



KENTUCKY MASTER  
FARM HOMEMAKERS  
GUILD  
Constitution and Bylaws

Updated August 2016

COOPERATIVE  
EXTENSION  
SERVICE

**UK**  
UNIVERSITY OF  
**KENTUCKY**  
College of Agriculture



# **KENTUCKY MASTER FARM HOMEMAKERS GUILD**

## **CONSTITUTION**

### **Article I Name**

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

### **Article II Object**

The object of this 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 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 Membership**

#### **Section 1**

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

## **Section 2**

Candidates for membership shall be farm women who own a working farm and are included in the labor and/or management of that farming operation. A significant percentage of the family income should be derived from the farming operation.

## **Section 3**

Candidates for membership must be members of the Kentucky Extension Homemakers Association (KEHA), and shall have held membership in KEHA for a period of not less than three years.

# **Article IV Officers & Advisor**

## **Section 1**

The officers of the Guild shall be: President, 1st Vice-President, 2nd Vice President, Secretary, and Treasurer. The officers shall constitute the Executive Committee and shall serve a 3 year term.

## **Section 2**

The President shall appoint a Nominating Committee that will present names of the candidates at the business session of the annual spring meeting.

## **Section 3**

All nominees shall be qualified for the position for which (she is) nominated. Officer candidates should be active in the Guild, and be knowledgeable of the object and goals of the Guild.

*Article 1* A nominee for President shall have been a member at least three (3) years, have held a state Guild office, and attended at least three state meetings. The nominee shall be willing to attend the National meeting during her term of office.

**Article 2** A nominee for 1st Vice-President shall have the same qualifications as President.

**Article 3** A nominee for 2nd Vice-President shall have served as a judge and be familiar with the membership selection process.

**Article 4** A nominee for Secretary shall be capable of and willing to keep minutes at the annual business meetings. The individual shall be willing and able to prepare the minutes in typed form and see that they are distributed to the Executive Committee and/or the active membership.

**Article 5** 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 preparation of financial statements and budgets.

## **Section 4**

A majority of all votes cast shall be necessary to constitute an election.

## **Section 5**

Newly elected officers will begin their three-year term of office at the annual summer meeting.

## **Section 6**

No member shall hold the same office for more than one consecutive term.

## **Section 7**

**Article 1** If the office of President becomes vacant, the 1st Vice-President shall fill the unexpired term.

**Article 2** If during the year a vacancy occurs on the Executive Committee, the President, with the approval of the Executive Committee, shall appoint someone to serve until the term expires.

## **Section 8**

The Advisor(s) shall be a Cooperative Extension Service professional appointed by the Assistant Director for Family and Consumer Sciences Extension in cooperation with the Executive Committee.

## **Article V Fiscal Year**

The fiscal year shall be from June 1 to May 30.

## **Article VI Meetings**

There shall be two annual meetings of the Guild. The annual spring meeting will be held in conjunction with the KEHA annual meeting. The annual summer meeting shall be by invitation from one or more Guild members and/or be determined by the Executive Committee.

## **Article VII Quorum**

All members present at any regular meeting shall constitute a quorum.

## **Article VIII Amendments**

The constitution may be amended at any annual meeting by a vote of two-thirds of all members present.

## **Article IX Dissolution**

Upon the dissolution of the organization, assets shall be given to the Ruth B. Sayer Scholarship Fund or other similar educational funds or charitable activities.

# BYLAWS

## Article I Duties of Officers and Advisor

### **Section 1 President**

The President shall preside at all meetings. The President shall call all meetings, appoint all committees, and notify individuals of their appointment. The President shall have the option of serving as an ex officio member on all committees. Also, see Section 4; Article V Finances, Section 1 and 5; Article VI Annual Reports Section 1; and Article VII for additional duties.

### **Section 2 1st Vice-President**

The 1st Vice-President shall preside in case the president is absent. The 1st Vice-President shall serve as chairman of the Banquet Committee for the annual spring meeting. The individual shall be responsible for the inspirational, devotional and/or invocation for all meetings.

### **Section 3 2nd Vice-President**

The 2nd Vice-President shall coordinate membership recruitment and selection. The 2nd Vice-President shall work with the Guild advisor to announce the call for nominations, receive district nominee materials, coordinate district judging as needed, and send correspondence to candidates. The 2nd Vice-President, in consultation with the President, shall convene a judging team, schedule home visits and notify candidates of their status.

### **Section 4 Secretary**

*Article 1* The Secretary shall keep all written records and correspondences of the Guild, type (or have typed) and distribute minutes of each meeting to the Executive Committee and/or active membership, and keep an up-to-date roll of the

membership. Minutes of the respective meeting(s) shall be distributed within as soon as possible after the meeting. The secretary shall be in charge of organizing the annual summer auction.

**Article 2** The Secretary shall notify in writing each member who is delinquent in paying dues for two consequent years. Also, see Section 4; Article IV Dues, Section 3.

**Article 3** The Secretary shall send a list of new inactive members to the advisor and president by August 1.

## **Section 5 Treasurer**

**Article 1** The Treasurer shall keep all financial records of the Guild. The Treasurer shall pay all bills encumbered by the Guild following the President's approval of the expense voucher, keep an itemized account of all receipts and disbursements, and present a report at the annual meetings and be in charge of preparing and presenting a yearly budget to the membership at the summer meeting.

**Article 2** The Treasurer shall provide the secretary and advisor with an up-to-date listing of the membership and a listing of delinquent paying members by June 1.

**Article 3** A Review Committee composed of Guild members shall be appointed by the President to examine the books at the end of the term of office.

**Article 4** The Treasurer shall be responsible for sending flowers or a charitable donation in memory of a deceased member and/or spouse. When a donation is made in memory of a deceased member, the Treasurer will be responsible for sending a card/letter indicating the fund to which a donation was made. Also, see Article IV Section 3 and Article VI Section 2 for additional duties.



## **Section 6 Retiring President**

The retiring President shall serve as an advisory member of the Executive Committee for the succeeding year. The retiring President shall also become the International Chairman for a three-year term running concurrently with the President's term.

## **Section 7 Advisor(s)**

The Advisor serves as an administrative liaison between the Guild and the university. He/she will assist the Guild in maintaining official Guild records and information. The advisor will work with the 2nd Vice-President to issue the call for nominations and promote the opportunity within the appropriate districts. The advisor serves as an ex officio member of the Executive Committee.

## **Section 8 Executive Committee**

The Executive committee shall have power to transact the general business of the Guild subject to the approval of the Guild members.

## **Section 9**

All officers, upon retiring from office, shall deliver to their successors, all money, accounts, record books, papers and other property belonging to the Guild.

## **Article II Elections**

In order that all officers shall not go out of office in any single year, the officers shall be elected as follows:

- |                    |  |
|--------------------|--|
| President          | - 2015, 2018, 2021 and each three-years hence. |
| 1st Vice President | - 2013, 2016, 2019 and each three-years hence. |
| 2nd Vice President | - 2014, 2017, 2020 and each three-years hence. |
| Secretary          | - 2014, 2017, 2020 and each three-years hence. |
| Treasurer          | - 2015, 2018, 2021 and each three-years hence. |

## **Article III Membership Selection**

### **Section 1**

Up to five candidates will be recognized and honored each year as state Master Farm Homemakers. Selection will be open statewide each year.

### **Section 2**

District candidates will be selected in the fall. The name(s) and address(es) of the district candidate(s) will be sent to the 2nd Vice-President along with the completed county information sheet(s). Following notification, each candidate will be sent details regarding the state judging process and timeline.

### **Section 3**

A state judging team shall be organized by the 2nd Vice-President in the spring to visit the district candidates. The team shall consist of the 2nd Vice-President and two additional Guild members. The judging team members shall be selected from counties/districts other than those being judged that year. 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.

### **Section 4**

State winners will be recognized and honored at the spring annual meeting. The Guild will purchase and present each new member with an official Master Farm Homemaker pin.

A Master Farm Homemaker shall be considered an "active" member upon the payment of dues each year, and shall receive all mailings and official Guild information. "Inactive" members do not receive mailings or official Guild information, and are not permitted to vote or hold office. See **Article IV**, **Dues** Section 1 and Section 3.

## **Article IV Dues**

### **Section 1**

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

### **Section 2**

The Guild shall pay 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 "inactive" and be moved to the "inactive" membership list after two notifications from the Secretary.

## **Article V 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 concerning 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 his/her spouse/guest; the Director of Extension and his/her spouse/guest; the Assistant Director Family and Consumer Sciences Programs and his/her spouse/guest; and the President of the Kentucky Extension Homemakers Association.

### **Section 4**

The Guild shall pay three hundred dollars (\$300.00) toward the expenses of the chapter President, or the chapter Vice-President, to attend and represent the Kentucky chapter at the national Guild meeting each year (when the meeting is in another state).

### **Section 5**

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

### **Section 6**

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 Homemaker Guild meeting.

### **Section 7**

At the annual spring business meeting, donations will be solicited from the members and guests for the Coins for Change fund. 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**

Members who fail to wear their membership pin to annual meetings will be fined one dollar (\$1.00).

## **Article VI Annual Reports**

### **Section 1 - President**

It shall be the duty of the President to send a state report of the Guild's activities for the past year to the National President two (2) months prior to the National Master Farm Homemaker Guild meeting.

### **Section 2 - Secretary**

Upon directive from the state President, it shall be the duty of the Secretary (-Treasurer) to send an up-to-date list of all members and their addresses, a list of those deceased during the year, and a list of new officers to the National Master Farm Homemaker Guild Secretary two (2) months prior to the national meeting.

### **Section 3 - Treasurer**

The Treasurer, in cooperation with the Budget Committee, shall prepare and present a budget to the membership for the coming year at the summer meeting.

## **Article VII National Officers**

When it is Kentucky's year to nominate a National officer, the Guild President shall appoint a committee to secure a candidate to be presented and voted on at the annual spring business meeting.

## **Article VIII Amendments**

The bylaws may be amended at any annual meeting by a two-thirds vote of all members present.

# **STANDING RULES**

## **INTERNATIONAL REPORT**

The Retiring President will be responsible for making the chapter's International Report.

## **ANNUAL BANQUET**

The President shall appoint a Spring Banquet Committee 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.

## **FINANCIAL**

The Guild will have its fund-raising activity during the summer meeting. Twenty-five percent (25%) of the funds raised will be deposited in the Scholarship Fund account, the remainder in the General Operating Fund. Two dollars (\$2.00) of all membership dues collected will go to the Scholarship Fund and be deposited in the Scholarship Fund Account.

## **GENERAL OPERATING**

The International Chairman (Retiring President) shall lead the discussion, and/or make suggestions on the type of chapter-supported international projects. The Guild membership shall make the final decision on what international projects are to be supported.

Guild President will prepare or direct the preparation of a fall/winter newsletter to be sent to all active Guild members. Suggestions for newsletter include member update and report from the National Guild and other meeting(s).



