
 - (3) A nominee for Secretary must be a member of KEHA and should understand the importance of preserving the official records of KEHA, have the ability to write accurate minutes, and provide a safe repository for official records. A nominee must have served as a county or area secretary of an Extension Homemakers Association.
 - (4) A nominee for Treasurer must be a member of KEHA and shall be eligible for bonding, knowledgeable in bookkeeping and familiar with long and short term investments. A nominee must have served as Treasurer of the County or Area Extension Homemakers Association.
 - (5) A nominee for Elected Educational Program Chairman must be a member of KEHA and must have served or be serving as an officer, or Educational Program Chairman of the County or Area Extension Homemakers Association.
 - (6) A nominee for Marketing and Publicity Chairman must be a member of KEHA for at least one full year at the time of election, and have skills in communications, social media, creativity, writing, and computer proficiency.
- d. Board members cannot serve in two positions simultaneously on the KEHA Board.
- e. A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual appointed to fill a vacancy shall be eligible to run for an elected position.
- f. **A KEHA member may serve no more than four terms total in any combination of state elected positions. This includes state officer and state chairman positions but does not include terms as Area President. Fulfilling more than half of a partial term will count in this total.**
- g. After the meeting of the Nominating Committee, they shall notify the nominees and verify their availability and request their attendance at the KEHA Annual Meeting at which the election is to be held. The entire credentials of the nominees, as submitted, shall go to each county's two voting delegates and to the County Extension Family Consumer Sciences Agent at least two weeks before the KEHA Annual Meeting. Supplementary materials should not be circulated or considered.
- h. If no nominations for an Officer or Elected Chairman have been received by the

nominating committee by the thirty (30) days prior to the KEHA Annual Meeting, nominations may be made from the floor by any voting delegate provided the candidate meets the qualifications for eligibility in Article III, ~~Section 3~~ **Section 4**, as verified by the nominating committee. Credentials must be submitted before the opening session of the KEHA Annual Meeting.

- i.** Election shall be by ballot unless there is but one (1) nominee for the office, in which case a show of the voting cards may be taken at the business meeting of the KEHA Annual Meeting. A candidate must receive a majority vote of the official delegates voting to be elected. If a majority is not reached after two ballots are cast, only the two candidates receiving the largest number of votes on the last ballot shall remain on the ballot for the final vote.
- j.** The Secretary shall be elected the year the President-elect moves up to President, the First Vice-President and Treasurer shall be elected the following year, and the President-elect and Second Vice President the next year.
- k.** Officers, with the exception of President-elect, shall serve for a term of three years or until their successors are elected or appointed. The President-elect shall serve for one year, followed by a three-year term as President. No officer shall succeed himself/herself in the same office. New officers will take office July 1.
- l.** Elected Educational Program Chairmen shall serve for a term of three years or until a successor is elected or appointed. No elected Chairman shall succeed himself/herself in the same office. New Chairmen will take office July 1.
 - (1) The following Chairmen shall be elected the same year as the First Vice President and Treasurer.
 - Environment, Housing & Energy
 - Leadership Development
 - Food, Nutrition & Health
 - (2) The following Chairmen shall be elected the same year as the President Elect and Second Vice President.
 - Family & Individual Development
 - Cultural Arts & Heritage
 - International
 - (3) The following Chairmen shall be elected the same year as the Secretary.
 - 4-H Youth Development
 - Management & Safety
- m.** The Marketing and Publicity Chairman shall serve for a term of three years or until a successor is elected or appointed but shall not succeed himself/herself. The first election will be held 2020, then subsequently elected every three years thereafter. The chairman shall take office July 1.
- n.** 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 First Vice President shall fill the unexpired term. Any open position will be announced, and credentials will be accepted that are postmarked within thirty (30) days of the announcement.

- o.** In the event of a vacancy occurring in the office of President-elect, the First Vice-President shall assume the duties of the President-elect and an election for President will be held at the next KEHA annual meeting.

Section 5. Nomination and Election of Area Officers

- a.** ~~The Area Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting at which election is to be held. The Area Extension Homemaker Contact Agent shall serve as advisor to the committee. The Area President is not authorized to serve as a member of this committee. The Area Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting at which election is to be held. The committee shall consist of three County Presidents with the Area Extension Homemaker Contact Agent as advisor.~~
- b.** The Nominating Committee shall select a slate of candidates from those whose names and credentials have been submitted by their County Extension Homemakers Councils and signed by a County Council Officer other than the candidate.
- c.** The qualifications for nominees for an Area office are:

 - (1) A nominee for Area President, President-elect (when applicable), and First Vice-President must be a member of KEHA and have served previously as a County Elected Officer.
 - (2) A nominee for Area Second Vice-President must be a member of KEHA, and have served previously as a County Elected Officer.
 - (3) A nominee for Area Secretary or Treasurer or Secretary-Treasurer must be a member of KEHA and have served as a county or club Secretary and /or Treasurer.
- d.** The Nominating Committee shall notify the nominees, the nominees' County Presidents and Extension Family & Consumer Sciences Agent and request the attendance of the nominees at the Area Annual Meeting at which the election is to be held.
- e.** The Nominating Committee shall report the names of candidates to the voting delegates of the Area at the Area Annual Meeting.
- f.** Nominations may be made from the floor by any voting delegate, provided the nominee's credentials are submitted by the County Extension Homemakers Council and signed by a County Council Officer other than the candidate.
- g.** Election shall be by ballot. A candidate must receive a majority vote of the official delegates voting to be duly elected.
- h.** The term of office shall be three years. The President-elect, (if applicable) shall serve for one year, followed by a term as President. New officers shall assume office at the close of the Area Meeting at which they are elected.
- i.** A vacancy in the office of Area President shall be filled by the Vice-President or First Vice-President (if applicable) for the unexpired term. The Area Executive Committee shall fill vacancies occurring in any other office providing credential requirements of Article III, ~~Section 4~~ **Section 5**, (c) have been satisfied. The appointment shall be for the unexpired term.

Section 6. Duties of State Officers and Elected Chairmen

a. The duties of the President shall be:

- (1) To preside over all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To represent the KEHA at meetings of other organizations (this duty may be delegated);
- (3) To attend at least one Annual Meeting in each Area during the term of office;
- (4) To make a report of activities to voting delegates at the KEHA Annual Meeting;
- (5) To appoint all special committees and standing committees unless otherwise provided for;
- (6) To appoint a KEHA Parliamentarian who, after review and approval by the Executive committee shall serve the same tenure as the President;
- (7) To appoint one member each year to serve a three-year term on the Bylaws Committee to review the bylaws and to propose changes as needed.
- (8) To appoint the 2nd voting delegate to the National Volunteer Outreach Network (NVON) meeting;
- (9) To serve as an ex-officio member of all committees except the nominating committee.
- (10) To be responsible for the annual update of the organizational history of KEHA.
- (11) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

b. The duties of the President-Elect shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To prepare for the office of President, by accompanying the President at various meetings and functions;
- (3) To assist the President and perform all assigned duties during the one-year term of office;
- (4) To serve with vote on the Executive Committee and the KEHA Board of Directors;
- (5) To attend meetings that the President deems necessary, representing KEHA;
- (6) ~~To serve~~ **May serve** as official delegate to the Associated Country Women of the World (ACWW) Triennial Meeting and the orientation to that conference Country Women's Council (CWC Meeting), and report back to the general membership; and,
- (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

- c. The duties of the First Vice-President shall be:
- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
 - (2) To serve as aide to the President;
 - (3) To perform the duties of the President in his/her absence or inability to serve and to assume the office of President in the event of a vacancy in that office;
 - (4) To assume the office of President-elect in the event of a vacancy in that office;
 - (5) To serve as Chairman of the Program of Work; leading and coordinating Educational Program Chairmen and Kentucky Cooperative Extension Service Advisors to develop programs, awards and recognition;
 - (6) ~~To prepare the annual reports of KEHA Educational Programs with the assistance of the Educational Program Chairmen;~~
 - (6) To plan and coordinate educational sessions and workshops for the KEHA Annual Meeting in cooperation with the Educational Program Chairmen; and,**
 - (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.**
- d. The duties of the Second Vice-President shall be:
- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
 - (2) To serve as KEHA Membership Chairman providing programming ideas to encourage and promote membership;
 - (3) To serve as aide to the President;
 - (4) To perform all the duties of the President or First Vice President in their absence or inability to serve;
 - (5) To prepare annual membership reports to KEHA;
 - (6) ~~To oversee marketing providing internal and external publicity promoting KEHA~~ **To work with the KEHA Marketing and Publicity Chairman on marketing, providing internal and external publicity promoting KEHA;**
 - (7) To provide housing and availability of KEHA marketing materials;
 - (8) To be responsible for all aspects of ordering merchandise items and maintaining and selling KEHA branded merchandise by mail, at the KEHA Annual Meeting and other appropriate venues;
 - (9) To oversee publishing of KEHA newsletter ~~and appointing of newsletter editor subject to approval of the Executive Committee;~~
 - (10) To appoint and chair the committee to review the grant criteria and guide the process in determining awards; and,
 - (11) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

- e. The duties of the Secretary shall be:
- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings, taking minutes and preparing them for distribution;
 - (2) To handle correspondence as requested by the State President and/or the State Board of Directors;
 - (3) To make minutes and records of meetings available to board members within 60 days of the close of the meeting;
 - (4) ~~To oversee the updating and publishing of the KEHA Manual;~~
 - (4) To keep on file the names of all committee members, the purpose of the committee and the reports of the committee;
 - (5) To work with state advisor to preserve in archiving the minutes, annual reports, financial reports, and other historical data; and,
 - (6) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.
- f. The Duties of the Treasurer shall be:
- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
 - (2) To keep an accurate record of all KEHA funds and have records reviewed annually by a Certified Public Accountant;
 - (3) To submit any and all forms required by the Internal Revenue Service for non-profit corporations and as required by the State of Kentucky on or before the required date;
 - (4) To keep records as established unless changes are recommended by the retained Certified Public Accountant, including separate records of:
 - General Fund
 - Evans/Hansen/Weldon Memorial Scholarship Fund
 - Coins for Change
 - All Special Funds;
 - (5) To receive dues from the counties and report paid memberships to the 2nd Vice-President;
 - (6) To pay monies as directed by the Board of Directors;
 - (7) To give complete Treasurer's report at business meetings of the Board of Directors and the KEHA Annual Meeting;
 - (8) To serve on the finance committee; and,
 - (9) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

- g. The Duties of KEHA Educational Chairmen shall be:
- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;
 - (2) To develop and implement KEHA programs;
 - (3) To compile annual reports to KEHA;
 - (4) To work with the Cooperative Extension Service personnel on developing KEHA educational programs;
 - (5) To develop any special projects that the KEHA Board of Directors recommends to meet a current identified need;
 - (6) To develop and implement any contests and awards which shall be reviewed and approved by the KEHA Board of Directors;
 - (7) To give **a written** ~~an oral~~ report at the Fall Board of Directors' Meeting and **an oral** ~~a written~~ report at the Spring Board of Directors' Meeting; and,
 - (8) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.
- h. The Duties of KEHA Marketing and Publicity **Chairman** ~~Chairmen~~ shall be:
- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;
 - (2) To interface with State 2nd Vice President and Area Vice Presidents for Marketing and Publicity purposes;
 - (3) To coordinate KEHA Week statewide and maintain the Website Toolbox;
 - (4) To manage the KEHA social media presence;
 - (5) To give an oral report at the Fall Board of Directors' Meeting and at the Spring Board of Directors' Meeting;
 - (6) To develop materials for use in the statewide promotion of KEHA; and
 - (7) To collaborate with other organizations to market KEHA.

Section 7. Duties of Area Officers.

- a. The duties of the President shall be:
- (1) To represent the Area on the KEHA Board of Directors;
 - (2) **To provide an oral report (along with a written copy of the report for each board member) of the Area activities at the KEHA Fall Board of Directors' meeting; ~~To give a brief report of the Area activities at the KEHA Board of Directors' meetings and the area council meetings;~~**
 - (3) **To provide a written report to the area council members pertaining to information received at the KEHA spring and fall board meetings and the KEHA Annual State Meeting;**
 - (4) To attend at least one County Annual Meeting in each county of the area during the term of office, expenses to be paid by host county;
 - (5) To preside at all Area Meetings;

- (6) To appoint area chairmen when applicable;
 - (7) **To appoint an Internal Audit Committee to examine the treasurer's books annually that shall consist of the Area President and two additional members of the Area Council; and, ~~To appoint a committee to examine the treasurer's books, annually (the committee shall be the Area President, one County President and a Family and Consumer Sciences Agent); and,~~**
 - (8) To serve when assigned to a special project by the State President.
- b. The duties of Vice-President or (if applicable) First Vice-President shall be:
- (1) To attend all Area meetings;
 - (2) To serve as aide to the President;
 - (3) To perform all duties of the President in that officer's absence or inability to serve and to assume the office of President or President-elect (if applicable) in the event of a vacancy in either of these offices;
 - (4) To implement, promote, and carry out KEHA Educational Programs;
 - (5) **To prepare annual reports as specified in area bylaws; and, ~~To prepare annual report, and;~~**
 - (6) **To perform all other duties as may be assigned to that office by either the Area President or the Area Council. ~~To perform all other duties as may be assigned to that office.~~**
- c. The duties of (if applicable) Second Vice-President shall be:
- (1) To attend all Area Meetings;
 - (2) To serve as aide to the President;
 - (3) To inform county of all available materials marketing KEHA;
 - (4) To provide information and training on marketing KEHA in order to increase membership; and,
 - (5) To perform all other duties as may be assigned to that office by either the Area President or the Area Council.
- d. The duties of the Secretary and Treasurer or Secretary-Treasurer shall be:
- (1) To keep an accurate record of all Area funds and present a complete and written record at the Annual Business Meeting, or whenever requested, of money received and paid out; and,
 - (2) To record and preserve accurate minutes and records of all Area meetings and Area Council meetings.
 - (3) **To archive area minutes, annual reports, financial reports, and other historical data in accordance with the Organizational Guide.**

ARTICLE IV - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. Board of Directors

The direction of the affairs of the State Association shall be vested in a Board of Directors composed of the five elected state officers of the Association and the President-Elect (when applicable), which serves as the Executive Committee, the fourteen elected Area Extension Homemakers Association Presidents, eight elected Educational Program Chairmen, and one elected Marketing and Publicity Chairman, all with voting privileges, including the President who may vote if desiring to do so or who may vote to break or make a tie. The action of the Board of Directors shall be subject to policies adopted by the Association. The Assistant Director of Extension Family and Consumer Sciences, the assigned Extension Advisor, the President of the Kentucky Extension Association of Family and Consumer Sciences, the KEHA Parliamentarian and a Master Farm Homemaker's Guild representative shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

- a. Annual Meetings - The Board of Directors shall have one spring meeting, and one fall meeting per year and;
- b. Quorum - One-half of the membership of the Board of Directors shall constitute a quorum.

Section 2. Executive Committee

- a. The Executive Committee shall be composed of the five elected officers of the State Association, the KEHA Parliamentarian and the President-Elect when applicable;
- b. The Committee shall plan meetings of the Board of Directors and the Annual Business Meeting of KEHA;
- c. The committee shall meet as often as necessary to attend to the business of KEHA; and,
- d. The committee shall review and approve all position appointments.

ARTICLE V – FINANCING

Section 1. Dues

- a. Annual dues of the KEHA shall be **four dollars** per member payable by December 15 of each year to the KEHA Treasurer by the Treasurer of each County Association, based on membership as of December 1 and shall be delinquent on December 31. **Any county whose dues are delinquent will not have the privilege of voting at the Annual Business Meeting of the KEHA.**
- b. Area Dues - These shall be as provided in the bylaws of each Area Association.
- c. County Dues - These shall be as provided in the bylaws of each County Association.

ARTICLE VI - MEETINGS

Section 1. KEHA Meetings

The Kentucky Extension Homemakers Association, Inc. shall have a KEHA Annual Meeting. The place and date is designated by the Board of Directors.

- a. Special meetings may be called by the President or by two thirds vote of the Board of Directors or by request of one third of the County Associations, stating reasons for the meeting. Notice of all special meetings shall be sent at least 10 days prior to the meeting, stating the objectives of the meetings and the subject or subjects to be considered.
- b. At all meetings of the KEHA, the voting delegates from each county present shall constitute a quorum.
- c. Annual Business Meeting - All Board of Director members shall have the privilege of making motions and entering into debate at KEHA Annual Meetings but do not have the privilege to vote **except when acting as an official voting delegate for their county**. The President may vote to break or make a tie.

Section 2. Area Meetings

Area meetings may be held annually. An area must have at least one meeting every three years. Each area has the responsibility of developing the program for its area meetings.

Special meetings may be called by the President, or by request of one third of the member counties, stating reason or reasons for meeting.

ARTICLE VII - AMENDMENTS

The State Bylaws may be amended by two thirds vote of the county voting delegates at the KEHA Annual Meeting. Copies of the proposed bylaw changes shall be sent to each county's two voting delegates and to the County Extension Agent for Family & Consumer Sciences at least two weeks before the KEHA annual meeting.

ARTICLE VIII - DISPOSITION OF ASSETS IN CASE OF DISSOLUTION

The Board of Directors of the Kentucky Extension Homemakers Association, Inc. directs that in case of dissolution of the Kentucky Extension Homemakers Association, Inc. all assets of the Association be transferred to the University of Kentucky Family and Consumer Sciences Extension Legacy Fund.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Roberts Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the KEHA Bylaws.

Bylaws Revised

April 28, 1998
May 14, 2008
May 6, 2015

April 27, 1999
April 22, 2009
May 8, 2018

April 24, 2001
May 12, 2010
May 15, 2019

April 19, 2005
May 16, 2012

STATE OFFICER NOMINATION FORM

Please do not include information not requested on this form. All information should be typed or legibly printed. (Qualifications are listed in Bylaws Article III, Sec 4. Position descriptions for each state officer position are available at www.keha.org in the State Board section.)

Send to: Judy Jackson, KEHA Secretary, 5770 Elliston-Mt. Zion Road, Dry Ridge, KY 41035

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.

NAME OF NOMINEE Hennietta C Sheffield

ADDRESS OF NOMINEE 1801 Little Creek Rd,
Jackson, KY 41339

COUNTY Breathitt

Phone 606-398-2606 Email hshettel@gmail.com

Nomination for: (check one)

- President
- President-Elect
- 1st Vice-President for Program
- 2nd Vice-President for Member Resources
- Secretary
- Treasurer

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President	2012-2018	2012-2018	2013-2019 acting 2019-present	
Vice President	2012-2018	2012-2018		
Secretary	2012-2018	2012-2018		
Treasurer		2018-present		

Committee Chairmen (list):

Area Leadership Development Chairman 2013-2019, 2020-present
Area International Chairman 2017-2019, 2020-present

Personal Sketch of Nominee: (Optional)

Hobbies:

quilting, gardening, cross stitching, volunteering

Other: Community organizations in which nominee has served as an officer (list and give offices held), committees served on, awards received.

(KAE) Ky. Assn for Environmental Education treasurer 2012-2019
 KAE Board member 2012-2019, Sept 2020 - present
 Ky. Heritage Quilt Society treasurer 2018, 2020
 Breathitt Co. KY-ASAP Secretary 2011-present
 UNITE Coalition (Breathitt Co) Treasurer 2011-present
 Friend of KEAFCS - Nov 2018
 Hazard DAR Chapter Registrar 2016-present
 Hazard DAR Chapter Regent 2019-present
 Breathitt Co. Retired Teachers Assn. treasurer 2018-present
 Breathitt Co. Extension Chairperson 2016-2018; 2019-2020
 Ky Assn for Academic Competition Future Problem Solving trainer 1998-present
 FPSPI - Future Problem Solving Program International Scenario Evaluator & Community Problem Solving Evaluator 2014-present

Hennetta C. Shuffel
 (To be signed by the Nominee)

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Extension Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Hennetta is a motivated, self-sufficient leader. She takes initiative and works hard on all Homemaker projects. Hennetta is a very good communicator and advocates regularly for county, area, and state Homemakers. She is a vital member of KEHA

Candidate for KEHA State Treasurer must also submit Appendix 10 - Bonding Form.

SIGNED: Rayla R. Watts, FCS Agent
 County President or Agent

STATE OFFICER NOMINATION FORM

Please do not include information not requested on this form. All information should be typed or legibly printed. (Qualifications are listed in Bylaws Article III, Sec 4. Position descriptions for each state officer position are available at www.keha.org in the State Board section.)

Send to: Judy Jackson, KEHA Secretary, 5770 Elliston-Mt. Zion Road, Dry Ridge, KY 41035

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.

NAME OF NOMINEE Julie Hook

ADDRESS OF NOMINEE 74 County Road 1021
Cunningham, KY 42035

COUNTY Carlisle

Phone 270 559-8603 Email julie.hook@carlisle.kyschools.us

Nomination for: (check one)	President	<input type="checkbox"/>
	President-Elect	<input type="checkbox"/>
	1 st Vice-President for Program	<input type="checkbox"/>
	2 nd Vice-President for	
	Member Resources	<input checked="" type="checkbox"/>
	Secretary	<input type="checkbox"/>
	Treasurer	<input type="checkbox"/>

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President	8 years	10 years	3 years	
Vice President	6 years	8 years		
Secretary				
Treasurer				

Committee Chairmen (list):

Individual & Family Development- State Educational Chairman, Food Nutrition and Health- State Educational Chairman, County Chair- Annual Meeting, Area Chair-Annual Meeting, Cookbook Chairman, Purchase Area Red Is the New Black-Heart Health-Chairman, Purchase Area How Does Your Garden Grow-Chairman. Project Full Plate-Chairman, County Food Pantry Box-Coordinator, Truth & Consequences-Member, Healthy Carlisle-Chairman, Reality Store-Food Coordinator, Various Fundraising Committee, Fair Exhibit Volunteer, Carlisle County ASAP Board Member, FCS Council.

Personal Sketch of Nominee: (Optional)

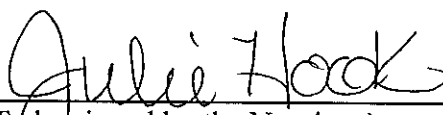
Hobbies:

Age: 60 , Married: 22 years (Shawn), Children: Toni and Trace, LOVE KEHA and Homemakers.

I work in the Family Resource and Youth Services Center at Carlisle County Schools, I also drive a school bus full time. I enjoy spending time with my family and friends. No grandkids, but great nieces and nephews who keep me busy. My favorite get away is the beach, and try to get there as often as possible. I always tell my friends when we travel the only two things I really know anything about is shopping and eating, my two favorite past-times. Hobbies include: Cooking, Gardening, learning new crafts, Zumba, walking, reading, binge watching series.

Other: Community organizations in which nominee has served as an officer (list and give offices held), committees served on, awards received.

Carlisle County Extension Board, 4-H Council, VFW Auxiliary-Conductress, Homemaker County Council, Bethlehem Baptist Church Food Pantry-Kitchen Director, 4-H ATV Safety Chairman, PALS Co-Chairman, UMW Auxiliary, Kindness Walk Volunteer, Cinderella Closet-Caterer & Accessory Coordinator, Outreach Coordinator-Corinth United Methodist Church.

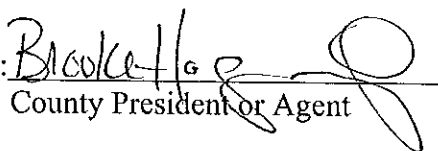


(To be signed by the Nominee)

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Extension Homemakers programs would be of great help, especially in the area you are submitting credentials.)

As Carlisle Co. FCS Agent, I fully support Julie Hook for KEHA 2nd VP. Julie is absolutely essential to our county Homemaker organization. She always goes above and beyond in everything she does, and I can always count on her to assist with educational programming and outreach. Whether it's through KEHA, FRYSC, or her extensive networking, Julie Hook makes an impact on our local community and will do the same for the State Board.

Candidate for KEHA State Treasurer must also submit Appendix 10 – Bonding Form.

SIGNED: 
County President or Agent

STATE CHAIRMAN NOMINATION FORM

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Send to: Judy Jackson, KEHA Secretary, 5770 Elliston-Mt. Zion Road, Dry Ridge, KY 41035

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NAME OF NOMINEE Barbara Seiter

ADDRESS OF NOMINEE 8669 Valley Circle Dr.

Florence, KY 41042

COUNTY Boone

Phone 859-653-7655 Email seiterbarbara@yahoo.com

Educational Chairmen: (Check One)

Environment, Housing, Energy _____	Cultural Arts & Heritage <u>XXX</u>
Family & Individual Development _____	Food, Nutrition & Health _____
4-H Youth Development _____	International _____
Leadership Development _____	Management & Safety _____

Marketing and Publicity Chairman _____

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President	10	6	3	
Vice President	5	2	2	
Secretary	5	3	2	
Treasurer				
Educational Chairman <i>Please List:</i>	Cultural Arts (6 yrs)	Cultural Arts (10 yrs) Food & Nutrition (2 yrs)	Cultural Arts (12 yrs)	Cultural Arts (3 yrs)
Committee Chairman <i>Please List:</i>	By Laws Audit	By Laws Membership		By Laws Program Leadership

Personal Sketch of Nominee: (Optional)

Hobbies: faux painting, tole painting, crochet, jewelry making, sewing, decorating,
general crafting

Other: Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

County Extension Council – President – 6 years; Secretary – 4 years

County Fair Board – Homemakers Advisor

Home Builders Association – Award for making curtains for Home Show

Boone County Homemakers Martha Marcum Award for entries at the Fair

Ribbons for County, Area & State Homemakers Cultural Arts

5 years as a Decorator for Model Homes

Barbara Seiter
To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Extension Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Barbara Seiter is an asset to the local, area and state Extension Homemakers Association. She is knowledgeable and skilled in many areas of arts and crafts and has an interest in Kentucky history and heritage. She has served in leadership roles at the club, county, area, and state levels. She is dedicated, diligent, very organized, thoughtful, and team oriented. Barbara would keep the members and organizational goals in mind as the chair of the cultural arts and heritage committee. I highly recommend her for this position.

SIGNED: Diane Mason Boone County Extension
County President or Agent Agent
1/21/2021

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

STATE CHAIRMAN NOMINATION FORM

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Send to: Judy Jackson, KEHA Secretary, 5770 Elliston-Mt. Zion Road, Dry Ridge, KY 41035

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.

NAME OF NOMINEE Linda Padgett

ADDRESS OF NOMINEE 11307 Lakewood Dr.

Lexington, Ky 41091

COUNTY Boone

Phone 859-380-4321 Email padgettky@gmail.com

Educational Chairmen: (Check One)
 Environment, Housing, Energy
 Family & Individual Development
 4-H Youth Development
 Leadership Development
 Cultural Arts & Heritage
 Food, Nutrition & Health
 International
 Management & Safety

Marketing and Publicity Chairman _____

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President	10 yrs.	6 yrs.	3 yrs.	
Vice President	8 yrs.	6 yrs.	3 yrs.	
Secretary	2	2		
Treasurer	2 yrs.			
Educational Chairman Please List:	Management Leadership Environment Cultural Arts	Leadership Cultural Arts Environment Cultural Arts	Leadership Cultural Arts Environment	Leadership Environment/Housing
Committee Chairman Please List:	Bylaws Cultural Arts	Bylaws Admin Bylaws Cultural Arts	Bylaws Cultural Arts etc	

Personal Sketch of Nominee: (Optional)

Hobbies: Crafting (Painting, etc, (Gardening)

Other: Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

CEC - (County President) Vice Pres. Secretary
(Area) president, Vice Pres. Secretary -
Boone County Fair Board for 33 yrs. setting up
displays and exhibits
Boone County Rotary Citizen of the yr. for community
service

Linda Padgett
To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Extension Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Linda Padgett has been involved in Homemakers for about 45 years
and has been active at all levels of the organization. Her
enthusiasm and energy is contagious. She'd be an asset
to the state board and a wonderful cheerleader as
a committee chair. I fully endorse her application
for management & safety chair.

SIGNED: Diane Maxon 5-11-2021
County President or Agent Boone County Extension
Agent

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STATE CHAIRMAN NOMINATION FORM

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Send to: Judy Jackson, KEHA Secretary, 5770 Elliston-Mt. Zion Road, Dry Ridge, KY 41035

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NAME OF NOMINEE DOTTIE CROUCH
 ADDRESS OF NOMINEE 8851 HIGHWAY 55
CAMPBELLSBURG, KY 40011
 COUNTY TRIMBLE
 Phone 606-724-2032 Email bdotter@yahoo.com

Educational Chairmen: (Check One)

Environment, Housing, Energy _____	Cultural Arts & Heritage _____
Family & Individual Development <input checked="" type="checkbox"/>	Food, Nutrition & Health _____
4-H Youth Development _____	International _____
Leadership Development _____	Management & Safety _____

Marketing and Publicity Chairman _____

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President	8 YRS.	6 YRS	4 YRS	
Vice President		3 YRS		
Secretary				
Treasurer				
Educational Chairman <i>Please List:</i>		3 YRS leadership 3 YRS ENVIRONMENT HOUSING ENERGY	2 years Leadership development	
Committee Chairman <i>Please List:</i>				

Personal Sketch of Nominee: (Optional)

Hobbies: CONTAINER GARDENING Herbs & Vegetables

SIMPLE SEWING

SIMPLE CRAFTING

ACTIVE HOMEMAKERS 18 YRS.

Other: Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

VOLUNTEER FOR 4-H REALITY STORE AT OLDHAM CO.

HIGH SCHOOLS PROT by CARS.

OLDHAM CO HIGH SCHOOL PROJECT GRADUATION ENTERTAINMENT
CHAIRMAN.

FOOD BANK DISTRIBUTION OLDHAM CO.

Dottie Couch
To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Extension Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Dottie has served as the Louisville Area Extension Homemaker President for several years. She is certainly an enthusiastic leader who is very personable, inclusive and friendly with all homemakers and program participants. Dottie has been a leader and worker on several county homemaker programs including homemaker teatimes, holiday showcases and cooking classes. As a past Oldham County Homemaker President, Dottie has been instrumental in helping to complete many homemaker program of work reports including the Family and Individual Development Report. She is supportive of family and individual development through her work in the 4-H Reality Store and Project Graduation leadership. Dottie was one of the main leaders in preparing over 100 goodie bags for women in chemotherapy for Ovarian Cancer. She helped deliver these Louisville Homemaker's "Service with a Smile" project to the women.

SIGNED: Shailee Sawbush, Shelby Co FCS Agent &
County President or Agent, Louisville Area Homemaker Advisor

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STATE CHAIRMAN NOMINATION FORM

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Send to: Judy Jackson, KEHA Secretary, 5770 Elliston-Mt. Zion Road, Dry Ridge, KY 41035

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NAME OF NOMINEE SHARON K. Fields

ADDRESS OF NOMINEE 216 CEDARWOOD DRIVE

GREENUP KY 41144

COUNTY GREENUP

Phone 606 922 6229 Email SCRAWFORD@KIH.NET

Educational Chairmen: (Check One)

- | | |
|---------------------------------------|--|
| Environment, Housing, Energy _____ | Cultural Arts & Heritage _____ |
| Family & Individual Development _____ | Food, Nutrition & Health <input checked="" type="checkbox"/> |
| 4-H Youth Development _____ | International _____ |
| Leadership Development _____ | Management & Safety _____ |

Marketing and Publicity Chairman _____

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President				
Vice President				
Secretary				
Treasurer				
Educational Chairman <i>Please List:</i> FOOD NUTRITION & HEALTH	GREENUP		NORTH EAST	
Committee Chairman <i>Please List:</i>				

Personal Sketch of Nominee: (Optional)

Hobbies:

CRAFTING - Wood working, Sewing, Recycle + upcycle -
Flower gardening! Now Retired looking forward to more KEHA TIME,
Community Activities + Spending Time with Family + grand children

Other: Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

Past Board member for Northeast Nutrition group through AREA
school districts

Com

Leadership Toolbox Presentor on Nutrition + Breast Cancer + Ovarian Cancer
Sept at Franks Building in Boyd County

Sharon J. Job

To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Extension Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Sharon has spent her career working in our community helping
further educate others regarding Food + Nutrition. In
retirement we are fortunate to have a leader with her
organizational skills and professional background. Sharon is an
excellent public speaker and devoted to enhancing our organization.

SIGNED: Sharon B. Puller
County President or Agent

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STATE CHAIRMAN NOMINATION FORM

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Send to: Judy Jackson, KEHA Secretary, 5770 Elliston-Mt. Zion Road, Dry Ridge, KY 41035

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.

NAME OF NOMINEE Betty Ruth Duvall
 ADDRESS OF NOMINEE 503 Farview Court
Cold Spring KY 41076
 COUNTY Campbell
 Phone H-859-441-3582 C-859-468-8216 Email bettyduvall@hotmail.com

Educational Chairmen: (Check One)

Environment, Housing, Energy _____
 Family & Individual Development _____
 4-H Youth Development _____
 Leadership Development _____
 Cultural Arts & Heritage _____
 Food, Nutrition & Health _____
 International _____
 Management & Safety _____

Marketing and Publicity Chairman _____

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President	6 yrs.	4 yrs		
Vice President		2 yrs		
Secretary		2 yrs		
Treasurer				
Educational Chairman <i>Please List: Family and Individual Development</i>		5 yr.	4 yrs.	
Committee Chairman <i>Please List:</i>		Scholarship Budget Bylaws	currently on Bylaws committee	

Personal Sketch of Nominee: (Optional)

Hobbies:

Quilting

Genealogy

Reading

Other: Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

Ten year ago, after retiring as Guidance Counselor of Elliott County High School, we moved to Campbell County and I became very active in Campbell County Homemakers. Through homemakers, I became active in local, area, and state programs but was not an officer of any organization other than homemakers. In Campbell County I served on their needs assessment committee, and on the local Methodist Church Strategy Planning Committee.

Betty R. Duvall

To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Extension Homemakers programs would be of great help, especially in the area you are submitting credentials.)

Betty has excellent leadership skills, which she has displayed as a club president, county president, + area chairman over the last 10 years. She is dedicated to her roles + works to collaborate with homemaker members to complete projects + facilitate events. You can always count on Betty to lend a hand or encourage others. Her background as a school guidance counselor especially fits the leadership development chairmanship. Regardless, the Kentucky Extension

Homemakers would be blessed to have her in any role.

SIGNED:

[Signature]
County President or Agent

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

KEHA ANNUAL MEETING

VOTING DELEGATES ROLE AND RESPONSIBILITIES

Each county holding membership in the Kentucky Extension Homemakers Association shall have two voting delegates for the KEHA State Business Meeting. (ARTICLE II, Section 3, paragraph 2) Annual dues of the KEHA are payable by December 15 of each year to the KEHA State Treasurer and shall be delinquent if not postmarked by December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the KEHA. (ARTICLE V, Section 1, a., second sentence)

At least two weeks prior to the state annual meeting, information packets will be sent to each county office via the University of Kentucky email system. Copies should be provided to each voting delegate when received by the county. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.

Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.

If a designated county voting delegate finds she cannot attend the annual meeting, an alternate should be chosen as soon as possible and her registration sent to the KEHA State Treasurer. The delegate packet should be given to the alternate so she can study the issues and be prepared.

Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information. This second packet will include items such as convention rules, treasurer's report, auditor's report, proposed budget and other important papers.

Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one-half hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.

Before an annual meeting can transact any business, the roll call committee chairman (see Appendix page 32) must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.

Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the presiding officer. They clearly state their name, title (if any) and their county. An example would be, "Madame President, I am Jane Doe, Alpha County Voting Delegate." The delegate then states her question or remark, waiting at the microphone for an answer or resuming her seat, whichever is appropriate.

Each delegate will receive a voting card to use when voting on an issue. Cards will be left on the chairs after the business meeting is concluded so they can be reused.

Any questions about the delegate process may be referred to the KEHA State Parliamentarian.