



Green County
Extension Homemakers
Association

2016-2017

Members' Handbook

Name: _____

Club: _____

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***Green County Extension Homemaker
Club of the Year Award***

*(To be completed by the entire Homemaker club.
The information provided should cover only the past year.)*

1. What contributions has your Homemaker Club made to the community?

2. How has your Homemaker Club contributed to KEHA, Kentucky Extension Homemakers Association?

3. As an Extension Homemaker Club, what has your club done to improve the quality of life in the home using the information received through the Green County Extension program and the Green County Cooperative Extension Service?

4. Provide any additional information you feel would be helpful to the committee.

Club of the Year will receive a \$100 mini grant to use on a program of their choice that will benefit the organization or the community. The nomination form must include a statement stating how the club will use the funds for betterment of the organization or the community.

*Green County Extension Homemaker
Member of the Year Award*

(The information provided by the nominee should cover only the past year.)

1. What contributions have you made to your Homemaker Club? (List office held, committees served on, and other activities for which you have had responsibility or major involvement.)
2. What contributions have you made to the Green County Homemaker Association?
3. What contributions have you made to other community activities?
4. As an Extension Homemaker, what have you done to improve the quality of life in your home using the information you have received through the Green County Extension program and the Green County Cooperative Extension Service?
5. Provide any additional information you feel would be helpful to the committee.

What Is A Homemaker?

The Green County Kentucky Extension Homemaker Organization is comprised of a diverse group of individuals with many different ages, interests, and talents in this ever-changing world. We are constantly striving to acquire more efficient and effective skills through methods of researched based information from the University of Kentucky Cooperative Extension Service & Kentucky State University. As dedicated volunteers, we network with local agencies and give tirelessly of ourselves to enrich their lives and the lives of our families and communities. We Share and We Care.

KENTUCKY HOMEMAKER CREED

I believe in the home as an inspiring and happy center of family life -- comfortable and attractive -- a place for relaxation and work where pleasures and responsibilities are shared.

I believe in the home, its contribution to community life which reflects the development of the homemaker and the family.

I believe in the homemaker -- alert, diligent, in search of better ways of doing ordinary things for the welfare and happiness of the family.

I believe in the homemaker as a community leader responsible for passing on to others mastered skills and knowledge.

I believe in the fellowship that comes through the homemakers' organization -- the exchange of ideas and the joy of knowledge shared with others thus broadening our lives and lifting household tasks above the commonplace.

For these opportunities I am grateful. I am also thankful for the courage of yesterday, the hope of tomorrow and a growing consciousness of God's love always.

Section 6. The Treasurer shall receive all funds belonging to the club and pay them out on order of the club. She shall make a treasurer's report at all regular meetings and dues must be submitted to the county treasurer by October 1.

Section 7. The Executive Committee will help to arrange for meetings and demonstrations and cooperate with the County Extension Agent in her work. The president or each local club shall submit the recommendations of her committee and her club to the county advisory council.

Section 8. Each club shall have two voting delegates for county business: The President and a delegate appointed by the club. All club members shall have the privilege of making motions and entering into debate at county meetings and have voting privileges.

Section 9. The order of business at club meetings shall be as follows, or may be arranged as feasible.

- A. Call to order by President
- B. Roll Call
- C. Program
- D. Reading of minutes of the previous meeting
- E. Treasure's Report
- F. Committees' Chairs/Reports
- G. County Extension Agent's report and recommendations
- H. Unfinished Business
- I. New Business
- J. Adjournment

Section 10. Mailbox membership shall be open to anyone not desiring to be in a club. They will receive through the mail the same material as club members.

- A. Dues for mailbox members shall be the same as club members.
- B. Mailbox members may attend any homemaker function as a non-voting member.
- C. Mailbox members are not eligible to be on the advisory council.

Article X – County Meetings

County meetings shall be determined by the Advisory Council. Other meetings may be held upon the call of the president or a written request of ten (10) members. All members shall be notified of the time and place of all county meetings at least five days before the day of meeting. The voting delegates from each club present shall constitute a quorum.

Article XI – Amendments

The constitution may be amended by a two-thirds vote of the members present at any annual meeting or called meeting of the association, provided notices of such meeting and of the proposed amendments have been given to all members at least five days prior to the time of such meeting.

Article XII- Dissolution

In case of the dissolution of the organization, after providing for the debts and obligations of the organization, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

DUES

Dues are to be paid to:
Green County Homemakers
298 Happyville Road
Greensburg, KY 42743

by **October 1, 2016**

County Dues:	\$9.00
Ovarian Cancer Contribution:	\$1.00
Total Dues:	\$10.00

Please pay dues at the September club meeting.

DUTIES OF MEMBERS

Be loyal
Attend as regularly as possible
Accept responsibility when asked
Assist and cooperate with officers
Know and use good parliamentary practices
Become acquainted with the program
Help club and county gain achievement goals
Take advantage of and pass on to others
Extension materials and lessons offered

HOMEMAKER COUNCIL DIRECTORY

Advisor: Jordan Crain

Green County Extension Agent for Family & Consumer Sciences

COUNTY OFFICERS

President	● Mary Lynn Chaudoin 107 William E. Lobb Drive,	270-932-3451 Greensburg, KY 42743
Vice President	● Linda Milby 1925 Nears Milby Road,	270-932-5488 Greensburg, KY 42743
Secretary	● Christy Frazier 700 Holly Grove Church Road,	270-299-2347 Magnolia, KY 42757
Treasurer	● Mary DeSpain 306 Henry Street,	270-932-5093 Greensburg, KY 42743

PROGRAM OF WORK COUNCIL CHAIRMEN

Cultural Arts & Heritage	● Linda Milby	270-932-5488
Environment, Housing & Energy	● Anita White	270-932-5112
Family & Individual Development	● Maxideen Pruitt	270-932-5839
Food, Nutrition & Health	● Brenda Cook	270-932-7459
4-H Youth Development	● Janet Laramore	270-932-7657
International	● Anne Frank	270-932-5468
Leadership Development	● Carolyn Scott	270-932-6011
Management & Safety	● Mary DeSpain	270-932-5093

Article VII – Advisory Council

Section 1. The direction of the affairs of the association shall be vested in an advisory council composed of the following: county officers (Green County Extension Homemakers County Officers), presidents of the homemakers' clubs, (Club Presidents) county subject matter chairs, (County Educational Chairmen), any Green County member serving as an officer, committee member, or chair of the area or state association, as well as all members serving on a specially appointed committees and the previous county president.

Section 2. It shall be the duty of the advisory council to formulate policies for the association, make suggestions and recommendations to the county extension agent, cooperate with her in her work, and plan the county program of work.

Section 3. The advisory council may schedule regular meetings, may meet upon call of the President of the association or upon the written request of the members of the association. The Green County Extension Homemakers Council will meet the 3rd Monday of every month (with the exception of December) at 4:00 CT at the Green County Extension Office, unless otherwise noted.

Article VIII – Executive Committee

Section 1. There shall be a county executive committee composed of the officers of the association.

Section 2. The executive committee shall serve in an advisory capacity to the County Extension Agent. They shall consider matters not requiring approval of the entire council or when it is impossible for the entire council to take action on association business.

Article IX – Homemaker Club Organizations

Section 1. There shall be a community organization known as the (club name) _____ Homemakers Club of the Green County Extension Homemakers Association in any community within the county procuring an adequate membership.

Section 2. The officers of the homemakers' club shall be president, vice-president, secretary/treasurer or a secretary and a treasurer. These officers shall constitute an executive committee. These officers shall be elected accordingly to the by-laws of each club.

Section 3. The President shall preside at all meetings of the homemakers club, shall appoint all community committees not otherwise provided for, shall have supervision of all matters pertaining to the interest of the club, and represent her club on the advisory council. If she is unable to attend the council meetings, she shall send a substitute.

Section 4. The Vice-President shall perform all duties of the president in case of the president's absence or disability and shall act as membership chair. She shall be responsible for the membership program in her community and shall serve on the county membership committee.

Section 5. The Secretary shall keep a roll of the club membership and a record of all meetings of the club. This record shall include business transactions, policies, recommendations, attendance, programs and other matters of interest. The secretary shall be responsible for sending records of the meetings to the Family and Consumer Sciences Extension Agent.

Homemaker Club Meetings

The duties of the Secretary shall be:

1. To attend all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June; taking minutes and preparing them for distribution.
2. To handle correspondence as requested by the President and/or Kentucky Cooperative Extension Service Advisor;
3. To make minutes and records of meetings available to council members within 30 days of the close of the meeting;
4. To keep on file the names of all committee members, the purpose of the committee and the reports of the committee;
5. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

The duties of the Treasurer shall be:

1. To attend all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June;
2. To keep an accurate record of all Green County Extension Homemaker Funds;
3. To keep records as established, including separate records of: General Fund, All Special Funds;
4. To pay monies as directed by the Green County Extension Homemakers Council;
5. To give a complete Treasurer's report at the business meetings and the Green County Extension Homemakers Annual Meeting in June.
6. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

Section 5. The Educational Chairs shall be appointed by the County President the year she is nominated. They are as follows:

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

The Duties of the Educational Chairmen shall be:

1. To attend all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June;
2. To work with the Vice-President and respective educational program committee to implement KEHA programs;
3. To work with the Vice-President to compile annual reports to KEHA;
4. To develop any special projects that the council recommends to meet a current identified need;
5. To give an oral report at the Green County Extension Homemakers Annual Meeting in June;
6. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

Circle of Friends 4:30 P.M. C.T. / last Thursday of the Month
President: Christy Frazier 270-299-2347

Highland 10:30 A.M. C.T. /3rd Tuesday of the Month
President: Janet Laramore 270-932-7657

Mae's 11:00 A.M. C.T. / 1st Friday of the Month
President: Anita White 270-932-5112

Summersville 5:30 P.M. C.T. / 2nd Tuesday of the Month
President: Carolyn Scott 270-932-6011

Town & Country no set day or time, call president for club information
President: Mary DeSpain 270-932-5093

2016-2017

Homemaker Lessons & Leader Trainings

September: *Healthy Beverage Choices* ★Leader Training: August 25

October: *Basics of Teamwork* ★Leader Training: September 22

November: *Family Traditions* ★Leader Training: October 27

December: *Mail Out-Keys to Embracing Aging*

January: *Economical Entrees* ★Leader Training: November 17

February: *Savvy Sellers/Bargain Hunters* ★Leader Training: January 26

March: *Tackling Your Laundry* ★Leader Training: February 23

April: *Travel Safety* ★Leader Training: March 23

May: *Gardening in Small Spaces* ★Leader Training: April 27

Area FCS agents will be traveling to Green County to teach the **Leader Trainings**. All trainings will be held in the kitchen at the Green County Cooperative Extension Service beginning at 12:00. All homemakers are welcome! Please RSVP by calling the office, 270-932-5311.

A SUGGESTED ORDER OF CLUB MEETINGS

- Opening:** Call to order, Club Creed, Pledge, Devotions,
Thought for the Day
- Business:** Roll Call by the Secretary
Minutes of last meeting / Communications
Treasurer's Report
Reports from Committee Chairpersons
Unfinished Business
New Business
President's Report -
 announcements, information
 from County Council Meeting and other
 comments
- Lesson for the Day**
- Closing:** Homemakers Collect, Prayer, etc.
- Recreation/Social Time**
- Adjournment**

• MY CLUB OFFICERS & CHAIRMEN •

Select officers and chairmen that apply to your club situation.

President _____

Vice President _____

Secretary _____

Treasurer _____

Cultural Arts & Heritage Arts _____

Management Safety _____

Article VI – Officers and Chairmen

Section 1. The officers shall be President, Vice-President, Secretary/Treasurer (Secretary, and Treasurer) all of whom shall be nominated by a committee appointed by the President. They shall be elected by members present at the county meeting and shall serve a two year term. No officer shall serve more than two consecutive terms in the same office. If an elected officer cannot serve her full term and a successor is not otherwise provided for, the advisory council shall elect her successor.

- A. The officers shall be chosen from members who have been active in (Extension) Homemakers for at least one year.
- B. The officers shall be elected every two years.
- C. The Secretary shall be elected the same year as President and the Vice-President and Treasurer shall be elected the following year.

Section 2. The President shall preside at all county meetings of the association and of the advisory council, and shall appoint all committees not otherwise provided for, and perform such other duties as usually devolve upon a chief executive officer.

The duties of the President shall be:

1. To preside over all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June;
2. To make a report of activities to the Lake Cumberland Extension Homemakers fall and spring council meetings;
3. To appoint all special committees and standing committees unless otherwise provided for;
4. To serve as an ex-officio member of all committees except the nominating committee;
5. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

Section 3. The Vice-President shall perform all duties of the president in the absence, disability, or upon request of the president and shall be county membership chair.

The duties of the Vice-President shall be:

1. To attend all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June.
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 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;
5. To prepare the annual reports of KEHA Educational Programs with the assistance of the Educational Program Chairmen;
6. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

Section 4. The Secretary/Treasurer shall keep a record of the transactions of the association, the executive committee, and the advisory council; and shall have charge of all funds of the association and shall pay them out on order of the advisory council. The Secretary/Treasurer shall make a treasurer's report to the executive committee and advisory council at each meeting.

**BYLAWS OF THE GREEN COUNTY KENTUCKY
EXTENSION HOMEMAKERS ASSOCIATION
GREEN COUNTY, KENTUCKY**

Article I – Name

The name of this organization shall be the Green County Kentucky Extension Homemakers Association.

Article II – Objective

The Green County Kentucky Extension Homemakers Association is organized exclusively for educational and charitable purposes.

The object of this organization shall be:

1. To unite all homemakers' clubs in the county.
2. To create an awareness of needs of families in the home, community, county, 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 to meet the needs of the family, home, community, county, 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 Sciences.

Article III – Membership Qualification

Membership shall be open to any person interested in the objectives of this organization regardless of race, color, age, sex, religion, disability or national origin, either as a member of an individual club or as a mailbox member.

Article IV – Funding

Section 1. Membership dues shall be designated by mutual agreement of the members of the association and paid by October 1 each year.

Section 2. Funds needed to meet expenses shall be raised by means decided upon by the members of the County Council.

Article V- Limitations

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 compensations 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 of 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.

Leadership, Scholarship & Community Development

Family & Individual Development

Foods, Nutrition & Health

4-H/Youth Development

Energy, Housing & Environment

International

Public Information

Mission Statement

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

2016

Notes...

January						
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31						

Federal Holidays 2016

Calendarpedia
Your source for calendars

Jan 1	New Year's Day	Jul 4	Independence Day	Nov 24	Thanksgiving Day
Jan 18	Martin Luther King Day	Sep 5	Labor Day	Dec 25	Christmas Day
Feb 15	Presidents' Day	Oct 10	Columbus Day	Dec 26	Christmas Day (obs.)
May 30	Memorial Day	Nov 11	Veterans Day		

MEETING FOR MONTH OF JULY 2017

• for clubs that meet during summer months

Date and Hour _____

Place _____

Hostess _____

Notes _____

MEETING FOR MONTH OF AUGUST 2017

• for clubs that meet during summer months

Date and Hour _____

Place _____

Hostess _____

Notes _____

2017

January						
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February						
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March						
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May						
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June						
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July						
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August						
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September						
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October						
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November						
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December						
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23	24	25	26	27	28	29
30	31					

Federal Holidays 2017

Jan 1	New Year's Day	May 29	Memorial Day	Nov 10	Veterans Day (observed)
Jan 2	New Year's Day (observed)	Jul 4	Independence Day	Nov 11	Veterans Day
Jan 16	Martin Luther King Day	Sep 4	Labor Day	Nov 23	Thanksgiving Day
Feb 20	Presidents' Day	Oct 9	Columbus Day	Dec 25	Christmas Day

Calendarpedia
Your source for calendars

Data provided 'as is' without warranty

MEETING FOR MONTH OF SEPTEMBER 2016

National Preparedness Month

Discuss what goes into a Disaster Supply Kit:

- Include water, food, medical supplies, flashlights and batteries, etc.
 - Have supplies for 3 days for each family member.
 - Have an Emergency Plan, & make sure everyone knows how to implement it

Thought/Quote of the month:

We can't help everyone, but everyone can help someone. -Ronald Reagan

Roll Call:

Do you have a Family Emergency Plan and have you discussed it with your family?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: Healthy Beverage Choices

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF JUNE 2017

•for clubs that meet during summer months

National Dairy Month

- One dairy cow produces an average of 2,537 gallons of milk per year.
- It takes 10 lbs. of milk to make one pound of cheese.
- It takes 21.8 lbs. of milk to make one lb. of butter.

Thought /Quote of the month:

A house is not a home unless it contains food and fire for the mind as well as the body. - Benjamin Franklin

Roll Call:

What is your favorite dairy product?

Date and Hour _____

Place _____

Hostess _____

Notes _____

See you at the Green County Fair

MEETING FOR MONTH OF MAY 2017

National Hamburger Month

- In Seymour, Wisconsin, there is a Hamburger Hall of Fame.
 - In 1921 the 1st fast food restaurant was opened which sold hamburgers for 5 cents.
- The name 'hamburger' was derived from Hamburg steaks that were introduced to the U.S. by German immigrants.

Thought/Quote of the month:

The measure of who we are is what we do with what we have. - Vince Lombardi

Roll Call:

What is your favorite way to eat a hamburger?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: Gardening in Small Spaces

Leaders _____

Other Activities **Elect new officers and chairmen according to the by-laws for the upcoming year**

Notes _____

MEETING FOR MONTH OF OCTOBER 2016

National Apple Month

- More than 2,500 varieties of apples are grown in the U.S.
 - Only the crabapple is native.
- The largest apple ever picked weighed 3 lbs.
 - Apples are a member of the Rose family.

Thought/Quote of the month:

Anyone can count the seeds in an apple, but only God can count the numbers of apples in a seed. -Robert Schuller

Roll Call:

Name your favorite dish made with or from apples.

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: Basics of Teamwork

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF NOVEMBER 2016
National Peanut Butter Lovers Month

- It takes about 540 peanuts to make a 12 oz. jar of peanut butter.
- Americans spend almost \$800 million a year on peanut butter.
 - The world's largest peanut butter factory churns out 250,000 jars of the tasty treat every day.

Thought/Quote of the month:

I can't change the direction of the wind, but I can adjust my sails to always reach my destination.
-Jimmy Dean

Roll Call:

Name one thing you are grateful for.

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: Family Traditions

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF APRIL 2017

National Keep America Beautiful Month

Earth Day is April 22. Reevaluate how you and your family can help keep your neighborhood clean and green.

- You can end littering and improve your recycling - keep a garbage bag in your car, pick up litter & tie up magazines, books, etc.
- Organize a county or club recycle drive to see who can collect the most cans or plastic.

Thought/Quote of the month:

What you do today can improve all your tomorrows.
- Ralph Marston

Roll Call:

What have you done lately to recycle?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: Travel Safety

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF MARCH 2017

National Noodle Month

- The Chinese are on record as having eaten pasta as early as *5,000 BC*.
- There are more than 600 pasta shapes produced worldwide.
- The first American pasta factory was opened in Brooklyn, NY in 1848. The entire operation was managed with just one horse in the basement to power the machinery.

Thought/Quote of the month:

I do the best I know – the very best I can, and I mean to keep on doing so until the end. -Abraham Lincoln

Roll Call:

Name your favorite way to eat pasta.

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: *Tackling Your Laundry*

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF DECEMBER 2016

National Fruit Cake Month

- Fruitcake dates back to at least Roman times.
- The saying "Nutty as a Fruitcake" was first coined in 1935.
- Fruitcake is served on special occasions for British royals.
 - Claxton, Georgia and Manitou Springs, Colorado both want the title of "Fruitcake Capital of the World."

Thought/Quote of the month:

Maybe Christmas, the Grinch thought, doesn't come from a store. - Dr. Seuss

Roll Call:

Name your favorite Christmas Memory.

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: *Club Holiday Party*

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF JANUARY 2017
National Get Organized Month

- The action of getting organized is the process of organizing by putting the different parts of something in a certain order so that they can be found or used easily.
- Stay on top of your paperwork, use storage bins, check lists, & "To Do" Lists.

Thought/Quote of the month:

Believe in yourself and you are halfway there.
- Theodore Roosevelt

Roll Call:

What is your "New Year's Resolution"
and how do you plan on accomplishing it?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: *Economical Entrees*

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF FEBRUARY 2017
National Chocolate Month

- More chocolate is consumed in winter than any other season.
- American's eat 18% of world's chocolate or around \$18.27 billion worth.

Thought/Quote of the month:

Love isn't something you find.
Love is something that finds you. - Loretta Young

Roll Call:

What is your favorite Valentine's Day gift
you received or gave to someone?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day: *Savvy Sellers/Bargain Hunters*

Leaders _____

Other Activities _____

Notes _____