

2008 HANDBOOK FOR ADAMS COUNTY FAMILY AND COMMUNITY EDUCATION



*Our emblem is made up of three concentric circles. In the outside circle, designating the cooperation of County, State and Nation in the Extension Program, are the words "**National Association for Family and Community Education.**" In the second circle, set in a background of blue enamel are the words "**Home, Family and Community.**" Between these words are the symbols of the oak leaf, the Roman lamp and the wheat, symbolizing the strength, enlightenment and productivity of the rural home. The attributes of the home, such as **hospitality, fellowship, friendliness, comfort, peace and security.***

COLLECT

*"Keep us, oh God, from pettiness.
Let us be large in thought, in word, in deed.
Let us be done with fault-finding
and leave off self-seeking.
May we put away all pretense and meet each other face to face,
without self-pity and without prejudice.
May we never be hasty in judgment
and always generous.
Teach us to put into action our better impulses,
straight-forward and unafraid.
Let us take time for all things;
make us to grow calm, serene, gentle.
Grant that we may realize it is the little things that create differences;
that in the big things of life we are as one.
And may we strive to touch and to know the great, common human heart of us all;
and, O Lord God, let us not forget to be kind."*

NEBRASKA F C E CLUB CREED

As family and community educators of these United States, we will strive to promote a better way of life for all through fellowship, continuing education and service: to provide guidance in our homes and communities for the uniting of people to make the world a better place in which to live.

May we have pride in our role as homemakers and may our hearts be filled with joy as we serve.

Let us always be conscious of the needs of others, and be strengthened by the "Divine Light" that guides us all.

2008 ADAMS COUNTY FCE CLUB AND COUNCIL GOALS

Literacy and Education: Overall budget of \$650.00
Scholarship budget of \$1,000.00

- Goal I: Continue to support and assist with the Adams County Spelling Contest. A pencil and/or eraser will be given to all contestants.
- Goal II: To implement the Literacy and Heritage Skills contests in Adams County. Entries should comply with set guidelines and deadlines.
- Goal III: Each Adams County FCE Club will either read a book to discuss or have a member give a book review to encourage reading to continue as adults.
- Goal IV: FCE will distribute children's books at the Adams County Fair on Kid's Day.
- Goal V: To continue to provide (2) \$500.00 scholarships for graduating high school students. Scholarship recipients will be selected according to set guidelines.

FCE Community Service Promotion: Overall budget of \$600.00

- Goal I: Invite speakers to Council Meetings from Community Service organizations.
- Goal II: Encourage individuals or clubs to apply for State/National FCE Funds related to community service.
- Goal III: Donate Council dollars to community service projects in Adams County.

(THIS PAGE NEEDS TO BE UPDATED TO REFLECT 2008 MEMBERS)

2008 EXECUTIVE COUNCIL:

Chairman..... Bev Stein..... 463-1410
Chairman Elect..... Open
Secretary..... Carol Harrenstein... 463-5743
Treasurer..... Lisa Prior..... 462-8249
Kenesaw/Juniata/Holstein/Doniphan..Rosie Schroeder . 752-3793
Hastings East..... Carol Waite..... 463-6132
Hastings West..... Starla Rethorst..... 463-8352

PAST COUNTY CHAIRMEN, ACTIVE:

Judy Hoffman.....Goodwill.....2002..... 462-2221
Joyce Harrenstein....Koffee Klatch Club.1957/70/84. 463-3210
Lisa Prior..Mail Box(Get Up and Go Gals)..1990..... 462-8249
Marilyn Schmidt.....Goodwill.....1986..... 462-4522
Bev Stein.....Country Chicks..1992..... 463-1410

2008 EXTENSION CLUB PRESIDENTS:

Country Chicks.....Karla Kral.....461-4880
Goodwill.....Marilyn Schmidt.....462-4522
Koffee Klatch.....Joyce Harrentstein.....463-3210
New Dimensions.....Ginger Turner.....743-2348
Perkie Daisies.....Colleen Dygert.....463-7012
Shiloh Homecraft.....Betty Schneider.....752-3370
Young at Heart.....Carol Hurst.....469-1964

EX OFFICIO MEMBERSHIP:

Adams County Extension Educator...Susan Brown...461-7209
Adams County Extension Educator...Ron Seymour...461-7209
Program Coordinator, UNL-Lincoln, Beth Birnstihl.472-2966

HONORARY MEMBERSHIP:

Pam Reichstein.....	Trumbull.....	2006
Sue Frink.....	Hastings.....	2004
Joyce Bridger.....	Hastings.....	2003
Evelyn Berg.....	Hastings	1999*
Ginger Turner.....	Trumbull.....	1997/98
Mona Mueller.....	Hastings.....	1996
Leola Lay.....	Glensvil.....	1993
Beverly Stein.....	Hastings.....	1992/05/07
Annabelle Hafer.....	Hastings.....	1991*
Lisa Prior.....	Hastings.....	1990
Vicky Frerichs.....	Hastings.....	1989
Rocella Stromer.....	Hastings.....	1988
Marilyn Schmidt.....	Hastings.....	1986
Valerie Gray.....	Blue Hill.....	1985
Charlotte Rutt.....	Hastings.....	1983*
Marian Heeren.....	Hastings.....	1982
Linda Wiltrout.....	Hastings.....	1981
Donna Grothen.....	Glensvil.....	1980
Karen Dieken.....	Arizona.....	1979
Belva Junker.....	Juniata.....	1978
Mrs. Ken Portenier.....	Hastings.....	1977
Mrs. Inez Schroeder.....	Hastings.....	1976/94
Mrs. Dorothy Mankin.....	Hastings.....	1975/95
Mrs. August Lutkemeier.....	Hastings.....	1974*
Margaret Saylor.....	Campbell.....	1973*
Mrs. Eldon Burling.....	Heartwell.....	1972
Mrs. Carol Sheets.....	Hastings.....	1971
Lorraine Mohlman.....	Hastings.....	1969
Lee Wiens.....	Ayr.....	1968
Arlene Bundy.....	Kenesaw.....	1967*
Mrs. Neal Sidders.....	Wood River.....	1966
Mrs. Pearl Eckhardt.....	Holstein.....	1965*
Golda Whiting.....	Hastings.....	1964*
Bonnie Burling.....	Kenesaw.....	1963
Mrs. Earl Wheat.....	Hastings.....	1962*
Edna Struss.....	Kenesaw.....	1961*
Mrs. Charles Snell.....	Juniata.....	1960
Gertrude Reiners.....	Hastings.....	1959*
Mrs. Henry Schneider.....	Kenesaw.....	1958*
Joyce Harrenstein.....	Hastings.....	1957/70/84
Mrs. C.A. Lewis.....	Doniphan.....	1956*
Mrs. Wolbert Lindeberg.....	Kenesaw.....	1955*
Mrs. Minnie Burchard.....	Juniata.....	1954
Mrs. Harry Saddler.....	Giltner.....	1951
Mrs. Lloyd Brown.....	Hansen.....	1949/50*
Mrs. Clara Starr.....	Hastings.....	1948*
Mrs. Elmer Young.....	Juniata.....	1947*
Mrs. Eugene Osler.....	Kenesaw.....	1946*
Mrs. Lola Weseman.....	Hastings.....	1944*
Mrs. Ray Daugherty.....	Hastings.....	1943*
Mrs. W.B. Bobbitt.....	Kenesaw.....	1941/42*
Mrs. Winnie Allen.....	Ayr.....	1939/40*
Mrs. H.P. Jones.....	Ayr.....	1937/38*
Mrs. Estey Ernst.....	Kenesaw.....	1934/35*

Mrs. Charles Crosier..... Hastings..... 1932/33*
Mrs. A.H. Frink..... Hastings..... 1931*
Mrs. F.A. Grubb..... Hastings..... 1930*
Mrs. J.A. Smith..... . 1930*
Mrs. L.L. Fink..... California..... 1928*

Honorary Membership includes Past County Chairmen, Inactive or Deceased (*)

2008 STANDING COMMITTEES

LITERACY:

Chairman.....Colleen Dygert.....463-7012
Joyce Harrenstein.....463-3210
Carol Hurst.....469-1964
Marilyn Schmidt.....462-4522
Betty Schneider.....752-3370

SCHOLARSHIP:

Chairman.....Ginger Turner.....743-2348
Karla Kral.....461-4880
Starla Rethorst.....463-8352

COURTESY:

Chairman.....Rosie Schroeder.....752-3793
Carol Harrenstein.....463-5743
Lisa Prior.....462-8249
Starla Rethorst.....463-8352
Bev Stein.....463-1470
Carol Waite.....463-6132

FCE Promotion & Speakers:

Chairman.....Carol Hurst.....469-1964
Judy Hoffman.....462-2221
Carol Waite.....463-1628

OPEN CLASS: (County Fair is July 23-27, 2008)

Chairman.....Robin Stroot.....462-8425
Baked Goods.....Phyllis O'Dey.....463-8361
Pie Contest.....Sue Barnes.....462-9204
Canning.....Barbara Jackson.....462-9421
Needlework.....Marilyn Stromer.....751-2567
Photography.....Samantha Stroot.....462-8425
Art.....Leola Lay.....771-2297
Woodworking.....
Garden.....Dorothy Mankin.....463-7268
Flowers.....
Georgia Ochsner.....751-2211
Crafts.....Barbara Bohlen.....463-8200

2008 BUDGET

ANTICIPATED INCOME:

7 Family and Community Education Clubs	
State/National Portion, 18 members @ \$18.00	\$ 324.00
County Portion, 15 @ \$.55.....	\$ 27.90
76 @\$5.00.....	\$ 280.00
Pennies for Friendship, \$.01 x 15 members.....	\$.18
Food Booth Earnings or CD.....	\$2,477.10
TOTAL INCOME.....	\$3,109.18

ANTICIPATED EXPENSES:

State/National Council Dues, 18 members @ \$18.00.....	\$ 324.00
Pennies for Friendship, 18 members @ \$.01 per member..	\$.18
Scholarships (2)@ \$500.00.....	\$1,000.00
Scholarship Expenses, 3 judges @ \$20.00 each.....	\$ 60.00
Scholarship Committee(postage, refreshments, etc.)...	\$ 30.00
State Convention (officer training, Fall Conference & delegate).....	\$ 200.00
Spring Tea.(April)..Speaker Fees & Donations	\$ 150.00
Installation and Recognition.(January)- Pins.....	\$ 100.00
Courtesy Committee.....	\$ 60.00
Printing.....	\$ 100.00
Literacy/Education.....	\$ 150.00
FCE Community Service Promotion.....	\$ 600.00
Miscellaneous.....	\$ 35.00
Spelling Contest.....	\$ 300.00
TOTAL ANTICIPATED EXPENSES.....	\$3,109.18

SPECIAL FUNDS:

CD, Adams County Bank, Kenesaw	\$3,799.87
Extension Food Booth Checking Account.....	\$6,071.98*
FCE Checking Account.....	\$ 747.93

*Less Sales Tax of approximately \$550.00
(Above amounts are as of January 1, 2008)

DUTIES OF COMMITTEES

1. PROGRAM EMPHASIS COMMITTEE, LITERACY AND EDUCATION

- A. Promote and organize the judging of the creative writing contest.
- B. Support and assist with the Adams County Spelling Contest.
- C. Work with the Literacy Thrust project in Adams County.

2. SCHOLARSHIP COMMITTEE

- A. Promote and organize the judging and selection of scholarship winners.
- B. Publicize scholarship availability in area papers (Hastings Tribune, Kenesaw Clarion and Blue Hill Leader). One month before scholarship forms are due in the Extension Office, write an article for publication which tells about the scholarships being offered, the qualifications, dates and where to get application forms.
- C. Visit and contact guidance counselors in the following schools:
 - 1) Hastings High School
 - 2) St. Cecilia's High School
 - 3) Doniphan-Trumbull
 - 4) Silver Lake
 - 5) Adams Central
 - 6) Blue Hill
 - 7) Kenesaw
 - 8) Sandy Creek
- D. Find a total of 3 judges (local people have usually served as judges; the judging is done on an evening, usually three to four weeks before Spring Tea.)
- E. Do not tell if the applicant has won, but make sure that the parents will have the winners at the Spring Tea.
- F. Write an article for the local papers telling about the winners (parents' names, school they attend, etc.)

Budget: \$60.00 for judges fees (\$20.00 each), postage, calls, coffee and rolls for judges on interview day and orange juice for applicants. \$40.00 for postage and refreshments.

DUTIES OF COMMITTEES
(Continued)

MONTH BY MONTH SCHEDULE:

Meet with the committee in January or early February to:

- A. Review application forms
- B. Set date when forms are due in the Extension Office
- C. Set date for personal interview of applicants by judges
- D. Decide who will distribute scholarship forms to which school(s)
- E. Discuss and select possible judges
- F. Contact judges and establish fee (generally \$20.00)
- G. Decided which committee member will write and mail an article to the area papers

One week before interviews:

- A. Sue Brown will send out time schedule for applicant interviews
- B. Check with judges to be sure they will be able to judge
- C. Arrange for refreshments for judges and water for applicants
- D. Arrange for committee chairman or committee members to be present for interviews

Day of interview:

- A. Introduce applicants to the judges, time interviews and have water available in the hallway to applicants upon arrival
- B. Send names and addresses of judges to council treasurer for payment
- C. Send thank you notes to each judge
- D. Inform assistant county chairman as to the number of male or female scholarship winners
- E. Contact parents to be sure winners will be present at Spring Tea
- F. Write an article about the winners and alternates to be sent to the area papers immediately after Spring Tea

3. FCE COMMUNITY SERVICE PROMOTION:

- A. Invite speakers to Council meetings from Community Service organizations.
- B. Promote FCE in newspaper and Tribland picture page of Community Service projects sponsored by Adams County FCE.
- C. Encourage individuals or clubs to apply for State/National FCE funds related to community service.
- D. Donate Council dollars to community service projects in Adams County.

4. COURTESY COMMITTEE:

A plant or cash memorial will be sent in the event of a

DUTIES OF COMMITTEES
(Continued)

Serious illness, accident or death of:

1. Members of Executive Council
2. Active Past County Chairman
3. Extension Educators and staff

An amount of \$20.00 per event, is to be budgeted each year. A committee to be named to serve as Courtesy Committee to see to these matters.

A card should be sent in the event of serious illness, death or accident to each Club President and honorary membership serving on the Council.

Budget: \$60.00. Be sure to keep a record of money spent during the year for cards, flowers or memorials.

5. SCRAPBOOK COMMITTEE:

(Scrapbooks are located in the Extension Office)

Duties:

- A. Keep a county scrapbook.
- B. Appoint photographer from committee members to take pictures at different council events; be sure someone is taking pictures at council sponsored activities.

January, 2007: Have display of scrapbook for Installation and Recognition

6. OPEN CLASS COMMITTEE

To organize and supervise entry day and display projects/ entries for the Open Class area at the Adams County Fair

7. NOMINATING COMMITTEE

Duties:

- A. Choose Council nominees
- B. Inform nominees of what their duties are
- C. Notify nominees to attend Fall Council Meeting
- D. Notify those elected and thank those not elected

8. SPRING TEA: April 24, 2008 (7:00 p.m. in the North Conference Room at the Adams County Fairgrounds)

- A. Make out invitations

Send to:

- 1) Scholarship winners and their parents
- 2) South Central District Directors

DUTIES OF COMMITTEES
(Continued)

- B. Have name tags ready
- C. Register guests
- D. Hand out door prize
- E. Put up and take down chairs
- F. Refreshments.(budget for refreshments & program-\$300).
 - 1) Plan for or furnish refreshments
 - 2) Buy appropriate supplies
 - 3) Furnish centerpiece and table cover
- G. Program.....(see Refreshments-F.above for budget amount)
 - 1) Plan program
 - 2) Have programs printed (Extension Office)
 - 3) Fee and/or gift for speaker
- H. Clean-up
All clubs help with this responsibility

9. INSTALLATION AND RECOGNITION:

January 28,2008, at 7:00 p.m. in the Assembly Room of the Adams County Office building

- A. Installation & Recognition.....\$100.00
 - 1) Recognition of outgoing Executive Council members
 - 2) Recognition of club presidents
 - 3) Installation of Executive Council officers only

GROUP CHAIRMAN

- A. Review training areas for composition (years of change shall be in 2005, and 2009):
 - Holstein/Roseland/Kenesaw/Juniata/Doniphan Area
 - Hastings West Area
 - Hastings East Area

ASSISTANT COUNTY CHAIRMAN

- A. Order the table bouquet if fresh flowers are being used
- B. Reserve building/place for Spring Tea and Installation and Recognition
- C. Serve as mistress of ceremonies for Spring Tea and Installation and Recognition

TREASURER

Responsible for ordering chairman pin for installation ceremonies at Installation and Recognition.

10. FOOD BOOTH COMMITTEE

Purpose

- A. Each club sends a representative whose purpose will be to

DUTIES OF COMMITTEES
(Continued)

oversee and plan activities of the Fair Food Booth and disburse the funds.

- B. They will elect a Chairman, Chairman-elect and Secretary each year at their first meeting
- C. County Chairman will serve as ex-officio member.

Duties

- A. Hire manager(s), who may or may not be compensated with a manager's fee in an amount to be determined by the committee, who will plan purchase(s) and handle day-to-day activities of the Food Booth
- B. Plan and publish the daily work schedule at least four(4) months prior to fair activities
- C. Handle all praises and complaints
- D. Write job descriptions for:
 - 1) manager(s)
 - 2) workers
 - 3) pie workers
 - 4) clean-up committees (Food Booth Committee will select personnel for clean-up before and after fair)
- E. Determine menus and prices to be charged
- F. Send request for schedule preference out at January Council meeting
- G. Determine hours open
- H. Determine how funds are distributed beyond the \$1000.00 profit needed for scholarships, \$1,000.00 profit for Open Class superintendents and 100% participation
- I. Manager(s) may attend Food Booth committee meetings as non-voting member(s) when requested

2008 FCE Calendar Information

January

- 10 - Extension Board
- 28 - FCE Council Meeting - 7:00 p.m

February

- 7 - Extension Board

March

- 3 - 25 and 50 year members names due in Extension Office
- 6 - Extension Board
- 31 - Scholarships Due
- 31 - Literacy Contest Due

April

- 3 - Extension Board
- 24 - Spring Tea - 7:00 p.m. - Adams County Fairgrounds
- 28 - Council - 7:00 p.m.

May

- 1 - Extension Board

June

- 5 - Extension Board

July

- 3 - Extension Board
- 14 - Council - 7:00 p.m.
- 21 - Open Class Entry Day - noon to 8:00 p.m.
- 22 - Open Class Judging
- 23-28 - Adams County Fair
- 26 - Adams County Pie Baking Contest
- 28 - Release of Open Class Items 8:00 a.m. to 1:00 p.m.

August

- 7 - Extension Board
- 20 - Open Class Best of Show to State Fair
- 22-Sept. 1 - Nebraska State Fair

September

- 1 - Nebraska State Fair
- 4 - Extension Board

October

- 1 - County/State/National Dues are due to County Treasurer
- 2 - Extension Board
- 27 - Council - 7:00 p.m.
- ?? - FCE State Convention

November

- 6 - Extension Board

December

- TBA - New 2009 Executive Council Meeting
- 4 - Extension Board

2008 MEMBERSHIP LIST
Holstein/Juniata/Kenesaw/Doniphan

***GOODWILL (10 members)**

First Monday at 8:00 pm
 Brown, Sue..... 463-5202
 Cameron, June..... 462-5835 S
 Gangwish, Doraldine. 751-2267
 Grothen, Joyce..... 462-8389
 Hoffman, Judy..... 462-2221 T
 Koger, Shirley..... 744-2031
 Penning, Norma..... 462-6609
 Schmidt, Marilyn... 462-4522 P
 Stromer, Marilyn... 751-2567
 Wiltrout, Linda.... 751-2327 VP

***SHILOH HOMECRAFT (12 members)**

Second Tuesday at 2:00 pm
 Baisinger, Doris..... 752-3475
 Burling, Bonnie..... 752-3524
 Dittrick, Marilyn... 752-8105
 Feister, Loretta..... 752-3571
 Hines, Evelyn..... 756-5330
 Johnson, Bonnie..... 752-3366
 Kimle, Florence..... 752-3217
 Kimle, LaDonna..... 752-3207 VP
 Petersen, Bernice.... 752-3552
 Powell, Jean..... 752-3451 S/T
 Schneider, Betty..... 752-3370 P
 Schroeder, Rosie..... 752-3793

HASTINGS WEST AREA TRAINING CENTER

***KOFFEE KLATCH KLUB (6 members)**

First Monday at 7:30 p.m.
 Conyers, Dianne..... 463-5184 S/T
 Harrenstein, Joyce... 463-3210 P
 Henry, Carol..... 463-7247
 McAllister, Darla.... 463-5094
 Nehls, Kathy..... 469-1502 VP
 Saathoff, Flossie.... 462-9970

***PERKIE DAISIES (6 members)**

Second Tuesday at 1:00 p.m.
 Ackerman, Elaine.... 751-2688 T
 Dygert, Colleen..... 463-7012 P
 Fitz, Madaline..... 462-6748 VP
 Jackson, Barbara..... 462-9421 S
 Carole Pedersen..... 463-6095
 Wendt, Ina..... 462-6095

***COUNTRY CHICKS (10 members)**

First Monday at 7:30 p.m
 Barnason, Jan..... 462-8108 VP
 Brown, Andi..... 462-4672 S/T
 Buescher, Jodi..... 463-8487
 Carlson, Charlotte... 463-6163
 Harrenstein, Carol... 463-5743
 Hemberger, Angela.... 462-2464
 Himmelberg, Sandy.... 462-6716
 Kral, Karla..... 461-4880 P
 Rethorst, Starla.... 463-8352
 Stein, Bev..... 463-1410

P = President
 VP = Vice President
 S = Secretary
 T = Treasurer

**2007 MEMBERSHIP LIST
HASTINGS EAST AREA TRAINING CENTER**

***NEW DIMENSIONS** (14 members)

First Tuesday at 7:00 p.m.
Beck, Gretchen..... 743-2325
Bonham, Deb..... 462-9295
Drew, Diana..... 743-2256
Frink, Sue..... 744-4941
Gartner, Pat..... 744-2841 S/T
Hermann, Becky..... 462-9834
Ann Hittner..... 743-2348
Keogh, Lynn..... 463-8160
Nelson, Roxanne..... 462-4001
Riechstein, Pam..... 743-2317
Shafer, Kathy..... 743-2229
Smidt, Laurie..... 743-2203
Ginger Turner..... 743-2348 P
Wendt, Myra..... 743-2220 VP

P = President
VP = Vice President
S = Secretary
T = Treasurer

***YOUNG AT HEART** (11 members)

First Monday at 7:30 p.m.
Alber, Donna..... 463-5133
Barnes, Sue..... 462-9204 S
Burmoor, June..... 462-4601
Cramer, Connie..... 463-1628
Hurst, Carol..... 469-1964 P
Jank, Ellen..... 461-3734 VP
Junker, Belva..... 751-2456
Penrose, Eileen..... 463-8695 T
Waite, Carol..... 463-6132
Wierenga, May..... 463-3291

MAILBOX MEMBERS

Bohlen, Barbara..... 463-8200
Bridger, Joyce..... 744-3661
Frerichs, Vicky L.... 463-7979
Lay, Leola..... 771-2297
Lay, Rachel.....
Prior, Lisa..... 462-8249

**ADAMS COUNTY ASSOCIATION COUNCIL
FOR FAMILY AND COMMUNITY EDUCATION
CONSTITUTION AND BY-LAWS**

ARTICLE I: NAME

The name of this organization shall be the Adams County Association For Family and Community Education.

ARTICLE II: OBJECT

The purpose of this organization shall be:

- A. To strengthen, develop, coordinate and extend non-formal adult education to improve the quality of life for families in Adams County in cooperation with the Adams County Cooperative Extension, University of Nebraska, Lincoln.
- B. To promote family strengths and leadership among Adams County women and men.
- C. To formulate and develop the Family and Community Education Program.
- D. To act in an advisory capacity in regard to the Home Economics Program to the Adams County Educator(s).
- E. To cooperate with the Adams County Extension Board.
- F. To offer a means by which members in cooperation with the Extension system may initiate, interpret and promote programs of state, national and international importance in the protection and development of the American family.
- G. To work for adequate finances and to function as a non-profit association.

ARTICLE III: POLICIES

The Association Council cannot discriminate by race, color, national origin, sex, handicap or economic status, nor does the Association Council accept for membership any local FCE club which does discriminate.

ARTICLE IV: MEMBERSHIP

Active membership in the Association Council shall be composed of:

- A. Executive committee

**ADAMS COUNTY ASSOCIATION COUNCIL
FOR FAMILY AND COMMUNITY EDUCATION
CONSTITUTION AND BY-LAWS
(Continued)**

- B. Group chairmen
- C. All active past county chairmen
- D. Presidents of the FCE clubs during their term of office
- E. The Extension Educator, Home Economics and/or Extension Educator, Chairman shall be members ex-officio.

ARTICLE V: DUES

All members of the Adams County FCE Council shall pay \$18.05 per council member to be collected by each club treasurer and submitted to the treasurer of the Association Council on or before October 1st of each year. Of this amount, the Association Council Treasurer shall, in turn, retain \$1.55 per FCE Council member in the Association treasury for the Association dues and shall submit \$16.51 per member for the State and National dues, as well as one penny per member for the "Pennies for Friendship" to the proper official.

Any FCE member unable/not wishing to join State or National shall be known as a local member only. Dues of \$5.00 per year shall be collected by each club treasurer and submitted to the Adams County FCE Treasurer on or before October 1st of each year. These dues will be retained by the local council.

ARTICLE VI: FISCAL RESPONSIBILITY

Section I: The fiscal year shall commence on January 1 and shall end on December 31.

Section II: An auditing committee shall be appointed by the Executive Committee and the committee shall audit the Association Council Treasurer's Record within ten (10) days after the close of the treasurer's term of office and shall report to the Association Council at the January meeting.

ARTICLE VII: LOCATION AREAS

The Location Areas shall be defined as:

- A. Holstein/Kenesaw/Juniata/Doniphan Area
- B. Hastings West Area
- C. Hastings East Area

The Hastings areas are divided by Burlington Avenue, US Hwy 281.

Division of the clubs into the different location areas will be done only once every four (4) years (year divisible by four) according to

**ADAMS COUNTY ASSOCIATION COUNCIL
FOR FAMILY AND COMMUNITY EDUCATION
CONSTITUTION AND BY-LAWS
(Continued)**

the location of the club members. Any new club joining, during this four (4) year period, will be placed in the appropriate location area.

ARTICLE VIII: ELECTED OFFICIALS

Section I: The elected officers of the Association Council shall consist of the Assistant, Secretary, Treasurer and Group Chairman for each location area officers, along with the Chairman, shall act as the Executive Council for the Adams County Association for FCE Clubs.

Section II: Term of office shall be two (2) years. Officers completing a term are not eligible for re-election to the same office but may be re-elected following a two (2) year from the office.

Officers and terms are:

- A. After serving a one (1) year term as Assistant Chairman, the Assistant Chairman automatically becomes Chairman for a one (1) year term.
- B. The Secretary serves a two (2) year term.
- C. The Treasurer serves a two (2) year term.
- D. Each of the Group Chairman (Holstein/Kenesaw/ Juniata/Doniphan; Hastings East and Hastings West) serves a two (2) year term.

Section III: Officers shall assume duties January 1st and shall serve two (2) years.

ARTICLE IX: QUALIFICATIONS

Any person meeting the qualifications listed below is eligible to hold office.

Section I: Assistant Chairman: 1) shall be an active County, State and National dues paying member of an FCE Club/Mailbox Member and a member of the Association Council prior to the term of office, 2) shall be a person who can attend meetings regularly, 3) can conduct orderly business meeting.

Section II: Secretary: 1) shall be an active County, State and National dues paying member of an FCE Club/Mailbox Member and a member of the Association Council prior to the term of office, 2) shall be a person

**ADAMS COUNTY ASSOCIATION COUNCIL
FOR FAMILY AND COMMUNITY EDUCATION
CONSTITUTION AND BY-LAWS
(Continued)**

who can attend meetings regularly,3) shall have the ability to take accurate minutes and write them clearly, and 4) shall be able to keep records of the Association in an orderly manner.

Section III: Treasurer: 1) Shall be an active County, State and National dues paying member of an FCE Club/Mailbox Member and a member of the Association Council prior to the term of the office, 2) shall be a person who can attend meetings regularly, 3) shall receive and disburse all funds of this Association and keep records thereof.

Section IV: Each Group Chairman shall be an active member of a FCE Club/Mailbox Member within the Location Areas which the Chairman serves.

ARTICLE X: NOMINATIONS

Section I: The Nominating Committee:

- A. Shall have three (3) members, one from each Location area.
- B. Shall have a chairman and two (2) members.
- C. Shall obtain one (1) and not more than two (2) names for each office to be elected.
- D. Must have the consent to serve if elected from the nominees.
- E. Chairman shall present the list of candidates to be elected to the Association Council Chairman at the October Pre-council and Association Council meeting.
- F. Will prepare the slate of nominees to be given to the Cooperative Extension for the preparing of the ballots.
- G. Will prepare the slate of nominees to be given to the Cooperative Extension for the preparing of the ballots.

ARTICLE XI: ELECTION OF OFFICERS

Section I: All officers shall be elected by the Association Council with the exception of the Group Chairmen, who shall be elected by representatives from their respective Location Areas.

Section II: The officers shall be elected by ballot at the October Association Council meeting, installed at Installation and Recognition and assume their duties on January 1st. The candidate receiving the highest number of votes shall be elected. In case of a tie

**ADAMS COUNTY ASSOCIATION COUNCIL
FOR FAMILY AND COMMUNITY EDUCATION
CONSTITUTION AND BY-LAWS
(Continued)**

vote, another election will be held immediately for that particular office.

Section III: The officers shall be elected for a two (2) year term except for Assistant Chairman who (the following year) automatically becomes chairman and shall hold the office for one year. No officer shall serve consecutive terms in the same office:

- A. Assistant Chairman: elected each year.
- B. Secretary, Group Chairman for Holstein/Juniata/Kenesaw/Doniphan Area and Group Chairman for Hastings East: ODD numbered years.
- C. Treasurer and Group Chairman for Hastings West: EVEN numbered years.

Section IV:

- A. In the event of resignation, disability or death of the Chairman, the Assistant Chairman automatically becomes Chairman for the unexpired term.
- B. In the event of a vacancy in the office of Assistant Chairman, the Chairman, with the approval of the Executive Council, shall appoint a person who meets the qualifications of the Association Council to fill the unexpired term.
- C. In case of a vacancy of an office other than Chairman and Assistant Chairman, the Chairman, with the approval of the Executive Council, shall appoint person that meets the qualifications of the Association Council to fill the unexpired term. If the appointed person serves more than half ($\frac{1}{2}$) a term, the person is not eligible for re-election, but if the appointed person serves less than half ($\frac{1}{2}$) a term the person is eligible for re-election.

ARTICLE XII: DUTIES

Section I: ASSOCIATION COUNCIL CHAIRMAN

- A. Shall serve as Chairman of the Association Council and shall preside at all meetings of the Executive Council and Association Council. The Chairman may call special meetings of the Executive Council and Association Council in case of an emergency.
- B. Appoints standing and special committees from members of the Association Council and also assigns committee duties.
- C. Shall act as an ex-officio member of all committees, with the exception of the Nominating Committee.

**ADAMS COUNTY ASSOCIATION COUNCIL
FOR FAMILY AND COMMUNITY EDUCATION
CONSTITUTION AND BY-LAWS
(Continued)**

- D. Shall serve as a member of the Adams County Cooperative Extension Board during the term of office and shall continue to serve in that capacity until after the annual meeting of said board.
- E. Shall bring to the attention of the Association Council all pertinent information from the local, state and national level.
- E. Shall serve as installation Chairman following the term.
- G. Shall serve as an ex-officio member of the Food Booth Committee.

Section II: ASSOCIATION COUNCIL ASSISTANT CHAIRMAN

- A. Shall act for the Chairman in the absence by the Chairman.
- B. Shall serve in such capacities as assigned by the Chairman.
- C. Shall be Chairman of Spring Tea.
- D. Shall be Chairman of Installation and Recognition Event. Previous Council Chairmen shall be installing Officer.
- E. Shall contact local newspapers for pictures of special events such as Spring Tea, Installation, etc..

Section III: ASSOCIATION COUNCIL SECRETARY

- A. Shall keep an accurate record of all proceedings of the Association Council.
- B. Shall mail or deliver a copy of the minutes of the Association Council meeting to the Cooperative Extension Office shortly after each meeting.
- C. Should have in possession at all meetings a copy of the Bylaws and standing rules, list of officers and committees as well as a membership list.
- D. Shall take roll call at Association Council meetings.
- E. Shall conduct all correspondence for the Association Council.
- F. Shall act as news reporter for the Association Council.
- G. In the absence of the Chairman and Assistant Chairman, the Secretary shall call the meeting to order and preside until the election of a chairman pro-tem, which should take place immediately.

Section IV: ASSOCIATION COUNCIL TREASURER

- A. Shall receive and disburse all funds by check of this Association.
- B. Shall pay State and National dues by deadline date.
- C. Shall keep an itemized record in a permanent file of all receipts and expenditures and shall report thereof at all meetings.
- D. Shall see that the Auditing Committee completes the audit soon after January 1st.

**ADAMS COUNTY ASSOCIATION COUNCIL
FOR FAMILY AND COMMUNITY EDUCATION
CONSTITUTION AND BY-LAWS
(Continued)**

E. Shall be a member of the Food Booth Committee.

Section V: ASSOCIATION COUNCIL GROUP CHAIRMEN

- A. Shall make arrangements and prepare facilities for Association Council meetings and special events.
- B. Serve on appointed committees.
- C. Shall act as contact person for groups within their respective Location Areas.
- D. Shall serve as members of the Nominating Committee.

Section VI: ALL ELECTED OFFICERS

All elected officers must attend six (6) of the eight (8) regularly scheduled meetings each year. If a member misses two (2) unexcused consecutive meetings, this member forfeits the office. An excused absence would be illness or death of a relative or close friend. Council Chairman must be notified of the reason for absence before the meeting.

ARTICLE XIII: PAST ASSOCIATION COUNCIL CHAIRMAN

- A. Must be a dues paying member of an FCE Club or a mailbox member.
- B. Must attend two (2) out of four (4) council meetings each year.
- C. Must serve on Standing Committee to which appointed.
- D. Must be a County, State and National dues paying member of FCE.

ARTICLE XIV: FCE CLUB PRESIDENTS

- A. FCE Club President or due representative shall attend all council meetings.
- B. Shall serve on Standing Committees to which appointed.
- C. Must be a County, State and National dues paying member of FCE.

ARTICLE XV: MEETINGS

Section I: There shall be four (4) regular Association Executive Council (Pre-council) meetings in the months of January, April and July, before county fair and October, or at the discretion of the Chairman.

Section II: There shall be four (4) regular Association Council meetings in the months of January, April and July, before county fair and October.

**ADAMS COUNTY ASSOCIATION COUNCIL
FOR FAMILY AND COMMUNITY EDUCATION
CONSTITUTION AND BY-LAWS
(Continued)**

Section III: Special meetings may be called by the Chairman, provided members are notified in writing of the time, place and purpose of the meeting.

Section IV: One-half (½) plus one (1) of active Association Council members shall constitute a quorum.

ARTICLE XVI: VOTING DELEGATES

The voting delegates to the annual meeting of the Nebraska Association Family and Community Education Clubs shall be the Council Chairman as first delegate and if needed the Assistant Council Chairman as second delegate. The third delegate and the first and second alternates shall be elected by the Council if needed. Anyone who is an active member of an Adams County FCE Club/Mailbox Member may serve as a Voting Delegate. As set budgeted amount will be allowed towards delegates attending. (Budgeted amount may not cover total convention cost.)

ARTICLE XVII: PARLIAMENTARY AUTHORITY

We shall be governed by Robert's Rules of Order, Newly Revised.

ARTICLE XVIII: COMMITTEES OF THE COUNCIL

Section I: Standing Committees will be appointed by the Executive Council. FCE Club Presidents shall be assigned to serve as chairman or on standing committees. Past County Chairman may be asked to serve.

Section II: Standing Committee responsibilities and time lines are placed in the handbooks for Association Council members.

- A. Program Emphasis
- B. Scholarship
- C. Courtesy
- D. History/Constitution and By-laws
- E. Open Class
- F. Nominating
- G. Spring Tea
- H. Installation and Recognition
- I. Food Booth

ARTICLE XIX: AMENDMENTS

Section I: Amendments to the Constitution and By-laws shall be proposed by the Executive Council and/or a Constitution and By-laws Committee.

Section II: All proposed amendments shall be sent in writing to every member of the Association Council two (2) weeks before the regular Council where the voting will take place.

Section III: All proposed amendments shall be presented to the Executive Council prior to presentation at the Association Council meeting.

Section IV: The By-laws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular council meeting.

ARTICLE XX: ORDER OF BUSINESS

1. Meeting called to order
2. Song or collect
3. Roll call by secretary
4. Reading and approval of minutes
5. Treasurer's report
6. Report of committees
7. Unfinished business
8. New business
9. Adjournment

REVISED: December 2001