

# BYLAWS

## KENTUCKY MASTER FARM HOMEMAKERS GUILD

### ARTICLE I – NAME

The name of this association shall be the Kentucky Master Farm Homemakers Guild.

### ARTICLE II – OBJECT

The object of the Kentucky Master Farm Homemakers Guild shall be:

1. To create in the hearts and minds of all farm women of the Commonwealth of Kentucky a desire to give unselfish service to their home, their community, their state, and their nation. The reward for this service shall be the highest honor yet bestowed on farm women – that of Master Farm Homemaker.
2. To promote the fellowship among Master Farm Homemakers who have received recognition and to encourage active participation in the Guild.
3. To promote the highest possible standard of living in our Kentucky farm homes.
4. To focus attention on the positive aspects of farm home life.

### ARTICLE III – MEMBERS

**Section 1.** The Kentucky Master Farm Homemakers Guild in cooperation with the Kentucky Cooperative Extension Service serves all people, regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

**Section 2.** Membership of the Guild shall be made up of all farm women who have been given state recognition as a Kentucky Master Farm Homemaker by the Kentucky Master Farm Homemakers Guild in cooperation with the Kentucky Extension Homemakers Association and the Cooperative Extension Service of the University of Kentucky.

**Section 3.** Candidates for membership shall be farm women who own a working farm and are included in the labor and/or management of the farm and a percentage of the family income should be derived from the farm operation; must be a member in good standing in the Kentucky Extension Homemakers Association for at least three (3) years (which includes mailbox members); be nominated from the club, county and/or district where membership is held; reside in a designated county in the Commonwealth of Kentucky at the time of

nomination and recognition; must demonstrate knowledge of and support of the Kentucky Cooperative Extension Service; must give unselfish service to her family, community, state and nation; and promote the highest possible standard of living in the home and focus attention on the positive aspects of farm home life.

**Section 4. New Members.**

- a. Selection of new members will be open across the state each year. Up to two nominees from each district can be nominated, but no more than one per county. A maximum of five (5) qualified candidates will be selected, recognized, and honored each year as a Kentucky Master Farm Homemaker. The selection process begins in the fall, and recognition of new member(s) is conducted in the spring at the annual Master Farm Homemakers Guild luncheon of the following year in conjunction with the annual meeting of the Kentucky Extension Homemakers Association.
- b. Individuals who meet the qualifications and are interested in becoming a member of our organization must submit the completed County Information Sheet to their County Family and Consumer Sciences Extension Agent. The form will then be sent to the 2<sup>nd</sup> Vice-President of the Kentucky Master Farm Homemakers Guild.
- c. The process by which the application is considered and approved is contained in New Member Selection documentation located on the Kentucky Extension Homemakers Association website ([keha.ca.uky.edu](http://keha.ca.uky.edu)) where you will find information pertaining to the Kentucky Master Farm Homemakers Guild new member selection process.
- d. Guild members who serve as part of the state judging team are to be mentors of the new members for a period of two years.

**ARTICLE IV – LIMITATIONS**

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

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

## ARTICLE V – OFFICERS/ELECTIONS

**Section 1. Officers.** The officers of the Kentucky Master Farm Homemakers Guild shall be the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer.

**Section 2. Nomination of Officers.**

- a. The Kentucky Master Farm Homemakers Guild Executive Committee, with exception of the President, shall appoint a three-member nominating committee that will present names of the candidates at the business session of the annual spring meeting. The Kentucky Master Farm Homemaker Guild State Advisor will be available to provide guidance/assistance to the committee as may be needed. The Kentucky Master Farm Homemakers Guild President is not authorized to serve as a member of this committee, nor can they appoint the committee.
- b. All nominees shall be qualified for the position for which being nominated. Officer candidates should be active in the Guild and be knowledgeable of the objectives and goals of the Guild.
- c. A nominee for President shall have been a member of the Guild for at least three (3) years, have held a state Guild office, and attended at least three state meetings.
- d. A nominee for 2<sup>nd</sup> Vice President shall have served as a judge on the judging team of the applicant(s) for Kentucky Master Farm Homemakers Guild and be familiar with the membership selection process.
- e. A nominee for 1<sup>st</sup> Vice President shall possess the same qualifications as the president.
- f. A nominee for Secretary shall be capable of and willing to keep minutes at all meetings of the Kentucky Master Farm Homemakers Guild, the Executive Committee and special-called meetings. The nominee shall be willing and able to prepare the minutes in a typed form and ensure distribution within thirty (30) days to the Minutes Review Committee and after their review then distribution to the Executive Committee as well as the active membership.
- g. A nominee for Treasurer shall be capable of and willing to keep the financial records and handle the financial activities of the Guild. The individual shall be familiar with accounting procedures and be able to keep accurate records for the preparation of financial statements and budgets.

- h. The term of office for each officer shall be three (3) years. New officers shall assume office as of June 1. No officer shall hold the same office for more than one consecutive term. However, if no one is willing to accept the nomination for a particular officer position and the current officer is willing to serve another term an exception may be made. In order that all officers shall not go out of office in any single year, the election of officers shall be held as follows:

President	-- 2024, 2027, 2030 and each three-years hence
1 <sup>st</sup> Vice President	--2022, 2025, 2028 and each three-year hence
2 <sup>nd</sup> Vice President	--2023, 2026, 2029 and each three-year hence
Secretary	--2023, 2026, 2029 and each three-year hence
Treasurer	--2024, 2027, 2030 and each three-year hence

- i. A vacancy in the office of President shall be filled by the 1<sup>st</sup> Vice President for the unexpired term. If a vacancy occurs in any other officer position the Executive Committee has the authority to appoint another member (with the required qualifications) to fill the officer position until the term expires.
- j. A majority of votes of members in attendance cast shall be necessary to constitute an election.

**Section 3. Duties of Officers.**

- a. The duties of the President shall be:
  - (1) The President shall preside over all Kentucky Master Farm Homemakers Guild meetings, including the spring, summer, and Executive Committee meetings and any special called meetings.
  - (2) Represent the Kentucky Master Farm Homemakers Guild at the Kentucky Extension Homemakers Association spring and fall board meetings.
  - (3) To provide a brief report on the activities of the Kentucky Master Farm Homemakers Guild activities at the spring and fall board meetings of the Kentucky Extension Homemakers Association.
  - (4) To appoint an Audit Committee to examine the treasurer’s records annually. The committee shall consist of at least three members of the Guild. The University of Kentucky Guild Advisor will be available if needed for guidance and advice.

- (5) To ensure that an official Kentucky Master Farm Homemakers Guild pin is purchased and presented to each new member at the annual spring Guild meeting.
  - (6) To ensure that new member(s) are recognized and honored at the annual spring Guild meeting.
  - (7) Serve as International Chairman for a three-year term running concurrently with the President's term after retiring as President. Responsible for making the Kentucky Master Farm Homemakers Guild International Report upon retirement. This individual shall also lead the discussion, and/or make suggestions on the type of chapter-supported international projects the Guild shall support to the Guild membership at which time the membership will vote upon.
  - (8) To prepare or direct the preparation of a fall/winter newsletter to be sent to all active Kentucky Master Farm Homemakers Guild members
  - (9) Serve as an advisory member of the Executive Committee for the succeeding year after retiring as President.
- b. The duties of the 1<sup>st</sup> Vice-President shall be:
- (1) To serve as an aide to the President.
  - (2) To attend all Kentucky Master Farm Homemakers Guild, Executive Committee, and special called meetings.
  - (3) In the absence of the President, the 1<sup>st</sup> Vice-President will be responsible for presiding over the meeting.
  - (4) Shall serve as Chairman of the Banquet Committee for the annual Guild spring meeting at the Kentucky Extension Homemakers Association State Annual Meeting.
  - (5) Shall be responsible for the inspirational, devotional and/or invocation for all meetings.
  - (6) To perform all other duties as may be assigned by the President to this office.
- c. The duties of the 2<sup>nd</sup> Vice-President shall be:
- (1) To serve as an aide to the President.

- (2) To attend all Master Farm Homemakers Guild, Executive Committee, and special called meetings.
- (3) To coordinate membership recruitment and selection.
- (4) Shall work with the Guild Advisor to announce the call for nominations for membership, receive district nominee materials, coordinate district judging as needed, and send correspondence to candidates as required.
- (5) Shall, in consultation with the President and Advisor, convene a judging team, schedule home visits, and notify candidates of their status. The judging team members shall be selected from counties/districts other than those being judged that year.
- (6) Shall invite new members with one paid guest to the spring annual meeting and notify the President if they and a guest (with the name of guest and relationship) will be attending the Master Farm Homemaker Luncheon.
- (7) To perform all other duties as may be assigned by the President to this office.

d. The duties of the Secretary shall be:

- (1) To attend all Master Farm Homemakers Guild, Executive Committee and special called meetings.
- (2) Take and keep an accurate record of minutes of all Master Farm Homemaker meetings, Executive Committee and special called meetings and distribute minutes of each meeting within thirty (30) days to the Minutes Review Committee and after their review then distribution to the Executive Committee as well as the active membership. Executive Committee minutes will only be distributed to the Executive Committee members.
- (3) Keep an accurate record of attendance. Roll call to be taken at each meeting.
- (4) Handle correspondence as requested by the President.
- (5) Responsible for organizing the annual summer auction or fund-raising activity.

- (6) Responsible for providing a new inactive members list to the Master Farm Homemakers Guild President and Advisor by August 1.
- (7) Archive records in accordance with the Kentucky Extension Homemakers Association process.

e. The duties of the Treasurer shall be:

- (1) To attend all Master Farm Homemakers Guild meetings, Executive Committee, and special called meetings.
- (2) Keep an accurate record of all financial records of the Guild and maintain records for examination by the Mater Farm Homemakers Guild Audit Committee on an annual basis. Items to be made available by the treasurer for the yearly internal audit are bank statements, check register, vouchers, and receipts for the period covered.
- (3) To receive dues from the membership. Responsible for notifying each member who is two (2) consecutive years delinquent in paying dues that they will be placed on the inactive member list. The treasurer will be responsible for providing the President, Secretary, and the Master Farm Homemakers Guild Advisor with an up-to-date listing of the membership and a listening of delinquent paying members by June 1.
- (4) Pay monies as directed by the President and/or Executive Committee.
- (5) To serve as chairperson of the Finance Committee.
- (6) To have financial records ready for review by a committee appointed by the President to examine the financial records at the end of the treasurer's term of office.
- (7) Responsible for preparing and presenting a yearly proposed budget at the annual meeting that goes into effect as of July 1.
- (8) Responsible for preparing and presenting the annual financial report of funds received and expended for the year at the annual meeting.

- (9) Responsible for purchasing a Master Farm Homemaker Guild pin and name tag for each new member for the President to be present at the spring annual luncheon.
- (10) The MFHG bank accounts will move to a bank in or near the community of the person elected treasurer. The bank should, if possible, be selected by bid from banks in the area. The 1<sup>st</sup> Vice President or the 2<sup>nd</sup> Vice President shall serve as second signatories for the account.
- (11) Responsible for sending flowers or a charitable donation in memory of a deceased member and/or spouse. The treasurer will also be responsible for sending a card/letter to the next of kin to indicate the fund to which a donation was made.

#### **ARTICLE VI- ADVISOR**

**Section 1.** The Advisor to the Kentucky Master Farm Homemakers Guild shall be a Cooperative Extension Service professional appointed by the Assistant Director for Family and Consumer Sciences Extension, University of Kentucky.

**Section 2.** The Advisor serves as an administrative liaison between the Guild and the University of Kentucky. This person assists the Guild in maintaining official Guild records and information.

**Section 3.** The Advisor may assist the 2<sup>nd</sup> Vice-President in issuing the call for nominations and promoting the opportunity within the districts.

**Section 4.** The Advisor may serve as an ex-officio member of all committees including the Executive Committee.

**Section 5.** The Advisor may assist the Executive Committee in preparing correspondence pertaining to membership, newsletters, meeting notices, etc.

#### **ARTICLE VII – FINANCES**

**Section 1.** All financial expenses and bills must accompany and shall be recorded on an expense voucher. Completed expense vouchers will be sent to the President for approval. The President, on behalf of the membership, shall give the Treasurer authorization to pay bills/expenses pertaining to the regular work of the Guild by signing and presenting the completed expense voucher and bill.



**Section 2.** The Executive Committee shall have the authority to make financial decisions on matters of importance pertaining to the Guild up to one-hundred dollars (\$100.00) without the vote of the Guild members.

**Section 3.** The Guild shall pay for the cost of the annual spring banquet meal for the Dean of the College of Agriculture and one guest; the Director of Extension and one guest; the Assistant Director Family and Consumer Science Programs and one guest; and the President of the Kentucky Extension Homemakers Association, and any new member(s) and one guest.

**Section 4.** The Guild shall pay two hundred dollars (\$200.00) toward the expenses of a Kentucky Guild member who is a National Guild officer nominee to attend the National Master Farm Homemakers Guild meeting.

**Section 5.** The Guild shall pay three hundred dollars (\$300.00) toward the expenses of the Kentucky Guild's voting delegate to attend the Country Women's Council (CWC) meeting.

**Section 6.** At the annual spring business meeting, donations will be solicited from the members and guests for the Rural Women in Action.

**Section 7.** At the annual summer business meeting, donations will be solicited from the members and guests for the Nutrition Project and/or other approved charitable funds.?????

**Section 8.** The Kentucky Master Farm Homemakers Guild will have its fundraising activity during the summer meeting. Twenty-five percent (25%) of the funds raised will be deposited in the Kentucky Master Farm Homemakers Guild Scholarship Fund account, and the remainder in the General Operating Fund.

**Section 9.** Two dollars (\$2.00) of all membership dues collected will be deposited in the Scholarship Fund Account.

**Section 10.** Members who fail to wear their membership pin to annual meetings will be fined one dollar (\$1.00) and these funds will be deposited in the General Fund Account.

#### **ARTICLE VIII – DUES**

**Section 1.** The annual dues for each member shall be twenty dollars (\$20.00) payable to the Kentucky Master Farm Homemakers Guild on or before June 1 of each year. Dues should be sent or given to the current Treasurer.

**Section 2.** The Guild shall waive the first year's dues of each new member.

**Section 3.** Members delinquent in paying dues for a period of two (2) years shall be considered as "inactive" and be moved to the "inactive" membership list after two notifications from the Secretary.

## **ARTICLE IX – MEETINGS**

**Section 1.** The Kentucky Master Farm Homemakers Guild will meet two (2) times a year.

**Section 2.** The annual spring meeting will be held in conjunction with the Kentucky Extension Homemakers Association Annual Meeting. The annual summer meeting will be hosted by invitation from one or more of the Guild members and/or determined by the Executive Committee.

**Section 3.** All members present at any regular or special called meeting shall constitute a quorum.

**Section 4.** Special meetings may be called by the President, or by request of one-third of the Guild members, stating the reason or reasons for the meeting.

**Section 5.** In the event that the Guild is unable to meet in person for a regular or special called meeting, an electronic meeting can be held with a two-week notice of the date and time provided to each member of the Guild. An Executive Committee meeting can be held in the same manner with twenty-four-hour notice to each member of the committee. Electronic meetings will be conducted in the same manner as in-person meetings.

## **ARTICLE X – EXECUTIVE COMMITTEE**

**Section 1.** The officers of the Kentucky Master Farm Homemakers shall constitute the Executive Committee.

**Section 2.** The Executive Committee shall meet as needed and have general supervision of the Kentucky Master Farm Homemakers Guild between regular meetings, fix the hour and place of meetings, and perform other such duties as are required.

## **ARTICLE XI – COMMITTEES**

**Section 1.** The President shall appoint an Audit Committee to examine the treasurer's records annually. The committee shall consist of at least three (3) members of the Guild. The University of Kentucky Guild Advisor will be available for guidance/assistance as needed. Their responsibility will be to audit the Treasurer's accounts for the fiscal year ending June 30 and to report the results of such audit to the members at the summer Guild meeting and at the annual spring Guild meeting.

**Section 2.** The Executive Committee shall appoint members to compose the Nominating Committee. The Committee shall consist of three (3) members of the Guild. The University of Kentucky Guild Advisor will be available for guidance/assistance as needed. The President is not authorized to serve on this committee, nor can they appoint the committee. It shall be the duty of the Chairman of this committee to submit the names of the nominated candidates at the annual spring Guild meeting to be voted upon.

**Section 3.** The President shall appoint a Spring Banquet Committee to work with the 1<sup>st</sup> Vice President consisting of individuals who reside in or near the next year's meeting location. Committee members shall be appointed at the summer business meeting prior to the upcoming spring banquet.

**Section 4.** Other committees, standing or special committees shall be appointed by the President as it shall from time to time be deemed necessary. The President may serve as ex-officio member of all committees (except for the nomination and disciplinary committee). As an ex officio member of a committee, the President has the same rights as the other committee members but is not obligated to attend meetings of the committee and is not counted in determining the number required for a quorum or whether a quorum is present.

#### **ARTICLE XII – MASTER FARM HOMEMAKERS GUILD SCHOLARSHIP**

The Kentucky Master Farm Homemakers Guild will annually offer a \$1,000.00 scholarship for Guild members and/or their descendants. Application for this scholarship will be due no later than March 25 and be sent to the Secretary of the Guild. The guidelines, application, and scoring sheet are located on the Kentucky Extension Homemakers Association website. The selection of the scholarship applicant will be based on scholastics, leadership, recognition, extracurricular activities, employment, financial needs (essay required), future goals (essay required), and letters of recommendation.

#### **ARTICLE XIV– PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and in which they are consistent with these bylaws.

#### **ARTICLE XV - AMENDMENT OF BYLAWS**

The Master Farm Homemakers Guild Bylaws may be amended at any scheduled annual meeting by a two-thirds vote of the members present and voting. Copies of the proposed bylaws changes shall be sent to each active member and the Kentucky Master Farm Homemakers Guild

Advisor for their review at least two weeks before either the annual spring or summer/fall meeting.

#### **ARTICLE XVI - DISSOLUTION**

In case of the dissolution of the Kentucky Master Farm Homemakers Guild, after providing for the debts and obligations of the organization, the remaining assets shall be transferred to the Ruth B. Sayer Scholarship Fund or other similar educational funds or charitable activities.