



# 2024 - 2025 HANDBOOK OLDHAM COUNTY EXTENSION HOMEMAKERS


**LEARNING • LEADING • SERVING**

Expanding fellowship  
and relations through  
communication, education  
and events.

### KEEP IN TOUCH

502.222.9453 

oldham.ca.uky.edu 

207 Parker Dr  
La Grange, KY 40031 

### Cooperative Extension Services

Agriculture and Natural Resources  
Family and Consumer Sciences  
4-H Youth Development  
Community and Economic Development

### MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender expression, pregnancy, marital status, genetic information, age, veteran status, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.  
Lexington, KY 40506



Disabilities  
accommodated  
with prior notification



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# OLDHAM COUNTY COOPERATIVE EXTENSION

Dear Homemaker,

The Oldham County Extension Homemakers gain new knowledge and skills that improve the quality of life for themselves, their families, and their community.

Educational programs are based on the latest research data from the University of Kentucky. County, state and national meetings and workshops provide fellowship combined with concentrated learning opportunities to enhance leadership skills and usable knowledge.

All members are welcome to participate in these programs / activities and more. To join the Oldham County Extension Homemakers, stop by the Oldham County Extension Office to sign up and pay the \$12.00 annual membership fee.

Once signed up you have access to as many clubs as you would like. Hope to see you soon!



Extension Agent for  
Family & Consumer Sciences

## EXTENSION STAFF:

### **Heather Toombs**

Extension Agent for  
Family & Consumer Sciences

### **Melanie Panaretos**

Extension Program Assistant

### **Gretchen Winslow**

Extension Agent for Agriculture  
& Natural Resources

### **Hope Gardiner**

Horticulture Assistant

### **Sherry Ragsdale**

Senior EFNEP Assistant

### **Kelly Woods**

Extension Agent for  
4-H & Youth Development

### **Amy Logsdon**

4-H Program Assistant

### **Stephanie Willis**

Extension Program Assistant

### **Linda Harrison**

Extension Staff Assistant

### **Elizabeth Sanders**

STEPS Staff Assistant

Visit the **Kentucky Extension Homemaker Association (KEHA)** online at [www.keha.org](http://www.keha.org).

Be better informed, download a copy of the state handbook, review KEHA book lists and learn more about the activities of the KEHA!

# HOMEMAKER CLUBS & MEMBERSHIPS

## 502 CRAFTERS

- Mary Wallace
- 502.438.0546
- 502Crafters@gmail.com
- See Facebook page for meetings

## GOSHEN AREA

- Carol Fleace
- 502.228.8248
- clfleace@hotmail.com
- Meets 12:30pm first Wednesday of each month at Sojourn Church North
- We welcome new members to our social, education and service club

## OLDHAM CO. SAT. QUILTERS

- Tami White
- 502.640.0465
- Meets 9:00am every Saturday at Oldham Co. Extension
- Talented ladies getting together to quilt, eat and enjoy life.

## POPLAR GROVE

- Faye Korthaus
- 502.649.6475
- MFKShorthorns@gmail.com
- Meets 10:00am every 2nd Friday each month at Brownsboro Community Center
- Fun group of women who enjoy doing crafts and community projects

## SCAPBOOKING & CRAFT

- Linda Kiekhefer
- 502.649.6475
- Meets 12:00 - 5:00 the 1st & 2nd Wednesday at Oldham Co. Extension
- Welcomes new members to bring any craft and/or scrapbooking projects

## SHARE & SAMPLE

- Traci Jones
- 502.758.1322
- TraciMorris.Jones@gmail.com
- Meets 6:00pm the 2nd or 3rd Friday each month
- Friends dedicated to sharing our life skills with one another through crafts, food and service

## YARNOVERS FIBER GUILD

- Nancy Dahlgren
- 502.222.7899
- Meets 9:30am every 4th Tuesday at Oldham Co. Extension

## DUES

Dues for Oldham County Extension Homemaker Association membership are \$12.00, and are collected for each member by the club treasurer. With one check or money order, the club treasurer pays to the Oldham County Extension Homemaker Association \$12.00 for each club member by December 1.

\$1 - Ovarian Cancer Research

\$4 - State Dues

\$0.50 - Area Dues

(Individual clubs may also charge club dues.)

***See middle of handbook for membership application.***

# SCHOLARSHIPS

The Oldham County Extension Homemaker Association makes educational scholarships available each year. Applications are available at the Extension office and online at [www.oldham.ca.uky.edu/program-areas/family-consumer-sciences/homemakers](http://www.oldham.ca.uky.edu/program-areas/family-consumer-sciences/homemakers).

Complete applications must be postmarked by **April 1**. The funding for these scholarships is made available by the endeavors of the OCEH members through their OCEH activities. Additional grants for special projects may also be available.

**Congratulations to the 2024 Scholarship recipients:**

- Jack Ferguson (Grandson of Homemaker, Emily Barbush)
- Laura Hatfield (Homemaker)



Jack (left)



Laura (left)

## OLDHAM COUNTY HOMEMAKERS COUNCIL

### COUNTY OFFICERS

<b>PRESIDENT:</b>	Mary Wallace	502.438.0546	502Crafters@gmail.com
<b>VICE PRESIDENT:</b>	Traci Jones	502.758.1322	TraciMorris.Jones@gmail.com
<b>SECRETARY:</b>	Laura Hatfield	502.931.4761	LauraZHatfield@gmail.com
<b>TREASURER:</b>	Faye Korthaus	502.649.6475	MFKShorthorns@gmail.com

### COUNTY EDUCATION CHAIRS

CHAIRMAN	SUBCOMMITTEES	ACTIVITY
<b>Environmental</b> Shanda Price	Environment, Housing & Energy Management & Safety	Super Saturday Holiday Event Fundraisers
<b>Family</b> Corey Wallace	Family & Individual Development Food, Nutrition & Health	Yard Flocking OC Annual Meeting OC County Extension Fair Homemakers' Week
<b>Global</b> Debbie Kraus	4-H Youth Development Cultural Arts	Cultural Arts Exhibit
<b>Scholarship</b> Emily Barbush	Scholarships	Scholarships

# LOUISVILLE AREA BOARD MEMBERS

## AREA OFFICERS

<b>PRESIDENT:</b>	Barbara Payne	Jefferson County
<b>VICE PRESIDENT:</b>	Nancy Kovach	Shelby County
<b>SECRETARY:</b>	Minnie Naive	Spencer County
<b>TREASURER:</b>	Debbie Kraus	Oldham County

## CHAIRMAN

<b>CULTURAL ARTS &amp; HERITAGE:</b>	Barbara Cox	Bullitt County
<b>ENVIRONMENTAL, HOUSING &amp; ENERGY:</b>	Cynthia Dare	Henry County
<b>FAMILY &amp; INDIVIDUAL DEVELOPMENT:</b>	Dottie Crouch	Trimble County
<b>FOOD NUTRITION &amp; HEALTH:</b>	Fay Bennett	Bullitt County
<b>INTERNATIONAL:</b>	Denise Johnson	Shelby County
<b>LEADERSHIP DEVELOPMENT:</b>	Joyce Crigler	Bullitt County
<b>MANAGEMENT &amp; SAFETY CHAIR:</b>	Cynthia Dare	Henry County
<b>PARLIAMENTARIAN:</b>	Mary Jo Delaney	Jefferson County
<b>4-H YOUTH DEVELOPMENT CHAIR:</b>	Sherry DeCuir	Oldham County

# LOUISVILLE AREA FCS AGENTS

Krista Perry	Henry County	502.845.2811	krista.brown@uky.edu
Jane Proctor	Trimble County	502.255.7188	jproctor@uky.edu
Ruth Chowning	Bullitt County	502.543.2257	rchownin@uky.edu
Beth Maxedon	Spencer County	502.477.2217	Elizabeth.Maxedon@uky.edu
Elizabeth Coots	Shelby County	502.633.4593	elizabeth.coots@uky.edu
Carolina Robles Perez	Jefferson County	502.569.2344	roblesperezc@uky.edu
Heather Toombs	Oldham County	502.222.9453	Heather.Toombs@uky.edu

# KEHA OFFICERS & CHAIRMEN

## STATE OFFICERS

<b>PRESIDENT:</b>	Brenda Hammons	Lincoln County
<b>VICE PRESIDENTS:</b>	Ann Porter Julie Hook	Mason County Carlisle County
<b>SECRETARY:</b>	Wanda Atha	Franklin County
<b>TREASURER:</b>	Patsy Kinman	Grant County

## CHAIRMAN

<b>CULTURAL ARTS &amp; HERITAGE:</b>	Barbara Seiter	
<b>ENVIRONMENTAL, HOUSING &amp; ENERGY:</b>	Rhonella Chaffin	Lawrence County
<b>FAMILY &amp; INDIVIDUAL DEVELOPMENT:</b>	Dottie Crouch	Trimble County
<b>FOOD NUTRITION &amp; HEALTH:</b>	Esther Bailey	Lincoln County
<b>INTERNATIONAL:</b>	Marilyn Watson	
<b>LEADERSHIP DEVELOPMENT:</b>	Nancy Snouse	Greenup County
<b>MANAGEMENT &amp; SAFETY CHAIR:</b>	Peggy Tracy	Bourbon County
<b>4-H YOUTH DEVELOPMENT CHAIR:</b>	Denise Boebinger	Franklin County
<b>MARKETING &amp; PUBLICITY:</b>	Sharon Fields	Greenup County
<b>MASTER FARM HOMEMAKER:</b>	Faye Korthaus	Oldham County

***KEHA state officers and chairmen will serve 3-year terms***



# CLIENT PROTECTION GUIDELINES

A Kentucky Cooperative Extension policy requires every county to fully implement Client Protection guidelines. The 4-H program, in working with youth, has followed a youth protection policy for many years. Now the policy has been broadened to include any Extension volunteer working with vulnerable audiences (i.e. youth, seniors, physically or mentally disabled, special needs, etc.)

As outlined in the Client Protection Handbook:

***The purposes of this policy include:***

- ***To protect children and vulnerable individuals to ensure their safety (physical, emotional, developmental)***
- ***To protect volunteers from risk and liability***
- ***To protect paid staff and the University***

Extension volunteers will complete a Volunteer Application packet (available at the Extension office), which includes giving permission for background and CAN (Child Abuse and Neglect Registry) checks and providing references. All information is kept in a locked, fireproof cabinet and kept strictly confidential.

Volunteers who wish to continue volunteering with Extension must fill out the form completely. If one chooses not to comply, the individual will have to make an effort to work with those who are not considered “at risk” or be supervised by an agent.

We hope you understand and support this important policy designed to protect our children and other high risk individuals from mistreatment or abuse. Keeping our children and special needs clientele safe is a responsibility we take seriously and this policy is a reflection of that commitment.

# COUNTY-WIDE SERVICE PROJECTS

## COINS FOR CHANGE

Please assign a club member (treasurer suggested) to collect “Coins for Change” at each club meeting. An easy way to do this is to ask each person to clean-out (donate) the change in their purse. One check (made out to Oldham County Extension Homemakers) per club for the total amount collected should be sent to the Extension office by December 1.

One half of the donations will go to the KEHA International Chairman for designated projects. The other half goes toward improving standards of living for all women and families through Associated Country Women of the World (ACWW), a non-political, nonsectarian, international organization of over 9 million women in 75 countries. Founded in 1929, their goal is to improve standards of living for women and their families worldwide.

The ACWW is supported through memberships, Coins for Change donations, and contributions to specific projects. Learn more about the ACWW online at [www.acww.org.uk](http://www.acww.org.uk).

KEHA (Kentucky Extension Homemaker Association) is affiliated with ACWW. Individual membership in ACWW is also available. Individual application forms may be found in the KEHA Manual.

## HANDS

This Oldham County Health Department program is aimed at first-time moms and dads. Their goal is to support and teach parents-to-be and brand new parents about what to expect, nutrition, and activities to encourage child development. Each club is asked to pick a month and deliver 20-40 items bought or handmade to Oldham County Health Department Hands Program.

## OVARIAN CANCER SCREENING

This is a FREE service. Clubs to organize a date to get together to go to the University of Kentucky in Lexington. Contact Traci Jones 502.758.1322 for help with scheduling this for your club. This is a great opportunity as a club to socialize - have lunch together and go to a favorite bookstore/shopping and make a day out of it.

## SCHOOL SUPPLIES DRIVE

Ask members to bring any school supplies to the Extension Office ANYTIME they come for classes, meetings, forms, or any other time. These will be distributed throughout the year to Oldham County Schools to replenish needed supplies and to help students within our county.

## VETERANS DAY RECOGNITION

Monday, November 11, 2024. We ask our members to pick a project to recognize and honor veterans and their service to our country.

# OLDHAM CO. HOMEMAKER ACTIVITIES

## KENTUCKY HOMEMAKER WEEK

**October 13-19, 2024**

**Trunk or Treat on Craft Street | Saturday, October 19th | 10:00am - 12:00pm**

Get ready for a frightfully fun evening at our Trunk or Treat Extravaganza! This year, we're adding a creative twist with craft stations for all ages. Bring your friends, family, and neighbors for a night of Halloween magic. Don't forget to wear your best costume and bring a bag for all your treats! Please share with your friends and family! Marketing materials coming soon!

## SUPER SATURDAY HOLIDAY EVENT

**December 7, 2024 | 10:00am - 2:00pm | OC Extension Office**

Hosted by Share & Sample Club. Whether you're a seasoned crafter or just looking to try something new, this is the perfect opportunity to get creative and make something special. So grab your favorite crafting supplies, bring your friends, and join us for a day filled with creativity, warmth, cozy snacks and fun! Class choices and cost coming soon! Be sure to register as this event always fills up quickly!

## OLDHAM COUNTY CULTURAL ARTS CONTEST

**February 22, 2025 | OC Extension Office**

Hosted by 502 Crafters. Local Homemakers exhibit their outstanding and beautiful creations. Blue ribbon winners may exhibit at the Louisville Area Cultural Arts event.

## LOUISVILLE AREA CULTURAL ARTS CONTEST

**March 18, 2025 | TBD**

Blue ribbon winners from the Louisville Area showcase their exhibits and may advance to state.

## OLDHAM COUNTY YARD SALE

**March 22, 2025 | TBD | OC Extension Office**

Our yard sale is one of our most successful fundraisers of the year, and we couldn't do it without your generous contributions! Start setting aside items you no longer need and get ready to bring them to the sale. The hosting club will provide details on drop-off times for your donations soon. Your support helps us make a big difference, so thank you in advance for your participation!

## OLDHAM COUNTY ANNUAL MEETING:

**April 12, 2025 | OC Extension Office**

Event to celebrate Homemaker members and clubs for their achievements, as well as, recognize the OC Homemaker Scholarship recipient(s). Morning appetizers and lunch are served, new officers are elected, and a guest speaker is invited to share their experience and knowledge on a relevant topic. A silent auction basket is donated by each club and proceeds benefit the scholarship fund. Pre-registration is required and a fee for lunch is charged.

## KEHA STATE ANNUAL MEETING

**May 7-9, 2025 | Lexington, KY**

Hyatt Regency, 401 West High Street, Lexington, KY

## EXTENSION EXHIBITOR FAIR

**TBD 2025 | OC Extension Office**

Held each summer in July at the Extension office. This Fair provides Homemaker members the opportunity to show off their talents and creations. Premium monies are awarded in almost all classes and categories. The Fair is open to the public for exhibit and viewing. There is no admission fee.

## EXECUTIVE BOARD MEETING

**November 19, 2024 | January 21, 2025 | March 18, 2025**

**All meetings start at 6:00pm (virtual option available)**

The Executive Board consists of the elected officers of the OCEHA Council and the county chairmen. The Board shall act as a sub-advisory committee to the County Extension Agent for Family and Consumer Sciences, consulting the agent on matters that do not necessitate a meeting of the entire OCEHA Council. The Executive Board consists of the county president, vice-president, secretary, treasurer, and chairmen.

## OCEHA COUNCIL MEETING

**October 15, 2024 | December 17, 2024 | February 18, 2025 | April 15, 2025**

**All meetings start at 6:00pm (virtual option available)**

The Oldham County Extension Homemakers Association (OCEHA) Council shall be comprised of the Executive Board, County Chairmen, and two voting delegates from each individual OCEHA club. Mailbox members shall have two voting delegates. Each club will send at least its president, vice-president or two representatives to Council meetings.

# CULTURAL ARTS & HERITAGE

## PROGRAM OVERVIEW

The Cultural Arts and Heritage program area covers a wide and diverse subject that includes fine arts and crafts, heritage and history of both Kentucky and world cultures, literacy and reading and other areas that cover an appreciation of both the Kentucky and world culture. The following are ongoing activities of this program:

- Promote programs that broaden the understanding of our nation, state, and communities, citizen-ship, history, etc.
- Promote and develop cultural diversity programs.
- Revive traditional art forms and continue teaching the heritage skills such as: basketry, knitting, crocheting, embroidery, quilting, doll making, carving, painting, pottery, etc.
- Promote Extension Master Volunteer Programs to teach and preserve arts and heritage skills.
- Encourage self-expression through all forms of creative, visual, and performing arts.
- Conduct an awards program in arts and promote participation in the State Cultural Arts Exhibit.
- Promote the study of cultural heritage through literature and museums. Utilize libraries and encourage written and oral histories of families and communities. Promote genealogy programs.
- Promote reading, especially of Kentucky authors.
- Explore home-based business opportunities utilizing handmade arts and crafts.

### **KEHA CULTURAL ARTS CHAIRMAN 2024 TO 2029**

Cindy Moore, Cultural Arts and Heritage Chair  
2707 Sunnyside Road  
Eminence, KY 40019  
(502) 706-0579  
Email: [cjrn1@bellsouth.net](mailto:cjrn1@bellsouth.net)

## SITUATION

Of the several entries for the word “ART” in Merriam Webster’s online dictionary, the definition, “decorative or illustrative elements in printed matter” is the inspiration for the current Three-Year Program of Work. Viewing art – such as a painting, photograph – can influence our thought processes emotions, and behaviors. And the fundamental ‘elements and principles’ of art (or design) consciously and subconsciously impact our perception of what we are viewing.

This Program of Work aims to introduce participants to the elements and principles of art through definitions and examples while helping participants understand why they may or may not “like” what they see when viewing art. Participants will be encouraged to enter their own “works of art” in the Cultural Arts Exhibit.

## YEAR THREE FOCUS (2024 - 2025): COMPOSITION IN PHOTOGRAPHY

### GOAL

To increase participation in Cultural Arts and Heritage Exhibit Photography categories.

### OBJECTIVES

- Discuss the history of photography
- Discuss tools and equipment used for photography
- Make connections about the Elements and Principles of Art/Design to specific photography
- Make distinctions between black & white photography and color photography
- Give suggestions for how to create visually pleasing photographs

### ACTIVITIES

- Take a photography class
- While keeping the Elements and Principles of Art in mind, take a photograph to enter in the Cultural Arts contest
- Sort through your old photographs and select a few that you find visually pleasing – and display them! Find a few photographs that you don’t like – and let them go!
- Visit local museums to view a drawing, painting, or photograph and describe the specific Elements and Principles of Art

# 2022-2025 CULTURAL ARTS CONTEST

## CONTEST

The KEHA Cultural Arts and Heritage Passport will be offered on an annual basis. The county who records the most events, based on the percentage of members, will be awarded \$100.00 and a Travel Trophy at the annual meeting. Clubs/members should submit all completed passports to the County Cultural Arts Chairman or County President by July 1. Each county must report total events attended/places visited via email to [seiterbarbara@yahoo.com](mailto:seiterbarbara@yahoo.com) or submit the total via the online county Passport form accessible on the Cultural Arts Chairman page of the KEHA website (<http://keha.ca.uky.edu/content/cultural-artsand-heritage>). This information is also in the Passport Contest Booklet that is available on the KEHA website.

Include in the Passport a **brief written description** of one work of art viewed at a Kentucky museum, exhibit, or fair. Try to incorporate some the vocabulary related to the Elements and Principles of Art:

- Line, shape, form, space, texture, value, color
- Unity/variety, proportion, balance, contrast, emphasis, movement, rhythm, pattern

## INCLUDE

- Location of work of art
- Artist name (if known) and date of work (if known)
- Art type and medium (ex: painting – acrylic, watercolor, etc.; drawing – pencil, ink; photograph – color, black & white; textile/quilt – cotton fabric, etc.)

## OBJECTIVES

- To Promote Cultural Arts and Heritage.
- To promote and share multicultural experiences.
- To develop educational awareness of historic surroundings

## ACTIVITY SUGGESTIONS

- Document and encourage travel in Kentucky.
- Promote Homemakers interaction with other counties and area.
- Encourage healthy and active lifestyles

## GENERAL

- Only one entry per person is allowed in each category
- Entries are open only to members of KEHA
- All entries must be original
- Entries should not contain words of profanity
- The KEHA Executive Board reserves the right to not print any entry due to content
- Entries should be typed, however legible hand written entries will be accepted if there is no way the entry can be typed
- Entries submitted in electronic format, preferably in Microsoft Word, are encouraged
- Each entry should be submitted for state judging with the completed Cultural Arts and Heritage Creative Writing Contest Cover Sheet and Author Release Form. This is found on KEHA Handbook page 39.
- Entries will not be returned; be sure to make a copy

### **All entries are due by March 1 to KEHA Cultural Arts Chairman:**

Barbara Seiter, 8669 Valley Circle Drive, Florence, KY 41042

Phone: (859) 653-7655; Email: seiterbarbara@yahoo.com

## POETRY

- Entries are limited to 30 lines

## MEMOIRS

- Entry is limited to 2 pages, double spaced
- Entry is limited to one memory, written in first person
- Entry should have a particular focus or element that receives the most emphasis
- Entry should focus on a person, place, or animal which has a particular significance in the writer's life
- Entry should recreate for the reader incidents shared with the person, place, or animal
- Entry should reveal writer's knowledge of and feelings about the person, place, or animal
- Entry should make the person, place, or animal come alive for the reader
- Entry should share new insights gained when recalling the significance of the subject of the memoir



## SHORT STORY

- Entry is limited to 3,000 words
- Entry may be written in the first or third person
- Entry should contain
  - A plot, rising action and a climax
  - A focused purpose
  - Setting details woven into the text of the story, allowing the reader entry into the story
  - Development of at least one character through the character's own words, thoughts, or actions and/or those of another character
  - a tightly woven plot limited to one main idea or purpose
  - a problematic conflict, developed as the story prog
  - a resolution of that conflict
  - idea development through snapshots, thoughtshots, dialogue, description, etc.

### Kentucky Extension Homemakers Association



### Cultural Arts and Heritage

• Book List •  
2024 - 2025

#### To access the 2024-2025 KEHA book list:

Go to the Kentucky Extension Homemakers Association website; under Member Resources click on the current book list.

<https://tinyurl.com/KEHA-Book-List>

OR

Contact our office for a hard copy of the book list.

**(THIS COVER SHEET IS REQUIRED FOR EACH ENTRY. ENTRIES WITH COVER SHEET ARE DUE MARCH 1.)**

THE KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION HAS MY PERMISSION TO PRINT MY CREATIVE WRITING ENTRY IN FUTURE EDITIONS OF THE KEHA INSPIRATIONAL, TO INCLUDE MY ENTRY IN A BOOKLET OF ALL OR SELECTED ENTRIES, OR TO READ ALOUD OR PERFORM MY ENTRY AT A PUBLIC EVENT, SUCH AS THE KEHA ANNUAL MEETING.

**INDICATE CATEGORY OF YOUR ENTRY:**

POETRY

MEMOIRS

SHORT STORY

Title of Entry: \_\_\_\_\_

Author's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

County: \_\_\_\_\_ Area: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CULTURAL ARTS EXHIBIT

## CRITERIA FOR JUDGING

A) Three-dimensional art, decorative painting, drawing, art painting, and ceramics.

- Originality
- Artistic promise
- Technique
- Composition

B) Apparel, basketry, beading, counted cross stitch, crochet, embroidery, felting, holiday decorations, jewelry, knitting, natural art, needlepoint, pillows, quilts, recycled art, rug making, toy/doll making, wall or door hanging, weaving, and miscellaneous.

- Originality
- Workmanship
- Color harmony
- Beauty of design
- General appearance

C) Photography

- Originality
- Content
- Clarity
- Technical competence
- Composition

D) Scrapbooking — Please indicate page(s) to be judged if entire scrapbook is sent. Contest is limited to one-page and two-page layouts only.

- Balance and symmetry
- Color coordination
- Quality of photography
- Use of space
- Neatness
- Lettering
- Journaling
- Use of embellishment
- Does it tell a story

## CATEGORIES & SUBCATEGORIES

### SEWING (Apparel & Home Décor)

- A) Basic Garment APPAREL
- B) Specialty<sup>1</sup> Garment APPAREL
- C) Accessory APPAREL
- D) Basic HOME DECOR
- E) Specialty<sup>1</sup> HOME DECOR

<sup>1</sup> b. and e. "Specialty" may include appliqued and quilted

### ART, 3-Dimensional

- A) Carving
- B) Sculpture

### ART, NATURAL

- A) Wood
- B) Other

### ART, RECYCLED (Include a before picture)

- A) Clothing
- B) Household
- C) Other

### BASKETRY

- A) Cane
- B) Dyed Material
- C) Miniature (under 4 inch)
- D) Novelty
- E) Plain

### BEADING

- A) Bead Weaving C. Miscellaneous
- B) Non-jewelry Item/Wearable

### CERAMICS

- A) Hand-formed
- B) Molded
- C) Pre-made

### COUNTED CROSS STITCH

- A) 14 Count & Under
- B) 16-22 Count
- C) Specialty Cloth (linens, etc.)

### CROCHET

- A) Accessories
- B) Fashion
- C) Home Décor and Afghans
- D) Thread

### DOLL/TOY MAKING

- A) Cloth
- B) Handmade Toy other than Porcelain/China or Cloth
- C) Porcelain/China

# VOLUNTEER SERVICE UNIT (VSU) PROGRAM

The Volunteer Service Unit (VSU) program is intended to recognize individual volunteer efforts in your club and community. It is also intended to help you grow personally in volunteer leadership skills, and to show you how you might use those skills. For example, you might want to climb a “volunteer career ladder.” That is, you may want to go on to more responsible volunteer positions in KEHA or in other groups. In addition, volunteer experience is often accepted and equated to paid employment if described in comparable terms when seeking employment.

- 1. What is a volunteer?** A volunteer is an individual who agrees to do a job or perform a service for others (not family\*) for which the only pay is the personal satisfaction of a job well done. A volunteer can share time, knowledge, skills, materials, etc. with others. A volunteer may be paid or reimbursed for out of pocket expenses related to volunteer work.
- 2. What is a Volunteer Service Unit (VSU)?** A VSU is an hour of volunteer effort. These hours include hours spent in preparing to carry out a volunteer activity as well as the hours spent directly involved in volunteer work. This includes hours spent within the KEHA organization, in volunteer roles with Cooperative Extension and other community work.
- 3. How can I earn VSU's?** By regularly recording volunteer service hours on the VSU log and submitting your log to your county club/county Leadership Development Chairman. VSUs should be reported in the KEHA year in which the service occurred.
- 4. How are VSUs categorized?** The VSU program has been reworked and expanded to include four categories of service. Those categories include Extension, KEHA, Community and Personal.
- 5. What counts as volunteer hours in each category?**
  - **Extension** - All Extension Agent directed programs, including “train the trainer” lessons where you participate in agent-led training then teach the lesson to your club or other audiences. This category also includes assisting with any program organized and presented by an Extension agent like judging a 4-H event, leading a 4-H club, volunteering at an Extension field day, etc. This also includes volunteering for activities like 4-H Speech contests, Farm Safety Days, 4-H Reality Store, LEAP, or serving as a member or officer for the county Extension Council, county Family and Consumer Sciences Advisory County, County Extension District Board or State Extension Council. Counted hours should include your training, preparation time, travel time and delivery time to your audience. The key here is agent-led and directed programs where the KEHA member is a volunteer.

- **KEHA** - Programs that originate and are directed by KEHA leaders and members. This includes service to a club, county, area, or the state as a committee member or officer. Participation in training sessions and organizing and leading KEHA-sponsored events should be counted. All volunteer hours from planning, preparing and conducting the meeting or activity should be included, as well as travel time, phone and/or messaging time and activity/presentation time. All volunteer time for club, county, area or state KEHA projects, fundraisers and special initiatives would be counted in this category. Examples include: making quilts for the Center for Courageous Kids, baking for local bake sales, planting trees, picking up trash in local clean-up project, etc.
- **Community** - This category is for your service as a member or officer within community groups not Extension or KEHA coordinated or led. Examples include: local home owner's association, library board, Rotary or Kiwanis, Eastern Star, parent-teacher organizations, etc. This category is also for reporting volunteer time mentoring/tutoring students at school, with local literacy programs, senior home visits/music programs, American Cancer Society, Red Cross, local health departments, etc. as long as the volunteer role is not related to an Extension-led activity or Extension Homemakers activity. Also report serving as a volunteer first responder, on a local school board, any governmental appointments, jury duty, or any other similar roles. All volunteer hours from planning, preparing and conducting the meeting or activity should be included, as well as travel time, phone and/or messaging time and activity/presentation time.
- **Personal** - This category is for discretionary reporting of any unpaid service to family, friends, and neighbors. It includes babysitting relatives not living with you, taking a neighbor or friend to the doctor and/or shopping, mowing the neighbors' lawn, shoveling their snow, raking leaves, etc. Church and faith-based participation such as choir member practice, Sunday school, transporting church members and other religious activities can also be included in this category.

**6. How do members report their individual hours?** The log for recording Volunteer Service Units (VSUs) can be found in the KEHA Manual Appendix. Make as many copies as necessary and total the number of hours per category before sending the log to the Club/County Chairman for Leadership Development.

**7. Clubs may elect to report hours** as an entity provided no individual member of said club is reporting individual hours as well. This eliminates the potential for duplicate reporting and confusion. Clubs with 1000 hours or more in a given year will be recognized.

**8. How are hours reported to the state level?** The County Chairman must forward the compiled County VSU Report Forms to the Area Leadership Development Chairman by August 15. The Area Leadership Development Chairman then completes the area VSU Report Forms and sends the form to the State Chairman for Leadership Development by September 15.

**9. Each hour of your service should be counted in only one category.** In the case of projects or programs that may cross category lines, choose the category that best represents that activity.

- ***Example:*** Happy Homemakers Club partners with a 4-H agent to conduct a sewing camp for kids. If leadership is shared by an agent and a KEHA leader, count those hours as **EXTENSION** due to agent involvement.
- ***Example:*** Country Ladies Club partners with a local school to teach basic sewing skills to students after school. Since the project is organized and presented by KEHA members, these hours count as **KEHA** hours.
- ***Example:*** Susie H. Smith volunteers with the Cancer Society and provides local residents transportation to oncology appointments. These hours are reportable under COMMUNITY because it is a specific function through a community group. However, If Susie transports Aunt Lulu as a personal favor, the hours count as PERSONAL.

**SEE VOLUNTEER FORM ON PAGE 23**





**Volunteer Service Unit (VSU) Log (copy as needed)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

County: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date	Activity/Job Performed	Hours (report in appropriate category)		
		Extension	KEHA	Community Personal
<b>TOTALS</b>				

Categories: Extension = Volunteer service for projects or programs directed by an Extension Agent. KEHA = Volunteer hours for projects initiated and led by KEHA members.  
 Community = Service to other entities/organizations in the community (not Extension or KEHA projects). Personal = Unpaid service to family, friends and neighbors. See KEHA Handbook pages 89-90 for complete category descriptions.

**Report all hours earned within the past KEHA year (July 1 – June 30).**

**Logs are due to the county Leadership Chairman or designated contact by July 1.**



# OCTOBER 2024

6	7	8	9	10	11	12	5		
KENTUCKY HOME MAKER WEEK   OCTOBER 13 - 19									
13	14	15	16	17	18	19			
OCEHA COUNCIL MEETING   6PM			TRUNK OR TREAT ON CRAFT STREET 10AM - 12PM						
20	21	22	23	24	25	26			
27	28	29	30	31					

# NOVEMBER 2024

							2
3	4		5	6	7	8	9
10	VETERANS DAY RECOGNITION	11	12	13	14	15	16
17	18	EXECUTIVE BOARD MEETING   6PM	19	20	21	22	23
24	25	26	27	28	29	30	

# DECEMBER 2024

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	OCEHA COUNCIL MEETING   6PM	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# JANUARY 2025

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	EXECUTIVE BOARD MEETING   GPM	22	23	24
26	27	28	29	30	31	

# FEBRUARY 2025

							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	

OCEHA COUNCIL MEETING | 6PM

OC CULTURAL ARTS CONTEST

# MARCH 2025

1									
8	7	6	5	4	3	2			
15	14	13	12	11	10	9			
OC YARD SALE				LOUISVILLE CULTURAL ARTS CONTEST					
22	21	20	19	18	17	16			
	28	27	26	25	24	23			
					31	30			



# APRIL 2025

			1	2	3	4	5
	6	7	8	9	10	11	12
13	14	15	OCEHA COUNCIL MEETING   6PM	16	17	18	19
20	21	22	23	24	25	26	
27	28	29	30				

# MAY 2025

			1	2	3
	4	5	6	7	8
			9	10	11
			12	13	14
			15	16	17
			18	19	20
			21	22	23
			24	25	26
			27	28	29
			30	31	

KEHA STATE ANNUAL MEETING | MAY 7 - 9

# JUNE 2025

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# JULY 2025

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

# AUGUST 2025

2	1						
9	8	7	6	5	4	3	
16	15	14	13	12	11	10	
23	22	21	20	19	18	17	
30	29	28	27	26	25	24	
						31	

# SEPTEMBER 2025

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2024 Dues are due by December 1, 2024

General Membership \$ 12.00

For Office Use Only	
Date Received	
Receipt Number	

## Enrollment Form for Oldham County Extension Homemakers Association

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Club: \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Birth year (*Optional*):

Race (*Optional—check one*):      White      Black      or      African American  
    Asian/Pacific Islander      American Indian      or      Alaska Native      Other

Ethnicity (*Optional—check one*):      Hispanic      Non-Hispanic

Gender (*Optional—check one*):      Female      Male

Total years of membership:

I, (print full name) \_\_\_\_\_ hereby grant permission to the University of Kentucky, including its affiliates and subsidiaries, and Kentucky Extension Homemakers Association, Inc., to interview, photograph and/or videotape me; and/or to supervise any others who may do the interview, photography, and/or videotaping; and/or to use and/or permit others to use information from the aforementioned interview and/or the aforementioned images in educational and promotional activities and publications without compensation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

The Kentucky Cooperative Extension Service is required by Federal law to collect and maintain information regarding the characteristics of the people we serve. The information you supply is voluntary.

*Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.*





# CULTURAL ARTS EXHIBIT *(CONTINUED)*

## CATEGORIES & SUBCATEGORIES *(CONTINUED)*

### **DRAWING**

- A) Pastels
- B) Pen and Ink
- C) Pen and Ink with Oil Roughing
- D) Pencil or Charcoal-Black
- E. Pencil-Color

### **EMBROIDERY**

- A) Basic
- B) Candle
- C) Crewel Wicking
- D) Machine
- E) Ribbon
- F) Smocking
- G) Swedish
- H) Tatting/Lace Making
- I) Chicken Scratch
- J) Punch Needle (under 60" perimeter)
- K) Miscellaneous

### **FELTING\***

- A) Needle Method
- B) Wet Method

### **HOLIDAY DECORATIONS**

- A) Autumn
- B) Spring
- C) Summer
- D) Winter

### **JEWELRY**

- A) Beaded
- B) Mixed Media (wire, chain maille, mixed with beads)
- C) Original Design

### **KNITTING (HAND—with knitting needles)**

- A) Accessories
- B) Fashion
- C) Home Décor and Afghans

### **KNITTING (OTHER—machine/loom)**

### **NEEDLEPOINT**

- A) Cloth Canvas
- B) Plastic

### **PAINTING, ART**

- A) Acrylic
- B) Oil
- C) Watercolor

### **PAINTING, DECORATIVE**

- A) Metal
- B) Wood
- C) Other

## **PHOTOGRAPHY (mounted or framed)\*\***

A) Black & White

B) Color

## **QUILTS\*\*\***

A) Baby-size or Lap-size(hand quilted)

B) Baby-size or Lap-size  
(machine quilted)

C) Hand Applique (hand quilted)

D) Hand Pieced (hand quilted)

E) Machine Applique (machine quilted)

F) Machine Pieced (hand quilted)

G) Machine Pieced (machine quilted)

H) Novelty (stenciled, embroidered,  
miniature, etc.) (hand quilted)

I) Novelty (stenciled, embroidered,  
miniature, etc.) (machine quilted)

J) Technology Based (hand or  
machine quilted)

K) Miscellaneous (hand or machine quilted)

## **PAPER CRAFTING**

A) Card Making

B) Origami

C) Quilling

D) Scrapbooking \*\*\*\*

## **RUG MAKING**

A) Braided

B) Hooked

C) Punch Needle, rug (over 60" perimeter)

D) Woven

## **WALL or DOOR HANGING**

A) Fabric

B) Other

C) Diamond Art Mosaic

## **WEAVING**

A) Hand (macrame, caning)

B) Loom (includes pin weaving)

## **MISCELLANEOUS**

(Items not included in other categories listed, otherwise they will be disqualified.)

\* All felted items should be entered in the Felting category under one of the subcategories. Items that have been knitted or crocheted and wet felted should not be entered in Knitting or Crochet.

\*\* Photographs should be either mounted and/or in a frame - MATTING and/or GLASS is OPTIONAL.

\*\*\* Quilts must be completely done by the KEHA member exhibitor. This includes quilting.

\*\*\*\* Scrapbooking entries are limited to 1 or 2 pages. If the entire scrapbook is sent, please designate pages to be judged.

## 2024-2025 CATEGORIES and SUBCATEGORIES

- There are 27 CATEGORIES (for 2024 - 2025)
- 25 of the 27 categories also include Subcategories
- **TOTAL of 97 Category/Subcategory designations**
- Qualified entries should be placed in the most appropriate Category/Subcategory
- Entries advancing to the next level (County to Area; Area to State) should remain in the same, appropriate Category/Subcategory the entire time

## RIBBONS (suggested recognitions)

- Blue = 1st Place
- Red = 2nd place (optional at the County and Area levels; not used at the State level)
- White = 3rd place (optional at the County and Area levels; not used at the State level)
- Purple = “Best of” (optional at the County and Area levels; 27 awarded at the State level)

## At the COUNTY LEVEL

- COUNTIES may award ribbons in Categories/Subcategories AS THEY SEE FIT
- County Judges should select only ONE top-winning entry from EACH of the 97 Categories/Subcategories at the COUNTY Level to advance to the AREA LEVEL Cultural Arts Exhibit
- Only ONE item from each of the 97 Subcategories advances from the COUNTY level to the AREA level

## At the AREA LEVEL

- AREAS may award ribbons in Categories/Subcategories AS THEY SEE FIT
- Area Judges should select only ONE top-winning entry from EACH of the 97 Categories/Subcategories at the AREA Level to advance to the STATE LEVEL Cultural Arts Exhibit
- Only ONE item from each of the 97 Subcategories advances from the Area Level to the State Level

## At the STATE LEVEL

- State Exhibit receives up to 97 items from each of the 14 Areas (up to 1,372 entries)
- State Judges award BLUE RIBBONS for what they deem the highest quality work
- May award as many Blue Ribbons per Category/Subcategory as they see fit
- Red Ribbons and White Ribbons are not awarded at the State Level
- PURPLE RIBBONS are awarded to ONE ITEM within each of the 27 Categories
- A State Purple Ribbon item is chosen from a State Blue Ribbon winner
- Purple Ribbons are not awarded by Subcategory at the STATE LEVEL

# CULTURAL ARTS EXHIBIT RULES

All Extension Homemakers are encouraged to submit “original” items for competition in state exhibits.

Each article must be the work of an Extension Homemaker member and must have been completed during the past 2 years.

BLUE Ribbon and PURPLE Ribbon winners from previous years in each category or subcategory are not eligible for entry in another KEHA cultural arts contest.

Areas may exhibit one item from each category and/or subcategory (maximum number is 94 for 2023-2024).

Identification of item should be on tag provided by state and attached to exhibit.

The exhibitor and/or their representative is responsible for transporting exhibits to and from the state meeting.

Should a KEHA member who is in good standing happen to pass away before a qualified entry can advance to the next level of judging (county to area, area to state), the deceased member’s entry will remain eligible, and the club/county will have the option to enter it at the next level.

Each exhibitor must provide their own materials to properly display their item. Tape and nails cannot be used on the walls. If items are best displayed vertically, please provide an easel or means of hanging exhibit from the wall. All items used for display should be labeled with exhibitor name. Entries will be exhibited by category.

Entries will be judged by subcategory when indicated. Exhibitor is responsible for category/subcategory determination.

Extreme care should be taken at the county and area level to place entries in the correct category. Entries entered in the wrong category will be moved to the correct category, if possible. Entries entered in the wrong category, where there is no correct category available or where there is already another entry, will be disqualified.

Blue ribbons are awarded for high quality work, the number depending on the quality of the entries. A championship purple ribbon is awarded to best of the blue ribbon entries in each category.

All exhibits must remain displayed throughout the duration of the Cultural Arts Exhibit. In the case of an emergency, items may be removed only on approval of the state Cultural Arts Chairman.

Neither the Kentucky Extension Homemakers Association nor the University of Kentucky will be responsible for any lost, misplaced or broken items. We do not anticipate any misfortune, but this disclaimer must be clearly understood by all exhibitors. Please label any easels, picture stands, hangers, or other display equipment.

The exhibits will be hosted at all times the exhibit is open. Additional security will be provided when necessary.

If categories are to be eliminated, there will be a one-year notice.

# CONSTITUTION AND BY-LAWS

## ARTICLE I - NAME, OFFICE, AND DURATION

**Section 1.** The name of this organization shall be the Oldham County Extension Homemakers Association. In this document the organization shall be referred to as the OCEHA.

**Section 2.** The principle place of business and administrative office shall be located at Oldham County Cooperative Extension Office, 207 Parker Drive, La Grange, KY 40031-8632.

**Section 3.** The Association shall have perpetual existence.

## ARTICLE II - PURPOSE

The purpose of the Oldham County Extension Homemakers Association shall be to promote educational and charitable programs with the Family and Consumer Sciences Agent in cooperation with the Cooperative Extension Service of the United States Department of Agriculture and the University of Kentucky.

## ARTICLE III - MEMBERSHIP

**Section 1.** Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, status, genetic information, age, veteran status, or physical or mental disability.

**Section 2.** A person not wishing to join a club may become a member-at-large (mailbox).

## ARTICLE IV - DUES

**Section 1.** Annual membership dues shall be determined by a majority vote of the members present at the County Annual Meeting of the OCEHA.

**Section 2.** Members joining after the County Annual Meeting shall not pay dues until the following December of that year.

**Section 3.** Dues shall be paid to the County Treasurer by the first Friday of December.

**Section 4.** Dues shall include county, area, state and ovarian cancer donation.

## ARTICLE V - LIMITATIONS

**Section 1.** No part of the net earnings of the OCEHA shall benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the OCEHA shall be authorized to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the exempt purposes.

**Section 2.** No substantial part of the activities of the OCEHA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the OCEHA shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

**Section 3.** Notwithstanding any other provisions of these articles, the OCEHA shall not carry on any other activities not permitted by (a) an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding sections of any future tax code, or (b) an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future tax code.

## ARTICLE VI – OCEHA OFFICERS

**Section 1.** The OCEHA Officers shall be President, Vice-President, Secretary and Treasurer.

**Section 2.** These officers shall be elected for a term of two years . The Executive Board shall be comprised of the elected officers and the county chairmen and shall be members in good standing of the Association.

**Section 3.** The Vice President and Treasurer are to be elected on odd years and the President and Secretary on even years. The slate for these officers shall be chosen from current Homemaker members in good standing of the Association.

**Section 4.** An elected officer may succeed themselves for one term.

**Section 5.** Removal, at any regular or special meeting, any officer may be removed by majority vote of the OCEHA Executive Board for failure to carry out the duties of the office as pre-scribed by these bylaws, conduct detrimental to the Association, or for lack of sympathy with the stated purpose of the Association. Any officer proposed to be removed is entitled to five (5) business days' notice of the meeting at which the removal shall be considered and may address the OCEHA Executive Board at such meeting.

**Section 6.** Vacancies shall be filled by appointment from the Executive Board from current Homemaker members in good standing of the Association and shall serve for the remainder of the unexpired term.

**Section 6a.** If no applicant has applied for an office, one may be appointed by the Executive Board from current Homemaker members in good standing of the Association.

**Section 7.** Duties of the Officers will include, but not be limited to, the following:

**Section 7a.** The President shall:

Preside over all County, Executive Board and Council meetings,  
Select and appoint all county chairmen, with the assistance of the Executive Board,  
Appoint all committee chairmen with the assistance of the Executive Board,  
Be authorized to sign checks, contracts or other such instruments,  
Perform other such duties as identified in Roberts Rules of Order,  
Attend Area and State Homemaker meetings,  
Serve as advisor to the Executive Board and Council for one year following her/his term of office.

**Section 7b.** The Vice-President shall:

Attend county, area and State meetings,  
Serve as county membership chairman,  
Complete the annual KEHA Program of Work Report,  
Serve as an aide to the President,  
Perform all Presidential duties as outlined in Section 7a. in the absence of the President.

**Section 7c.** The Secretary shall:

Attend all County business meetings and keep a record of the minutes of the OCEHA Executive Board and Council meetings.  
Send a copy of the minutes to the President and the County Extension Agent no later than two weeks following a Council meeting.  
Prepare any correspondence upon request of the President or Executive Board.  
Maintain a file of all committee members and their reports.  
In the absence of the Vice President, the Secretary shall assume the duties of the Vice-President as outlined in Section 7b.

**Section 7d.** The Treasurer shall:

Have charge of all funds of the OCEHA,

Pay all expenditures of the OCEHA,

Be authorized to sign checks, contracts or other such instruments.

Deposit all funds designated by the Executive Board,

Present a Treasurer's report for the Executive Board, Council and County Annual Meeting,

Prepare a budget and year-end financial statement.

Schedule a semi-annual review of books with two members in good standing, one of which served on the Executive Board, during the months of April and September.

## ARTICLE VII - COUNTY CHAIRMEN

**Section 1.** The County Program Chairman shall reflect those of the Kentucky Extension Homemakers Association.

**Section 2.** Chairmen are encouraged to attend any training lesson reflecting their program matter.

**Section 3.** Chairmen shall serve a one-year term.

**Section 4.** Chairmen are responsible for reports at OCEHA meetings.

## ARTICLE VIII - EXECUTIVE BOARD

**Section 1.** The Executive Board consists of the elected officers of the OCEHA Council and the county chairmen. The Board shall act as a sub-advisory committee to the County Extension Agent for Family and Consumer Sciences, consulting the agent on matters that do not necessitate a meeting of the entire OCEHA Council.

**Section 2.** The Executive Board shall act as the Finance Committee ensuring the books are reviewed as per Article VI, Section 7d.

**Section 3.** The Executive Board shall meet prior to OCEHA meetings to decide the agenda.

**Section 4.** Club problems not resolved by the membership of the club shall be resolved by the Executive Board.

## ARTICLE IX - OCEHA COUNCIL

**Section 1.** The OCEHA Council shall be comprised of the Executive Board, County Chairmen, and two voting delegates from each individual OCEHA club. Mailbox members shall have two voting delegates.

**Section 2.** A member that holds membership in multiple clubs can vote as one voting delegate from each of the clubs in which they hold membership.

## ARTICLE X - INDIVIDUAL OCEHA CLUBS

**Section 1.** No two clubs shall have the same name.

**Section 2.** Each club shall have two voting delegates to the OCEHA Council.

**Section 3.** Individual club by-laws shall reflect the by-laws of the OCEHA.

## ARTICLE XI - AMENDMENT OF BY-LAWS

The Constitution/By-Laws may be amended by two-thirds vote of the members present at the OCEHA Annual Meeting or a called meeting of the OCEHA provided a notice of the meeting and a copy of the proposed amendments are given to all members at least five days prior to the meeting time.

## ARTICLE XII – MEETINGS

**Section 1.** The Annual Meeting of the Oldham County Extension Homemakers Association shall be held on or before the fourth Friday of May.

**Section 2.** The President and Vice President or substitutes shall represent the OCEHA at all State Meetings. They shall give detailed reports of such meetings to the Council and at the County Annual Meeting. The OCEHA shall pay the expenses for two delegates to attend the Area and State Meetings.

## ARTICLE XIII – DISSOLUTION

In case of the dissolution of the OCEHA, 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.

*Revised 1995, 2001, 2003, 2005, 2008, 2012, 2013, 2014, 2018, 2021*

# STANDING RULES

## SECTION I – PURPOSE

The standing rules of the Oldham County Extension Homemaker shall be used to govern the day-to-day operation of the OCEHA, but shall not supersede nor contradict any existing bylaws.

The fiscal year of the OCEHA for conduction of business and filing of reports shall be from July 1 to June 30. This follows the fiscal year of Kentucky Extension Homemakers Association.

## SECTION II - ANNUAL MEETING EVENT

Annual meeting shall be held each year before the end of May.

## SECTION III - ELECTRONIC MEETINGS

In the event that the Oldham County Homemakers Council Executive Board, or any called meeting cannot be held in person, these rules may be observed:

1. All participants must have access to the necessary equipment for participation (either by phone or web connection).
2. Notice of time and date of electronic Oldham County Homemakers Council Executive Board meetings will be given 30 days prior to the e-meeting and all reports and correspondence will be sent to participants within that 30 days.
3. Notice of time and date of any special called electronic meetings shall be sent at least 10 days prior to the meeting, stating the objectives of the meetings and the subject or subjects to be considered. Specially called Executive Board meetings may be called with less than 10 days prior notice.
4. Members will answer roll call in the usual manner as in person meetings. A quorum will be determined as stated in the Oldham County Homemakers Council By-Laws. Any member must advise the President when leaving the meeting in order to maintain the quorum.
5. E-meetings will be conducted in the same manner as in person meetings according to the Oldham County Homemakers Council By-Laws.



## SECTION IV - DUTIES OF HOST CLUB FOR ANY EVENT

1. Each club is to host county/club activities on a rotating basis.
2. Bring location site, cost, and number the building will accommodate in advance of all events for council approval.
3. Bring details of event, including menu (if applicable), to the OCEHA Council Meeting.
4. Host club will handle the registration table, event count, appropriate bills, and a detailed report shall be given to the OCEHA Treasurer for reimbursement. Report due no later than one month after the event.
5. Speaker selection/ entertainment subject to OCEHA approved budget and event fee.
6. Host club may recommend use of net proceeds from events, with final approval of OCEHA Council.
7. Finalize program.

## SECTION V - DUTIES OF OCEHA

1. Determine registration fee for events and assist host club as requested.
2. Registration fees collected in each club shall be forwarded to the Oldham County Extension Office.
3. Treasurer shall handle payment of all bills.

## SECTION VI - MEMORIALS

Upon the death of current OCEHA members, a card will be sent to the surviving family members and the member will be honored at the Annual Meeting.

Upon the death of a Past President or current elected officer, a \$50 contribution will be made to the family's designation.

## SECTION VI - MEMORIALS

Outgoing officers who have fulfilled their term shall receive gifts according to the Annual Meeting Awards Policy.

Gifts for officers ending two-year terms of office.

President \$25 gift or check

Vice President . . . . . \$25 gift or check

Secretary . . . . . \$25 gift or check

Treasurer . . . . . \$25 gift or check

***The president will also receive a Past President's pin.***

Homemaker of the Year. . . . . \$25 gift or check

Club of the Yea. . . . . \$50 check

Community Service Award . . . . . \$50 check

First Time Attendee Awards . . . . . pins, name listed in program

Membership Anniversary Awards (5 year increments) . . . pins, name listed in program

County Chairmen . . . . . Introduced at Annual Meeting

County/Club Activity Committee Chairman . . . . . Introduced at Annual Meeting

County/Club Activity Committee . . . . . standing ovation, mementos

Reading Awards . . . . . standing ovation, mementos

Perfect Attendance . . . . . standing ovation, name listed in program

Volunteer Hours . . . . . standing ovation, name listed in program

***Group photos will be taken at end of award announcements.***

## **SECTION VIII - STANDING RULES CHANGES**

Standing rules may be revised by the Executive Board upon recommendation of the bylaws committee.

## **SECTION IX - HONORARY MEMBERS**

Any individual member with forty years or more of membership may be nominated by their club for an Honorary membership.

Honorary members are not subject to county membership dues.

Honorary members shall be included on the membership list submitted to the OCEHA each year.

*Adopted July 2012 | Revised July 2014 | Revised June 2016 | Revised June 2018 | Revised September 2021*





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