

# OREGON ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

## Handbook 2021



Congratulations on your election to a leadership position in the Oregon Association for Family and Community Education organization. This is your official handbook. The information contained in it should educate and assist you in performing your duties as members of this organization.

**PLEASE PASS IT ON TO YOUR SUCCESSOR.**

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## **OREGON ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION, INC.**

The Oregon Association for Family and Community Education (Oregon FCE) is an organization of people participating in educational study groups. The nonprofit volunteer organization, in partnership with Oregon State University Extension Service, encourages continuing education, leadership development and community service to strengthen individuals and families.

Oregon FCE invites participation in its organization without discrimination due to race or religion. The Oregon FCE organization is composed of individual members of Study Groups affiliated with their County Council who have paid dues to the State and National Association. Oregon FCE members are members of the National Association for Family and Community Education (National FCE). National FCE is a member of ACWW — the Associated Country Women of the World, the only world organization of rural women and homemakers.

## **Mission Statement**

**The Mission of the Oregon Association for Family and  
Community Education is to**

**Strengthen individuals and families through**

**Continuing Education  
Leadership Development  
Community Service**

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## **HISTORY OF OREGON ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION**

Ava Milam, for whom Milam Hall is named, was Dean of the School of Domestic Science and Art at Oregon Agricultural College in 1913 when she packed up her pots and pans, mixing bowls and eggbeaters and joined a train traveling about the state to hold Farmer's Institutes. While the agriculture specialist talked to farmers, Dean Milam gave demonstrations of proper vegetable cookery and taught the farmers' wives how to make that mystical mixture — mayonnaise. Her reasoning was not to encourage the consumption of mayonnaise but to encourage the eating of more raw vegetables by dressing them up with the mayonnaise.

When the United States Department of Agriculture realized the country could benefit from a national program including farmers and farm women, the Smith-Lever Act of 1914 created funding to advance agriculture and home economics by creating the Cooperative Extension Service (CES).

In Oregon during those earliest years there were a few home-makers groups started, but it was the war years of World War I that brought more home economics agents, more homemakers into the program; and the dedicated volunteerism that is a special attribute of Family and Community Education members first began to develop. FCE members volunteered in everything from setting up school hot lunch programs to setting up a kitchen for flu victims in Umatilla County during the Spanish Flu epidemic in 1919.

Funding for home economics was inadequate to maintain much of a program following the First World War but was restored with the onslaught of the Great Depression. When Claribel Nye took over Extension Home Economics in 1929, the growth of the study group concept and agent-trained volunteer teachers became the accepted way to efficiently educate hundreds of homemakers in need of help during the depression.

It was at the 1932 Conference for the Study of Home Interest that the Oregon Association for Family and Community Education formed their organization. Under the early advisory leadership of Claribel Nye and Azalea Sager a solid organization was founded and immediately set about tackling problems. One of the first things they did, though they had only \$27.50 in the treasury, was to establish an annual scholarship of \$25 to be awarded to a deserving home economics student. It was hoped money for the scholarship would be donated by homemakers around the state. Ruby Dunn of Lane County started the fund with the first donation of 50¢. The three Oregon FCE statewide scholarships are the K. Ethel Lathrop, the Eleanor Trindle, and the Esther Kirmis award. Mrs. Lathrop, from Jackson County, helped with the organization of the State FCE Council and was State President in 1939-1941. Eleanor Trindle was an advisor to State FCE Council in 1950's. Esther Kirmis was an agent in Morrow County. The first award made in her name was in 1966.

Always supportive of 4-H programs, study groups have sent literally hundreds of children to 4-H summer camps or to OSU summer school on scholarships. The local groups were called Home Demonstration Clubs until 1964 when they became Extension Homemakers. This name more accurately reflected the changing time when home visits diminished, supplanted by members traveling to local Extension offices to take teacher training.

In the 1990's, the National Extension Homemakers Council gathered ideas for a new name—one that would best describe the organizations past activities and future concerns. In February 1992, the new national name became the National Association for Family and Community Education (National FCE).

At Oregon's annual meeting it was voted to follow National's lead of a new title and logo. We are now Oregon Association for Family and Community Education (Oregon FCE). The name has changed through the years, the constitution and bylaws have been amended, but their basic objective has remained essentially the same: TO STRENGTHEN INDIVIDUALS AND FAMILIES THROUGH CONTINUING EDUCATION, LEADERSHIP DEVELOPMENT AND COMMUNITY SERVICE.

Oregon joined the national organization in 1939. The National Association for Family and Community Education, Inc. is one of the largest adult volunteer educational organizations.

What lessons did the Study Groups cover in the early years? Some things that concerned women then still bother us today. In the 1930s came lessons titled Low-Cost Meals, Food Preservation, A Square Deal in Every Meal, The Changing World and the Family, Adolescence and Sex Education, and Understanding Ourselves. The 1940s and 1950s brought How to Tow a Car, How to Make Your Own Dress Gloves, How to Use a Pressure Canner, and How to Make Your Own Facial Products.

One project that made a lasting impression on the minds and backs of early day members was the project of mattress making. Bales of surplus cotton were shipped to centers in Oregon for families to make their own mattresses. Faced with a bale of cotton and several yards of ticking, some instructions seemed in order and Extension coordinated that effort. Cotton mats were made by actually beating the cotton into a solid, flat rectangular shape with a bat. The whole family became involved in this project and 8,639 mattresses were made in Oregon.

During World War II, FCE members rallied to the cause learning how to substitute in food preparation as butter, meat, and sugar were rationed. They studied home repair of household appliances, since men were gone to war. They saved fat and scrap metal for the war effort.

For fun, one of the most popular activities of those hard early years was the Homemaker Camp. The purpose of the camps was to give rural women the opportunity to make contacts with other women of mutual interest. The camps were open to all women and cost \$1 or \$2 for three or four days, plus some food to be contributed to the camp kitchen. The schedule allowed time for swimming, reading and classes on first aid, etiquette, nature study and crafts. Dramatics and singing around the campfire were enjoyed by these women whose life was often one of loneliness and little pleasures.

In the 1930s Miss Claribel Nye started the annual Conference for the Study of Home Interest held in February or March on the OSU campus. Participants lived in dorms on campus. Prices listed in the 1933 brochure were as follows: Women's Dormitory — 50¢ a night or three nights for \$1. Meals at the dormitory—breakfast, 20¢; lunch, 30¢; dinner, 40¢. If you could afford to live a little extravagantly, you could eat at the Memorial Union for 35¢ for lunch and 45¢ for dinner. If you could not afford either, Room 322 in the Home Economics Building was reserved for the use of those women who brought their own food to prepare.

Evaluations were done then as they are now for our Mini-College. The Clackamas County women who

attended the 1935 session wrote a critique. While they had enjoyed the conference and learned much, they did have some complaints. They felt there were too many PhD's on the program. A session devoted to Oregon women authors and their books drew their complaint that men authors should have had equal time. They felt they were too closely scheduled with not enough free time. But their biggest complaint was about the muddy walking conditions on campus. With the heavy rains of February, the campus was a quagmire.

The Clackamas County women determined to do something about it. They earned money to sponsor and pay for a trip by Claribel Nye to Salem to convince the legislature of the need for extra funds to put sidewalks in the well-walked areas of the campus. Apparently, she was successful, as sidewalks were built shortly thereafter.

The programs of the conference were varied and again had emphasis on coping with the depression, child development and parenting, food preservation, and clothing makeovers. Even then concerns were not limited to the home. There were sessions titled Understanding Oregon's Problems, What Women Can Do to Make a Better State, and New Factors on Developing Oregon's Resources. Just to make certain the women did not lose sight on things of real importance one early conference featured a lecture on What Constitutes a Good Family Man.

The first Oregon FCE Mini-College convened in 1974. After a lapse, Mini-College was recreated in June 1989 as a self-supporting program open to both men and women. Classes formed the heart of the 3½ days program sponsored by the OSU Extension Service and Oregon FCE. Class topics covered the spectrum of home economics and ranged from estate planning, desk top publishing, solar box cooking to watercolors and living in a healthy house. Participants stayed in a college residence hall. Before and after classes there was time to learn yoga, create a new craft, sing around the piano, or play games. Mini-College was discontinued in August 1998 as attendance dropped below the number needed to support the operating costs.

FCE members can look back on a rich legacy of projects that have enhanced the lives of thousands of people. Many of the projects carried out by FCE members over the years originated at the national level and were brought to fruition at the local level. Other local projects were accomplished when FCE members identified a need, rolled up their sleeves and went to work. Early legislative committees worked at state and national levels on such issues as improving sanitary requirements in hospitals, on women's labor laws, on requirements for high school teachers, and funding for the state library. Nationally they began the school hot lunch program and pushed for bookmobile libraries.

They asked for and received money from the legislature to fund an OSU research study on dental health problems in Oregon. They studied their county governments and monitored their activities. They worked on county and state fair boards to improve their quality.

They sponsored programs on rural road safety, farm safety, home safety, and bike safety. A later project meant coordinating Defensive Driving courses, campaigns to get the drunk drivers off the roads and child seatbelt laws. Current education programs focus on the environment, children and television, literacy, and global issues.

In 1981, the W.K. Kellogg Foundation funded the pilot program Family Community Leadership (FCL)

in six western states, including Oregon. This training is designed to enhance everyone's leadership capabilities and the involvement of those who traditionally are not represented in the public policy decision-making process.

Consider the impossible efforts of the Sprague River Study Group of Klamath County. Without adequate fire protection, they spearheaded a community fund drive to buy a fire engine and then built the firehouse to put it in. Without adequate emergency medical care, they then worked on a fund to buy an ambulance. The women took EMT training and earned additional funds to buy sophisticated equipment for their ambulance. Didn't they know you cannot raise that kind of money in a small rural community?

Probably the most remarkable thing Oregon FCE members ever did was to build a house. They did not know it was impossible to scrape up enough money during a post-war recession to finance a house, so they did it. Azalea Sager was upset with the lack of adequate housing for women students following World War II. She proposed to the Oregon FCE Executive Committee that they build a cooperative house for women students. That sounded like a worthwhile project, and they agreed. From 1946 until 1953 they worked as individuals, as study groups, as county committees, and as state officers to earn money to build that house. A total of \$57,760 had been earned by early 1953 and the house was built. It was named Azalea House in honor of Mrs. Sager. But the dedication of the house was "To the rural women of Oregon whose vision and determination made this house possible."

Oregon FCE members have found they not only can learn, but they can also teach. They not only can be leaders, but they can also make things happen in their homes, communities, their state, their nation and even in their world.

### **References:**

Mary Sorber's 1982 Golden Anniversary speech

Ballard, F.L. Oregon State University Federal Cooperative Extension Service—1911-1961 (unpublished).

Clark, Ava Milam. Adventures of a Home Economist. Oregon State University Press.

Unpublished sources include Clackamas County Program of Work—1929-1943; Clackamas County Committee Minutes 1935; Home Economics Extension Council Minutes, 1935; Conference for Study of Home Interest brochures 1933, 1935; Ceder Study Group Scrapbook plus other clippings.

National FCE 1992 Annual Report

## **NATIONAL ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION**

In 1936 our parent organization, the National Association for Family and Community Education (National FCE) was formed to unite and strengthen all the State FCE groups into one organization, enabling everyone to coordinate and share ideas.

Once a year, usually in the summer, a National convention is held. Any member and their spouse are welcome and encouraged to attend. Those who go to the meetings may choose educational classes in which to participate. There are many presentations, workshops and social events planned for those attending. Registration forms are in the fce TODAY, the official publication of National FCE. Each state has one voting delegate, usually the State President, who is expected to attend all the business meetings and vote as the state representative on any business brought forth.

### **International Peace Gardens**

National FCE has agreed to help maintain and support the International Peace Garden. It is a 2,300-acre garden located on the border of Manitoba, Canada, and North Dakota. It is dedicated to peace between the U.S. and Canada. A stone carving dedicated to peace in July 1932 bears the following inscription:

“TO GOD IN HIS GLORY” we two nations, dedicate this garden and pledge ourselves that as long as men live, we will not take up arms against one another.

## MARKETING FCE

### WHAT IS HAPPENING?

**Marketing is the molding of public opinion about a product, program, idea, activity, or a way of life.** Great marketing produces demand and interest. You are marketing your FCE organization no matter what you do. Your FCE group either offers an open caring worthwhile educational program or a closed group just filling their time.

This molding of opinion happens at every FCE meeting and FCE sponsored community event. It even shows up in the talk around the family dinner table. The product FCE members “sell” is knowledge. FCE has been a strong voice in promoting a healthier and better life for individuals, families, and communities. Building on the strength of the family as the center of a strong citizenry, FCE has a rich history of accomplishments. The words we use to describe FCE, what we learn and do, are powerful. They paint pictures in others minds as they form opinions about our organization.

**TARGET QUESTIONS**FCE is in competition for people’s time and attention. Everyone loves having fun while they learn something to enhance their lives. But they need to be informed and enticed by the benefits; thus, the use of asking good questions and using the answers to aid in positive marketing.

What is the purpose of FCE and who belongs to this organization?

- Where does the organization get the information?
- To whom is this organization offered?
- What are the needs of those being invited to join?
- Why would they want to join or stay in this organization?
- What programs does this organization offer that meets the needs of the group just described?

### MARKETING OPPORTUNITES

Positive marketing includes up-to-date brochures, newsletters, social media outlets such as Face Book, Twitter and Instagram and others, fair booths, news articles, radio and TV coverage, neighborhood or workplace invitations to study groups, or flyers placed in offices, schools, or businesses where the public can pick them up. Personal invitations are the best marketing tool. Open FCE sponsored workshops and events to the community, link community service to these events or tie community service projects to FCE programs or community needs. Let others know about your projects.

### A PARTNERSHIP TO PRODUCE KNOWLEDGE

The Oregon Association for Family and Community Education and “Extension Family and Community Development”, a program area of the OSU Extension Service has a unique partnership that began many years ago. The two organizations — one a volunteer non-profit organization with an educational mission, the other a governmental/ educational organization—are separate but closely related. Family and Community Development specialists are working always to upgrade information that will improve health and nutrition, deal with family stability, develop consumer competence, and clarify the problems of youth and of women caught up in the dual roles of homemaker and jobholder.

## **Oregon Association for Family and Community Education**

### **Mission**

To strengthen individuals and families through  
Continuing Education  
Leadership Development  
Community Service

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## **National Association for Family and Community Education**

### **Mission**

The Mission of the National Association for Family and Community Education is to strengthen families and communities through Education, Leadership and Action.

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## **Oregon State University Extension Service**

### **Mission**

We deliver objective, research-based, non-formal education to help Oregonians solve problems, develop leadership, and manage resources wisely.

### **Vision**

Oregon State University Extension Service is the “Front Door to OSU” and the premier provider of non-formal education that meets the needs of Oregonians and contributes significantly to strong individuals, families, and communities, a vibrant economy, and sustainable natural resources.

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## **Extension Family and Community Development**

### **Mission**

Extension’s Family and Community Development program offers educational opportunities to help Oregon families meet the practical challenges of daily life. Educational programs address critical issues for individuals and families and help Oregonians become healthy, financially secure, and responsible members of society. This mission is carried out with the involvement of professionals, volunteers and support staff who organize and conduct educational experiences in group, community, family settings and through the media.

### **Vision**

Everyone deserves a nurturing family and caring community. Oregon State University Extension Family and Community Development strengthens Oregon families through interdisciplinary education programs and community partnerships.

## **College of Health and Human Sciences**

### **Mission**

The mission of the College Health and Human Sciences is to promote the social, psychological, economic, and physical well-being of individuals, families, communities, and organizations. The College of Health and Human Sciences is the unit at Oregon State University that deals with the processes and resources by which family members form, integrate and carry out their multiple roles in the production of their own well-being. We believe that individuals produce the ultimate components that contribute to well-being within a social context by combining their human and material resources for long run growth and sustainability. We view individuals as integrated persons who must be viewed within the total environment. The ultimate goal is to facilitate human development that will result in individuals who are functional within their multiple roles. Activities are guided by educational emphasis, scholarship, intellectual curiosity, social responsibility, compassion, and high ethical standards.

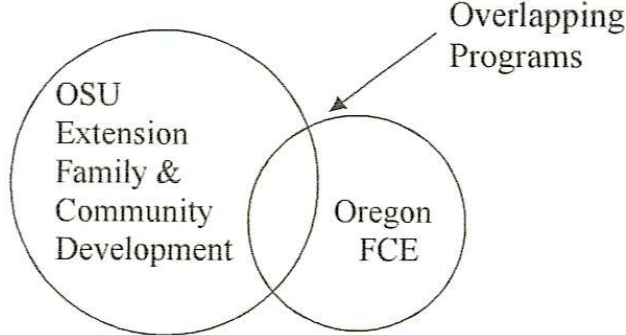
### **Vision**

The vision of the College of Health and Human Sciences is to promote the social, psychological, economic, and physical well-being of individuals, families, , and organizations. This will be accomplished through interdisciplinary programs in teaching, research and extended education that are respected for quality in Oregon, nationally and internationally. All programs of the College recognize development across the life span, diversity, and a global perspective as integral to the discovery of new knowledge and the preparation of professionals and improving the quality of life for Oregonians.

The College will be a visible leader in improving the quality of life for Oregonians across the lifespan. It will be positioned among the top units nationally and internationally in providing a base of leadership within the areas for which we have responsibility in shaping the development and dissemination of scholarship in instruction, research, and outreach. The College will be a visible and trusted leader in cultural diversity exemplified through teaching, research, extended education, and innovative delivery systems and will be a leader among OSU colleges in focusing on the learning needs of a variety of individuals, families, agencies, or organizations on and off campus. The College will sustain itself and its mission over time and will function effectively and efficiently at the local, state, national and international levels regardless of internal or external changes.

# A Unique Partnership

Extension Family and Community Development, a program area of the OSU Extension Service and the Oregon Association for Family and Community Education have a unique partnership that began many years ago. The two organizations — one a governmental/educational organization and the other a volunteer non-profit organization with an educational mission — are separate but closely related.



The overlapping circles show the relationship of the two organizations. These circles overlap at the county, state, and national levels.

OSU Extension Service has 6 program areas, one of which is Extension Family and Community Development. Extension Family and Community Development is the program area which provides educational programs for Oregonians focused on building strong, healthy families who want to know how to manage their resources to meet their goals.

Oregon FCE is an organization which focuses on leadership development and strengthening families through delivering educational programs to its membership and other people throughout the state, doing community service activities which benefit families and providing emotional/social support to its members.

At all levels, the organizations advise and support each other. Key groups/individuals and their roles in this unique partnership are shown below:

## **FCE**

### FCE Study Group

Educational lessons

Community service

Member support

Lesson topic identification input



## **Extension Service**

### Family and Community Development

Faculty

Train leaders to teach statewide jointly developed lessons

FCE County Council

County-wide activities  
County level organization business  
Communication from/to study  
groups and district director

Family and Community Development  
Faculty

Advise council



FCE District Director

Coordination of district events  
Communication from/to state  
board and county council

Family and Community Development  
Faculty

Advise District Director



FCE State Board

Education Committee lessons  
Statewide lesson topic recommendations  
Coordination of statewide activities  
Business of organization at state level  
Business of organization at national level  
Communicate with county councils

Family and Community Development  
Program Leader

Advise state president/board  
Program development — statewide lessons  
Communication with faculty

National FCE Board

National program development  
Coordination of national activities  
National business of organization  
Communicate with state officers  
and members



Deputy Administrator, Families, 4-H  
and Nutrition, CSREES-USDA

Support mutual program emphasis  
Maintain effective partnership

Written by Lois Goering, 1996  
Updated by Janice Leno, 2000

## **KNOW YOUR ORGANIZATIONAL ALPHABET**

As a member of an Oregon Association for Family and Community Education study group, you are a “brick” in the foundation upon which it is built..

The COUNTY organization, the council’s name shall include the name of the county plus FCE County Council, i.e., Benton FCE County Council. The County Council is a bridge between the local study groups and the District Director. Each county develops a program based on the needs and interests of its members with assistance from the District Director, and the County Council chair. Each FCE study group member is represented on the County Council through their representative.

The STATE organization, called Oregon Association for Family and Community Education (Oregon FCE), has approximately 357 members in Oregon as of December 2016. The State Board conducts the business for the organization, supports the FCE study groups’ program as a vital adult education program and promotes related programs in the areas of Health Issues, Home and Community Environment, Leadership Skills, Youth Education, and International Concerns.

For more information see: [www.oregon-fce.org](http://www.oregon-fce.org)

Every FCE member belongs to:

A NATIONAL organization called the National Association for Family and Community Education (National FCE), which has a membership made up of state organizations. The National FCE Board has three focus areas: Education, Leadership, and Action. National FCE produces small programs called Hearth Fire booklets which are 8-12 pages long. These Hearth Fires can be taught as is or as a starting point for a longer program. The National Board produces at least three Hearth Fire booklets per year, along with three Family and Community Leadership (FCL) programs. Workshops are presented at the National Convention on the three Hearth Fire booklets and the three FCL programs. National FCE also publishes the newsletter fce TODAY.

For more information see: [www.nafce.org](http://www.nafce.org)

Every Oregon FCE member belongs to:

The WORLD organization called ACWW — Associated Country Women of the World, the only world organization of rural women and homemakers. It has a membership representing 9 million members in women’s societies in 84 countries. Its chief aims are to promote international friendship and understanding, to work together for the betterment of rural homes, food and agriculture. It speaks for you at meetings of the United Nations, as a non-governmental organization (NGO), working through the Economic and Social Council, Food and Agricultural Organization (FAO), UNICEF (Children’s Fund), UNESCO, and the committees on Human Rights and the Status of Women.

For more information see: [www.acww.org.uk](http://www.acww.org.uk)



The National FCE seal is composed of three concentric circles which typify the home, the family, the community, and the organization.

The HEARTH FIRE in the center symbolizes the home and expresses the spirit of the finer attributes of the home, such as fellowship, hospitality, comfort, peace, and protection.

The OAK LEAF symbolizes the strength of the home; the LAMP of knowledge symbolizes the wisdom with which a home and family must be created; the WHEAT represents productivity and richness of the family and community.

Around these symbols are the words, "HOME, FAMILY, COMMUNITY." The outer circle designates the name of the organization: NATIONAL ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION.

The Oregon FCE seal is the same as the National Emblem, with the word NATIONAL replaced with OREGON. This seal, the interior of the seal called the emblem and the FCE logo were adopted in 1992. The seal is used for formal times, such as certificates. Redrawing or altering of this artwork is prohibited.

Examples:



Oregon FCE Seal



Oregon FCE Emblem



Oregon FCE Logo





## **OREGON ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION, INC. BYLAWS**

**Adopted October 5, 2004; Revised October 2, 2018**

### **Article I NAME**

The name of this organization shall be the Oregon Association for Family and Community Education, Inc.; hereafter referred to as Oregon FCE, or FCE, an affiliate of the National Association for Family and Community Education. (Referred to in these bylaws as the “Organization or Association”)

### **Article II OBJECT**

The object of this organization, as a non-profit organization as defined under section 501(c)(3) of the Internal Revenue Service Code, shall be to network with the affiliated counties and local groups to promote the mission of FCE to strengthen individuals and families through education, leadership development and action.

### **Article III MEMBERSHIP**

#### Section 1. Eligibility

Membership shall be open to any person, family, business, or agency that supports and advances the objectives of FCE and whose bylaws do not conflict with those of the organization.

#### Section 2. Classification

- A. Active member shall be an individual who belongs to a county or local group and who shall pay both national and state dues through the state association.
- B. Member-at-Large is an individual not affiliated with a county or local group and who shall pay both national and state dues through the state association.
- C. Senior membership shall be an optional membership for an individual who is 80 plus, years old, may be active or inactive, who shall pay both national dues discounted by 20% and state dues through the state association.
- D. Family membership shall be available for families who pay national and state dues through the state association. Family membership shall be defined as member, spouse and minor children living in the same home.
- E. Business/Agency members shall be interested groups who pay dues to the Association without voice or vote.

### **Article IV DUES AND FINANCES**

- Section 1. Dues for the following year shall be payable by all members to the Oregon FCE Treasurer by December 1<sup>st</sup> of the current year.  
Dues are payable November 1 and are delinquent December 1. A completed

application for membership or renewal for each member shall be sent to the treasurer along with the member's dues. National's portion of the dues along with the number of memberships shall be sent to the National Treasurer by December 1. A complete list of members and their addresses shall be sent to the National Treasurer and National headquarters by December 1.

- Section 2. In order for states to be affiliated with FCE, National FCE membership dues shall have been paid on all persons having membership in any FCE club, county, and state association. In order for a member, club county or district to be affiliated with Oregon FCE, National and State membership shall have been paid on all persons listed as members.
- Section 3. Dues for members are as approved by the membership of the association at the annual meeting. National dues are approved by the National Association.
- Section 4. No dividends or other distribution shall be declared to any member of FCE.
- Section 5. A former county affiliate may make application for reinstatement to the Oregon FCE Executive Committee. The Oregon FCE Executive Committee shall approve or disapprove each application for reinstatement under such terms as are just, as determined by the Oregon FCE Executive Committee.

## **Article V OFFICERS AND ELECTIONS**

Section 1. Elective officers of the Association shall be:

- A. The Officers of Oregon FCE shall be a President, a President-Elect (when applicable) a Vice-President for Program, a Vice President for Public Policy, a Secretary and a Treasurer.
- B. One Director from each district to be elected by the delegates from that district.

These officers shall be elected at the annual meeting for a three-year term. When an office becomes vacant between election years, or is not filled at the time of election, the pro-tem officer shall serve for the duration of the unexpired term. Any officer shall be eligible to serve more than one consecutive term in any office. The President-Elect shall be elected for a term of one year. Newly elected officers shall take office on January 1, following the annual meeting at which they are elected.

- C. Standing Committee Chairs, a Newsletter Editor and Special Project Chairs as deemed necessary to conduct the business of Oregon FCE, shall be appointed by the President, with approval of the Executive Committee, to serve a three-year term and will be considered as members of the Board of Directors.

Section 2. Qualifications and Eligibility

- A. Any nominee for an Oregon Association for Family and Community Education, Inc. office must be an Oregon FCE member in good standing as outlined in Article III, Section 3 of the National FCE bylaws and must have previously served on a County

Council, or an FCE Committee, for at least a term of one year.

B. President-Elect must have served a three-year term on the Oregon FCE Board.

### Section 3. Nominations and Elections

A. For the purposes of nomination and election, the officers shall be divided into groups I, II and III. One group is to be elected each year for a term of three years, with the exception of the President-elect, who will serve one year as President-elect, three years as President and one year as Past president.

**Group I** Shall consist of a Vice-President for Program, a President-elect, a Secretary and Directors from District II, IV.

**Group II** Shall consist of the President-elect becoming President and Director from District I.

**Group III** Shall consist of a Treasurer, Vice President for Public Policy and Directors from Districts III, V.

B. Division of State into Districts:

District I	Clatsop, Columbia, Tillamook, Washington, Multnomah, Clackamas
District II	Gilliam, Hood River, Sherman, Wasco, Jefferson, Wheeler, Deschutes, Crook
District III	Marion, Polk, Yamhill, Lincoln, Benton, Linn, Lane
District IV	Morrow, Umatilla, Union, Wallowa, Grant, Baker
District V	Jackson, Josephine, Klamath, Coos, Curry, Douglas, Lake, Harney, Malheur

### Section 4. Nomination and Election Committee

A. Members shall be appointed by the President for a term of three years. This committee shall consist of one member from the Board of Directors and two members from the general membership, with all three from different districts. Each year a new member is to be added and the Chair retired. The Chair of the committee shall be the person with the longest tenure on the committee.

B. Nomination and Election Committee Duties:

1. Report the slate of nominees and a resume of their qualifications to County Councils six weeks prior to the annual meeting.
  - a. Candidates must be nominated and endorsed by a County Council.
  - b. Candidates must give their consent in writing.
  - c. An At-Large-Member wishing to run for an office on the Oregon FCE board, shall send a petition to the Executive Committee for nomination prior to the Spring Board meeting. The member must submit three letters of recommendation attesting to his/her qualifications and integrity, at least one of which needs to be from an Oregon FCE member.

2. Report the slate of nominees to the Board of directors at the fall Board meeting and to the delegates the first day of the annual Oregon FCE meeting.
3. Following the report of the nominating committee, additional nominations may be made from the floor, by any member in good standing, providing the candidate meets the qualifications for eligibility in Article V, Section 2 of the Oregon FCE bylaws and has agreed in writing to perform the duties and responsibilities of the office. Qualifications must be received by the nominating committee on or before the first day of the annual conference. Eligibility will be determined by the nominating committee. The procedure outlined for the nominating committee in (b) and (c) of this section will not be applicable.
4. Election shall be ballot or voting card unless there is only one nominee for each office, then the election may be by acclamation.
5. If no majority is reached after two ballots are cast, the names of all candidates except the two who have received the largest number of votes shall be deleted and the voting continued.
6. To be eligible to vote, a County must have paid its dues for the current year. A majority vote of delegates present entitled to vote, and voting, shall constitute an election.

**Section 5. Vacancies**

Vacancies among offices shall be filled for the remainder of the unexpired term by appointment by the President with the approval of the Executive Committee.

**Article VI DUTIES**

**Section 1 The Duties of the President shall be to:**

- A. Preside at business meetings of the Association of the Board of Directors and of the Executive Committee.
- B. Appoint all Marketing Team members, Newsletter Editor and Special Project Representatives for a term of three years, subject to the ratification of the Executive Committee. Assign duties and publish job descriptions for the above-mentioned positions.
- C. Appoint special committees, assign duties, and publish job descriptions for these positions.
- D. Keep the Vice Presidents informed , and assign such duties to the Vice Presidents and District Directors as will aid the President in performing the work of the office.
- E. Ensure that all Board members and committee chairs/representatives are given notice of Board of Directors' meetings.
- F. Be an ex officio member of all committees, with the exception of the Nominating committee.
- G. Submit a report of her/his official activities to the Board of Directors at the

meeting prior to the Annual Meeting.

- H. Report his/her official activities annually to the delegates at the Annual Meeting.
- I. Assume responsibility for the in-service training of the President Elect.
- J. Be a voting delegate at all National FCE and ACWW meetings when attending.
- K. Attend the National FCE Conference, with expenses paid within the limits of the budget. In the event the President is unable to attend an annual conference, she/he may appoint an appropriate alternate, whose expense will be covered within the limits of the budget.

Section 2. The duties of the Vice President for Program shall be to:

- A. Serve as aide to the President, who shall assign the Vice President's duties.
- B. Serve as Chair of the Education Committee.
- C. Serve as Chair of the Credentials Committee for elections.
- D. Perform the duties of the President in the event of his/her resignation, disability, or death, until the next meeting of the Executive Committee.

Section 3. The duties of the Vice President for Public Policy shall be to:

- A. Serve as aide to the President, who shall assign the Vice President's duties.
- B. Work with the President to develop leadership training opportunities for Board members and other FCE leaders.
- C. Oversee the selection of the Heart of FCE and the Friend of Oregon FCE awards, as selected by the Oregon FCE Board.
- D. Perform the duties of the President in the event that neither the President nor the Vice President of Program is able to complete the elected President's term of office. At the next meeting of the Executive Committee, a successor shall be named to complete the term of office.

Section 4. The duties of the President-elect shall be to:

- A. Become President at the expiration of the President's term. A President-elect shall have served one year's training before advancing to the presidency.
- B. Attend Executive Committee Meetings, Board of Directors' meetings, and State Annual meeting with a vote.
- C. Accept special committee assignments as required by the Executive Committee.

Section 5. The duties of the Secretary shall be to:

- A. Keep records of all meetings of the Association, Board of Directors and the Executive Committee.
- B. If asked by the President, give notice of Association, Board of Directors, or Executive Committee meetings.
- C. Ascertain the number of voting delegates present at the business session of the Annual Meeting by calling the roll of the counties.
- D. Perform other secretarial duties as assigned by the President.
- E. Distribute minutes of meetings to all Executive Committee members within three weeks of the date of a meeting. Receive corrections and send corrected minutes to all board members within 30 days.

- F. Update the Policies and Procedures document as approved by the Oregon FCE Board of Directors.
- G. Update the bylaws document as approved by the vote of the general membership at the Annual Conference of the Association.

Section 6. Duties of the Treasurer shall be to:

- A. Be bonded.
- B. Receive and keep records of all funds and deposit the same in a depository approved by the Executive Committee.
- C. Pay authorized expenses of the Association upon written order from the President.
- D. Present a statement of accounts at all meetings of the Board and at such times as the President shall request.
- E. Have the books reviewed by the Financial Review Committee each year of a Treasurers term. At the end of the Treasurers term, the Treasurer can request permission from the Oregon FCE Board to have the Treasurers books reviewed by a CPA if it becomes necessary.
- F. Make a financial report at the State Annual Meeting.
- G. Serve as Chair of the Budget committee.
- H. Mail notification of annual dues to County Treasurers in August.
- I. Assist the President in preparing a proposed budget for the coming year. Make copies of the proposed budget for all Board members. Present the proposed budget at the Fall Pre-Conference Board meeting. Prepare a copy of the proposed budget and a short financial statement for attendee packets for the Annual Meeting.

Section 7. Duties of the District Directors shall be to:

- A. Serve as representative of your district on the Board, transmitting concerns and ideas from Counties to the Board and from the Board to the Counties.
- B. Prepare a concise written report of the FCE activities of the counties in your district for each member of the board. Give a brief oral report, when requested by the President.
- C. Submit a written District Director report of the previous year's FCE activities to the President and the Vice President for Program by the scheduled deadline in the Oregon FCE Handbook.
- D. Visit each county in your district twice each year.
- E. Work with the County Council Presidents and participate in County programs, as requested.
- F. See that arrangements are made, and programs planned for District meetings. Involve all the district's counties in planning.
- G. Work with the counties in your district when hosting the Annual Meeting.

Section 8. Term of Office:

Officers and board members, with the exception of the President Elect, shall serve for a term of three years or until their successors are elected or appointed.

**Article VII EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee should consist of:
- A. Elected officers: President, Vice President for Program, Vice President for Public Policy, President-elect (when applicable), immediate Past-president (When applicable), Secretary and Treasurer.
- Section 2. The duties of the Executive Committee shall be:
- A. To transact any business of the Association arising between the Board of Directors meetings and to act in all emergencies.
  - B. When an elected official is not in good standing with the Association or does not carry out the duties of the office and has been counseled, that person may be removed from the position by a majority vote of the Executive Committee. The officer shall be notified in writing of the Board’s decision and visited. The President shall appoint with approval of the Executive Committee a pro-tem replacement to the position until the next annual election.
  - C. When an appointed chair is not in good standing with the Association or does not carry out the functions of that office and has been counseled, that person’s chairmanship may be terminated by a majority vote of the Executive Committee. A written notification of the action shall be sent to the Chair. The ousted chair should be notified in writing and visited. The decision of action should be written in the Executive Committee minutes.
- Section 3. Quorum
- A. A majority of the members of the Executive Committee shall constitute a quorum.
  - B. In the absence of a quorum, no official business shall be conducted.

**Article VIII BOARD OF DIRECTORS**

- Section 1. The Board of Directors should consist of:
- A. The elected officers: President, a Vice President for Program, a Vice President for Public Policy, a President-elect (when applicable) a Secretary, a Treasurer, District Directors, immediate Past-president (when applicable).
  - B. Newsletter Editor and Special Projects Committee Chairs, as deemed necessary by the President to conduct the business of the Association.
- Section 2. Duties of the Board of Directors shall be:
- A. To develop the policies and programs of the Association.
  - B. To transact the necessary business of the Association.
  - C. To review the Association’s Standing Rules at least one time during a President’s tenure and to revise them by majority vote when needed.
  - D. Upon termination of their duties, Board members and other officers shall turn over to their successor’s handbooks and all relevant materials in good order.
- Section 3. Meetings
- A. At least three meetings shall be held annually by the Board of Directors. One meeting shall be held immediately before and one immediately after the annual Association meeting. One Spring Board meeting shall be held on a date set at Post Conference Board meeting.

- Section 4. Quorum  
A. A majority of Board members shall constitute a quorum.

#### **Article IX COMMITTEES**

Such committees as are necessary to carry on the work of the Association shall be appointed by the President with the approval of the Executive Committee. The President shall be a member, ex-officio, of all committees with the exception of the nominating committee

- Section 1. Budget Committee  
A. The Budget Committee consisting of the Treasurer, one person from the Board of Directors appointed by the President and a member from the general membership appointed by the president shall develop the annual budget, subject to approval of the Board of Directors.  
B. The Budget Committee shall submit to the members of the Association a budget showing anticipated revenues and expenditures of the Association for the coming year.
- Section 2. Standing Committees  
A. Standing Committees as are necessary to carry on the work of the Association shall be appointed by the President in consultation with the Board of Directors.  
B. Standing Committee chairs may attend Board of Directors meetings when invited by the President.  
C. When called to a meeting, Standing Committee Chairs shall have transportation and lodging expenses paid by the Association at the rate accorded to Board members.
- Section 3. Ad Hoc Committees  
A. Ad Hoc Committees shall be appointed as deemed necessary by the Board of Directors.  
B. Chair of Ad Hoc Committees shall attend the Board of Directors meetings at the request of the President, to make a report only.  
C. Ad Hoc Committees shall submit written report of plans, actions, and results to the President.  
D. When called to a meeting Ad Hoc Committee Chairs will have transportation and lodging expenses paid by the Association at the rate accorded to Board members.  
E. Ad Hoc Committee Chairs shall not have a vote when attending Board of Directors meetings.

#### **Article X ANNUAL MEETING**

- Section 1. Oregon FCE shall meet annually for the purpose of electing officers, presenting suggested educational programs, adopting a budget, hearing reports, and conducting such business as may properly come before it.
- Section 2. The annual meeting shall be held in October in the Districts on a numerical basis. Any district may pass to the next in turn if unable to host the meeting.
- Section 3.  
A. Voting delegates shall be members of Oregon FCE.

- B. The voting delegates at the annual meeting shall be the Presidents of the County Councils, or the accredited alternate. An accredited alternate should be a member of County Council if possible
- C. All Oregon FCE members shall be voting members on all business matters except elections.
- D. The sessions of the annual meeting shall be open to visitors without a vote.
- E. The majority of the certified voting delegates registered, and present shall constitute a quorum.

Section 4. The receipts of the Sales Room and any funds remaining from the registration after the meeting expenses have been paid shall be sent to the State Treasurer not later than December 15<sup>th</sup>. The Host District is allowed to keep any funds received from their drawing items at the Annual Meeting.

Section 5. Expenses of the organization will be met by dues and donations from the members and, when deemed necessary, from the Organization's investments. The dues may be adjusted at the annual meeting as the need arises by a majority vote of the Association membership present at the annual meeting.

Section 6. Expenses shall be allowed the President or an alternate to attend the National Association for Family and Community Education Annual Conference, not to exceed the limits of the budget. Expense shall be allowed the President-Elect to attend National FCE, not to exceed the limits of the budget.

Section 7. Transportation and lodging shall be allowed the members of the Board of Directors for the Spring Board meeting upon receipt of an itemized bill for expenses not to exceed the amount set up in the budget. Transportation and lodging will be allowed members of the Board of Directors for the annual meeting of the Association, or if called to another Board meeting, on receipt of an itemized bill not to exceed the limits of the budget. Expenses may be prorated if funds are inadequate.

Section 8. When committees meet as deemed necessary by the President, they may submit transportation and lodging expenses not to exceed the limits of the budget. Expenses may be prorated if funds are inadequate.

Section 9. Expenses for the current year must be submitted for approval in a timely fashion, but no later than December 15.

## **Article XI AWARDS**

Funds received for the K. Ethel Lathrop, Eleanor Trindle and Esther Kirmis awards will be turned over to Oregon State University Foundation with the understanding that Oregon Association for Family and Community Education, Inc. will be notified of the number of scholarships awarded and the dollar amount for each.

## **Article XII AMENDMENTS**

- Section 1. These bylaws may be amended at the annual meeting of the Association by a vote of two-thirds of the votes cast, provided notice of proposed amendments has been sent to each county 60 days prior to the meeting. This can be accomplished by mail, email or by printing the bylaws and the proposed changes in the Spring Issue of the Oregon FCE Newsletter.
- Section 2. These bylaws may be amended without a sixty-day notice by unanimous vote of the voting delegates present at the annual meeting, provided the proposed amendments have been presented at an earlier general session during the conference.

## **Article XIII PROXY VOTING**

No member or delegate shall be allowed to vote by proxy under any circumstances.

## **Article XIV PARLIAMENTARY AUTHORITY**

This organization shall be governed by Roberts Rules of Order Newly Revised in all cases not otherwise provided for in the bylaws.

## **Article XV USE OF FUNDS**

The Association is a nonprofit organization. Any funds received by the organization for carrying out its purpose shall not accrue to the benefit of individual members.

## **Article XVI DISSOLUTION**

In the event the Association should be dissolved, all funds accrued by the Oregon Association for Family and Community Education shall be contributed to a viable non-profit organization(s) as deemed worthy by a 2/3 vote of the members of the Association. Ballots shall be sent to the Oregon Association for Family and Community Education, Inc. members by the Board of Directors. Vote must be taken by written ballots sent out by the board and 2/3 must be returned to Disassociate.

Approved at Annual Meeting in Coos Bay, Oregon on October 5, 2004.

# **OREGON ASSOCIATION FOR FAMILY & COMMUNITY EDUCATION INC.**

## **Board Policies**

These revised policies have been designed to supplement, and where necessary, further expound on the bylaws governing the Oregon Association for Family and Community Education, Inc., an affiliate of National FCE.

### **BOARD OF DIRECTORS**

The Association shall be governed by a Board of Directors, duly elected by the members. (Refer to the Oregon FCE bylaws Article V)

1. Duties
  - A. Board members shall make no commitments concerning the work of the Association without the approval of the President.
  - B. No officer or person having access to members' personal information shall give lists of members' names to persons outside this organization without specific approval of the Executive Committee.
  - C. Board members shall understand the partnership between Oregon FCE and OSU Extension Family and Community Development Department.
  - D. Program Representatives and Committee Chairs shall follow the job descriptions which can be found in the Oregon FCE By-laws. A copy of her/his job description shall be given to each candidate asked to fill such a position.
2. If Oregon FCE has a member on the National FCE Board, said member will be invited to all Oregon FCE Board meetings at the Organization's expense, but without a vote

### **BUDGET/FINANCES**

1. Expenses of the organization will be met by dues and donations from the members and interested others, and when necessary, from the Organization's investments.
2. Financial reimbursement to the Board of Directors, Committee Chairs, other members, and consultants will be made for expenses incurred in the execution of the work of Oregon FCE, within the limits of the budget. An itemized statement and appropriate receipts must accompany the request for reimbursement. No reimbursement will be made for local, county, or district activities, with the exception of reimbursement for travel expenses for Directors to visit each county two times per year, within the limits of the budget.

3. Financial reimbursement shall be made per the following schedule:
  - A. Mileage will be paid at 28 cents per mile for persons driving to a required meeting. Reimbursement shall be made to only one person per car. ( i.e., driver or passenger). County Councils inviting members of the Board of Directors to their meetings shall be responsible for the Board members' mileage.
  - B. Reasonable copying and postage costs can be considered, within the limits of the budget.
  - C. Room costs for Board of Directors' meetings will be paid within the limits of the budget and will follow these guidelines:
    1. 2 board members, 2 beds, room paid by FCE
    2. 1 board member, or 1 Board member and 1 non-Board member, Oregon FCE pays half.
    3. Persons invited to attend the Board meeting, expenses may be partially covered.
    4. Co-Directors will share the expenses of 1 Directors position.
4. Expense sheets, with receipts, are to be sent to the President for approval no later than December 15 of the year they are incurred.
5. Persons financed fully, or in part, by Oregon FCE to attend any meeting or activity will be required to submit a written report of that activity to the President. An oral report or Newsletter article may be requested. Such persons will be required to conduct a lesson or workshop at the State Annual Conference. Persons not complying with these requirements may be asked to reimburse the organization in full or in part.
6. The Finance Committee, appointed by the President, shall make decisions about the use of the two special Oregon FCE funds—the Education Fund and the Enhancement Fund.
  - A. The Education Fund and the Enhancement Fund will be used to provide monies to implement and/or supplement:
    - The National FCE Educational Program
    - Oregon FCE Educational Programs
    - Membership drives
    - Special projects
    - Promotional projects
7. Twenty percent (20%) of the monies collected for Pennies for Friendship will be deposited in the Triennial Fund savings account each year. This fund will be used to send the State President or other accredited delegate to the ACWW Triennial meeting. Remaining 80% is sent to ACWW to fund Community

Development Projects. ACWW web-site [www.acww.org.uk](http://www.acww.org.uk)

8. Registration and conference monies collected in excess of costs at the State Annual Conference shall belong to Oregon FCE and shall be sent to the FCE State Treasurer no later than December 15 of the same year.
9. Profits realized from the Sales Room at the Annual State Conference shall benefit the membership statewide and should be sent to the FCE State Treasurer no later than December 15 of the same year.
10. Expenses for the current year must be submitted for approval in a timely manner, and no later than December 31<sup>st</sup> of the year in which expenses are incurred.
11. The fiscal year shall be January 1 through December 31.

#### **ELECTION:**

1. The Oregon FCE Board does not approve of any public campaigning by Oregon FCE nominees, such as buttons, brochures, posters, or any letters urging a vote for a specific nominee.
2. Nominees for an Oregon FCE office will be requested to attend the Board of Directors meeting held prior to the State Annual Business meeting at the nominees' expense. Those elected will be expected to attend the Post Board of Directors meeting.
  - A. Nominees will be introduced at the Board of Directors Meeting. A brief memorandum of qualifications for each nominee will be read.
  - B. Each nominee for elective office will be introduced during the Annual Business Meeting and may have three minutes to say a few words about himself/herself and the office sought.

#### **HEART OF FCE AWARD**

1. This award will be bestowed annually on an Oregon FCE member who has made a difference in her/ his community through FCE service.
2. The winner of the Heart of Oregon FCE will be voted on by an unbiased committee selected from the membership and representative of all sections of the State. The winner will be approved by the Oregon FCE Board and will have her/his name announced at the FCE State Annual Meeting in October. His/her name will be submitted for the National Heart of FCE Award.
3. Each county may submit one name for consideration for the award. A member may win the award one time only. A member's name may be submitted

more than one time if she/he has not been chosen at a prior time.

- 4, Nominations for the award should be submitted by the County Council to the Heart of FCE Committee Chair( V.P. of Public Policy) no later than March 15<sup>th</sup> of the year in which the award is to be given.
- 5 Nominees shall be an Oregon FCE member in good standing they may have held office, or chaired a committees or special project, do not forget those who work quietly behind the scenes and who serve the organization and the community through service to FCE.

#### **MISCELLANEOUS**

1. With the exception of official Oregon FCE, National FCE, or ACWW items, there will be no selling or merchandising at Oregon FCE meetings unless the Oregon FCE Board has given approval.
- 2 Resolutions:
  - A. That Oregon FCE does not endorse any product or service.
  - B. That Oregon FCE does not endorse any one candidate for public office. If public discussion is desired, all sides must be presented.
- 3 Between Board meetings, communications between Board members and/or committee members, as well as emergency votes on issues may be by e-mail, regular mail, or phone.
4. The Oregon FCE bylaws and Board Policies and Procedures must be reviewed by the Board of Directors at least once during a President's administration.
5. The Secretary shall be responsible for keeping the bylaws and the Board Policies and Procedures updated.
6. The Board Policies and Procedures may be changed by a majority vote of the Board of Directors.

## STATE AND NATIONAL ASSOCIATION DUES

The amount of State and National dues for each study group member is printed on the membership application form that is sent out by the State Treasurer. These dues shall be paid to the County Treasurer no later than October 15 of the previous year. The County Treasurer sends study group dues to the State Treasurer no later than November 1, accompanied by a completed original membership application signed by each applicant.

Members' dues support the following:

### 1. Oregon Association for Family and Community Education

The state dues help with the expenses for:

- Educational materials
- Officer materials
- Travel expenses for District Directors to meet with each county in her/his district twice per year.
- Travel and room expenses for Board members' attendance at meetings
- Expenses for sending the State President to the annual meeting at National
- Paying the dues to affiliate organizations, such as ACWW.
- Office expenses, such as stamps, stationary, printing, etc.
- Oregon FCE newsletter

### 2. Oregon FCE International Fund

An annually budgeted amount of Oregon FCE funds goes into an International Fund. This is used to send a delegate to the Triennial Meeting (once every three years). Delegates from 70 other countries come to this meeting bringing reports and problems from their countries. These discussions help give us a better understanding and a feeling of closeness to distant countries. Our representative to this meeting shares with us pictures and reports about countries where ACWW meetings have been held.

### 3. National FCE

The state forwards the National dues from each member to National FCE to help pay for:

#### **Educational Programs**

Hearth Fire Booklets  
FCL Training  
Annual Conference

#### **Organizational Items**

Annual report  
FCE web site  
fce TODAY — quarterly newsletter  
Marketing/awards

**Liability Insurance****Leadership meetings**

National FCE board meetings

**Headquarters**

Executive Director

Rent, Staff, Clerical

Legalities

**Associated Country Women of the World (ACWW) Dues.**

Individuals wishing to join ACWW may pay dues to ACWW. They will receive a quarterly magazine, "The Countrywoman," An Oregon member wishing to attend an ACWW Triennial Meeting should contact the State President for guidelines or [www.acww.org.uk](http://www.acww.org.uk)

**Oregon Scholarship Awards:**

**K. Ethel Lathrop Award.** An existing Oregon FCE scholarship was named for K. Ethel Lathrop in 1953. Mrs. Lathrop was a member of the Jackson County Advisory Committee in 1918. She helped with the organization of the State Homemakers Council, now Oregon FCE, and was State President, 1939-1941. Mrs. Lathrop was ACWW chairman from 1942 until 1950. The last record found in minutes concerning Mrs. Lathrop is in 1959 when she went to the ACWW Triennial in Scotland. She did not go as a delegate because she was in failing health and felt she would not be able to report on the conference. A \$450 award was given in 1995-96.

**Eleanor Trindle Award.** This award was set up in June 1957 by the contributions of Extension unit members. The award was named for Eleanor Trindle, who was a home economics agent in Marion County before joining the state staff in 1951 as a state agent. Eleanor Trindle was an advisor to the State Homemakers Council Board. She died in 1956. A \$450 award was given in 1995-96.

**Esther Kirmis Award.** Esther Kirmis was an agent in Morrow County. On May 5, 1965, Morrow County presented a check for \$650 to the Council to establish the Kirmis Award Fund. First award made in 1966. A \$350 award was given in 1995-96.

The OSU Foundation is now administering the three scholarship funds that originated with FCE since June 30, 1972. Award recipients are chosen by the College of Health and Human Services.

## **Optional contributions from Counties**

**Dollars for Leadership:** In 1971 NEHC, now National FCE established a Nickels for National Fund. Contributions from groups help pay the expenses of holding educational seminars from which members bring the latest information back to their states. In 2002 it was changed to Dollars for Leadership.

**ACWW/International:** (Pennies for Friendship): Eighty percent of contributions are used to finance ACWW international projects.

**Oregon 4-H Foundation:** Contributions help Oregon youth in the Japanese Exchange Program; County Innovative Grant Program; and Youth Leadership Development.

**Quarters for FCL (Family Community Leadership):** Oregon Association for Family and Community Education (Oregon FCE) has taken the first step toward permanent support of Family Community Leadership activities in the state. The board created an endowment fund and contributed the first \$1,200 to the account in the Oregon State University Foundation. This money is no longer held by the foundation, it was turned over to Oregon FCE ????? It is important for people, particularly women, to be involved in determining public policy as it affects all of us, especially the family. Continuous contributions from Oregon FCE members keep the fund growing. The fund is used by the Oregon FCE Board of directors to help defray the expenses for Family and Community Leadership (FCL) training.

## **OREGON ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION EDUCATION FUND GUIDELINES**

**WHERE THE FUNDS ARE HELD:** The Education Fund will be a separate account within the monies monitored by the Treasurer of Oregon FCE. Additional money can be added to the fund. The majority of this fund was started with money earned by hosting the 1991 NAFCE Conference, and the release of Azalea House on the OSU campus.

### **EDUCATION FUND GOALS**

The Education Fund will be used to provide money to implement:

- National FCE education programs and/or workshops
- Oregon FCE education programs and/or workshops that benefit the entire membership
- Help defray the expenses of Oregon FCE members chosen to attend National FCE workshops so they may teach those workshops to Oregon FCE members
- Special projects as needed that benefit the entire Oregon FCE membership

### **FINANCE COMMITTEE**

The Oregon FCE President, with the approval of the Oregon FCE Board, will appoint a Finance Committee to make decisions about the use of the fund. The Oregon FCE President and the Oregon FCE Treasurer will serve as non-voting, ex-officio members of the Finance Committee. The committee members will serve for three years, with rotating term dates.

The Finance Committee, consisting of Oregon FCE members, in good standing, will include:

- Two past Oregon FCE Presidents
- Three Oregon FCE Members (change approved by Oregon FCE Board Oct. 2020)

### **PROCESS TO BE USED IN DETERMINING USE OF FUNDS**

Proposals will be presented by the Oregon FCE President to the Finance Committee as early in the year as possible, (or no later than February 15). The Oregon FCE Treasurer will provide an up-to-date fund balance sheet to the finance committee chair by February 15.

Proposals will include a goal of the project, plan of action, known expenses or budget, and a plan for evaluation. A full report to the Oregon FCE State Board will be made by the recipient of the fund monies at the conclusion of the project. A board member receiving monies to attend a National Conference will report at the next State Board meeting. The Finance Committee will discuss the proposals by phone, letter, fax, email, or in person.

A majority of the Finance Committee must approve of each proposal, and submit a written report to the Oregon FCE President before the Oregon FCE Spring Board meeting.

## **EDUCATION FUND SCHOLARSHIP RECIPIENT GUIDELINES**

The following guidelines will be used by the Oregon FCE President in determining the merit of applications from Oregon FCE members for scholarships to attend National FCE Conference.

1. A written proposal for an Education Fund Scholarship must be submitted to the Oregon FCE President before January 15. The scholarship will cover only a portion of the cost to attend the National Conference. The proposal must state the need for help to attend the conference and that the recipient will be able to cover the rest of the cost for the conference.
2. The recipients must be willing and able to attend National Conference workshops and meetings as requested, and in consultation with the President and Vice President of Program, decide which workshop they will present at the State Annual Meeting.
3. After the National Conference, recipients are to send a written report to the Oregon FCE State President stating what they learned from the conference and how they will use the information for the betterment of Oregon FCE membership, i.e., editing or modifying and teaching a National workshop at the State Annual Conference, presenting the workshop at two to four District Meetings when invited by the districts to do so, sharing information with non-FCE members or other ways to pay back the investment (scholarship). In case a suitable National FCE workshop is not available, the scholarship recipient may be asked to help write a state developed workshop and teach it at the State Annual Conference.
4. Recipients not complying with the above requirements will be asked to reimburse Oregon FCE in full or in part for the monies they received.
5. Consideration will be given to:
  - o Board members
  - o Members who have never attended a National conference
  - o Those who will present several workshops
  - o Those willing to share information from the conference with others
  - o Anyone asked by the National Board to present an Oregon FCE developed workshop at the National Conference with all the above applying.
  - o Encouraging those willing and capable of assuming a position on the Oregon FCE State Board.
6. The Oregon FCE President has the discretion to appoint replacements who meet the above qualifications as necessary for scholarship recipients.

REVISED MARCH 1999  
REVISED APRIL 2000  
REVISED APRIL 2004  
REVISED OCTOBER 2004  
REVISED MARCH 2014

**EDUCATION FUND**  
**SCHOLARSHIP APPLICATION**

**Application Due to the Oregon FCE President by January 15**

One of the FCE’s goals for the use of the Education Fund is to provide scholarships to members for monetary help to attend the National FCE Conference. Any individual FCE member may submit a request for this scholarship. The finance committee may only grant a partial scholarship and all who apply may not receive the same amount. Considerations by the committee will be in this order: 1<sup>st</sup> State Board members, 2<sup>nd</sup> County Council members, and 3<sup>rd</sup> other members in good standing. We encourage all members to submit a request.

Applications may be requested from the Oregon FCE President until December 31. After filling out the request the applicant should make a copy for themselves and send a copy to the President, who will comment and send to Finance Committee Chair. Copies will be distributed to committee members who will vote on the request.

Successful applicants will receive a letter from the committee with the final decision. If the request is granted, the letter will contain the terms of the agreement. **Applicants must sign the agreement and return to the Oregon FCE Finance Committee Chair.**  
**Funds will be dispersed after the event and upon reviewing a copy of your expenses.**

You are expected in return to attend all business meetings, all workshops and other activities that will benefit the State Organization and that you will share the Oregon members the information you learned: (i.e.) by writing a lesson or adapting a National FCE Workshop and presenting it at the next Annual State and/or two to four District Meetings and writing an article for the Oregon FCE Newsletter.

Recipients not complying with the requirements above and listed in the Education Fund Scholarship Guidelines found in the Oregon FCE Handbook may be asked to reimburse Oregon FCE in full or in part for monies they received.

**Please fill in the information below and answer the following questions:**

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_  
County \_\_\_\_\_

- 1     **What FCE Offices have you held in the last three years?**
  
- 2     **Why do you think FCE is a worthwhile organization to belong to?**

- 3     **Have you attended a National FCE Conference?**
  
- 4     **Have you received an Oregon FCE scholarship? (Do not include Margaret Seibold Scholarship, one from your group, county, district, or individuals.)**
  
- 5     **After considering the cost of the conference, list the portion you would like to have help with. (i.e., transportation, motel/hotel, registration, or training that has a cost not included in registration). Only meals included in registration are eligible for scholarship. Tours are not included**
  
- 6     **How do you plan to give back to our FCE members?**

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Return to the current Oregon FCE State President**

---

**Finance Committee Decision: Approved** \_\_\_\_\_

**Funds Disbursed:   Date** \_\_\_\_\_     **Amount** \_\_\_\_\_

**Funds mailed to** \_\_\_\_\_

# OREGON ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

## ENHANCEMENT FUND GUIDELINES

Due to **Finance Committee** by January 1, April 1, July 1, October 1

Does your FCE study Group or FCE County Council have a marvelous, amazing, or perfect plan to **showcase FCE** but need a little encouragement and funding? Read the revised Oregon FCE Enhancement Fund Guidelines

### **Enhancement Fund**

The purpose of this fund shall be:

- Fund projects designed to recruit FCE members.
- Develop new program approaches.
- Inform members of upcoming state FCE events.
- Show how our organization is benefiting our members and communities.
- Supplement our state budget as needed.

Funding for projects shall come from the Enhancement CD's.

Any individual FCE members, FCE study group, FCE county council, FCE board member or Annual Meeting host may submit a proposal for funding of a project. Individual FCE members work through a FCE county council. President's signature is required on application.

Applications must be requested from a Finance committee member. The applicants must make a copy of the completed form for herself/himself and send a completed application form back to the Chair of the Finance Committee. Chair then sends copies to the entire Finance Committee. The committee reads and votes on each proposal.

Applications may be made quarterly, **January 1, April 1, July 1 and October 1**. Proposals not received by a quarterly deadline may be considered for the next quarter if activity/dates are feasible at a later time.

Successful applicants will receive a letter of agreement from the Committee, stating the terms of the agreement. Applicant must sign and return this form before any funds will be disbursed.

Send form to current Finance Chair.

**OREGON FCE**  
**Enhancement Fund Application**

**Due dates January1, April 1, July 1, October1**    **Date submitted: Month\_\_\_\_\_ Day \_\_\_\_20\_\_\_\_**

**To:**

**From:**

**Proposal:**

**Contact person:**

The purpose of the Enhancement Fund is to fund projects designed to recruit new members and to develop new program approaches, both in content and method. Any individual FCE member (working through an FCE County Council). Any FCE study group, any FCE County Council, and State Board member or any Annual Meeting Host may submit a proposal for funding of a project.

Please complete the following information, attaching pages, as necessary.

**WHY:**

**WHO:**

**LOCATION**

**DATES:**

**AUDIENCE:**

**Goal:** (what is the expected outcome of your proposal and how will it enhance FCE in your area)

**Plan of action** (include time frame involved.)

**Expenses:** (provide an itemized breakdown of how funds will be utilized.)

**Assessment Plan:** (How will your success be measured? Will you publish an article in a local/state/national FCE newsletter and/or local newspaper, submit your event as an FCE National Program Award, reports, posters, invite local news media to attend event, or other marketing items?)

Send completed form to current Finance Committee Chair

**EVALUATION OF COMPLETED ENHANCEMENT FUND PROJECT**

**FROM:** \_\_\_\_\_  
(Study Group, County Council, State Board or Annual Meeting Host)

**CONTACT PERSON** \_\_\_\_\_  
**Telephone #** \_\_\_\_\_

**NAME OF PROJECT OR EVENT:** \_\_\_\_\_

**DATE OF PROJECT OR EVENT:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

- 1 Number of FCE members involved in planning and execution of project.
- 2 Number of non-FCE members involved in planning and execution.
- 3 Number of people who were reached by your project.
- 4 What was your initial goal and was it achieved?
- 5 What methods did you use to publicize your project?
- 6 What marketing items were given out?
- 7 What program approaches or methods did you use to carry out your project?  
(Videos, special speaker, use of media, posters, etc.).
- 8 How did your project or event enhance FCE in your area?
- 9 What did people take home to remind them of how to contact a local group  
or help with a FCE project?
- 10 How did you tell others of the results of your program or event?  
(Article in local newspapers, article in FCE newsletters, displays or posters for FCE events  
or annual meeting? Considered submitting project for National, FCE awards, read the awards  
section on the National FCE website.)
- 11 How were the Enhancement Funds used? Please submit an itemized financial report.

Send completed report to Finance Committee Chair

Thank you for filling out this evaluation.

Form approved October 2013

**WORKING PAPERS: Forms, letters, memos, etc.**

The working papers contained in this section of the Organization's Procedures Document are designed to aid the officers and committee members in fulfilling their responsibilities to the membership. When you, as an officer or committee member, must communicate with the members of Oregon FCE, please copy the appropriate letter or memo, and send it out.

**Do not use the original from your handbook to communicate.**

Likewise, the forms in this document should be used by the members, when communicating an action, you wish to have happen. (i.e., nominations for officers, awards, etc.)

**Please, do not use the originals; make copies of the appropriate form.**



**OREGON ASSOCIATION FOR FAMILY & COMMUNITY EDUCATION, INC  
REIMBURSEMENT OF EXPENSE FORM**

DATE \_\_\_\_\_

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

Office (i.e. position held) \_\_\_\_\_

Activity (i.e. conference, meeting, training, etc.) \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_

	ITEMS OF EXPENSE:	AMOUNT:	IN KIND
Office expenses (printing, copying, etc.)	_____	_____	_____
Travel (car/airline)	_____	_____	_____
Registration	_____	_____	_____
Lesson/Program exp.	_____	_____	_____
Hotel	_____	_____	_____
Misc. (list items)	_____	_____	_____
Your signature _____	<b>Total</b>	_____	_____

**RETURN FORM (with receipts) To the Board President (make copies for your file)**

**Do not write below this line; for treasurer's record only**

President's approval \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Date \_\_\_\_\_

Check no. if reimbursed \_\_\_\_\_

#10-2019

**2022 OREGON FCE MEMBERSHIP DUES AND CONTRIBUTION REMITANCE FORM**

Bonnie Teeples, Treasurer  
4338 Arthur Street, Klamath Falls, OR, 97603  
**Please do not put my Treasurer title on envelope**  
Phone: 541-891-2662  
e-mail: [bdteeples@charter.net](mailto:bdteeples@charter.net)

**Information for Membership year 2022**

**To: County Council Treasurers:**

State and National dues from Oregon FCE Study groups for **2022** are payable to **FCE State Treasurer**. The first batch of individual dues, senior member’s dues, and family dues for **2022** are due and payable to the State Treasurer by **November 1<sup>st</sup>**. Additional memberships may be sent at any time. ACWW donations and other donations may be sent at any time.

All members must sign their own application because of the new IRS rules and scrutiny of non-profit organizations as fronts for terrorist activities. **Please encourage all members to include a valid email on their application. Please use only the 2022 National FCE application** and forward the **ORIGINAL** member forms with your check. Each study group and county treasurer must keep copies of all membership forms in case of audit. **These forms need to be kept for a period of 7 years according to the accountant.** Please be sure that every application is signed. Please make copies of this form for your future use. **Each transaction sent to the State Treasurer must be accompanied by this form designating what is being paid.**

**\*\*\*\*Please make all checks payable to Oregon FCE.\*\*\*\***

**Please note: there is a line item on the form for donations for the Oregon FCE Newsletter and Website. These are suggested donations, but any amount will be accepted.**

Please include the following information with your check(s).

County \_\_\_\_\_

Number of Study Groups in County affiliated with FCE \_\_\_\_\_

Total Members:

Individual	_____ x \$35.00	\$ _____
Senior members over 80 years	_____ x \$29.50	\$ _____
*Family members	_____ x \$45.00	\$ _____

**\*Family membership is for two people (Spouses) and minor children living in same house**

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Optional contributions members or study group may wish to make:

State: Quarters for FCL (Family Community Leadership Fund)	\$ _____
National: Dollars for Leadership (Helps defray the cost of producing Leadership Materials)	\$ _____
ACWW : Pennies for Friendship	\$ _____
Other contributions: Oregon FCE Newsletter	\$ _____
Oregon FCE Website	\$ _____
_____	\$ _____

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Name of the sender \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_

e-mail contact information \_\_\_\_\_

**Revised July 2021**

## HEART OF FCE

Each year Oregon FCE honors a member who has made a difference in his/her community through FCE service. Points to consider when selecting your nominee could be FCE offices held, committees chaired, special projects supported and other FCE activities. Do not forget the unsung hero who may not be as comfortable holding office but is an eager volunteer in many other ways to serve and be supportive of FCE, we wish to find this quiet heroine and honor her/him.

Each county may submit one name for consideration for the award. A member may win the Oregon FCE award one time only. However, a member may have his/her name submitted more than once if she/he has not been chosen at a prior time.

Nominations for the award are to be sent to the state Vice President for Public Policy.

Nominations must be postmarked by **March 15**; of the year the award is to be given.

The winner of the Heart of Oregon FCE will have her/his name announced at the Oregon FCE Annual Meeting in October. His/her name will also be submitted for the National Heart of FCE Award.

**The form to nominate your candidate for the HEART OF FCE is located on the following page of this HANDBOOK.**



## HEART OF OREGON FCE AWARD

County \_\_\_\_\_

Due Date: **March 15** Each county council may submit one nomination.

Send two copies to the Oregon Vice President of Public Policy.

Name of one State winner will be sent on to National FCE to be honored at the conference.

Name of Nominee: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Study Group: \_\_\_\_\_

Offices held if applicable: \_\_\_\_\_

***Please attach an original "2 X 2" photograph. (Copy machine reproductions not acceptable.)***

Briefly describe the reason for your recommendation for the HEART OF OREGON FCE AWARD.

Please include individual effort, any project and results, or other contributions made by the nominee while working in FCE. **Limit the information to 100 words or less.**

**(Recommendations of over 100 words will be eliminated.)**

Name of person submitting: \_\_\_\_\_

Office/Title of Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_



## OFFICER NOMINATIONS PROCEDURES AND TIMELINES

### Duties of nominating committee members

Date:

Dear Nominating Committee Member,

Thank you for accepting this position. The FCE Board realizes that this is a lot of responsibility as well as a privilege. We hope that the information we are providing to you will make your job easier.

You have been appointed by the President of Oregon FCE for a term of three years. Your responsibilities include:

- To rotate to the position of committee chair during the final year of your tenure
- To assist in recruiting viable candidates for Board vacancies by
  - a) Notifying County Council Presidents of Board vacancies by April 15 of each year and
  - b) Surveying the Oregon FCE membership for candidates
- To send a list of all nominees to the Vice President for Programs for verification of eligibility by August 1 of each year
- To report a slate of nominees and resumes of their qualifications to the County Council Presidents, no later than August 15 of each year
- To introduce the slate of nominees to the Board of Directors at the State Board meeting in the fall and to the voting delegates on the first day of the annual meeting
- To assist, as needed, with the election process during the annual meeting
- To maintain your Oregon FCE membership, in good standing.

**Nominating Committee Chair:** as the committee chair, it is your responsibility to:

- 1) Develop a calendar for activities that need to be completed during the year
- 2) Make copies of all documents needed to complete your committee's assignment; send copies of the documents to the appropriate persons; (i.e., calendars, packet materials) to the other committee members, Notification Letters to the County Council Presidents, and candidate lists to the VP for Programs for verification of eligibility, etc.
- 3) Represent your committee at Board meetings, when called, and at the State Annual Meeting: If you are unable to meet any of these obligations, you should find a replacement from your committee.



TO: Oregon FCE County Council Presidents  
FROM: Oregon FCE Nominating Committee Chair  
RE: Board Nominations

DATE:

Once again it is time for the counties to submit their nominees for vacancies on the Oregon FCE Board of Directors. This memo is intended to inform you of the procedures and the timelines for making your submissions.

Board members' terms expire on a rotating basis, so each year a new set of vacancies occur. The vacancies for year \_\_\_\_\_ are

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In addition to elective positions listed above, there are vacancies in some appointed positions. These positions are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

Although these positions are filled through Presidential appointment, your nomination of viable candidates is welcomed.

Nominees for all positions shall be Oregon FCE members in good standing and must meet the qualifications listed for the positions in the Oregon FCE Handbook.

Enclosed you will find a packet of information to aid you in the nominations process:

- application form
- job descriptions (for all open positions)
- list of qualifications (for each open position)

All applications must be fully completed and returned to the Nominating Chair no later than July 15 of the current year.

Nominating Chair \_\_\_\_\_ ph. # \_\_\_\_\_

Address \_\_\_\_\_



## NOMINATION FORM

TO: Nominating Committee Chair \_\_\_\_\_

Address \_\_\_\_\_

Date due to Nominating Committee Chair: **July 15, 20\_\_**

=====

Complete the following form for your nominee; be as complete as possible, using the back of this paper, if necessary.

**Name of nominee (please print name clearly)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Office nominated for** \_\_\_\_\_

**County/District** \_\_\_\_\_ **C C President** \_\_\_\_\_

**Oregon FCE Experience:** Include dates; offices held at local, county, district, and state levels of the Oregon FCE program; involvement in special events and involvement in other FCE related activities, such as FCL (leadership training) or 4-H.

**Community Involvement:** Civic; school; clubs; awards; other achievements

**Personal Qualifications:** Speaking ability, health, ability to correspond and report promptly, poise, personality, knowledge of FCE, and time to devote to the office



DATE: May 1  
TO: Oregon FCE County Council Presidents  
FROM: Oregon FCE VP for Program and Credentials Chair  
RE: **Certification of Voting Delegates for Annual Meeting**

The annual conference for the Oregon Association for Family and Community Education will be held October \_\_\_\_\_ in \_\_\_\_\_ Oregon.

Elections, as required by Article V of our by-laws, will be held by ballot at the business session of the conference. Votes to fill vacant offices shall be cast by eligible delegates from each county.

To be eligible to vote, a delegate must be a member in good standing. Per the bylaws, the delegate shall be the President of her/his County Council or an accredited alternate. The alternate must be a member of the County Council. A majority vote of those present and entitled to vote and voting shall constitute an election.

**According to the Oregon Bylaws, it is the duty of the Credentials Chair to verify the eligibility of a voting delegate or an accredited alternate. To ensure that your delegate's credentials are in order in time for the election, please send your delegate's certification form to the Vice president for Program, by August 15**

Thank you, Vice President for Program & Credentials Chair

cc: Oregon FCE President

(Copy the form from below and send it to the Vice President for Program, with the appropriate information and signature.)

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County: \_\_\_\_\_ Authorizing signature \_\_\_\_\_

Delegate Name: \_\_\_\_\_ Phone \_\_\_\_\_

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

Alternate Name: \_\_\_\_\_ Phone \_\_\_\_\_

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

**Oregon Association for Family and Community Education**  
**Guidelines for Annual Conference**  
**revised date 1/16/2019**

\*\*Select suitable hotels or motels and submit the information from the suggested sites to the Oregon FCE President. The Oregon FCE President will appoint a site selection committee consisting of the Host District Director(s), Host District conference coordinator and Oregon FCE Board members. After the site selection committee reviews the sites and decides, the Oregon FCE President will sign the contract for the conference.

1. Accommodation information needed:

- Room rates -single and double.
- In the conference center a Board meeting room large enough to accommodate 20 people. Set up tables and chairs for 15 people in a square or “U” with additional chairs along the wall.
- Meeting rooms to accommodate 30-50 people for Education classes or other sessions as needed.
- Registration area, display area, and Sales Room, as needed.
- General Session room set up for 50-75people.
- Menu for: Day 1- evening meal, Day 2- luncheon and evening meal, Day 3 as requested. If Board wishes to eat lunch together, also make lunch arrangements for Day 1 and Day 3 during board meetings. (Board members pay for their own meals.)

2. Properties needed:

- Two registration tables to be staffed by the Host District(s). You may want to have a calculator and cash box available. Also, paper, pens, tape, paper clips and wastepaper basket.)
- Tables for display area and in Sales Room. Sales Room is for the sale of Oregon FCE, National FCE and other Board-approved items. Oregon FCE members will provide these “Sale” items, but responsibility for providing change and someone to oversee the Sales Room shall be that of the Host District(s).
- Arrange display area for special projects, as requested.
- Placing the table tents for voting delegates and the State Board members for the Business Meeting is the responsibility of the Vice President for Program.
- Two flag stands and poles are needed, if not available at the conference center.
- Lectern and public address system (in good working order) for the general

session room. Platform, or staging if available, with skirted table to serve as the head table for 8-10 people.

- A lectern or classroom table with classroom set for each Education class, as needed.

3. Information to be sent to Oregon FCE President six months before the Annual Conference for inclusion in the Oregon FCE newsletter or in the letter accompanying the registration form:

- Information on points of interest in the area, geographical information.
- If there are to be planned tours for those attending the Annual Conference, give a brief explanation of each and the cost, if any.
- If there will be craft/creative arts classes for those not attending the tours, give a brief explanation of each and the cost if any.
- Name of the conference coordinator(s) who will work with the District Director(s) and the Oregon FCE President.

4. **The Host District(s) shall:**

- Provide and staff two registration tables.
- Provide a packet for each member registered for the Annual Conference.
- Provide table decorations for meals. Expense, if any, will be the responsibility of the Host District. The expense of any small table favors at each place setting is also the responsibility of the Host District.
- Designate voting delegates and hostesses by different name tags (i.e., colored stickers, etc.) Also, arrange a special seating area for voting delegates during the business meeting. This seating area needs to be between the general body of attendees and the Head Table. It should be business meeting style or classroom style, if possible.
- Oregon FCE Vice President for Program will organize the seating area by districts and has delegate ribbons that are worn during the business portion of the conference
- Provide name of Conference Treasurer to Oregon FCE President for appointment. Bonding for the Annual Conference Treasurer is covered under the Oregon FCE State Treasurers bond.
- Provide the theme for the Annual Conference no later than a year in advance.
- Provide room hostesses for the various Education classes, programs, and other sessions, as needed.
- Provide person(s) to extend a “welcome” to the Annual Conference. (I.e., Mayor, County Judge, City personality).

- Compose a general information letter to include accommodations, times, places, cost, etc. for the Annual Conference.  
**Send the registration information to Oregon FCE President for approval. This information will be sent to the Oregon FCE Treasurer for the conference registration form.**
- **Registration form will include an “all inclusive” amount for registration. The cost of all meals and a determined registration fee is to be included in the registration fee total.**
- **Registration form will also include a “one day registration”. The costs included for the one day are the total cost of two meals and the determined registration fee.**
- The Oregon FCE President will review and sign the contract with the Hotel/Conference Center.
- Provide a draft of the official printed program -after receiving the agenda from the Oregon FCE President to the Oregon FCE President for approval (one month prior). Printing costs of the conference program will be paid from the registration fee, provided the Host District gets the quote for the printing approved by the Oregon FCE Board prior to printing.
- Be responsible for receiving items to sell, pricing non-marked items, arranging items and removing non-sold items from the Sales Room. Host District(s) oversees volunteers and the work schedule. NOTE: Sales Room is not to be open during the business meeting, meals, or Education classes. Profit from the Sales Room is to be sent to the Oregon FCE Treasurer no later than December 1 of the same year.
- Propose the registration fee, including the cost of all meals, and the conference budget to the Oregon FCE President. Registration fees are to be received by the Oregon FCE Treasurer. After all allowable expenses have been paid; the remaining money will be added to the Oregon FCE general fund.
- Entertainment and speakers will be invited by the Host District **with the approval of the Oregon FCE President**, and paid\* for (if a cost is involved) from cost of the registration income. \*Usually an honorarium/mileage/dinner and guest dinner (if applicable)

#### 5. The Oregon FCE Board shall:

- President shall develop and provide Annual Conference agenda to Host District Director(s) three months prior to the Annual Conference.
- Provide the Education Program/Lessons and program leader/teachers for same.
- Be responsible for conducting meetings.

- Provide head table seating arrangements and communicate special needs to Host District(s) (Facility Chair) at least one month prior to the Annual Conference.
- Set date of the Annual Conference in October.
- The Oregon FCE Treasurer will develop the registration form, receive all registration fees and be responsible to pay all allowable conference bills. The Treasurer will work closely with the Host District to identify full time attendees, one day attendees and those needing special identifying attachments to their name badge.

#### 6. Miscellaneous:

- No conference registration fee refunds given within **one month** before the Annual Conference. **NO EXCEPTIONS!!** Registrations can be transferred.
- Those assisting with the Host District(s) responsibilities are not required to pay the registration fee unless they eat meals, attend Education classes, or go on tours.
- Items for Sales Room are 5 per county, **of high quality** and preferably handmade.

#### 7. Suggested committees (and their responsibilities):

##### **Facilities/Meals:**

- Board meeting room, tables, General Session room setup, microphones, US, and Oregon flags (with stands and poles), lecterns, seating arrangements for the voting delegates during the business meeting, modesty skirt and raised platform (head table), Banquet room, projector, and screen (if needed), extension cords, two registration tables, tables for display area, tables for Sales Room, and rooms for the various Education classes. Arrange mealtimes and select menu then send to Oregon FCE President for approval.

##### **Publicity/Tours/evaluations/Craft Classes:**

- Collect information for registration (available accommodations, cost, location, etc.); tour information (sites, time schedules, transportation, cost, etc.); optional individual news release forms (to be placed in each packet); make evaluation forms, provide an incentive for the return of completed forms and a basket for their collection; provide tickets for door prizes and other pertinent PR work. Provide notification that you must be present to win door prizes

##### **Registration/Packets:**

\*\*Annual Conference Treasurer to Chair this committee!!

- Develop registration letter and include address of Conference center and to

whom to make the checks payable: Oregon FCE Treasurer

- Work closely with the Oregon FCE Treasurer for a list of attendees, their address, and all pertinent information.
- Prepare name tags -signify 1<sup>st</sup> timers, all 50-year members, past Heart of FCE award recipients, Oregon FCE officers and board members
- Prepare “Presenter” name tags for Education class teachers and name tags for creative arts instructors; designate voting delegates (Oregon FCE Vice President for Program will provide special ribbons)
- Identify hostesses (6-8 per host county) using ribbons on their name tags.
- Arrange Education and creative arts classroom assignments; make meal tickets and tour tickets place in envelopes along with attendee’s name tags, a copy of their registration form, class information, tour information.

### **\*\*PACKETS**

Inexpensive folder or bag (plain or with the Oregon FCE emblem), blank sheets of paper, pen or pencil, map of Conference center, name tag, meal tickets, tour tickets, Education class and creative arts class assignments, evaluation form, optional news release form. You can include small freebies from local businesses if available.

### **Sales Room /Hostesses**

- Table decorations (16-30) and favors (150), if desired; assist in arranging county displays; assist in arranging sale items in Sales Room; develop volunteer “work” schedule; collect Sales Room money (itemized); provide cash box for Sales Room.  
assign hostesses (6-8 from each host county) for registration area, during tours, for Education classes and creative arts classes, during meals and business meeting, etc.; and other duties as needed

## **Rules of Conference**

**Sessions will begin promptly at the time announced.**

**Delegates shall wear their conference name tags at all time.**

**Accredited voting delegates will occupy seats together in the designated area.**

**All cell phones and electronic devices shall be silenced during meetings and classes.**

**When the annual meeting is in session, seating of delegates shall be permitted only between items on the agenda.**

**Any voting delegate admitted after the roll has been called shall immediately, or as soon as possible, notify the chair of his/her presence.**

**Both voting and non-voting members shall be allowed to speak, when recognized by the chair, first giving her/his name and county.**

**Debate shall be limited to two minutes per speech. No one may speak twice on a subject while others desire to speak**

**Total debate time on each subject shall be limited to ten minutes.**

**All motions, as soon as made, shall be presented to the presiding officer, clearly written, and signed by the maker and the seconder of the motion.**

**These conference rules shall be adopted, suspended, or rescinded by a two-thirds vote of the voting delegates.**

# ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

## Annual Conference Meeting Planning Chart

<b>Day and Date</b>	<b>Time</b>
<b>Name of Event/Learning Encounter</b>	<b>People in Charge (phone, email, fax)</b>
<b>Committee</b>	<b>Room (name/number)</b>
<b>Speaker or Leader</b>	<b>A V Needs (mike, podium, overhead, etc.)</b>
<b>Handouts: yes _____ no _____</b>	<b>Decorations: (flowers, books, tapes)</b>
<b>Signage: yes _____ no _____</b> <b>Exact wording:</b>	<b>Hostesses/Ushers: yes _____ no _____</b> <b>Number _____ Time needed _____</b> <b>Job Description:</b>
<b>Placement:</b> <b>Room set up: Theatre _____ Classroom _____</b> <b>Hollow Square _____ Other _____</b> <b>Provide diagram indicating head table and other arrangements using back of sheet</b>	<b>Head Table: set for # _____</b> <b>Placement of table, podium,</b> <b>Names (seating chart)</b>

# Guidelines for Workshop Presenters

## Program/lesson writers

Thank you for agreeing to write and/or teach a lesson or workshop at the Annual Conference for Oregon FCE. As a board, we realize that this can be difficult, and we hope to help you with the mechanics of your presentation. Please feel free to ask the State Vice President for Programs for help at any time during the development and planning process. Even if you do not need help, please keep her/him up to date on your progress.

**If you find that you cannot follow through with the presentation, please let the Vice President for Program know as soon as possible, and if possible, have an alternate writer/presenter lined up to take your place well in advance.**

### THE FOLLOWING LIST OF RESPONSIBILITIES WILL HELP YOU IN MEETING THE REQUIREMENTS FOR THIS ASSIGNMENT:

- Send a brief synopsis of your presentation to the editor of the **State Newsletter** Include the title, presenter's names, and a brief biography for each presenter.  
THE DEADLINE FOR THIS RESPONSIBILITY IS **JULY 15**
- Send a **final draft** of your lesson material to the Vice President for Program for approval by **September 1**, prior to the Annual Conference e-mail is acceptable.
- Print everything needed for your presentation and bring it to the State Conference in October, labeled in manila envelopes. Be sure to include leader guides, member handouts, and any other materials used to teach the workshop.
- Plan the order and timing of your presentation with anyone assisting you. Be sure that your assistants have a copy of the materials early enough to **BE PREPARED!**
- Print copies of the handouts for all participants expected to attend your lesson. When registrations are counted this number can be obtained from the hosting district(s) of the State Conference
- All materials should be printed on white paper. Place each set in a manila envelope labeled with the lesson title, and who receives the packet.

#### Example:

KEEPING FIT AFTER 50  
District IV Director

OR

KEEPING FIT AFTER 50  
Lane County

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Please have the lesson envelopes ready so that they can be distributed to Oregon FCE board members at the Pre-Conference board meeting.

Have one complete packet for each District Director and one packet for each for their \*\*participating counties and one to file with the VP of Program. **Please include a copy of the Evaluation Form in the packets.**

- 1 copy VP for Program
- 4 copies for District Directors
- 10 participating counties (\*\*)
- 15 total copies

District1 Director

- \*\*Clackamas
- \*\*Washington
- Clatsop
- Tillamook
- Multnomah
- Columbia

District 2 Director

- Hood River
- Sherman
- Gilliam
- Wasco
- Jefferson
- Wheeler
- \*\*Deschutes/Crook

District 3 Director

- \*\*Marion
- \*\*Polk
- \*\*Yamhill

- Lincoln
- Benton
- \*\*Linn
- \*\*Lane

District 4 Director

- Morrow/Umatilla
- Union
- Wallowa
- Grant
- Baker

District 5 Director

- \*\*Jackson
- \*\*Klamath
- Coos
- Curry
- Malheur
- Harney
- Lake
- Josephine
- Douglas

**ADDITIONAL RESPONSIBILITIES**

- Keep receipts of any expenses incurred for the workshop given at the Annual State Conference. This includes manila envelopes for packets, labels, and copies. At conference you will be given an expense form. Fill it out, attach your receipts and return it to the President for approval. You will be reimbursed for expenses **up to** \$75.00 per developed **lesson/workshop**.
- **If any special equipment is needed such as projectors, easel boards, etc. note it on the enclosed Function Form. Please send the Function Form to those listed on the form by September 10.**

Thank you for all your time and effort in making FCE such a wonderful organization.  
VP for Program

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**FUNCTION FORM**  
**20XX Oregon FCE Annual Conference**

**SPEAKER(S) NAME(S)** \_\_\_\_\_

**DATE AND DAY OF FUNCTION** \_\_\_\_\_

**START TIME** \_\_\_\_\_ **END TIME** \_\_\_\_\_

**ROOM NAME** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**NAME OF EVENT** \_\_\_\_\_

**AUDIO VISUAL NEEDS: (Small classrooms do not need a microphone)**

**Computer, projector, and screen** \_\_\_\_\_

**Flip chart with markers** \_\_\_\_\_

**hard back easel** \_\_\_\_\_

**Waste Basket(s)** \_\_\_\_\_

**Other (please specify):**

**If hostesses are needed, how many** \_\_\_\_\_

**Duties required (check all that apply):**

**Assist with sales** \_\_\_\_\_

**Assist with handouts** \_\_\_\_\_

**Hostesses will check name badges and take head counts**

- **Additional instructions** \_\_\_\_\_

**Hearth Fires for handouts** \_\_\_\_\_

**Other FCE Material for handouts** \_\_\_\_\_

**Will speaker bring all his/her handouts?** \_\_\_\_\_ **Is FCE to copy Handouts?** \_\_\_\_\_

**Workshop Fee if any** \_\_\_\_\_

*Fax or e-mail completed form(s) to these 4 people – President, 2 Vice Presidents, and Conference Chair by Sept.10, 20\_\_*



**Lesson/Program Evaluation**  
Revised 5/2021

**This form is for the lesson/program presenter to fill out and send to the County Council**

Oregon FCE or National FCE Lesson/Program: \_\_\_\_\_

Date Given \_\_\_\_\_

Participants' Group (Study Group, District, State Conference) \_\_\_\_\_

County \_\_\_\_\_

Number of FCE members reached with program \_\_\_\_\_ Non FCE participants \_\_\_\_\_

Name(s) of presenter(s) \_\_\_\_\_

Expenses incurred in preparing/teaching the program \$ \_\_\_\_\_

FCE Volunteer Hours involved in preparing/presenting this lesson/program \_\_\_\_\_

List a few things participants learned from this program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ideas for other Oregon FCE lessons/programs:

\_\_\_\_\_  
\_\_\_\_\_

**County Council: Please compile the information from this evaluation and report it to your District Director and the Oregon FCE Vice President for Program semi-annually, January 15th and July 15th.**

## **STANDING RULES FOR MARGARET SEIBOLD OREGON FCE STATE CONFERENCE SCHOLARSHIP**

<b>PURPOSE</b>	The scholarship shall provide a partial payment of the cost attending the Annual Oregon FCE State Conference. The recipient may apply this to expenses such as registration, travel, meals, and motel costs.
<b>AMOUNT</b>	The amount and number of scholarships to be given will be determined by the Oregon FCE Board of Directors on a year-to-year basis.
<b>ELIGIBILITY</b>	<p>The applicant must be a dues paying member of Oregon FCE</p> <p>A person may receive the State Conference Scholarship as well as County or local scholarships.</p> <p>An applicant may not receive the scholarship more than once in a five-year period.</p> <p>The award is not transferable</p>
<b>APPLICATION</b>	The applicant will write a paragraph stating why she/he wants to be considered for the scholarship, what he/she hopes to gain from the conference and where, with whom and how the information will be shared with others.
<b>HOW AWARDED</b>	The Margaret Seibold FCE Conference scholarship Committee will review the applicants and select the recipient(s). Questions may be addressed to the state Treasurer. The award will be in the form of a certificate and check given during the Conference.
<b>WHEN DUE</b>	Applications must postmarked no later than August 30, 20xx. Scholarship recipients will be notified no later than September 15, 20xx
<b>ADMINISTRATOR</b>	The Oregon FCE State Treasurer will be responsible for maintaining a separate interest-bearing account and distribution of funds.
<b>POLICY CHANGE</b>	<p>Rules governing this scholarship may be made by a vote of two-thirds of the Oregon FCE Board of Directors.</p> <p>You will be required to fill out an evaluation sheet which will be given to you with the check after the conference and submit to the treasurer. <b>You must be registered for the complete conference to receive this scholarship</b></p>

**OREGON FCE STATE CONFERENCE  
MARGARET SEIBOLD SCHOLARSHIP APPLICATION**

Sponsored by Oregon Association for Family and Community Education  
Each scholarship is for **UP TO \$100.00**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

What is your age group?    18-30 \_\_\_\_\_    31-40 \_\_\_\_\_    41-55 \_\_\_\_\_    56 & over \_\_\_\_\_

Are you an FCE member?    Yes \_\_\_ No \_\_\_    How many years have you been a member? \_\_\_\_\_

Name and location of your study group \_\_\_\_\_

Have you attended the State conference?    Yes \_\_\_ No \_\_\_    Last year of attendance \_\_\_\_\_

Have you been awarded this scholarship before? Yes \_\_\_ No \_\_\_    What year \_\_\_\_\_

Will you have to pay for child or elder care expenses to attend? \_\_\_\_\_

**In order to receive this award, you must attend the whole conference.**

Tell us why you want to be considered a State FCE Conference Scholarship. Include what you hope to gain from the conference and how, where and with whom you will share the information you learn at the conference. (Attach a second page to your application if you need more writing space).

Application to be sent to State Treasurer

Application must be postmarked no later than August 30, 20xx

Recipients of scholarship awards will be notified by September 15, 20xx

**EVALUATION OF COMPLETED  
SEIBOLD SCHOLARSHIP**

**Date:** \_\_\_\_\_

**AWARD RECIPIENT:** \_\_\_\_\_

**AMOUNT RECEIVED:** \_\_\_\_\_

All recipients of the Margaret Seibold award are required to bring back to their County the information learned at the state conference.

After the conference recipients are to send a written report to the State President and State Treasurer within 30 days of the conference stating what they learned from the conference and how they will use the information for the betterment of Oregon FCE membership.

At the request of the state President, you may be asked to present an oral or written report at the State Conference or conduct a lesson or workshop.

The following suggestions should help you with your report:

- Tell what classes you attended and evaluate their value to Oregon FCE
- Tell what other activities you attended, and evaluate their value to you and Oregon FCE members
- Make suggestions to the Board for possible programs or activities that may benefit the members at future Annual State Conferences.

Please send a copy of the completed evaluation to the State President and the State Treasurer within 30 days from end of conference



**APPLICATION FOR 50 PLUS\*\* YEAR FCE MEMBER CERTIFICATE**

Name \_\_\_\_\_  
(Print or type **EXACTLY** as you want it to appear on certificate.)

Address:

City/State/Zip \_\_\_\_\_ County \_\_\_\_\_

Study Group Name \_\_\_\_\_

When did you first join? \_\_\_\_\_ Where? \_\_\_\_\_

Name of first study group \_\_\_\_\_

How many study groups have you belonged to? \_\_\_\_\_

Have you been a member of a FCE group in another state? Yes \_\_\_ No \_\_\_

If so, where, and when? \_\_\_\_\_ (years) \_\_\_\_\_

**Highlights of your FCE membership**

Do you have any interesting stories of study group lessons, events, or programs you can share with us?

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return this form to:**  
Oregon FCE President



## THE DISTRICT DIRECTOR

**Each district is represented on the state board by a director. District Directors are the primary link between the local organization and the state and national boards. Therefore, it is very important that the person serving in this position possess certain qualities and skills.**

General qualifications:

- Must be a member in good standing of Oregon FCE
- Must have served for at least one full term on a county council, on a county council committee or a term as a study group officer
- Must be nominated by a county council\*\*
- Must give consent, in writing
- Should have attended at least one Annual State Meeting
- Should have the means and ability to attend Board meetings 2 times per year

Specific qualifications:

- Should have a thorough understanding of the philosophy and background of FCE, and is an enthusiastic worker for the program
- Should have a basic understanding of the relationship between Oregon State's extension program and Oregon FCE
- Should have a genuine interest in people, and the ability to work well with others
- Is prompt and dependable

\*\* For counties operating without a county council, endorsement for nominations may be obtained from the members-in-good-standing of said county, from a neighboring county council with whom the member has worked, or from the State Board of Directors

\*A member-at-large wishing to run for an elective office shall send a petition to the State Executive Committee, prior to the Spring Board Meeting. The member must submit three letters of recommendation attesting to his/her qualifications, at least one of which must be from an Oregon FCE member in good standing.

The Oregon FCE by laws delineates the responsibilities of the District Director.  
(See Article VI, section 7

**The following pages offer suggestions for effective meetings, decision-making options, and parliamentary procedure etc. Study these pages.**

## **COUNTY COUNCIL REPRESENTATIVE**

Being a member of your county's FCE council is an opportunity and a challenge. The benefits you will gain far outweigh the challenges.

### **Benefits:**

- Learn additional leadership skills
- Develop communication skills; strengthen self confidence
- Gain an opportunity to plan FCE county programs and events
- Gain an opportunity to participate in trainings
- Receive recognition as a group leader from study group and community
- Make new friends

### **Responsibilities:**

- Attend all County Council meetings (or arrange for a substitute) for a 3-year term.
- Understand and follow Oregon FCE organization's mission
- Take leadership positions on Council projects
- Attend the District meetings
- Attend Spring Board meetings and the state annual meetings
- Volunteer time, ideas, and energy to County Council projects
- Support the educational study group programs provided by the Oregon State University Extension Service, National, and Oregon FCE Boards
- Promote the FCE program in the community
- Promote membership in FCE and help organize new groups
- Provide leadership for county FCE community service
- Once a year provide training for the officers of the council (and review FCE Handbook)

### **Qualifications:**

- FCE membership
- Knowledge of FCE study group structure and function
- Leadership ability
- Have held an FCE study group office
- Organizational skills
- Enjoy working with people
- A spirit of sharing and cooperation
- Risk taker, willing to try new experiences

## **RESPONSIBILITIES OF COUNTY COUNCIL OFFICERS**

### **President**

You are now responsible for the leadership of the County Family and Community Education Council. Members belong to one of the largest adult education programs in the United States—the National Association for Family and Community Education.

Responsibilities of the office:

- Make meetings efficient and businesslike.
- Assist other officers and committees to understand and carry out assigned functions.
- Appoint committees as needed. Appointment of a sub-committee can save time from detailed discussion at council meetings.
- Make sure the Half Yearly Reports are completed and sent to the person holding the office of District Director.
- Help plan and conduct study group officers' training and review FCE Handbooks.
- Keep members informed about the Oregon FCE state program and business.
- Become familiar with the bylaws of the study groups, County Council, and Oregon FCE.
- Become familiar with the philosophy and purpose of the Oregon State University Extension Service and the Extension Family and Community Development program in the county and state.
- Report results of election of officers and Program Focus chairs for next year to the Oregon FCE Secretary.
- Maintain a close working relationship with the county Extension Family and Community Development faculty and with the Oregon FCE board.
- Represent your county at Oregon FCE annual state meeting as a voting delegate (or send an accredited\* alternate) in order to vote according to the County Council's instructions.  
\*Accredited means a current member of County Council FCE
- \* Help create a feeling of friendliness and unity among the study groups in your county. a positive attitude can do much to help others accept new ideas and changes.
- \* President's pertinent material and notebook should pass to successor upon completion of term of office.

### **Vice President**

- Preside in the absence of the President and assume other duties of the President on request. This makes it essential that you become familiar with the President's duties.
- In case of resignation of the President, succeed her in office.
- Serve as chair of the Educational Committees to assist with their programs of work.
- Maintain a close working relationship with the County Council President and Extension faculty.
- Give names addresses, and phone numbers of new County Council Officers and Committee Chairs to the District Director.

## **Secretary**

- Record the business of the meeting accurately and concisely.
- If requested, be prepared to read the minutes of previous meetings.
- Carry on correspondence for the group.
- Furnish a copy of the minutes to the state Vice President for Programs.
- Attend and participate in officer's training meetings.
- Minutes should contain the following information:
  - a. Kind of meeting
  - b. Name of organization
  - c. Date and place
  - d. Attendance number
  - e. Treasurer's report
  - f. Program Focus Committee reports
  - g. Special committee reports
  - h. All motions and resolutions (including name of maker and whether or not passed)

## **Treasurer**

- Take charge of all Council funds.
- Furnish statement or oral report at all business meetings.
- Pay all bills authorized by the Council vote.
- Receive membership forms and payment for annual state dues from study groups.
- Fill out forms for state dues; send membership forms, state forms, & payments to state treasurer.
- Keep records of annual memberships and send a copy of same to District Director
- Have two (2) authorized signatures on the signature cards for County Council Accounts (i.e., President and Treasurer).
- Have your books reviewed by a financial review committee annually as a protection to you.
- List ACWW and other contributions and monies individually when sending to State Treasurer.

**County Council Officers Report Form**

District \_\_\_\_\_ County \_\_\_\_\_

President/Chairman \_\_\_\_\_

Address \_\_\_\_\_ Ph. # \_\_\_\_\_

Email \_\_\_\_\_ term \_\_\_\_\_

Vice President/Vice Chairman \_\_\_\_\_

Address \_\_\_\_\_ Ph. # \_\_\_\_\_

Email \_\_\_\_\_ term \_\_\_\_\_

Secretary \_\_\_\_\_

Address \_\_\_\_\_ Ph. # \_\_\_\_\_

Treasurer \_\_\_\_\_

Address \_\_\_\_\_ Ph. # \_\_\_\_\_

Email \_\_\_\_\_ term \_\_\_\_\_

List any additional officer(s) \_\_\_\_\_

Address \_\_\_\_\_ Ph. # \_\_\_\_\_

Email \_\_\_\_\_ term \_\_\_\_\_

Please fill out this form ASAP after the election of officers each year; send the report to the State Secretary, no later than December 15<sup>th</sup>.

Thank you for prompt attention to this matter.

## SUGGESTIONS FOR EFFECTIVE COUNTY COUNCIL MEETINGS

With preparation and practice a leader can help representatives communicate and feel that the time they spend on business is worthwhile.

### Planning a Meeting

1. Make sure representatives are notified of the place, time, day, and plans for the meeting. A Telephone Chair or telephone chain ensures a higher attendance at meetings.
2. Prepare an orderly agenda in advance. Sandwich difficult items between easier discussions. Estimate TIME REQUIRED for each agenda item and write the time on the agenda.
3. Check any equipment, written materials, or visual aids needed.
4. Notify council ahead of time of emotional or difficult problems to be discussed at meeting so they may come prepared.

### Beginning the Meeting

5. Arrive early. Post agenda where all can see it or hand out printed agenda. Make sure the room is ready.
6. Start business meeting on time.
7. Make introductions. Enjoy a get-acquainted activity.
8. Define, fill needed leadership roles: Most meetings need only a CHAIR, SECRETARY, and TREASURER. For emotional or difficult meetings, a non-board member could act as a NEUTRAL FACILITATOR to guide the groups' discussion/decision while a RECORDER documents ideas/plans.

### Conducting the Meeting

9. Review and revise the agenda as a group.
10. Follow the agenda. Maintain group's focus on one issue at a time. Keep discussion lively. Check agenda's time frame (helps to move a dawdling group along).
11. Try different problem-solving processes appropriate for handling the task at hand. (Brainstorming, asking for one idea from each person, consensus building by sharing and listening to everyone's ideas, etc.)
12. Take care not to let anyone DOMINATE the meeting. Treat everyone with respect. Diffuse arguments by acknowledging strong feelings.
13. Share what needs to be done. Either ask or kindly delegate. Who will do what? When?
14. Review accomplishments of the meeting. Check agenda's purpose. Summarize as accurately as possible.
15. Plan next meeting's agenda. Add leftover items or upcoming actions or events to the next agenda.
16. Relax, enjoy the group but end on TIME.

## Sample Study Group Business Meeting

REMEMBER—YOUR BUSINESS MEETING NEED NOT BE TIME-CONSUMING. Let it be productive and to the point. Not only are you conducting the business of your unit, but you are also teaching leadership skills.

### Sample Agenda

<b>Agenda Item</b>	<b>Who's Responsible</b>
Call to order (on time)	Chair
Agenda sharing	Chair and group
Introductions, bonding game	Chair or representative
Read minutes, correspondence	Secretary
Treasurer's report	Treasurer
Committee reports	Committee Chairs
Study group representatives share their group's needs, activities.	
Unfinished business (Agenda items carried over from previous meetings)	
New business (Agenda items not previously discussed)	
District Director's report if available	
Extension Advisor's report if available	
Announcements	Anyone
Plan agenda for next meeting	Chair and group
Thank you notes as appropriate	
Adjourn	

## GROUP DECISION MAKING

Informal groups, such as study groups, need a decision-making process that is consistent with the way the group operates. Making decisions with a vote may cause people to feel like winners or losers. If the group can achieve consensus where everyone agrees, that is the ideal way to protect people's feelings.

Group consensus takes time. Everyone needs to express their ideas and the group chooses the best solution or action that everyone can accept. Because all ideas need to be shared, the leader's job is to get members to express ideas and help summarize those ideas for the group.

Sometimes group consensus is inappropriate, especially when time is a factor. For example, when the group needs to decide if they will or will not participate in a function next week, a simple vote may be best because it is expedient.

Another situation where consensus is inappropriate concerns financial decisions. All financial decisions require a vote unless it is part of the approved budget. The budget is prepared for a specific period of time and approved (or rejected) with a vote. A non-emotional decision can be taken by a show of hands, but if the decision involves large sums of money, or involves ethics and personal feelings, the vote is best taken by ballot.

In some study groups, the group is accustomed to taking a vote. If the decisions are simple and non-emotional, the leader may simply say, "**Those in favor say 'Yes.'**" Listen for response, then "**Those opposed say 'No.'**" Simple decisions are often unanimous.

The wording of decisions is important. If a critical decision is being made, it is recommended that the idea (motion) be written where all members can examine the wording. If the wording needs revising, rewrite and start over until the group understands the idea. Often it is appropriate to let the group think about the decision for a period of time, collect information, then decide.

Traditional Parliamentary Procedure is still used in large groups and formal groups. Study groups may at times want to use a simplified parliamentary procedure. A chart on the next page summarizes some parliamentary procedure basics. Most groups make decisions informally, however, and for those groups, consensus is appropriate and friendlier than other forms of decision-making.

# Parliamentary Procedure at a Glance

“Protecting the rights of the minority while insuring the will of the majority”

*Please note: This document is designed to only be an introduction to the very basics of parliamentary procedures. It does not address every situation that can occur in the many types of meetings held and does not account for all of the bylaws of various organizations. Please see Robert's Rules of Order and your own association's bylaws for more details.*

**What is parliamentary procedure?** It is a set of rules for conducting business at meetings and public gatherings.

**Why is parliamentary procedure important?** It allows everyone to be heard and make decisions without confusion.

**Parliamentary procedure means:** 1. Democratic rule. 2. Flexibility. 3. Protection of rights. 4. A fair hearing for everyone.

**How do members get their say?** They make motions. A motion is a proposal that the assembly takes a stand or takes action on some issue. Members have the right to: 1. Present motions. 2. Second motions. 3. Debate motions. 4. Vote on motions.

**The five general types of motions are:**

1. **MAIN MOTIONS** – These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary, incidental motions. For example: “I move that we purchase...”
2. **SUBSIDIARY MOTIONS** (i.e. amendments) - These change or effect how the main motion is handled. (They are voted on before the main motion.) For example: “I move to amend the motion by striking out...”
3. **PRIVILEGED MOTIONS** - These concern special or important matters not related to pending business. In general they are considered before other types of motions. For example: “I move we adjourn...”
4. **INCIDENTAL MOTIONS** - These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example: “I move to suspend the rules for the purpose of ...”
5. **MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY** - These enable certain items to be reconsidered. In general they are brought up when no business is pending. For example: “I move to reconsider...”

**How do I present a motion?** 1. Obtain the floor. 2. You make the motion. 3. Another member seconds the motion. 4. The chair states the motion. 5. The chair calls for discussion on the motion (the maker of the motion has the right to speak first). 7. The chair calls the question (the voting) on the motion.

**Some questions relating to motions:** 1. Is it in order? 2. May I interrupt the speaker? 3. Does it need a second? 4. Is it debatable? 5. Can it be amended? 6. What vote is needed (majority or 2/3)? 7. Can it be reconsidered?

**Common methods of voting on a motion:** 1. Voice, 2. Rising, 3. Show of hands, 4. Ballot, 5. Roll Call, 6. General consent, and other ways depending on situations and your bylaws.

**Final important notes on voting:** A question (motion) is pending when it has been stated by the chair but not voted on yet. The last motion stated by the chair is the first pending. The main motion is always the last voted on.

## Motions you might make, how to make them, and what to expect of the rules

Order of Pref.	TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
1	Adjourn the meeting	"I move to adjourn"	No	Yes	No	No	Majority	No
2	Call an intermission	"I move to recess for..."	No	Yes	No *1	Yes	Majority	No
3	Complain about heat, noise, etc.	"I rise to a question of privilege"	Yes	No	No	No	No Vote	No
4	Temporarily suspend consideration of a matter	"I move to lay the motion on the table"	No	Yes	No	No	Majority	No *2
5	End debate and amendments	"I move the previous question"	No	Yes	No	No	2/3	Yes *3
6	Postpone discussion for a certain time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
7	Give closer study of something	"I move to refer the matter to committee"	No	Yes	Yes	Yes	Majority	Yes *4
8	Amend a motion	"I move to amend the motion by ..."	No	Yes	Yes *5	Yes	Majority	Yes
9	Introduce business	"I move that ..."	No	Yes	Yes	Yes	Majority	Yes
None	Protest breach of rules or conduct	"I rise to a point of order"	Yes	No	No	No	No Vote *6	No
None	Vote on a ruling of the chair	"I appeal the chair's decision"	Yes	Yes	Yes	No	Majority	Yes
None	Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
None	Avoid considering an improper matter	"I object to consideration of this motion"	Yes	No	No	No	2/3 *7	Yes *2
None	Verify a voice vote by having members stand	"I call for a division" or "Division!"	Yes	No	No	No	No Vote	No
None	Request information	"Point of information"	Yes	No	No	No	No Vote	No
None	Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
None	Reconsider a hasty action	"I move to reconsider the vote on..."	Yes *8	Yes	Yes *9	No	Majority	No

Notes: \*1. Unless moved when no question is pending. \*2. Affirmative votes may not be reconsidered. \*3. Unless vote on question has begun. \*4. Unless the committee has already taken up the matter. \*5. Unless the motion to amend is not debatable. \*6. Unless the chair submits to the assembly for decision. \*7. A 2/3 vote in negative is needed to prevent consideration of the main motion. \*8. Only if the speaker has the floor but has not actually begun to speak. \*9. Unless the motion to be reconsidered is not debatable.

# OREGON ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

## Study Groups Officers

Congratulations to you on being elected as an officer of your study group. Your responsibilities are:

Attend Officers' Training and District Meetings

### **PRESIDENT:**

- Prepare an agenda BEFORE each meeting.
- Make everyone feel welcome and part of the group.
- Preside at each meeting, using your agenda to keep the business meeting efficient and allowing enough time for the educational program.
- Assist other officers in understanding and carrying out their leadership responsibilities.
- Appoint committees, as needed, to assist in carrying out projects. See that the "Half Yearly Report," volunteer hours report, and lessons evaluations are sent to the District Director.
- Notify the Vice-President ASAP if she/he needs to lead or attend a meeting for you. Provide him/her with a prepared agenda.
- Appoint an audit committee annually.

### **VICE-PRESIDENT:**

- Preside in the absence of the President.
- Supervise delivery of monthly educational programs and eye openers.
- Succeed the president in office in the event she/he is unable to serve.

### **SECRETARY:**

- Take minutes at each meeting. Have minutes approved by the group. Carry on correspondence for the group. Read correspondence at each meeting.
- Provide an up-to-date membership list of the study group to the members.

### **TREASURER:**

- Prepare an annual operating budget to present to your unit for approval.
- Keep a written record of financial transactions.
- Pay all bills authorized by the study group.
- Pay dues to County Council Treasurer, with list of membership.
- Present books for review at the end of each year.
- Provide the District Director with a directory for all study group members.

## Members' Responsibilities

Dear Member of FCE,

As a member of an Oregon FCE study group, you are the "brick" in the FCE foundation. You form the body of the group. Each individual has a responsibility to the whole. Your contribution is valuable. To make the group the best it can be, you have the responsibility to be informed about the goals of the organization, procedures of operation, who is in charge and who the officers are.

Each person has the responsibility to make the group function effectively. Your obligations as an FCE member are to be on time for meetings; to attend meetings regularly; to show courtesy to all officers, project leaders, fellow members, and the teachers of the lessons; to contribute to your group by helping out in any project that your group is doing; to be willing to be a teacher of a lesson and willing to be an officer.

You are the foundation of this organization, and this organization is only as good as you make it. We need everyone working together. This also means helping out with County Council projects and State projects. If you are an officer this means going to meetings that help you function more effectively as an officer.

## **EXAMPLES OF BONDING EXERCISES**

### **JUST THE FACTS**

This ice breaker is well suited for a group of 5-20 people who think they already know each other.

Each participant is given a 3x5 index card and asked to write on it a personal fact believed unique to him/her. The leader collects the cards, shuffles them, and redistributes them. Each participant reads aloud the card he/she is given and tries to identify the person to whom the fact applies. If the reader cannot identify the person, the group attempts to guess. The identified person confirms or denies the fact, and the exercise continues until all are correctly identified.

### **ALLITERATION**

Terrible at remembering names?

To help group members remember names, have each person introduce herself by attaching a descriptor that begins with the same letter as participant's first name. For example, "I am Careful Carol," "I am Delightful Don."

### **SMALL TALK**

Imagination juices start to flow with this brainstorming activity.

Participants need to be in groups of 5. Appoint someone recorder and brainstorm uses of small, common items. Items for consideration include paper clip, pencil, coffee mug, shoelace, light bulb. Record responses and then compare lists among groups.

### **GREAT WORKS**

If your group is bigger than approximately 7, break down into smaller groups.

The leader collects a number of pictures from various sources such as postcards and magazines. Have more pictures than participants. Display the pictures and ask participants to select one that they find meaningful or interesting. Ask each participant to tell why they chose the one they did. The sample picture may be chosen by more than one participant. Various responses to the same picture can be interesting.

### **HATS**

Do you ever fear you will do or say something silly, and others will laugh? This activity puts that fear behind you. Trying something new means taking a risk and taking risk means that one might feel silly or look foolish. So, everyone is invited to look silly from the beginning and get the moment of dread behind them. Participants are asked to make a newspaper hat and wear it while introducing themselves.

### **VIOLETS**

May be done in small groups or teams. Teams may compare their lists.  
How many words can be made from violets? No letter may be repeated.



## Election and Installation of Officers

It is desirable that each group elect its officers at the fall meeting and that the new officers be installed at the last meeting in the calendar year. Advance and careful preparation should be made of the installation ceremony so that it will be effective and impressive.

### Sample Installation Ceremony for County Councils and Study Groups

Installing Officer: A member or a past member of the county FCE Council or a past chairman of the study group.

Arrangement: Installing officer stands at left of a table on which is arranged an attractive centerpiece of flowers, a corsage, or single blossom for each officer, the National Association for Family and Community Education pin for the Chair.

Installing Officer: Members of the \_\_\_\_\_, today it is my privilege to install your officers for the year. The selection of officers is an important event in the history of this group. Your welfare as an educational organization, your standing in the community, county, state, and nation is greatly affected by the actions of those selected to be your officers.

Will the officers-elect please come forward as named and stand at my right:

Chair:

Vice Chair:

Secretary:

Treasurer:

These persons standing before you have been elected to be your officers for the year. They were elected because you believed them capable of directing the group's activities and of representing you in any way that may be required.

It is essential, however, that each of you assume your individual responsibilities in representing the group of which they are leaders. Be loyal to your officers, and always be ready to help them whenever they call upon you; give them your **support in all group undertakings, so that they may never regret that they have taken office.**

## OREGON FCE SEMI-ANNUAL REPORT

**Dear Study Group President,**

Reports from the study groups publicize what is happening at the grass-roots level of our organization. These delineations of our activities and deeds tell the State and National officers how successful our programs are and where additional programs/services are needed. Please be faithful in your reporting.

Reports shall be made on activities from **August through January** and **February through July**. You may use the report form, or you may send a copy of your minutes to the County Council. **Please include all data needed for the report if you send only the minutes for each lesson presented and all activities in which your group has been engaged, including any donations or scholarships awarded.** Send the reports to your **County Council President** by **February 15** and **August 15**. County Council Presidents will compile the information and mail to the **District Director** by **March 15** and **September 15** who will use the information to write a report for the Spring and Annual Board meetings.

The time you spend in writing these reports is worthwhile so do not be modest about your accomplishments. Your ideas and volunteer hours inspire others.

**ALL EDUCATIONAL PROGRAMS SHOULD BE REPORTED MONTHLY.** Compile the information submitted on the evaluations onto one of the evaluation forms and send it to your District Director.

### SEMI-ANNUAL REPORT

Due Dates:

**Study Group to County Council – Due February 15<sup>th</sup> & August 15<sup>th</sup>**

**County Council to District Director – Due March 15<sup>th</sup> & September 15<sup>th</sup>**

**District Director to State Board meeting in Spring & Fall.**



## Oregon FCE Program/Project Report Form

Summary of work done in: Year \_\_\_\_\_ County \_\_\_\_\_

County President's Signature: \_\_\_\_\_

Due Date (s): \_\_\_\_\_

Send one **COPY each** to: Oregon FCE Vice President for Program and District Director

Name of person submitting \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Programs/Project Presented:

Add columns and lines as needed to complete this form. The following information is needed for EACH Program/Project:

Program	Comments	# Of FCE Presenters	FCE Hours Volunteered	# Of FCE Members Reached	FCE \$ Spent	# Additional People Reached

Describe the objective, action, and evaluations of **each** of the FCE programs presented:

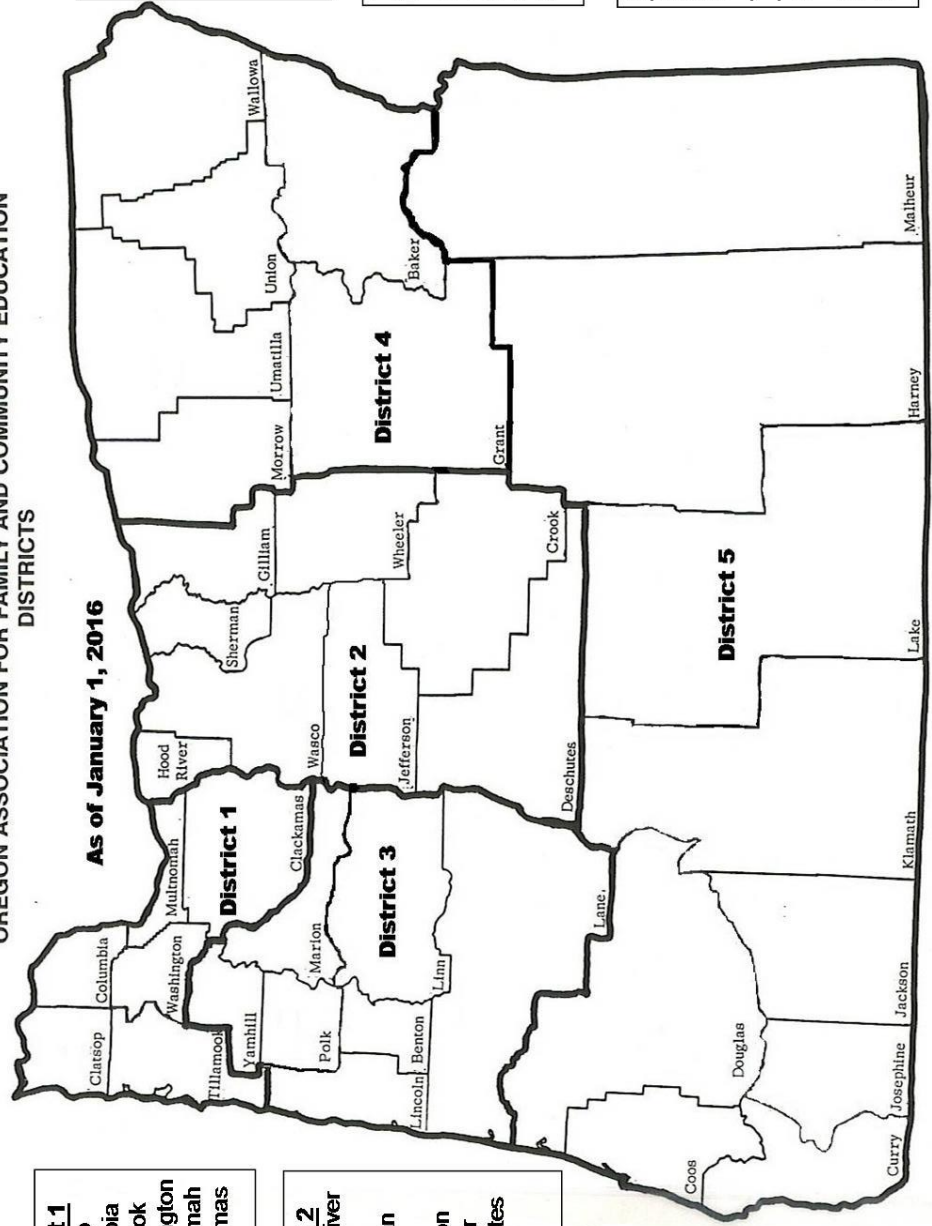
What were the **RESULTS** of your program? What were the benefits to your community?

(add pages as needed)

Revised 5/13/2021

OREGON ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION  
DISTRICTS

As of January 1, 2016



- District 1**  
Clatsop  
Columbia  
Tillamook  
Washington  
Multnomah  
Clackamas

- District 2**  
Hood River  
Wasco  
Sherman  
Gilliam  
Jefferson  
Wheeler  
Deschutes  
Crook

- District 3**  
Yamhill  
Polk  
Marion  
Lincoln  
Benton  
Linn  
Lane

- District 4**  
Morrow  
Umatilla  
Union  
Walla Walla  
Grant  
Baker

- District 5**  
Coos  
Douglas  
Curry  
Josephine  
Jackson  
Klamath  
Lake  
Harney  
Malheur

# **Oregon Association for Family and Community Education**

## **Creed**

**Let us seek contentment and joy in living,**

**Get rid of all false estimates,**

**Set up high ideals—first love our Master and know His will,**

**Have a comfortable home and happy family relationships, with a strong devotion to the right that will not swerve,**

**Have a simple religion, empty of bigotry and full of tolerance,**

**Have good friends worthy of being loved,**

**Develop a good neighborly community contact,**

**Have books full of inspiration,**

**Have beauty of our own making,**

**Have innocent pleasures that bring no one pain or remorse,**

**Be homemakers, who love growing in knowledge and development,**

**Let this be the philosophy which our FCE Study Groups implement and promote,**

**For in this way our greatness lies.**

Mrs. W. Parker and Mrs. A. Willey  
Revised 2005

## **National FCE Creed**

**We will strive to promote a better way of life for all through fellowship, continuing education and service; to provide guidance in our homes and communities by the uniting of people to make the world a better place in which to live.**

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

**Let us always be conscious of the needs of others and be strengthened by the “Divine Light” that guides us all.**

*... Jean Beard Kestner*