

Standing Rules – Rev. March 9, 2022

General Responsibilities • Specific Duties and Responsibilities of Officers and Appointed Positions • Promotion of Work through Boards and Committees and Project Clubs • Conferences, Workshops, and Annual State Meetings • Dues and Finances • Auditing • Memorandum of Understanding

AEHC Code of Ethics

I. General Responsibilities

- A. In accepting an office, chair, or other responsibility in the Arkansas Extension Homemakers Council, the individual carries out decisions of the Executive Committee and Board of Directors and accepts the duties and risks, except as defined elsewhere in the Standing Rules and Bylaws.
- B. No member, officer, or individual shall initiate any activity, program, project, or fund-raising activity in the name of Arkansas Extension Homemakers Council without the written approval of the Arkansas Extension Homemakers Council Executive Committee.
- C. Each officer, elected or appointed, shall submit to the successor the Officer's Handbook and file which contains all materials pertinent to the duties and responsibilities of the office at the end of the term. Arrangements for transfer of files should be made by the individual prior to July 1.
- D. Officers, Education Committee, and other committee chairs shall accept assignments as requested by the President. If circumstances prevent such acceptance, a written resignation should be submitted to the President so that a replacement may be effected.
- E. A list of Extension Homemakers Council membership, officers, and/or committees of the Club, County Council, and/or The Council shall not be provided to any individual or group for any purpose.
- F. No member of the Board of Directors shall make any commitment to assist an organization or agency in the name of The AEHC Council without the approval of the AEHC President.
- G. No club shall sign agreements to sponsor the sale of any product without clearing it with the County President and the County Extension Agent - Family and Consumer Sciences.
- H. The Arkansas Extension Homemakers Council assumes no responsibility for debts incurred by sponsorship of sales or activities of County Extension Homemakers Council clubs, local clubs, Extension Homemakers Council members, or others.
- I. The Arkansas Extension Homemakers Council, Inc., will have an annual report summarizing organizational accomplishments.

- J. The Arkansas Extension Homemakers Council, Inc., assumes financial and legal responsibility only for those matters that relate to the business and program of The Council. Any matter related to a Club or County Council shall be the financial and legal responsibility of the Club or County Council.
- K. County Councils are encouraged to elect officers in odd years for a two-year term, and take office July 1.
- L. County Councils are encouraged to appoint leaders consistent with the goals of The Council.

II. Specific Duties and Responsibilities of Officers and Appointed Positions.

- A. The President shall:
 - 1. Preside at business meetings of the Board of Directors, the Executive Committee, the Board of Trustees, and the Management Committee.
 - 2. Be a member with vote of the Board of Trustees.
 - 3. Be bonded.
 - 4. In consultation with the President-Elect, appoint all Associate District Directors, Committee Chairs, and Standing Committees for a term of two years subject to the approval of the Executive Committee.
 - 5. Appoint all special committees.
 - 6. Assign such duties to the officers and chairs as will aid them in performing the work of their office.
 - 7. Be a member, ex officio, of all committees with the exception of the Nominating Committee.
 - 8. Submit a yearly activities report to the Executive Committee at the meeting prior to Annual State Meeting and to the delegates at the Annual State Meeting.
 - 9. Serve as chair of the Management Committee.
 - 10. Perform such duties as are prescribed in the Bylaws and Standing Rules and the parliamentary authority adopted by The Council.
 - 11. Coordinate the development of the Annual Report.
 - 12. Serve as chair of the Spring Meeting in even years.
 - 13. Shall represent AEHC on the Arkansas 4-H Foundation Board, or designate a representative.

14. Keep a complete file of all materials relating to the office of President. At the end of term, give file to incoming President.

15. AEHC President will serve ex officio on the Code of Ethics Review Committee.

B. The President-Elect shall:

1. Prepare for the office of President.
2. Perform all duties of the President in the absence or inability of this officer to serve.
3. Be a member of the Executive Committee, Board of Directors, Board of Trustees, and Management Committee, with vote.
4. Serve as chair of the Annual State Meeting Committee.
5. Be a member of the Finance Committee.
6. Be a member of the Bylaws/Handbook Committee.
7. In case of vacancy in the office of President, the President-Elect shall assume the title and duties of President.
8. Cooperate with the President to appoint all Associate District Directors, Committee Chairs, and Standing Committees for a term of two years subject to the approval of the Executive Committee.
9. Keep a complete file of all materials relating to the office of President-Elect. At the end of term, give file to incoming President-Elect.

C. The Vice President shall:

1. Serve as aide to the President who shall assign the duties.
2. Serve as chair of the State Education Coordinating Committee and submit plans to Executive Committee and AEHC Board of Directors for approval.
3. Be responsible for preparation and presentation of State Education Committee plans and reports of the AEHC Council as requested.
4. Perform all duties of the President-Elect in the absence or inability of this officer to serve.
5. Serve on the committee to update the Bylaws/Handbook.
6. Serve as member of the Executive Committee, Board of Directors, and Management Committee.

7. In case of vacancy in the office of President-Elect, the Vice President shall assume the title and duties of President-Elect.
8. Serve as chair of the State Education Committee Workshop held in odd-numbered years.
9. Serve as chair of the District Rallies held in odd-numbered years.
10. Keep a complete file of all materials relating to the office of Vice President. At the end of term, give file to incoming Vice President.

D. The Secretary shall:

1. Keep records of all minutes of The Council, Board of Directors, the Executive Committee, and Management Committee and distribute them within six weeks of the close of the meeting. The minutes of the Board of Directors shall be distributed at the next Board of Directors meeting. Prior to distribution of minutes, the Secretary will meet with the President and the designated Extension representative to review and make corrections.
2. Give notice of meetings of The Council, the Board of Directors, the Executive Committee, and Management Committee upon instruction by the President.
3. Be custodian of all official papers and records.
4. Keep a corrected list of all officers of The Council, members of the Executive Committee, Board of Directors, Management Committee, Program Committees and Special Committees, and Officers, and Program Chairs of member County Councils. The Secretary shall not give out nor lend these lists for any purposes whatsoever.
5. Serve as chair of Credentials Committee and ascertain the number of voting delegates present by calling the roll of the Board of Directors at the Board of Directors Meetings.
6. Serve as member of the Executive Committee, Board of Directors, and Management Committee.
7. Perform any other secretarial duties as assigned by the President and/or the Executive Committee.
8. Keep a complete file of all materials relating to the office of Secretary. At the end of term, give file to incoming Secretary.

E. The Treasurer shall:

1. Be bonded.

2. Collect and acknowledge the receipt of dues and funds from County Councils. Remind councils who have not paid dues within a month of the deadline with a copy to the District Directors
3. Disburse monies only upon the order of the President as budgeted.
4. Checks over the amount of \$999.99 require the signature of both the AEHC Treasurer and AEHC President.
5. Present an itemized statement of accounts at all meetings of the Executive Committee, Board of Directors, and at such times as the President shall request.
6. Serve as chair of the Finance Committee.
7. Work with the designated Extension representative on all financial records and reports of The Council.
8. Submit annual tax return for The Council to Internal Revenue Service on date requested and prepare records for filing and storage.
9. All accounts and records of accounts shall be reviewed before they are turned over to the incoming Treasurer.
10. Serve as member of the Executive Committee, Board of Directors, Board of Trustees, and Management Committee.
11. Keep a complete file of all materials relating to the office of Treasurer. At the end of term, give file to incoming Treasurer.

F. The Immediate Past President shall:

1. Serve as a member of the Executive Committee, Board of Directors, Board of Trustees, and Management Committee, with vote.
2. Serve as chair of AEHC Nominating Committee for President-Elect, Vice President, Secretary, and Treasurer.
3. Serve on the Bylaws/Handbook Committee.
4. Serve as chair of District President's Day.
5. Keep a complete file of all materials relating to the office of Past President. At the end of term, give file to incoming Past President.

G. The Parliamentarian shall:

1. Be appointed by the President. The Parliamentarian shall serve without vote on the Executive Committee, Board of Directors, Board of Trustees, and the Bylaws/Handbook Committee.

2. Be installed with the newly elected members of the Executive Committee.
 3. AEHC Parliamentarian will serve as Chair of the Code of Ethics Review Committee.
- H. The District Directors shall be a member of the Executive Committee, Board of Directors, Education Committee and Credentials Committee.
1. The District Directors shall:
 - a. Serve as the communications link between the members in their District and The Council.
 - b. Convey in a timely manner to the County Council Presidents all pertinent information.
 - c. Report on progress and/or recommendations to the Executive Committee.
 - d. Report to the district plans and/or recommendations on matters of program and policy of the Council.
 - e. Preside at all District Meetings and coordinate plans with the appropriate chair.
 - f. Coordinate with the chair (AEHC Vice President) for District Rallies in the fall of odd-numbered years.
 - g. Coordinate with the chair (Immediate Past President) for President's Days in the fall of even-numbered years.
 - h. Coordinate with the chair (President-Elect) for activities at the Annual State Meeting every year.
 - i. Be available to visit counties in their district a minimum of one visit during two-year term. Expense for this one visit to be paid by the Arkansas Extension Homemakers Council as budgeted. Report to the district plans and/or recommendations on matters of program and policy of the Council.
 - j. Notify County Council Presidents of any delinquencies of dues after receiving reminder from the AEHC Treasurer.
 - k. Serve on the committee to judge county recognitions books.
 - l. Assist the AEHC Vice President in compiling all necessary reports.

- m. Keep a complete file of all materials relating to the Office of District Director. At the end of term, give file to incoming District Director.

I. The Associate District Directors shall:

1. Serve as a representative of their district on the Board of Directors and the State Program Committee. Associate District Directors are not members of the Executive Committee.
2. Serve on the committee to judge county recognition books.
3. Assist with registration and other areas at District meetings, Spring meetings and State meetings.
4. Assist the AEHC Vice President in compiling all necessary reports.
5. Keep a complete file of all materials relating to the office of Associate District Director. At the end of term, give file to incoming District Director.

III. Promotion of Work through Boards and Committees and Project Clubs

A. Executive Committee shall:

1. The Executive Committee consists of the AEHC President, AEHC President-Elect, AEHC Vice President, AEHC Secretary, AEHC Treasurer, three AEHC District Directors, AEHC Immediate Past President, and AEHC Parliamentarian (without vote).
2. Have the authority to transact any business of The Council arising between meetings of the Board of Directors. It shall act in emergencies. Any item for action by the Executive Committee shall be presented in writing with an accompanying budget, including source of funds and the expenditures. A copy of the proposal shall be available for the Executive Committee and the Advisors.
3. Approve appointments to any vacancies which may occur among the officers to complete the unexpired terms as defined in Article V, Section 4, of the Bylaws.
4. Approve the Associate Directors and all committee members recommended for appointment by the President.
5. Hold at least three meetings during the year subject to the call of the President.

B. The Board of Directors shall:

1. The Board of Directors shall consist of County Council Presidents, Executive Committee Members, Associate District Directors, and the chair of the Past Presidents Organization.

2. Act as governing body of The Council.
3. Transact necessary business of The Council.

C. The Board of Trustees shall:

1. The Board of Trustees will consist of the AEHC President, the AEHC Immediate Past President, the AEHC President Elect, the AEHC Treasurer, the AEHC Parliamentarian (without vote), a current County President, and one Past AEHC President. The Immediate AEHC President shall serve as chair.
2. Transact business relating to The Council.
3. Report to Board of Directors regarding business transactions.

D. The State Education Committee

1. The Education Committee will consist of the three District Directors, three Associate District Directors - Education, three Associate District Directors - Community Service, and the AEHC Vice President as chair. Certain Extension faculty members will serve as advisors.
2. The committee should meet at least once annually.

E. Committees

1. A Finance Committee shall be appointed by the President upon approval by the Executive Committee, and shall consist of the Treasurer, who shall serve as chair; President-Elect; two Presidents of County Councils; and the designated Extension Advisor. This committee shall prepare a proposed budget of anticipated revenues and expenditures to be presented annually to the voting delegates for adoption at a business meeting of the Board of Directors.
2. Nominating Committees, as needed and in compliance with Article V, Section 3, of the Bylaws, shall be appointed by the President upon approval by the Executive Committee. These committees shall:
 - a. Encourage nomination of officers from the member County Councils.
 - b. Ask counties wishing to submit a suggested nominee to complete the nomination form and send it to the chair of the Nominating Committee postmarked before May 15.
 - c. Nominate only those who are qualified, as stated in Article V, Section 2, of the Bylaws, and who have given their consent in writing with completed AEHC nomination form and who are endorsed by their County Council after consultation with the County Extension Agent - Family and Consumer Sciences.

- d. Notify each candidate with copies to the County Council President and the County Extension Agent - Family and Consumer Sciences of the committee's decision by June 1 and request the nominee attend the Annual State Meeting at which the election is to be held, at no expense to the AEHC.
3. The Bylaws/Handbook Committee shall be appointed by the AEHC President, consistent with the Bylaws, upon approval of the Executive Committee. The committee shall be composed of the Immediate Past President, Vice-President, President-Elect, Parliamentarian, and one County Council President. The AEHC President will appoint a chair. Bylaws/Handbook shall be reviewed annually and recommendations for revisions be made to the Executive Committee and approved by the Board of Directors.
4. The Planning Committee for the Annual State Meeting shall be appointed by the President upon approval of the Executive Committee. The committee shall be composed of the President-Elect as chair, the President, the Vice President, the Secretary, the Treasurer, a District Director, and six to nine County Council members with a representative from each district. This committee shall prepare a budget of anticipated revenues and expenditures and will plan every aspect of the Annual State Meeting.
5. The Education Committee will consist of the three District Directors, three Associate District Directors - Education, three Associate District Directors - Community Service, and the AEHC Vice President as chair. Certain Extension faculty members will serve as advisors.
6. All special committees shall be appointed by the President as needed.

F. Project EH Clubs

1. The Project EH Club may be subject matter driven (such as quilting, needlework, sewing, woodcarving, cooking restaurant-hopping, exercise, health, book club, mentoring, investment, etc.)
2. The Project EH Club may have officers or not, however they must have a contact person.
3. The Project EH Club must conduct at least 3 county education programs per year.
4. The Project EH Club may hold club meetings on their own schedule.
5. The Project EH Club may conduct community service projects, by choice.
6. The Project EH Club must abide by the AEHC Mission Statement.
7. The Project EH Club must pay State dues by August 1 of each year.

G. Project EH Club Members

1. Project EH Club Members may attend an EH Club but must be counted as a “member” of only one club. Regardless of club affiliation, members will pay state dues once annually.
2. Project EH Clubs will be represented by a Project EH Club Representative at the County Council meetings. This representative will be chosen by the Project EH Club membership. This representative will be a voting member of the county council.
3. Project EH Club Representatives may attend EHC county council, county council meetings and the AEHC Annual State Meeting.
4. Project EH Club members may attend county council meetings and the AEHC Annual State Meeting. Registration fees for all EHC-sponsored meetings to be the same as EHC members.
5. Project EH Club members must pay state dues by August 1 of each year.

IV. Conferences, Workshops, and Annual State Meetings

A. Annual State Meeting

1. The Council shall meet annually to transact business of The Council.
2. Member and non-member delegates to the Annual State Meeting shall pay a registration fee as recommended by the State Planning Committee, as approved by Executive Committee. (No registration fee shall be required for official AEHC guests.)
3. The business session of the Annual State Meeting shall be open to members upon payment of the registration fee, but without the privilege of the floor.
4. A special meeting of the Board of Directors may be called by the President, a majority of the members of the Executive Committee, or at the written request of a majority of the County Councils in membership upon thirty (30) days’ notice to all members and the purpose of the meeting stated.

B. Workshops

1. A State Education Workshop is to be held in the spring of odd-numbered years to develop goals, strategies, and budget for projects. The Vice-President shall serve as Chair.
2. A Spring Meeting to be held in even years with emphasis on leadership and/or organizational training for County Council Presidents. The President shall serve as chair.
3. District Rallies to be held in the fall of odd-numbered years. The AEHC Vice President shall serve as state chair for the rallies.

4. District President's Workshops shall be held in the fall of even-numbered years. The immediate Past President shall serve as chair.

C. Associated Organizations

1. The AEHC President may represent the Arkansas Extension Homemakers Council at the annual conference of the affiliated organizations. If the President cannot attend, the officer next in line of succession may be the representative.

V. Dues and Finances

- A. The AEHC President, AEHC Treasurer, or any other person authorized by the Executive Committee to handle money shall be bonded.
- B. Dues to the Council shall be \$10.00 annually per member, plus \$5.00 annually per club, and \$10.00 per member-at-large payable by August 1.
- C. Dues for a Project Extension Homemakers Club are \$10.00 annually per member, plus \$5.00 annually per club, payable by August 1.
- D. Dues shall be paid to the Treasurer of the Council annually. Dues become delinquent after August 31, and a County Council whose dues are delinquent thereby forfeits all rights to vote at any Board Meeting during that fiscal year. If the annual dues are not paid by September 30 of the fiscal year, that County Council shall not be considered a member and will not be listed as such the following year. A County Council may be reinstated by sending an application to the AEHC President for approval by the Executive Committee. This application must be accompanied by payment of all delinquent dues.
- E. All expenses of the AEHC President incurred in the pursuance of the duties of the office shall be paid upon receipt of an itemized voucher with receipts attached for such expenses within the limits of the total budget.
- F. Expenses of the officers to attend and participate in the Annual State Meeting, Executive Committee meetings, Board of Directors meetings, Board of Trustees meetings, Management Committee meetings, State Education Workshops or Spring meetings, and other meetings as designated shall be allowed during their terms of office upon receipt of an itemized voucher with receipt attached for such expenses as specified, Section V, I, of the Standing Rules within the limits of the budget.
- G. Expenses of the Parliamentarian to attend and participate in the Annual State Meeting, Executive Committee meetings, Board of Directors meetings, Board of Trustees, Bylaws and Standing Rules Committee, Management Committee meetings, State Education Workshops or Spring meetings shall be allowed upon receipt of an authorized voucher with receipts attached for such expenses as specified in the Standing Rules, Section V, I, within the limits of the budget.
- H. The expenses of the District Team (Education Committee) to attend and participate in the Planning Committee for the Annual State Meeting, State Education Workshops or Spring meetings and other meetings authorized by the

Executive Committee shall be allowed during their terms of office upon receipt of an itemized voucher with receipts attached for such expenses as specified in the Standing Rules, Section V, I, within the limits of the budget.

- I. Budgeted items and expenses approved by the Executive Committee shall be paid by the Treasurer as follows:
 1. An official voucher filled out by the person incurring the expenses shall be submitted to the President within 30 days of the expense. The check should be cashed immediately and will be void after 60 days of the date of the check.
 2. Receipts for ALL expenditures shall accompany the official voucher when presented to the President for approval.
 3. The maximum travel expense shall be a round trip plane fare, tourist class. Representatives shall share lodging whenever possible. Meals and lodging shall be at the same rate allowed by the Cooperative Extension Service, University of Arkansas for Extension personnel or at a rate designated by the Executive Committee. Sight-seeing tours and other special entertainment will not be financed by The Council.
 4. Mileage shall be at the same rate allowed by the Cooperative Extension Service, University of Arkansas for Extension personnel or at a rate designated by the Executive Committee. Transportation is to be shared whenever possible.
- J. Postage and other expenses incurred in the promotion of the work of The Council shall be paid upon receipt of an itemized voucher with receipt attached of such expenses within the limits of the total budget.
- K. The expenses of all delegates authorized by the President in writing to represent The Council at meetings of interest to the organization, within the limits of the total budget, shall be paid upon receipt of an itemized voucher with receipts attached for such expenses.
- L. All expenses shall be paid within the limits of the total budget subject to the allowable travel expenses as designated in the Handbook.
- M. The Council shall pay annual dues to ACWW.
- N. The Council shall pay annual dues to CWC.
- O. The Council shall pay annual dues to NVON.
- P. Pennies for Friendship are voluntary gifts to ACWW. All funds of Pennies for Friendship collected in Arkansas will be submitted to ACWW.
- Q. The contribution to the Arkansas County Extension Agents Foundation is to be paid by the first of each calendar year and designated for Family and Consumer Sciences use only.

- R. A 4-H Record Book Scholarship will be awarded at the AEHC Annual Meeting as budgeted. The check will be made out to the Arkansas 4-H Foundation. The 4-H Foundation is to notify the AEHC President of recipient.
- S. As appropriate, a gift may be given to an individual in appreciation for services rendered if the person has not been given an honorarium for same.
- T. In case of death, The Council will buy flowers for the immediate family of the Executive Committee and Past State Presidents, which would include mother, father, husband, and children. The President shall be responsible. A book for a library or memorial may be made in lieu of flowers. This is subject to the will of the President.

VI. Auditing

All books shall be reviewed annually by a committee of three District Directors appointed by the President and the designated Extension representative, as advisor to the AEHC Treasurer. The tax return for The Council should be prepared by a Certified Public Accountant.

VII. Memorandum of Understanding

The AEHC President and Cooperative Extension Service, University of Arkansas shall sign a Memorandum of Understanding/Guidelines to clarify the respective partnership roles. This shall be in effect for two years and reviewed in even years as new officers begin terms.