AEHC Bylaws

Article I - Name • Article II - Mission Statement • Article III - Objectives • Article IV - Membership • Article V - Officers and Their Election • Article VI - Executive Committee • Article VII - Special Advisors • Article VIII - Board of Directors • Article IX - Board of Trustees • Article X - Code of Ethics • Article XI - Business • Article XII - Dues and Finances • Article XIII - Assets • Article XIV - Dissolution • Article XV - Affiliations and Activities • Article XVI - Powers • Article XVII - Amendments • Article XVIII - Authority • Article XIX - Agent for Service

Article I Name

The name of this organization shall be the Arkansas Extension Homemakers Council, Inc. The term Council or The Council when used hereinafter shall be defined to mean the Arkansas Extension Homemakers Council, Inc. The term County Council when used hereinafter shall be defined to mean the County Extension Homemakers Council.

Article II Mission Statement

The mission of this organization shall be to empower individuals and families to improve their quality of living through continuing education, leadership development, and community service.

Article III Objectives

Section 1. To further strengthen, develop, coordinate, and extend adult education to improve the quality of living through the programs of the Cooperative Extension Service, University of Arkansas, and the United States Department of Agriculture.

Section 2. To provide opportunities for members cooperating in Extension family and consumer sciences and other educational programs to pool their judgment and experience for the progressive improvement of the home and community life, and to spread the influence of the program.

Section 3. To offer a means by which members in cooperation with the Cooperative Extension Service, University of Arkansas, may interpret and promote programs of state, national, and international importance in the protection and development of the American home.

Section 4. This Council is organized and operated for the exclusive purpose of continuing adult education within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

Article IV Membership

Section 1. The membership of The Council shall be by County Councils. The membership of the Council is open to all eligible persons without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy or any other legally protected status. AEHC membership application includes AEHC individual membership application form and signed AEHC volunteer agreement. Members are to review the following annually: AEHC Code of Ethics, Volunteer Agreement, Bylaws and Standing Rules

Applications for membership may be made by a County Council representing members organized through the Cooperative Extension Service, University of Arkansas. The County Council shall have a membership of one or more Extension Homemakers Clubs and may have members-at-large.

a. An Extension Homemakers member is a member of an active Extension Homemakers Club; a regular EH Club is a structured organization with elected officers (President, Vice President, Secretary, Treasurer, and optional President-Elect), and must have at least three individuals, a regular meeting time, and a commitment to support the mission of the county and state organization and to participate in its educational and outreach function. The mission of the club shall correspond with the mission of the organization.

b. A Project EHC member is a member of a Project Extension Homemakers Club. The group may or may not be structured – there are at least two contact people, if no elected officers, and must have at least three individuals. The meeting times are not necessarily on a regular basis but rather at the discretion of the members of the Project EH Club. They agree to support the mission of the county and state organization and to participate in its education and outreach function where possible. The mission of the Project EH Club shall correspond with the mission of the organization. A Project EHC member is represented at county council meetings by a representative chosen by the Project Club.

c. An Extension Homemakers Member-at-Large is a membership category that may be adopted by a County Council. The membership classification is available to an individual in an area where an Extension Homemakers Club is not organized or where the individual cannot meet regularly with an organized club because of employment or other scheduled activities. An Extension Homemakers Member-at-Large is a member without vote.

Section 2. A County Council applying for membership in the Arkansas Extension Homemakers Council shall be nondiscriminatory and shall submit its application in writing to the AEHC President for approval by the Executive Committee. The application shall be accompanied by a copy of the Constitution and/or Bylaws of the County Council and dues for one year, and by a written agreement to abide by the Bylaws of The Council.

Section 3. There shall be districts composed of County Councils corresponding to the number and designation of the Cooperative Extension Service, University of Arkansas districts.

Article V

Officers and Their Election

Section 1. The elective officers of The Council shall be:

a. A President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

b. One Director from each of the districts, to be elected by the delegates from that district. These officers shall be elected at the Annual State Meeting for a term of two years. The President-Elect shall serve a two-year term followed by a two-year term as President. No officer shall serve more than one term in the same office, with the exception of the Treasurer who may serve two consecutive terms.

Section 2. Qualifications and Eligibility:

a. Each candidate for office must have the endorsement of their County Council and their County Extension Agent - Family and Consumer Sciences and a completed Arkansas Extension Homemakers Council nomination form.

b. Any nominee eligible for President-Elect must previously have served on the AEHC Board of Directors within the preceding five years and have served as a County Council President or have a recommendation from 2 State Executive officers.

c. A nominee for any other AEHC office must have previously served as an elected officer of a County Council (President, President-Elect, Vice President, or Secretary-Treasurer) or have a recommendation from 2 State Executive officers.

d. Nominees shall not be a regular employee of the Cooperative Extension Service, University of Arkansas. Temporary workers are not considered as regular employees and can be nominated.

e. A nominee shall be an active member of a local Extension Homemakers Council Club.

f. A member-at-large shall not be eligible for an AEHC Office or District Office, elected or appointed.

g. The District Directors and Associate District Directors shall reside in the district in which the individual serves.

Section 3. The Method of Nominations and Election Shall Be as Follows:

a. All nominations for AEHC Officers and District Directors shall reach the Nominating Committee postmarked on or before May 1, preceding the election.

b. The AEHC Nominating Committee shall be appointed by the President with the approval of the Executive Committee. This committee shall consist of the Immediate Past President representing the AEHC Executive Committee to serve as chair and a President of a County Council in each of the remaining districts. This committee shall present nominees for President- Elect, Vice President, Secretary, and Treasurer. They shall be elected in even years.

c. The District Nominating Committees shall be appointed by the President with the approval of the Executive Committee. These committees shall consist of the retiring District Director serving as chair and two County Council Presidents, each of the three being from a different county in that district. These committees shall present nominees for District Directors. The District Directors shall be elected in odd years.

d. The respective committee shall present nominees for each office. The chair of the nominating committee shall adhere to the following nomination process:

1. Include a list of all eligible candidates in the President's packet at the Annual State Meeting.

2. The slate of candidates will be introduced at the opening session of the Annual State Meeting.

3. The slate of candidates will be submitted to the Board of Directors during the Annual Meeting.

4. Nominate only those who are eligible (Article IV, Section 2, of the Bylaws) and who have given consent in writing, endorsed by their County Council after consultation

with their County Extension Agent - Family and Consumer Sciences, and have submitted a completed AEHC nomination form.

5. Notify each candidate with copies to the County President and County Extension Agent - Family and Consumer Sciences of the committee's decision. Those selected as nominees are expected to attend the Annual State Meeting, at which the election is to be held at no expense to AEHC.

6. In the event of more than one candidate, election shall be by ballot at the business meeting. A majority of those entitled to vote and voting shall constitute an election. If a majority vote is not reached after two ballots are cast, all names shall be deleted except the two who received the largest number of votes on the second ballot, and the voting continued.

7. During elections: Count ballots at least 2 times for a confirmed total. Ballots are to be sealed into an envelope and signed over the seal. Ballots are to be kept by the secretary for 30 days following conclusion of Annual State Meeting and then destroyed.

Section 4. Term of Office:

a. Officers shall serve for a term of two years.

b. Newly elected officers shall take office on July 1 following the election.

c. Vacancies among officers other than the President or President-Elect shall be filled by appointment by the President with the approval of the Executive Committee for the remainder of the unexpired term. If an officer has served more than half a term, the officer is considered to have served a full term in that office.

d. If an appointed officer serves more than half a term, the term will be considered a full term and the officer cannot be re-elected for that position.

1. The vacancy of President shall be filled by the President-Elect. The officer who serves more than half of a term as President is considered to have served a full term.

2. The vacancy of President-Elect shall be filled by the Vice President. The officer who serves more than half of a term as President-Elect is considered to have served a full term.

3. The vacancy of Past President shall be filled by appointment by the President with the approval of the Executive Committee for the remainder of the unexpired term. The appointee shall have served as President of the Arkansas Extension Homemakers Council.

e. In the event a member of the AEHC Executive Committee is unable to fulfill his/her duties as a result of illness, family illness, and/or other unavoidable situations which are deemed to be short term or not more than 90 days in duration, the President may appoint an interim person to fill that vacancy. Any costs associated with this interim position will be taken from the budget line item designated for that position. At which time the original board member is able to resume their duties the interim position will cease to exist.

Article VI Executive Committee

Section 1. The Executive Committee shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, District Directors, Immediate Past President, and (Parliamentarian, without vote).

a. The Immediate Past President shall serve a two-year term as an advisory member to the Executive Committee with vote.

b. The President shall appoint the Parliamentarian who shall serve a two-year term without vote.

Section 2. Meeting:

a. The Executive Committee shall hold at least three meetings during the year, subject to the call of the President.

b. Special meeting of the Executive Committee may be called by the President or at the written request of a majority of the officers.

c. Executive Committee members are expected to attend all Executive Committee and Board Meetings. Any officer who misses three (3) consecutive meetings, or portions of meetings, will automatically be dismissed from the Board.

Article VII Special Advisors

Section 1. The designated Extension representative shall serve as advisor to all segments of the Arkansas Extension Homemakers Council.

Section 2. The Extension District Director from the President's district with responsibility for family and consumer sciences and the County Extension Agent - Family and Consumer Sciences from the President's county may serve as advisors to the Executive Committee.

Section 3. The Extension district faculty with responsibility for family and consumer sciences will serve as advisors to the AEHC District Directors in their respective districts and to the Board of Directors.

Section 4. Extension faculty members designated by the Extension Administration shall be named to serve as advisors to the organization as needed.

Article VIII Board of Directors

Section 1. The Board of Directors shall consist of the Executive Committee, Associate District Directors, Chair of the Past Presidents Organization, and the Presidents of all County Extension Homemakers Councils belonging to The Council.

Section 2. Meeting:

a. The Board of Directors shall meet in connection with the Annual State Meeting, and as designated by the Executive Committee.

Article IX Board of Trustees

Section 1. The Board of Trustees will consist of the AEHC President, Immediate AEHC Past President, AEHC President-Elect, AEHC Treasurer, AEHC Parliamentarian (without vote), a current

County President, and one Past AEHC President. The AEHC President shall serve as chair. The AEHC President shall appoint a Parliamentarian who shall serve a two-year term on the Board of Trustees without vote. The Board shall be clothed with the powers, duty, and responsibility of managing and administering that part of the affairs of the organization set out in Article XV of the Bylaws.

Section 2. The title of all properties coming into possession of The Council under said powers shall be invested in said Board, in trust for Council. All properties shall be conveyed to and held by the Board in trust for The Council, and any conveyance, lease, or mortgage of said property by the Board shall be effective to convey the title of The Council, provided that any sale, lease, or mortgage of any real property of The Council shall first be approved by the Board of Directors. The Board of Trustees shall have the power and authority to administer, manage, and deal with all business of any kind arising under said Article XV to collect and receive rents, gifts, income and profit, to receive and deposit or to invest in the name of The Council any income arising under said Article, and to do and perform all matters and things and to transact in the name of The Council all business which may be desirable or necessary to effectuate the powers and purposes of The Council as provided in Article XV hereof.

Section 3. The AEHC President, AEHC President-Elect, AEHC Vice President, AEHC Secretary, AEHC Treasurer, AEHC Parliamentarian (without vote), and the AEHC Immediate Past President (with vote) shall serve as a Management Committee and the purpose of this committee shall be to resolve issues and all findings, problems, and matters to the Board of Trustees and implement decisions.

Section 4. The designated Extension representative shall serve as advisor to the Board of Trustees and Management Committee.

Section 5. The Board of Trustees shall meet annually as designated by the President.

Section 6. The Management Committee shall meet as needed or by request of the President.

Article X Code of Ethics

AEHC Code of Ethics

Section 1. The AEHC Executive Committee and all members of this organization agree to abide by the AEHC Code of Ethics. The AEHC Code of Ethics is located immediately behind the AEHC Standing Rules in the Handbook.

Section 2. An Ethics Review Committee will be established to review complaints and/or violations of the AEHC Code of Ethics. The Ethics Review Committee shall be composed of the AEHC Parliamentarian, three Council Presidents (one from each district and not currently members of the Executive Committee), AEHC Advisor and AEHC President, Ex Officio. The AEHC Parliamentarian will serve as chair.

Section 3. Ethics Review Committee convened as needed.

Section 4. All complaints must be in writing and submitted to the AEHC Parliamentarian, AEHC President and AEHC Advisor. All complaints must be submitted within 45 days of said violation. The Ethics Review Committee will convene within 45 days to review complaint. If a violation is found to have merit the committee will forward the complaint to the AEHC Executive Committee for action to be determined.

Section 5. Actions may include the following:

a) No Violation found – the Ethics Review Committee takes no action other than informing the complainant that no violation was found.

b) First Violation - Written notice to the individual to cease said violation immediately.

c) Second Violation – Necessitates loss of membership and removal from any office currently being held by the violating individual.

Article XI Business

Section 1. The principal place of business shall be the Cooperative Extension Service, University of Arkansas State Office, located at 2301 South University Avenue, Little Rock, Arkansas.

Section 2. The fiscal year shall begin on the 1st day of July and end on the 30th day of June each year.

Section 3. An Annual State Meeting shall be held each year and the place shall be designated by the Arkansas Extension Homemakers Council Executive Committee.

Section 4. Members entitled to vote and present shall constitute a quorum at meetings of the Board of Directors, the Executive Committee, and District Meetings.

Section 5. The voting delegates at any Board of Directors Meeting shall be the President, or the accredited alternate, of any member County Council in good standing; the Chair, or the accredited alternate, of the Past Presidents Organization; the Executive Committee; and the Associate District Directors. Only those voting delegates shall have the privilege of making motions and debating. When one voting delegate serves in two positions concurrently, they should designate in writing to the President prior to the Board Meeting the position they will represent.

Section 6. Delegates not seated in appropriate seat at roll call will forfeit their right to vote.

Section 7. The voting delegates at any District Meeting shall be the President, or the accredited alternate, of any member County Council in good standing. Only those voting delegates shall have the privilege of making motions and debating.

Section 8. Business may be conducted by Electronic Mail (email) as deemed necessary by the president.

Article XII Dues and Finances

Section 1. Membership dues shall be paid by County Councils to the Arkansas Extension Homemakers Council. These shall be fixed by the Board of Directors.

Section 2. Fund-raising activities for The Council may be held when authorized by the Executive Committee and the Board of Directors and when the purpose is in agreement with the objectives of The Council.

Article XIII Assets

Section 1. No part of the net earnings of The Council shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance with the objectives set out in Article III hereof.

Article XIV Dissolution

Section 1. Upon dissolution of the Arkansas Extension Homemakers Council, the Board of Directors shall:

a. verify intent with state advisor
b. complete necessary documentation
c. submit completed documentation to UACES state office
d. after paying or making provisions for the payment of all the liabilities of The Council, dispersing all the assets of The Council exclusively for the purpose of The Council in such manner, or to such organizations who, at the time of dissolution, shall qualify as exempt organizations operated exclusively for educational, scientific, charitable, or religious purposes under Section 501(c)(3) of the Internal Revenue Code of 1954.

Section 2 Upon dissolution of an Arkansas EHC County Council without any EHC clubs in the county, the County Council Officers shall:

a. notify the County Agent Advisor, State EHC advisor, and State President
b. complete necessary documentation
c. verify with the county and UACES state Extension Office
d. after paying or making provisions for the payment of all the liabilities of The County Council, dispersing the assets of The County Council exclusively for the purpose of The Council in such manner, dispersed to AEHC an organizations who, at the time of dissolution, shall qualify as exempt organizations operated exclusively for educational, scientific, charitable, or religious purposes under Section 501(c)(3) of the Internal Revenue Code of 1954.

Section 3. Upon dissolution of an Arkansas EHC Club the Club Officers shall:

a. notify the County Agent Advisor, State EHC advisor, and State President
b. complete necessary documentation
c. verify with the county and UACES state Extension Office
d. after paying or making provisions for the payment of all the liabilities of The County Council, dispersing all the assets of The Club exclusively for the purpose of The Club in such manner, dispersed to either or split between the EHC County Council or AEHC as such organizations who, at the time of dissolution, shall qualify as exempt organizations operated exclusively for educational, scientific, charitable, or religious purposes under Section 501(c)(3) of the Internal Revenue Code of 1954.

Article XV Affiliations and Activities

Section 1. The Council shall not affiliate with any other organization except by unanimous vote of the Board of Directors.

Section 2. As an educational organization, contributions in cash shall not be made, or drives sponsored, in the name of The Council except for the approved projects within the organization.

Section 3. No substantial part of the activities of the Arkansas Extension Homemakers Council shall be carrying on propaganda, or otherwise attempting to influence legislation, and The Council shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Section 4. All activities of The Council shall be in compliance with the objectives as stated in Article III hereof.

Article XVI Powers

The Arkansas Extension Homemakers Council shall have the power to cooperate with any governmental agency or agencies, whether national, state, county, or municipal, or with any business or private agency whatsoever, in carrying out the purpose herein contemplated; to borrow or raise money, necessary or convenient, to the accomplishments of the purposes of The Council; to acquire by gift, purchase, or in any manner, and to sell, improve, lease, operate, mortgage, or otherwise dispose of real property and personal property of any description for any purpose necessary, convenience, useful or incidental to the accomplishment of the purpose of The Council within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

Article XVII Amendments

These Bylaws may be amended at any regular meeting of the Board of Directors by a vote of two-thirds of the votes cast, provided notice of the proposed amendment has been sent to voting delegates thirty (30) days before the time of the meeting.

Article XVIII Authority

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XIX Agent for Service

The Agent for Service for the Arkansas Extension Homemakers Council shall be selected by the President and approved by the Executive Committee.

Revised: 1.31.2022
Revised: July 18, 2023
Revised: March 12, 2025
Revised: May 6, 2025
Revised: August 6, 2025
Revised: May 4, 2026
Revised: June 3, 2026