

# **NDFCE Policy Notebook**

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## **What Is the Mission of FCE?**

The mission of The North Dakota Association for Family and Community Education is to strengthen individuals and families through:

- **Education**
- **Leadership**
- **Action**

## **The Vision Statement for National FCE**

(Adopted July 2009 at the Annual Conference in Portland, Oregon)

Empowered women build better lives through friendship, practical knowledge, leadership, and advocacy. These qualities attract new members who join to become more caring, involved citizens.

### **Who May Join FCE?**

Membership is open to all who believe in and further the mission of FCE.

### **Benefits of Membership**

Dues finance programs, Board of Directors expenses, scholarships, 4-H contributions and provide membership affiliation in NAFCE, ACWW and CWC. Voluntary contributions can be made to International Peace Garden.

## **National FCE Membership Benefits**

- **Liability Insurance** for FCE Activities  
Automatic coverage — you may call or write your state president or HQ if you need the certificate
- **Program Materials** on Current Issues
- **Legislative Information** that Affects Families
- **Special Rates** for FCE Events, Conferences, Activities and Educational Materials.
- **FCE TODAY** — the Official Newsletter
- **Growth and Personal Development** for Individuals and Families
- **Low Cost Credit Card** with FCE's VISA Card
- **Volunteer Opportunities**
- **Participation in a National Effort** to Make a Difference for Families

revised July 1996/October 2009

# **The North Dakota Association for Family and Community Education**

## **What Is The North Dakota Association for Family and Community Education?**

It is a state association of county Family and Community Education councils, operating as a non-profit corporation. It was organized on February 11, 1942, at North Dakota State University.

The voting **membership** consists of one delegate from each county council and one delegate representing Supporting Members (formerly Mailbox Members). NDFCE counties are affiliated with the state council.

**Meetings** are held annually and on a rotation basis across the state or other sites at the discretion of the board.

**Officers** consist of the president, president-elect, vice-president secretary, and treasurer and they shall be elected at the State Conference. The president-elect shall be installed as president when the current President's term is up. The President will serve a term of three (3) years (one term limit). The President-Elect will serve for a term of one (1) year followed by a three (3) year term in office as President (one term limit). Secretary and Treasurer are elected for three year terms, with a limit of two consecutive terms. Newly elected officers shall take office January 1.

The election of **District Chairpersons** shall be by ballot vote of the members in attendance at a district meeting. A majority vote of the ballots cast shall constitute an election. District Chairpersons are elected for three year terms, with a limit of two consecutive terms.

**Dues.** The state council is financed by a portion of the dues paid by individual members to the treasurers of the county councils, and by county councils to the state treasurer. This funds the educational programs, the expenses of the state delegates to the National Conference, the expenses of the board of directors to perform their duties, and expenses incurred by persons given special assignments by the council or the board of directors. State dues are usually collected at the fall county council meetings.

**Annual Conference.** The business of the North Dakota Association for Family and Community Education is conducted at its annual conference. Past programs are reported and recognized and new ones are planned for the coming year. The election of officers is held. Learning sessions, talks, tours, special meals, fellowship and fun are featured at the meeting.

**Business.** Main items of business transacted are as follows:

1. Conduct the business of the state council.
2. Elect state officers (as necessary).
3. Hear reports of state officers and committee chairmen.
4. Promote programs developed by the National Association for Family and Community Education.

**Delegates.** Each county selects one official delegate each year at the County Family and Community Education Council meeting.

A county is also encouraged to send a visiting delegate. Visiting delegates and other members are always welcome and have all the privileges of the annual meeting except voting. Only one vote can be cast per county on any question. A pool of "Supporting Members" could elect a delegate and have one vote at the Annual Conference.

**Constitution and Bylaws.** The first constitution and bylaws were written and accepted at the time the state council was organized in 1942. A non-profit corporation status was granted July 30, 1979. Revisions are made from time to time as the need arises. Each FCE County President should have a copy of the state bylaws. It should be kept in a place where the club officers can refer to it. Copies can be secured from your State President.

revised 12/98 / May 2002 / October 2009

## Statewide Activities

1. **Children & Television** — this project is a continuing project of the National Association for Family and Community Education. Its purpose is to increase the supply of informational and educational programs for children.
2. **District program** planned and arranged by District Chairpersons in accordance with state and national programming areas.
3. **Heart of FCE Award** — given annually to recognize an outstanding FCE member.
4. **State Fair** — North Dakota FCE can have a booth at the State Fair in Minot or other program.
5. **FCE Week** — FCE Week is the second full week in October. FCE Organizations in your local towns and counties can promote a special awareness project. Suggestions in the Public Relations Section.
6. **Oral History** - "Memories of North Dakota Homemakers" is an oral history project that began with training workshops held around the state in 1985. The NDFCE club members were taught the methods to use in interviewing residents in their own counties about the local history. In 1986 "Memories of North Dakota Homemakers" was sanctioned by the North Dakota Centennial Commission as one of the NDFCE's centennial projects. A set of three books -- "Sods, Logs and Tarpaper", "Clothes Lines, Party Lines and Hemlines", and "Courtin' Cookin' and Castor Oil" -- were compiled from those interviews. In addition to the oral histories, in 1986 photographs were collected and made into slides for the slide/tape program, and prints were made for books.
7. Support **4-H** and other youth programs.
8. Help support the **International Peace Garden** by voluntary contributions
9. Support **North Dakota FCE Scholarships** on a statewide basis and encourage counties to also provide scholarships.
10. **Arlene Sagness Grant** — grants are given to North Dakota FCE clubs/counties for community service projects.
11. **Supporting Members** (formerly Mailbox Members) - pay equitable national, state and county dues as determined by the North Dakota FCE board and county councils; have all rights other North Dakota FCE members have; and have the right to hold elected or appointed offices if they so desire. They could be elected at the county level by the normal voting procedure in that county. They receive the national, state, and county newsletters plus information on club lessons and loan programs available to clubs and individuals. Supporting Members can also meet during the NDFCE Annual Conference and select their representative and be allowed the voting privileges of one county delegate.
12. Participate in **Associated Country Women of the World (ACWW)** and **Country Women's Council (CWC)**.
13. **Family Community Leadership (FCL)** — teaches people how to initiate, plan and take action effectively on community issues affecting their families. FCL participants come from all walks of life, wanting to do something positive to influence local decisions. Training provided through the FCL program can help you reach this objective.

Revised August 1996/July 1997/December 1998/November 1999 - 5/02 / Oct 2009

## Historical Records for NDFCE Preserved

Some historical records for NDFCE (formerly NDEHC, Inc.) have been taken over to the Archives section at the North Dakota State University Library.

This page informing all present and future FCE executive board and members should remain a permanent part of the Policy Notebook. The historical files, publications, etc. can be seen and/or checked out through the Archives Department.

NDFCE is very appreciative of the careful handling and procedure used to preserve these wonderful old records for many decades to come.

As time goes by, it is important a copy of the FCE be added to the file at the Library. Also to be included would be any documentation dealing with NDFCE beginning with 1992-93.

## Scholarships and Arlene Sagness Grant

**Freshman Scholarship** — these are given each year to two or more graduating high school seniors. They must enroll at an accredited college or university offering a major leading to a B.S. or B.A. degree in one of the following areas: apparel, textiles and interior design; child development and family science; food and nutrition; general home economics or related fields. Applicants having out-of-state addresses must be children of NDFCE members, be enrolled in North Dakota high schools or be NDFCE members. The Freshman Scholarship is \$250.

**Mary Laycock Scholarship** — this scholarship is awarded each year to a junior enrolled in Human Development and Education at NDSU in one of the following areas for use during the senior year: apparel, textiles and interior design; child development and family science; food and nutrition; general home economics. The amount of the scholarship is \$285. A portion of this scholarship is credited to the Beulah Kibbel Memorial Scholarship totaling \$35.

**Emily Freeman Graduate Scholarship** — this scholarship is awarded to a North Dakota resident holding a Bachelor's degree in Human Development and Education who has been accepted in NDSU Graduate School to work toward a Master's degree in the College of Human Development and Education (or specialized area within the college). apparel, textiles and interior design; child development and family science; food and nutrition; general home economics. The Emily Freeman Graduate Scholarship is financed from regular assessments and contributions to the scholarship fund. The scholarship amount is \$300 and is awarded to a full-time student only.

**Arthur Schulz Memorial Scholarship** — this scholarship of \$200 is given annually to a Family and Community Education member wishing to improve employability by additional education.

**Grace DeLong Scholarship** — this scholarship of \$200 (established in 1978) is interest from the fund which is given to a NDFCE club member interested in improving employability through additional education or training.

Updates: May 2002 / Oct 2009

## The Country Women's Council USA

### **Ruth Buxton Sayre Scholarship**

Mrs. Ruth Buxton Sayre attained national and international recognition championing a better way of life for rural people.

Her efforts on behalf of rural women and families spanned three decades and earned her high post in state, national and international organizations. She served as ACWW President 1947-1953.

One of her many distinctions includes being the only woman appointed to a USA Agricultural Advisory Committee (by President Eisenhower).

In 1976 she was honored by being inducted into the Iowa Woman's Hall of Fame.

"If goods don't cross borders, soldiers will," expresses her views on trade and peace. She constantly encouraged women to "let out the seams" of their thinking.

The aim of this memorial is to lift people, in her name, by helping them to help themselves, through education.

### **Ruth B. Sayre Scholarship Guidelines**

#### **1. Eligibility:**

- a. Women must be a resident of USA.
- b. Must be submitted through an ACWW/CWC affiliated society, but not necessarily a member themselves.
- c. Have financial need
- d. Show ability to complete education.
- e. Show potential leadership.
- f. Carry a minimum of nine (9) hours

New: July 1996



## **II. General Conditions of the Scholarship**

- a. Country Women's Council shall be responsible for the administration of the scholarship.
- b. The ACWW/CWC affiliated society submitting the approved application shall keep in contact with the recipient and report progress.
- c. The scholarship shall be paid up to the amount of \$500 for a period of study not to exceed twelve (12) months.
- d. Scholarship money shall be sent to the educational institution where student is attending. Money to be used for tuition first, and if any remaining, can be applied to books and other school related expenses.
- e. If satisfactory progress is made, the applicant may apply for the same award to continue studying the succeeding year.
- f. Individual ACWW/CWC affiliated society members shall seek out scholarship applicants.
- g. Scholarship shall not be advertised on radio or non-member publications.

## **III. Applications**

- a. Scholarship applications **must be received by February 1st by the North Dakota FCE President.**
- b. Application shall contain:
  - 1. Complete current application forms
  - 2. Complete previous education and training on the application form.
  - 3. Complete applicant's financial statement on the application form.
  - 4. Transcript of grades.
  - 5. Recent wallet size photo (black and white, if possible).
  - 6. Two reference letters.
  - 7. Applicant's letter stating goals, purpose, plan of study and financial need (one typewritten page only).
  - 8. Application must be signed by an authorized officer of the sponsoring ACWW/CWC Society once the application packet is completed.

## **IV. Administration**

- a. Scholarship money shall be sent to recipient's chosen educational institution of August 1st.
- b. The Scholarship Selection Committee Chairman shall be the Treasurer of the Country Women's Council, USA. The national president/chairman of each affiliated society, not represented by the Treasurer, shall complete the selection committee.
- c. Number of scholarships awarded will depend upon availability of funds.

**FOR AN APPLICATION FORM for the Ruth B. Sayre Scholarship** contact:  
North Dakota FCE President or find the application in your National Association For Family & Community  
Education Member Handbook

New: July 1996 - Revised July 1997 - May 2002

**Arlene Sagness Grant** — given by North Dakota Association for Family and Community Education in memory of Arlene Sagness. Money from the sales of the Oral History books will be used to fund grant(s). A total of \$400 will be awarded annually in one or more grants to North Dakota Association for Family and Community Education clubs/counties for community service projects. Emphasis is given to those FCE programs which will have an impact on the future improvement of their communities. FCE clubs must promote this project so that the Arlene Sagness Memorial Grant is given recognition through their (club) publicity.

Money will be distributed at the following rate:

- 1/2 before the starting date of project
- 1/2 at the completion of project when a newspaper clipping with "Arlene Sagness Memorial Grant" circled in the article is received.

## **Youth Fund**

This fund supports several worthy youth programs:

**4-H Fund** - A portion of the money contributed to the Youth fund is given for 4-H activities. The amount is determined by the Board of Directors.

## **Nickels for Leadership**

Nickels for Leadership is a **fund** set up to collect money **to be used strictly for leadership development**.

These funds could be used to help finance a NDFCE member wishing to take the Leadership Training Day when offered at National FCE Conference.

## **Coins for Friendship**

The North Dakota Association for Family and Community Education Council is a member of the **Associated Country Women of the World (ACWW)**. Through voluntary contributions to Coins for Friendship, the ACWW triennial meeting is held and the central office in London is maintained.

In North Dakota each FCE member is asked to give one coin (more if they wish) each year. It gives each person a feeling of personally belonging and contributing to this great sisterhood of eight million rural women throughout the world.

A special ceremony is available to use in collecting these coins. United Nations Day, celebrated each year in October, might be an appropriate time to share your Coins for Friendship. The state treasurer will appreciate receiving each county's contribution.

## **Peace Garden**

The **International Peace Garden** is nestled in the Turtle Mountains on the North Dakota — Manitoba border along the longest unfortified boundary in the world. The cairn carries the inscription, "To God in His Glory...We two nations dedicate this garden and pledge ourselves that as long as men shall live, we will not take up arms against one another."

Family and Community Education clubs of North Dakota have helped support the Garden since its dedication in 1932. The monetary support is used for improvements of facilities and NDFCE has a voice in how contributions are spent. NDFCE had a special project on July 14, 1982, funding a fountain in the beautiful formal garden area.

Oct 2009

## ACWW

The Associated Country Women of the World is not an association with national branches, but an international non-governmental organization established in the interest of no one particular social, political, racial or religious group. It is open to organized bodies of country women who elect their own officers and develop their own policy, and whose aims are in harmony with those of ACWW. Its six and a half million members come from over 68 different countries. It was founded at a conference in England in 1929. North Dakota joined in 1956.

Find updated information on ACWW in your NAFCE Member Handbook.

### **The Countrywoman**

The *Countrywoman* is a quarterly publication of the Associated Country Woman of the World that keeps members informed of the activities of societies and members all over the world and the opportunity of having letter friends. As a part of your membership you receive the Countrywoman publication.

Letter Friends can be arranged with one in another country by contacting the CWC Secretary.

More information on ACWW and the current addresses are found in the NAFCE Handbook.

### **Finances:**

ACWW is financed by Coins for Friendship, a voluntary fund of donations from ACWW Societies and individual members all over the world. This forms 75% of ACWW's income and gives the organization the freedom to speak and work for all members.

In North Dakota each NDFCE member is asked to give one coin (more if they wish) each year. It gives each member a feeling of personally belonging and contributing to this great sisterhood of eight million rural women throughout the world.

A special ceremony is available to use in collecting these coins. United Nations Day, celebrated each year in October, might be an appropriate time to share your Coins for Friendship. The state treasurer will appreciate receiving each county's contribution.

## CWC

CWC stands for Country Women's Council. CWC consists of the presidents of all the ACWW member organizations in the United States. Member organizations are: National Association for Family and Community Education; American Farm Bureau Women; and National Master Farm Homemakers' Guild. CWC's purpose is to unify the work of ACWW in the United States, prepare recommendations, carry out program of ACWW, distribute information and keep close contact with the United Nations.

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

The state president shall be the official delegate to the National Association for Family and Community Education annual conference. The vice-president or president-elect, secretary and treasurer shall be the first, second, third, fourth, and fifth alternate delegates respectively.

The following officers shall be entitled to attend national conferences during their term of office:

- President-Elect
- Vice President
- Secretary
- Treasurer
- Coordinator for Young Families
- Editor
- District Chairpersons

They shall be reimbursed for part of their expenses at the discretion of the Board of Directors.

Updated May 2002 / October 2009

# NDFCE Annual Conference - General Information

## Instructions, Rules, and Procedures

### **Delegates:**

1. Each county shall be entitled to one official (voting) delegate and one visiting delegate from each affiliated county. In case of necessity while the state council is in session, the visiting delegate may serve as the official delegate with all privileges. The visiting delegate must report to the secretary before being seated. A state council officer may not act as an official delegate.
2. An official delegate is expected to be punctual, to attend all sessions and stay until the close.
3. Each delegate prepares a report to be given at the next county council meeting or directly to FCE clubs. The board of directors makes the following suggestions for your report.
  - a. Of first importance is the business, speeches and committee reports. Take plenty of notes and ask questions on anything that you do not fully understand.
  - b. Social events are for your enjoyment. They can be given as the second part of your report.
  - c. Lastly, give personal observations and your own evaluation of the meeting. This is important!
4. North Dakota Supporting Members are entitled to one official (voting) delegate. North Dakota Supporting Members shall meet prior to the business meeting at the NDFCE Annual Conference to select their official delegate.

### **Visitors:**

Visitors are welcome!

### **Bylaws:**

Official delegates should have a copy with them for all meetings.

### **Elections:**

The President, President-Elect (on appropriate years), Secretary, and Treasurer are elected at the Annual Conference. Refer to Bylaws of the NDFCE Article VI, Section 4:B.

### **Nominations:**

Nominations may be made from the floor at the time of the election, provided consent of the nominee has been obtained. Those eligible for office include: official delegates, visiting delegates, state committee chairmen, elective officers, present and past, and from names submitted as recommendations from county councils. They must have the necessary qualifications.

### **Balloting:**

The first ballot shall be the nominating ballot. County delegates must assume responsibility for placing their recommendation in nomination. Using ballots provided in conference packets.

Immediately following the results of the first ballot, the candidates must signify their preference of office if they have been nominated for more than one. Nominations may be received from the floor, and withdrawals may be made from the slate of candidates. If a person who is recommended by her county council is not present, her county delegate must assume the responsibility for placing her name in nomination, provided consent of the nominee has been obtained.

The second ballot will reduce candidates to the top two candidates.

The final ballot must provide a majority vote for one candidate.

### **Punctuality:**

All meetings will start as promptly as scheduled in the program.

### **Name Tags and Registration Packets:**

Wear your name tags at all times. Please carry registration packets to business sessions.

Revised July 1997 - May 2002 – Oct 2009

**Expenses:**

Official delegates and Visiting Delegates to the annual meeting attend at their own expense, possibly with help from their County council.

**Roll Call:**

Each official delegate shall be prepared to rise and introduce herself and her visiting delegate (names and home town) when the secretary calls her county name for the 1st day's roll call at the annual meeting. Each official delegate must be present for all business after roll call is taken or check out with the secretary.

## **Annual Conference - Board Members Hostess Duties**

Duties assigned by the state president prior to the annual meeting.

1. Registration
  - Set up table for registration.
  - Treasurer and one board member appointed by the president.
  - Handle registration.
  - Extra banquet and luncheon tickets are sold at the registration table.
2. Hostess for Speakers
  - Be there early.
  - Check room arrangements so they are appropriate for the meeting.
  - Greet speakers on arrival.
  - Escort speaker to chair for meeting and introduce speaker before presentation.
  - Hostess helpers distribute handout materials at beginning and end of session.
  - Escort late arrivals to chairs.
  - Escort speaker out and thank her/him for coming.
3. Break Hostess
  - Double check arrangements for coffee (time, etc.).
  - Greet guests (Check on name tags).
  - Pour coffee or juice, or arrange for someone to serve beverages.
  - Direct traffic to and from tables.
  - Move people along at end of break back to next session.
4. Banquet Hostess
  - Greet guests.
  - Show guests to positions at table.
  - Introduce them to other guests nearby.
  - Collect tickets for banquet and luncheons.
5. Tour Hostess
  - Drive van when needed.
  - Collect van tickets from passengers.
6. Flags
  - Flags will be presented during the opening ceremony. If they are placed on a platform, the U.S. flag is to the speaker's right; if they are on the floor, the U.S. flag is at the audience's right. Or arrange for appropriate organization to handle the presentation.
7. Installation Ceremony - This shall be arranged in advance by the NDFCE President.

Revised July 1997/December 1998 / May 2002

## **Annual Conference - Toastmistress Duties**

### **Luncheons and Banquets**

1. Plan menu with Food Service Department.
2. Arrange for brief program (i.e. a reading) / Banquet; entertainment for luncheon. Give advance notice.
3. If there is a head table, give advance notice to those who will be seated there.
4. Introduce head table (if set up). Serve as MC.
5. Assign someone to give table grace (give advance notice).
6. Assign specific duties for hostesses. Let hostesses know who will be sitting at the head table.
7. Toastmistress will be responsible for providing programs.

Revised July 1997 / Oct 2009

## **National Association for Family & Community Education Emblem**

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

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 symbolizes productivity and richness of the family and community life.

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. States may substitute their names for the national name.

The NAFCE emblem is for indicating membership in a volunteer organization dedicated to presenting and disseminating educational materials relating to family and community education.

The emblem may not be used for any commercial purposes or in connection with any advertising, without the express written permission of the NAFCE President.

The history of the emblem dates back to 1934 when a committee was appointed to work on the insignia. The emblem was patented in November 1936. In 1973, the Board members added another circle with the name of the organization in it. It was accepted by voting delegates at the 1974 Annual Conference.

The Trademark was filed May 4, 1979 with the U.S. Patent and Trademark Office, and bears Serial No. 214,249. The seal of the U.S. Patent and Trademark Office was affixed October 5, 1982, certifying trademark registration of the emblem. The trademark bears the registration number 1,211,987 and will remain in force until October 5, 2002, unless terminated sooner as provided by law.

The emblem was redesigned in 1992, when the name National Association for Family and Community Education was voted February 27, 1992.

### **National Association for Family & Community Education Flag**

Mrs. Gladys Medley, North Marshall County, KY, designed the NAFCE Flag. Mrs. Medley took her idea to Tommy Troutman, an artist of Paducah, KY, who sketched and painted the design she had in mind. It was submitted and approved by the Board of Directors. At the 1975 Annual Meeting, the Board of Directors ordered a flag produced to lead the procession at the 1976 Annual Meeting. The flag was updated in 1992 when the name changed to National Association for Family and Community Education.

### **National Association for Family & Community Education Colors**

PMS 308 blue and gold (teal and gold).

**National FCE Headquarters Office:** 73 Cavalier Blvd., Suite 106, Florence, KY 41042-5178.

Phone: 859.525.6401 - FAX: 859.525.6496 Toll Free: 877.712.4477

Email: nafcehq@fuse.net

Web Site: www.nafce.org

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## National Association for Family and Community Education (FCE)

The National Association for Family and Community Education (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.

Assembling in Washington, D.C. in 1936, a determined group of rural farm women had a vision...to strengthen adult education, to share their good sense and experience for improvement of home and community life, and to initiate and promote projects of national importance for the protection of the American Family. That vision became the mission of the newly formed organization.

Early efforts focused on support for a national school lunch program, development of local public health services, immunization programs for children, implementation of the first bookmobiles, and national safety programs.

Keeping pace with the evolving needs of society, FCE focuses today on three major concerns:

1. **Education:** FCE provides curriculum for members to help adults, youth and children to fulfill their potential as viable, contributing members of society;
2. **Leadership:** FCE provides a structure for leadership learning and for practice to develop confidence for leadership positions. Family Community Leadership (FCL) is FCE's certified leadership development program that enables citizens to better understand issues and to impact public policy relating to families and communities.
3. **Action:** FCE conducts as annual nationwide campaign to bring awareness for the positive effect television programming can have on children and their families. FCE members provide opportunities for individuals, families and communities to join them in improving literacy for adults and children, practicing environmental stewardship, promoting health and nutrition, and role modeling ethical values.

New July 1997

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

...Mrs. Jean Beard, Harrisonburg, VA

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

### **Onward, Ever Onward**

1. Like the music of a mighty band  
Our voices ring across the land  
Singing of duty nobly done  
While we advance as one!
2. Armed with faith and zeal throughout our days  
We'll keep the hearth of home ablaze  
Striving for better ways to live  
Living to serve and give.
3. Let us make each home a beacon light  
To guide our nation's course aright  
Spreading with gentle heart and hand  
Living to serve and give.
4. As we dedicate our hearts anew  
To NAFCE we'll be true  
Making its aim our goal and guide  
  
Singing its praise and pride.

### **CHORUS:**

Onward, ever onward  
With a strength born of unity  
To our God, our home and country  
We will pledge our loyalty.

Copyright 1956 by Dorothy Bullock and the copyright assigned to the National Home Demonstration Council.

Revised July 1997 - May 2002 – Oct 2009

# **National FCE Vision Statement**

**Adopted July 2009**

Empowered women build better lives through friendship, practical knowledge, leadership, and advocacy. These qualities attract new members who join to become more caring, involved citizens.

## **FCE and Extension**

When FCE organized it was the home economists who helped by gathering information about how other states were organizing into groups. FCE and extension have continued to have a working relationship since the beginning of our organization.

We want to continue this relationship. Extension will provide us with 2 to 3 programs per year and we will provide them an audience. Also they have been and are recognized as consultants to this organization. In order for them to be consultants, they need to be kept informed. Just as we need to be kept informed about where they are going as far as the needs of our organization are concerned.

Some things to keep in mind for FCE members:

1. FCE is our organization.
2. It is our responsibility to plan the meetings and programs. We may, however, ask for extension's assistance.
3. Copies of some correspondence could be sent to extension staff to keep them informed.
4. Questions and concerns along with forms and applications need to be channeled to FCE board members with copies of forms and applications sent to appropriate extension staff (when necessary).
5. The national organization has produced notebooks with lesson information in them. It is encouraged that FCE members use these programs along with programs from Extension and other resources in their area. (Extension's programs must be research based. Meaning they have to fall into their extension specialists areas of expertise in order for them to be able to develop programs for our use.)

Some things to keep in mind for Extension:

1. Extension needs to let FCE people in their area know what support they will give FCE.
2. Extension needs to inform FCE members of changes concerning their work with FCE.
3. Extension professionals serve as consultants to the FCE organization. It would be helpful to guide those members, who are dependant on extension, in the direction of self-sufficiency.

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### ***III. County Section***

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## **III. County Section**

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revised July 1996/August 1997 / October 1999

# **County Family and Community Education Council**

## **Membership of the County Council**

The club president is the logical person to represent the club on the county council so in most counties the council consists of the presidents of all the Family and Community Education clubs, so all FCE clubs are equally represented. North Dakota FCE Supporting Members could meet prior to the county meeting and select a representative and be allowed the voting privileges of one organized club.

The extension agents (formerly home economists) are consultants to the county council.

## **Meetings of County Council**

Regular meetings are held in the spring and/or fall.

The dates are determined by the county executive committee.

## **County Council/Club Bylaws**

Every NDFCE county in North Dakota has an organized county council, presumably with bylaws. The bylaws need to be kept up-to-date. When additions or revisions are to be made, a committee should prepare a report which may then be acted upon as provided in the bylaws.

## **County Council Officers**

It is recommended that each county council consist of president, president-elect, vice president, secretary and treasurer.

Some counties elect new officers each year, but some counties have officers serve longer, electing the president (or president-elect), vice president and secretary when necessary

The president is the elected leader of the county. Much of the success for the county is the president's responsibility. The president upholds the morale of the council and makes an effort to see that committees function, that time is allowed for programs, and that the membership is maintained or increased.

**revised August 1996 - May 2002 – Oct 2009**

## **Duties of the County President**

### **The president shall:**

1. Be familiar with the relationship between Family and Community Education and County Extension Office.
2. Study the county bylaws and see that they are followed.
3. See that all officers know their duties and fulfill them.
4. Plan and conduct a successful, orderly business meeting.
5. Maintain order during the business meeting and the program.
6. Appoint all committees and serve as an ex-officio member of all committees.
7. County Council presidents shall attend state council meetings as a voting delegate from the county or if unable to attend, send a vice president or another member to represent the county.
8. Read and respond, as requested, to correspondence from the state FCE officers.
9. Serve as official spokesman for the county.

## **Duties of the County Vice President**

### **The duties of the Vice President:**

1. Preside at meetings in the absence of the president and serve as an aide to the president in all assigned duties.
2. Help coordinate, promote and strengthen the Family and Community Leadership program in your county.
3. Serve as chairman of the program committee.
4. Promote the FCE activities as presented by the District chairperson.
5. Serve as the Public Relations and Membership Coordinator.
6. Perform the duties of the president in the event of the resignation, disability or death of the president and the president until the next meeting of the executive committee.
7. Serve as Peace Garden Chairman.

Our state council contributes yearly to the International Peace Garden located on the international boundary between Canada and North Dakota, a spot at almost the exact center between the Atlantic and Pacific Oceans and 30 miles north of the exact center of the North American continent. A cairn dedicated on July 14, 1932, bears the following inscription:

"To God in His Glory....

We two nations dedicate this garden and pledge ourselves that as long as men shall live, we will not take up arms against one another."

Monetary support from state FCE club members is used for improvement of facilities. A marker at the entrance to the Oak Leaf Picnic area tells that it was developed by the CCC and is maintained by the North Dakota FCE clubs. Our organization has furnished the area with picnic tables, outdoor grills and playground equipment. A water system and bathroom facilities have been other important contributions made possible by donations of FCE clubs in North Dakota.

A fountain, dedicated August 10, 1986, was built in the Sunken Garden area in honor of the Peace Garden's 50th anniversary by the NDFCE clubs.

The NDFCE council is a life member of the International Peace Garden, Inc. and we have a vote at the annual meeting held the second Saturday in September. In 1993 we gave \$553.54 and the National Association for Family and Community Education (NAFCE) Council contributed \$4,694.65 to the Peace Gardens. The NAFCE Council monies help maintain the beautiful lodge. The Lodge is built of native stone dug near Dunseith, North Dakota and logs from Manitoba's Riding Mountain National Park by the CCC in the 1930's. It is one of the most attractive buildings in the Garden and is used for meetings, banquets and social gatherings.

A video has been made on the Peace Garden and used to be available for loan at NDSU. At this time it is unclear whether or not it is still available. This was free to all FCE members with return postage the only cost. Address inquiries and/or orders to NDSU Extension Distribution Center, Morrill Hall 11, P.O. Box 5655, Fargo, ND 58105. Please write or call two weeks prior to date needed.

Revised May 9, 2012

### **Suggestions to County Vice President:**

1. Secure a committee to assist in planning a yearly program.
2. Acquaint the committee with program materials available from the NAFCE Issues Notebooks (Family, Environmental, Literacy and the FCE Network) and the North Dakota State University Extension.
3. Promote FCE week held in October. See FCE Policy Notebook for dates.
4. Plan county activities relating to FCE programs.

### **County Reports**

Summarize reports received from clubs and return information on County report form to District Chairperson by January 15.

## **Duties of the County Secretary**

The duties of the county secretary shall be:

1. Keep the minutes of each meeting in the record book provided.
2. Keep an up-to-date membership roll and check attendance at each meeting.
3. Keep a copy of the constitution and bylaws, with amendments properly entered.
4. Keep a record of all committees and notify members of appointments if they are absent when appointed.
5. Plan a list of pending and potential business with the president before each meeting.
6. Handle the organization's correspondence.
7. Call the meeting to order and see that a chairman pro tem is elected in the absence of the president, the vice president.
8. Be responsible for any other reports requested by the county council.

What the minutes should include:

1. Type of meeting. For example: regular, special and/or board meeting.
2. Date, hour and place of meeting.
3. Presiding officer.
4. Summary of reports given and name of those presenting reports.
5. Record of each motion with name of person making motion.
6. Record of statements, even though action may not be taken. Record of any special projects or plans.

**The minutes become a living history of the county.  
Be sure that they tell what happened, when it happened, where it happened,  
and who did it.**

## **Duties of the County Treasurer**

The duties of the county treasurer shall be:

### **I. Receives money**

1. Set a regular time for collecting money, usually at the close of each meeting. Have your receipt book with you.
2. Write a receipt in duplicate, in a regular receipt book, for all money taken in.
3. Describe each item carefully so the receipt tells exactly how much is paid for that item.
4. Keep council money in a separate box or purse, being careful not to mix it with other funds.

Revised October 2009



## **II. Deposits money**

1. Deposit all money received after each meeting.
2. Total the duplicate receipts in the receipt book each time a deposit is made before taking money to the bank. This makes certain written receipts agree exactly with the amount deposited. A good idea is to make a penciled notation on the last duplicate receipt that ends the deposit for the period, dating the notation.
3. Endorse all checks for deposit. Cash checks as soon as they are received.
4. Make duplicate deposit slips so one is kept for the records.
5. Ask the bank for regular monthly bank statements.
6. Check the bank statement against checkbook stubs. Very carefully keep all bank statements, cancelled checks, deposit slips and duplicate receipts.

## **III. Disburses money**

1. Pay all bills by check. Avoid paying with cash.
2. Fill in the check stub completely every time a check is written.
3. Carry forward checkbook balances.
4. Mark the bills or invoices paid with the date, number of check and amount.

## **IV. Keeps financial file - Use a file box in which to keep financial correspondence, bank statements, canceled checks, invoices, bills and all miscellaneous treasurer's records.**

## **V. Mail completed treasurer forms, money and all National Membership Forms to state treasurer by November 15.**

## **VI. Makes reports**

1. Make monthly and annual financial reports to the council. The treasurer's report should give:
  - a) The balance on hand at the last meeting
  - b) The amount of money received since that time in an itemized report.
  - c) The amount of money spent in an itemized report
  - d) The present balance.

## **Additional duties of the County Treasurer**

The treasurer is responsible for collecting county and state dues and keeps careful record of all money received and all money paid out. County and state dues should be recorded in separate columns.

Bills should be paid only when authorized by vote of the council.

It simplifies the work of the treasurer if all dues are paid at the fall council meeting. Duplicate receipt books are recommended to insure accuracy in checking the records.

The county treasurer's book and records can follow the general pattern set for local club financial records. The treasurer's book should be separate from the secretary's book, even when the two offices are combined.

Dues and a copy of county treasurer form and a National Membership Form for each member (with names and addresses) should be forwarded to the treasurer of the North Dakota FCE on or before November 15 of each year. All voluntary contributions are due November 15.

Submit (if requested by the president or council) the treasurer's records to an auditing committee at the close of the county year.

Oct 2009

## **Appointed County Positions**

1. **Coordinator for Young Families** shall be appointed by the President with the approval of the executive committee for a term of two years. The duties of the Coordinator for Young Families shall be to:
  - a) Provide county leadership to the Young Families program;
  - b) Work with Vice President on programs for young families and FCE week.
  - c) Encourage, receive and share ideas and suggestions from members.
  - d) County Scholarship Chairman - See scholarship information in Section II. FCE Information.

### **Responsibilities of County Scholarship Chairman or Committee**

1. Acquaint yourself with the scholarship program. Know what scholarships are given by NDFCE and inform club presidents at the fall county council meeting.
2. Be sure each club president receives a copy of the scholarship information.
3. Supply application forms to school superintendent/principal or counselor, interested students/parents. Please see that any old forms are thrown away and not used. Additional forms are available through your county extension office.
4. Launch a county publicity program. Use the radio, television and newspaper to publicize the scholarship program and careers in Home Economics or a related field.
5. Each club is assessed \$2 for the state scholarship program. Send scholarship dues with your yearly NDFCE dues.
6. Applicants having out-of-state addresses must be children of North Dakota FCE members, be enrolled in North Dakota high schools or be a member of the North Dakota Association for Family & Community Education.

### **Scholarship Calendars**

#### **September-October**

- Explain the scholarship program at fall county council meeting, giving due date.
- Contact school superintendents/principals or counselors and interested students/parents about the scholarships.

#### **January**

- Use the radio, television and newspaper to publicize the scholarship and due dates.

#### **April**

- All scholarship application forms, Freshman, Mary Laycock, Emily Freeman, Arthur Schulz Memorial and Grace DeLong are due to the NDFCE state scholarship chairman (Coordinator for Young Families) by April 15.
- The Arlene Sagness FCE Memorial Grant application form is due to the NDFCE state scholarship chairman (Coordinator for Young Families) by April 15.

#### **May**

- Scholarship winners are notified.

Revised December 1998 – October 2009

# How to Conduct a Meeting

**Before the Meeting** - The officers should be at the place of meeting at least 10 minutes before the regular opening time and then promptly begin the meeting.

Check the arrangement of chairs and tables before the meeting starts, striving for informality and friendliness. Have a table for the president and secretary so they can work cooperatively before the group. Whenever possible, arrange the chairs in a semi-circle, close enough to the officer's table so the group can hear.

Check on the program for the meeting and the presence of those members who are scheduled to give reports.

After the business meeting, the officers may clear the table for the use of the program leaders. Program leaders also should avoid awkward delays by having charts and demonstration materials in place as much as possible before the meeting is called to order.

**Absence or tardiness of officers** - If the president is absent or tardy, it is the duty of the vice president to open the meeting and preside until the president arrives and is ready to take the chair. If both president and vice president are absent, the secretary calls the meeting to order at the appointed time and the club selects a chairman to take charge until either the president or vice president arrives.

If the secretary is absent or tardy, the chair appoints a secretary pro tem. Always keep the meeting moving. Delay is embarrassing and wastes time.

**Check the order of business** - Most club meetings are composed of four parts:

## I. Opening

1. Call to order
2. Singing/creed recitation
3. Roll call - have a definite topic or secretary check attendance in her book

## II. Business

4. Secretary reads the minutes of the previous meeting
5. Treasurer gives report and moves its acceptance
6. Unfinished business
  - a. Business postponed from former meetings
  - b. Reports of standing committees
7. New business
  - a. Reports of special committees
  - b. Reading correspondence
  - c. Miscellaneous new business
8. Close business meeting
9. Announcements — examples, program for next meeting or roll call topic
10. Adjournment

## III. The program chairman in charge

11. Program
12. Discussion and questions

## IV. Social hour including refreshments, if desired

Since the program is the most important part of the meeting, some clubs arrange their meetings as follows, so that the leaders will be sure to have as much time as they need:

- I. Opening
- II. Business Meeting
- III. Program
- IV. Social Hour

October 2009

## Let's Get Started

**Call to order** - The president calls the meeting to order by saying loudly enough to be heard in all parts of the room, "The meeting will now come to order." A gavel or a small bell is a good piece of club equipment. Insist upon quiet before the meeting begins. In a large group the president stands. If all can easily see her, she may remain seated. Repeating the Family and Community Education Creed makes a good opening.

**Music** - This feature can help to start the meeting in a pleasant manner. There are many good, inexpensive song books on the market.

**Roll call** - The president says, "The secretary will call the roll. We shall answer roll call today by telling \_\_\_\_\_." (Suggest one topic for roll call.) The secretary calls the names of the members one by one, giving time for each one to respond.

**Reading the minutes** - At the request of the president, the secretary reads the minutes of the previous meeting.

The president says, "Are there any omissions or corrections?" then pauses. If there is no comment, "The minutes stand approved as read."

If a member wishes a correction to be made, that member addresses the chair and states the correction or addition. If there is no objection, the president asks the secretary to make the correction.

**Treasurer's report** - President says: "We will now hear the treasurer's report." The treasurer reads the report and moves that it be accepted. The motion is seconded and voted upon.

**Unfinished business** - The president says, "We will now discuss unfinished business." The president will find it helpful to make notes to determine what should be discussed. The secretary should consult the minutes and be prepared to remind the president of business held over from previous meetings. Any member has the privilege of suggesting unfinished business. Reports of standing committees come at this time or under new business.

**New business** - The president says, "Is there any new business?" Reading of correspondence; short letters and very important letters should be read in their entirety. The president or the secretary may give the substance of other letters. If certain letters require action, they should be discussed and voted upon at this time. Letters received from the state or county FCE offices should be brought to the attention of the members.

The president asks for bills. It saves time to give all bills to the treasurer before the meeting. She presents them, there can be discussion or questions and then they may be voted on all at once.

**Announcements** - The president should call attention to any state, county wide or local events of interest to the club members and make any announcements about plans for the next meeting.

**Adjournment** - In this type of semiformal meeting the president may just announce that the meeting is adjourned or the president may say, "Since that completes the business for this meeting, the chair will receive a motion to adjourn. Is there a second?"

"It is moved and seconded that we adjourn." (Usually the chairman does not ask for a vote on this motion. She may say, "If there are no objections, we will stand adjourned. No objection? [Pause] The meeting stands adjourned.")

**Presentation of program by program leader** - The program chairman introduces the speaker. This is the most important part of the meeting.

As in the other parts of the program, the members should give strict attention to the leader and make mental note of anything they wish to add during the discussion period.

**Social hour** - This may consist of anything from informal visiting to a program of music, games, contest, plays or recitations. In many clubs a social committee furnishes some skit or other bit of entertainment at each meeting.

It is of added interest if the game is something new that the members can take home to surprise their husbands and children.

### Types of Committees

**Standing Committees** are provided for in the bylaws. They are usually created either by appointment or election at the annual meeting. They serve throughout the year and are concerned with subjects such as membership, hospitality and recreation.

**Special Committees** are appointed or elected for specific purposes. They may be created at any time during the club year and serve only until their work is accomplished, after which they are discharged.

## **How to Conduct Election of Officers**

Election is held annually at a time convenient for the club.

If the procedure is in question, check the constitution and bylaws and announce the method of nomination if specified. If none is specified, the president may use one of the suggested methods that follow.

### **Method I**

#### **Nomination and Election by Ballot**

1. Tellers pass ballots to all voting members.
2. Each member, including the officers, votes for one person for president.
3. Tellers collect and count ballots.
4. Tellers report count to chair.
5. Chair announces names of all persons nominated, and secretary makes record for the minutes.
6. Members cast final vote to elect. Final vote may be on the entire slate or on the top two or three nominated, as club rules provide.
7. Tellers collect and count ballots and report results to chair and secretary.
8. Club bylaws or rules should indicate whether highest individual is declared elected, or whether the club is to ballot until only one person receives a majority. Members are usually better satisfied when a majority is required for election.
9. Follow the same procedure for each of the other offices.

### **Method II**

#### **Nominating Committee**

1. A nominating committee should be elected by the club at a previous meeting (usually three members).
2. The committee is instructed whether to bring in one or two names for each office (check bylaws).
3. At the meeting, the chair calls for report of the nominating committee.

Revised July 1997

**Report should read as follows:**

The nominating committee wishes to submit the following report. These people have consented to serve, if elected:

President \_(Name) \_\_\_\_\_

Vice President \_(Name) \_\_\_\_\_

Secretary-Treasurer (Name) \_\_\_\_\_

Committee: \_\_\_\_\_ (Name) \_\_\_\_\_  
(Name)  
(Name)

4. The chair says, "You have heard the report of the nominating committee, the entire report is read, including names of committee members who have signed the report." If candidates are unknown, give qualifications of each candidate. Then continue with "It is your privilege to make nominations from the floor. Are there any further nominations?" The chair must ask for nominations from the floor, taking each office separately and in turn, allowing sufficient time between each office. After this procedure has been followed for each office, the chair again asks if there are any further nominations for any office.)
5. By motion from the floor, or by the chair obtaining general consent by saying, "If there is no objection, nominations are closed." A 2/3 vote is required to close nominations. It is not necessary to have a motion to close nominations and election can begin as soon as there are no further nominations, unless the bylaws specify a later date for elections. If there is but one name for any office, and if the bylaws provide, or the assembly determines if not covered in the bylaws or standing rules, vote for that office may be by voice, for example: The Chair says, "All in favor of \_\_\_\_\_ for President say 'AYE', those opposed, say 'NO'. The Chair declares \_\_\_\_\_ elected President." (Continue with same procedure for each office.)

(The motion to instruct the Secretary to cast a unanimous ballot is not considered good procedure as it deprives the individual member of the right to vote. If the bylaws call for a ballot election, this motion for the Secretary to cast the vote of the assembly is out of order.)

When there are two or more candidates for one office, the final vote should be by ballot. Vote on the officers one at a time. When there is only one candidate for an office, vote by "yes" and "no" or by show of hands.

If nominations have been formally closed, but the voting has not begun, they may be reopened by a motion. This motion to reopen nominations requires only a majority vote.

### **Method III**

#### **Nominations from the Floor**

1. Chair calls for nominations for president.
2. If only one candidate, vote by "yes" and "no" or by show of hands.
3. If two or more candidates, vote by ballot as in Method I or II.
4. Do same for each of the other offices.

#### **GENERAL COMMENTS ON ELECTION**

1. The club should decide which method of election shall be used in the club, and it should be so stated in the bylaws.
2. Only members can vote or be elected to office.
3. The president has the privilege of voting on all questions. The president always votes when the vote is taken by ballot or by roll call, but usually does not vote when the vote is by acclamation (yes or no). The president may cast a vote in any case where the vote will change the final result - to make or overrule a necessary two-thirds vote, for instance. The president cannot vote twice on the same question to break a tie.
4. A nomination does not constitute an election. No election takes place unless there is a vote. A vote to close nominations does not elect. When desiring to cast an unanimous vote, a member should say to the president, "I move that the nominations be closed."
5. In any case can a motion to close nominations be used to prevent others from making further nominations. The presiding officer should declare any such attempt out of order until all have had a fair chance to make any nominations they wish. If nominations have been formally closed, but the voting has not begun, they may be reopened by a motion. This motion to reopen nominations requires only a majority vote.
6. The names of all candidates and the number of votes each candidate received should be recorded in the minutes of the meeting to avoid any uncertainty about results, but they need not be read aloud. (Ballots should be sealed in an envelope and preserved for a reasonable time in event of a needed recount.)
7. The wise president will study parliamentary procedure before conducting an election. The president will take time to see that everything is done in order, and that everyone is treated fairly and their suggestions heard with respect.
8. The advantage of nomination by ballot is that no one has to openly declare either for or against any individual. Try this method if your members hesitate to make nominations, accept an office, or if there are two factions in the club. Often certain members would like a change in officers, but do not like to suggest it for fear of offending someone. By this method everyone feels free to nominate anyone desired.
9. The advantage of a nominating committee is that more study is usually given to the fitness of candidates for the various offices, and their consent to accept if elected is secured, so there are no withdrawals after being elected.
10. Nomination from the floor is always in order. It is likely to result in many withdrawals and final selection of officers without enough thought for their fitness for their particular offices.
11. Before starting to vote it should be decided whether a majority or a plurality of votes shall elect. A majority is more than half of all votes cast. A plurality is the highest number cast for any candidate.

**Example:** If there are 15 votes cast, one candidate must have at least eight votes in order to have a majority. If three candidates received six, five and four votes each, the one receiving six votes has a plurality but not a majority.

## ***IV. State Section***



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### **IV. State Section**

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#### **Program Information**

- International Peace Garden
- NDFCE Council Youth Fund
- International 4-H Exchange (IFYE)
- International Program Services LLC

October 1999 / May 2002

## **All State Officers**

1. **Terms of Officers:** President Elect (one year, followed by three years as President); President (one three year term); Vice President (can serve two three years terms); Chairpersons (can serve two three-year terms), Treasurer (can serve two three-year terms). No officer may hold the same office for more than two consecutive terms (the office of President is limited to one three-year term).
2. Written (1 page) and (2 minute) oral reports of the year's activities, meetings, and evaluation of the program will be prepared for the annual conference and Board of Director's meetings by all officers.
3. All letters from state officers shall go to all state officers, district chairpersons, and other appropriate persons.
4. Certificates shall be awarded at the annual conference for outstanding work performed by clubs, county councils, or individuals. The chairman and program committee shall determine winners. It is suggested that one to three certificates be awarded to participating counties and clubs in program areas.
5. All officers and district chairperson will serve as hostesses at the annual conference; specific duties to be assigned prior to the meeting by the president (see hostess duties, Section II. FCE Information).
6. Expenses will be paid for all officers attending selected meetings related to their projects, subject to prior approval of the president.
7. The council within the designated budget, subject to board approval, shall pay expenses incurred for standing and special committee meetings.
8. Travel expenses are to be 31 cents per mile (34 cents per mile for two or more board members in vehicle) for board meetings, task force meetings, and all official business. Lodging is paid in full if two or more per room. Meals are limited to \$22 for the total day, and pro-rated for part of a day at \$5 for breakfast, \$7 for lunch, and \$10 for the evening meal.
9. The County Family and Community Education Council as a courtesy shall extend all state officers an invitation to attend fall and spring council meetings in the counties where they reside.
10. All officers shall be actively involved in promoting the FCE organization.

## **President**

The president of the council shall:

1. Preside at all meetings of the council and board of directors.
2. Be the official representative of the council in the activities of the council at all levels.
3. Issue the official call for council and board meetings.
4. Secure parliamentarian to attend the general business sessions of the annual North Dakota FCE Conference if necessary.
5. Appoint past (usually a past president) board member to install officers at the end of Annual Conference.
6. Appoint the chairmen and members of all state committees, after consultation with the board of directors by July.
7. Submit an annual written report and present an oral report of FCE state activities at the annual conference of the council plus a written report in packets.
8. Be responsible for taking the necessary steps to bring the council bylaws up-to-date to conform with state and national programs.
9. Keep an up-to-date book on parliamentary procedure in the president's file for her use.
10. Write a bi-annual (February and August) newsletter to be sent to the county council president, county extension offices, state extension office and all NDFCE board members
11. Review all conference packet reports prior to printing.
12. Assign specific hostess duties to all state officers for the annual conference.
13. Serve as ex-officio member for all committees.
14. The president shall go over the policy handbook with new officers.
15. A policy update should be included on the agenda.
16. Be responsible for updating the policy notebook each year or appointing a committee to do this.
17. The president has the right to call for an executive board vote.
18. Signature (co-sign) shall be second signature on any bank accounts or savings accounts handled by the council.
19. Appoint a two-member minutes committee at the beginning of each meeting.

The minutes committee of the council shall:

1. Consist of two members of the board of directors appointed by the president at the beginning of each meeting.
2. They shall keep a complete record of the meeting (motions, names, figures, etc.), so as to be able to double-check the secretary's minutes)
20. Include the President-Elect in decisions related to the office of NDFCE president.
21. Submit reports to the NDFCE Board.
22. See to the selection of the Heart of FCE Award Winner, notify the winner and the county Extension Office of the winner, get certificate and prize to be awarded at the Annual Conference Awards Luncheon.
23. Shall notify County Extension Offices by email of award winners, election and business results following the Annual Conference.
24. Shall submit to national for 50 year member certificates to be awarded at the NDFCE Annual Conference (see National FCE Handbook).
25. Appoint a coordinator for the Memorial Service for Annual Conference.
26. Send handwritten invitations for the banquet at the annual conference to any guests. Send thank you notes to all speakers of the annual conference, unless other arrangements have been made. Extension an invitation to NDEAFCS consultant to the NDFCE annual conference.
27. Order the pins for the new state officers, state chairpersons and others designated by the board of directors for presentation at the annual conference.

### **President-Elect**

The President-Elect of the council shall:

1. Be elected one year before the President's term is up.
2. Observe and assist the president for a period of one year prior to her installation as president.
3. Be installed as president and serve for three years in that capacity.
4. Not supersede the vice president in assuming leadership in the absence of the president during this year of training.
5. Perform such other duties requested by the president or board of directors.
6. Receive the official FCE pin the year she is elected.

### **Vice President**

1. Preside at meetings in the absence of the president and serve as an aide to the president in all assigned duties.
2. Coordinate the Family Community Leadership program and assist the counties in promoting and strengthening the FCL program (if the State is participating in FCL).
3. Serve as Peace Garden Chairperson.
  - a. Prepare a two-minute oral report for the annual meeting.
  - b. Forward all Peace Garden donations to the state treasurer and see that FCE is properly credited for donations.
  - c. Any suggestions for the use of the donations for the Peace Garden should be submitted to the board of directors. The superintendent of the Peace Garden should be consulted for suggestions.
  - d. Perform other duties that pertain to the Peace Garden as requested by the board of directors.
  - e. Serves as coordinator of FCE Day at the Peace Garden.
4. Perform the duties of the president in the event of her/his resignation, disability, or death until the next meeting of the Executive board.
5. Serves as a member of Program committee.
6. May coordinate Legislative Days.
7. Vice president should submit two articles a year for the state newsletter and any additional information can be included in the president's newsletter.
8. Prepare a one page camera-ready typed report for Annual Conference to be placed in packets for distribution at the annual conference.
10. Serve as chairman of the program committee.
11. Direct the activities of the district chairpersons.
11. Serve as the public relations and membership coordinator.
 

The public relations duties to include:

- Submit news articles to all forms of media on special state events.
  - Promote the organization to possible new members through special projects.
  - Work closely with board members to market our organization through events such as the State Fair, newsletters, annual conference packets, FCE week and other promotional items.
  - Prepare a one-page camera-ready typed report to be placed in packets for distribution at the annual conference.
13. Should submit appropriate articles for the NDFCE Newsletter.
  14. Compile district educational program reports for national report by March 1.
  15. See to the selection of club, county program winners, contact them and get certificate to award them at Award's Luncheon at Annual Conference.
  16. Send out two letters per year addressing program information.
  17. Shall get certificates to award years of membership of NDFCE club members and NDFCE clubs who have submitted forms for the award.

## **Secretary**

The duties of the secretary shall be to:

1. Record and keep in her / his custody the minutes of all meetings of the council and board of directors. The secretary will keep all minutes for the past four years.
2. Send unapproved copy of the Board minutes and conference minutes to the minutes committee. Copies of the corrected minutes go to all state board officers, district chairpersons, committee chairmen, national officers who reside in our state, state extension and county extension offices.
3. After minutes have been corrected and approved by the State FCE board, they shall be emailed to county Extension Offices.
4. Keep a list of affiliated counties and record of their attendance at the annual conference.
5. Have available for reference at all meetings, a copy of the council bylaws and amendments.
6. Keep correspondence on file for two years and be prepared to read correspondence at the council and board of directors meetings.
7. Call the meeting to order and see that a chairman pro tem is elected in the absence of the president and vice president.
8. Perform such other duties as requested by the president or board of directors.
9. Keep a list of chairman and committee appointments and the date on which they were appointed.
10. Call roll at the annual conference. At the opening business session, each county is called, directs the official delegate to rise, introduce herself and her visiting delegate or delegation (name and home town).
11. A copy of the previous years annual conference minutes to be included in the delegates packets to be read and approved at the annual conference.
12. Read a condensed report of the board of directors meetings, approved by the board of directors. The secretary's minutes should be available for further reference. Submit a written copy of this report to be included in the delegate's packets.
13. Record and complete results of balloting for new officers. These results are available for further reference in the secretary's book. Keep ballots until the fall task force meeting.
14. Keep on file all the recording secretary's minutes (not in current use).
15. Keep one copy of the Handbook and Policy Notebook (reviewed every year).
16. Perform the duties of the historian.

The duty of the historian shall be to write and/or update the history of the ND FCE.

1. The following pieces should be saved as history: outstanding activities from annual conference, official photographs of voting delegates
2. NDFCE board and/or office installation pictures, plus newspaper clippings on state presidents, if available.
3. Photographs and news clipping of special NDFCE projects.
4. National recognition to state programs or projects. Certificate and picture, if available. Pictures of

- other outstanding ND contributions at national level.
  - 5. Outstanding correspondence or commendations (from ND Governor or NAFCE President).
  - 6. File a copy of the Handbook and updates of the Policy Notebook each year.
  - 7. Keep secretary's official minutes book (black book) up to date. When no longer needed by secretary, they should be stored along with all other history related items in the archives section of the NDSU Library and ND Heritage Center (Bismarck) Archives.
- The historian shall present bills for supplies and postage necessary to maintain historical records.

### **Treasurer**

The treasurer of the council shall:

1. Be bonded for an amount set by the board of directors, to be reviewed annually.
2. Keep an itemized account of all receipts and disbursements.
3. Be responsible for collecting all dues by November 15, and other money due the council from affiliated counties.
4. Pay all bills provided for in the budget or verified by the president or board of directors.
5. Submit a detailed, typed financial report at the annual conference and at each board meeting.
6. Submit the records for audit following the annual conference.
7. Serve as chairman of the budget committee.
8. Perform such other duties as requested by the president or board of directors.
9. Keep bank records for a period of seven years.
10. Treasurer's expense vouchers are to be approved by the president.
11. Turn over Peace Garden funds to the Peace Garden Trust fund.
12. Keep on file the treasurer's books. All ledgers, not currently in use, to be placed in the Archives in the NDSU Library.
13. An official audit should be held at the end of the treasurer's term (ensuing years, an internal audit after the annual conference).
14. Send list of affiliated counties to secretary and the editor.
15. Be responsible for sending national dues and membership forms to national Treasurer by December 1.

### **District Chairpersons**

The District Chairperson is the lifeline between the state vice president for program and county and club vice president for program. Duties of the district chairpersons shall be:

1. Serve on the Board of Directors as a liaison between the counties of the district and NDFCE.
2. Be available to individual counties, providing leadership and promoting a better understanding of NDFCE.
3. Assist counties in promoting and strengthening county organization.
4. Serve on the program committee with vice president and the coordinator for young families.
5. Plan for and preside at the district meeting.
6. Send district meeting reports and money to state treasurer and copy of report to the state vice president two weeks following meeting.
7. Summarize information from all county reports, transfer to report form found in Policy Notebook and send to state vice president by February 1.
8. Follow reporting procedures found in the Policy Notebook for a booklet report. This should incorporate county or club sponsored activities. You may forward outstanding county or club reports in booklet form.
9. Represent the district at the NDFCE board meetings as requested by the president.
10. Encourage, receive, and share recommendations from county organizations.
11. Become familiar with the purpose and objectives of the program at the beginning of the vice president term. This information is found in the handbook.
12. Share information received from state vice president with county vice president either by personal letter or county newsletter.
13. Plan for and preside at the district meetings.

- a. Rotate meetings and district chairpersons from respective counties.
  - b. Prepare press releases for advertising meetings.
  - c. Send location and date (if possible) of district meetings to vice president.
  - d. District chairpersons should attend one meeting in each county during her term.
  - e. District chairpersons should send thank you notes to speakers and those assisting with their meetings.
14. Release information regarding the district meetings to the state president, vice president, county offices, and club presidents.
  15. Attend the pre-conference, annual conference, and post-conference board of directors meetings. The district meeting will be planned at this time. They are expected to attend task force meetings.
  16. Submit district news and other noteworthy items to the editor.
  17. The district chairperson will be asked to help with the annual conference duties.
  18. The bylaws provide for district chairpersons to be elected for three year terms.

### **Instructions on How to Complete the NAFCE Report Form**

#### **District Chairperson Reports:**

Summarize County reports and return completed District Report Form to State Vice President by February 1. You may forward outstanding county or club reports in booklet form.

### **District Family and Community Education Meeting**

District Family and Community Education Meetings - The state is divided into 5 districts for fall district Family and community Education meetings. The meeting includes a business meeting, educational programs with speakers from private and public agencies as well as FCE members.

#### **Guidelines for the District Meetings:**

One meeting shall be held in each district annually. The district chairperson shall determine the time and the counties involved.

The format shall include:

1. Business meeting
  - a. elect officers
  - b. report from each county
  - c. new lesson suggestions
  - d. other business
2. Leadership training (this could include some type of lesson / information on how to run meetings, community involvement, influencing issues, etc.)
3. Speaker / educational opportunity (session with speaker in one of our focus areas or on a current subject of interest in local area)
4. Encouragement and support of the Young Families program.

## **Appointed Positions**

### **Coordinator for Young Families**

A Coordinator for Young Families shall be appointed by the president with the approval of the executive board.

The duties of the state coordinator for young families should be to:

1. Provide state leadership to the young families program.
2. Attend meetings of the executive board, at the request of the president, without vote.
3. Attend meetings of the NDFCE board, with vote.
4. Report to the NDFCE board on any meetings attended as a representative of NDFCE.
5. Encourage, receive and share ideas and suggestions from county councils and members.
6. Prepare a one-page report to be placed in packets for distribution at the annual conference.
7. Submit articles for state newsletter as required.
8. Serve as chairman of the Scholarship Committee and the Arlene Sagness Grant committee. Coordinate financial obligations for all scholarships with the State Treasurer.

### ***Scholarship Chairman Duties:***

Students enrolled in the College of Human Development and Education shall be equally considered for scholarships regardless of sex. All scholarships are due by April 1 to the State Coordinator for Young Families.

No relative of the current scholarship selection committee shall be eligible for any of the scholarships awarded.

Promote the various scholarships and the Arlene Sagness Grant in the newsletter.

The scholarship committee should meet to select recipients of the scholarships. The committee is composed of the chairman and two members appointed by the Young Families Coordinator. When the committee has met and named all recipients for the scholarships, this list is to be mailed to the Vice President and the state FCE Secretary by May 15 to be included in the Awards program for NDFCE annual conference.

Send a Scholarship Confirmation Notification to each recipient with procedure for obtaining scholarship funds. Request by letter that each recipient notify the NDFCE treasurer, with a copy to the state FCE Secretary, which school she / he is attending, giving them her name and address, Social Security Number and/or student ID.

The recipient will be informed, upon registering at a school of their choice, except for the Emily Freeman and Mary Laycock scholarship only at NDSU, that the funds will be received when satisfactorily completing the first quarter / semester. Verification of this should be checked by the NDFCE treasurer. She in turn will send a check made out to the Financial Aids Office and include a list of recipient(s) name and complete mailing address. It becomes their responsibility to disperse the checks. Money for the Arthur Schulz Memorial Scholarship and the Grace DeLong Scholarship is paid directly to the recipient following school or training registration.

Write personal letters to alternates congratulating them and explaining that in the event the recipients would be unable to accept, they would then become eligible for that particular scholarship for which they were an alternate.

Notify those students whose applications were not accepted.

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Have names of the scholarships and grants winners listed in the Annual Conference Awards Luncheon program.

Update scholarship materials and forms, when necessary, for the FCE Forms Section of the NDFCE Policy Notebook. These are due to the State NDFCE President by April 1.

Notify the following persons about the scholarship recipients:

1. North Dakota Association for Family and Community Education Council officers.
2. Recipients' high school principal (Freshman Scholarship).
3. Ask county scholarship chairmen to publicize the scholarship awards in the recipients' counties.
4. Prepare bulletin board for annual conference so the delegates and guests can see pictures of the scholarship recipients.

### **State Newsletter Editor**

An editor shall be appointed by the Board of Directors.

The duties of the editor shall be:

1. Coordinate and edit copy for NDFCE publication(s).
2. Attend meetings of the executive board at the request of the president, without vote.
3. Attend the meetings of the NDFCE board, with vote.
4. Report to the NDFCE board on any meetings attended as a representative of NDFCE.
5. The editor shall design, layout, edit and type the NDFCE publications.
6. Begin to collect material for each newsletter in advance of the newsletter distribution.
7. Provide copies of the newsletters to be reviewed prior to printing by the NDFCE president.
8. Have newsletter printed and mailed to each member, each county Extension office and the NDFCE Board.

Revised July 1997 / May 2002 / January 2010



**NDFCE Clubs**  
**Support International Peace Garden**

Our state council contributes yearly to the International Peace Garden located on the international boundary between Canada and North Dakota, a spot at almost the exact center between the Atlantic and Pacific Oceans, and 30 miles north of the exact center of the North American continent. A cairn dedicated on July 14, 1932 bears the following inscription:

“To God in His Glory...

We two nations dedicate this garden and pledge ourselves that as long as men shall live, we will not take up arms against one another.”

Monetary support from state FCE club members is used for improvement of facilities. A marker at the entrance to the Oak Leaf Picnic area tells that it was developed by the CCC and is maintained by the North Dakota FCE clubs. Our organization has furnished the area with picnic tables, outdoor grills, and playground equipment. A water system and bathroom facilities have been other important contributions made possible by donations of FCE clubs in North Dakota.

A fountain dedicated August 10, 1986 was built in the Sunken Garden area in honor of the Peace Garden’s 50<sup>th</sup> Anniversary by the NDFCE clubs.

The NDFCE council is a life member of the International Peace Garden, Inc. and we have a vote at the annual conference held the second Saturday in September. NDFCE and the National Association for Family and Community Education (NAFCE) Council contribute to the Peace Gardens. The NAFCE Council monies help maintain the beautiful lodge. The Lodge is built of native stone dug near Dunseith, North Dakota and logs from Manitoba’s Riding Mountain National Park by the CCC in the 1930s. It is one of the most attractive buildings in the Garden and is used for meetings, banquets and social gatherings.

# ***V. By-Laws***

**With Updates to June 2012**

**Bylaws of the  
North Dakota Association for  
Family and Community Education, Inc.  
Adopted - June 1994**

**Article I.  
Name**

The name of this organization shall be the North Dakota Association for Family and Community Education. NDFCE when used hereinafter shall be defined to mean the North Dakota Association for Family and Community Education.

**Article II.  
Purpose**

The corporation shall be organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Within this general limitation, the specific purposes of the corporation shall include the following:

- A. To further promote, coordinate, develop and extend adult and youth educational opportunities in cooperation with the North Dakota State University Extension;
- B. To unite and strengthen the interests and activities of the FCE clubs of North Dakota through closer association with the County Councils;
- C. To act as an advisory body to the North Dakota State University Extension on matters which concern the general welfare of Family and Community Education club work.
- D. To establish and maintain active cooperation with other educational and service organizations and agencies within North Dakota.
- E. To function as a non-profit organization as defined under Section 501(c)(3) of the Internal Revenue code.

**Article III.  
Powers**

The corporation shall have all of the powers of nonprofit corporations as described in Section 10-24-05 of the North Dakota Century Code.

**Article IV.  
Membership**

Section 1: The membership shall be composed of all FCE clubs, designated as members of County Councils, within the state. Membership is open to any person, business, or agency that supports and advances the objectives and bylaws of NDFCE. NDFCE does not discriminate by sex, race, color, age, handicap, religion, or national origin.

Section 2: The membership of North Dakota FCE shall consist of four classes:

- A. North Dakota FCE Member  
NDFCE Members will be an individual / family (including the senior 80 plus years) who shall pay national and state dues through an affiliated club / county, and who is represented at the state level with vote by a duly elected official delegate of the association.
- B. North Dakota FCE Supporting Member  
A NDFCE Supporting Member is an individual / family who shall pay national and state dues directly to the state, without belonging to a NDFCE club. NDFCE Supporting Members are entitled to one vote for all Supporting Members at the State Conference.

- C. A Business/Agency who pays dues directly to the State organization. Membership shall carry with it all privileges of membership except the right to vote.
- D. North Dakota FCE Honorary Member  
A NDFCE Honorary Member shall be a non-member, selected by a unanimous vote of the Board of Directors for lifetime membership because of their dedicated efforts on behalf of NDFCE. The honorary membership will carry with it all privileges of membership except the power to vote. Dues shall be waived.

**Section 3:** Annual dues are payable November 1 and delinquent January 1 (See Article XVI).

## **Article V. State Meetings**

**Section 1:** NDFCE shall meet annually for the purpose of electing officers, determining annual objectives and actions, adopting a budget, conducting business, and presenting educational programs.

**Section 2:** The annual meeting may be held at a location at the discretion of the Board.

**Section 3:** The exact time of the annual meeting shall be determined by the Board of Directors.

**Section 4:** The voting body at the annual meeting shall consist

A. The official delegates. Official delegates must be North Dakota FCE Members.

B. North Dakota Supporting Members are entitled to an official delegate. Supporting Members could meet at the Annual Conference and select one voting delegate to represent them.

**Section 5:** Each affiliated county shall be entitled to one official (voting) delegate and one visiting delegate. In cases of necessity while the state council is in session, the visiting delegate may serve as the official delegate with all privileges. The visiting delegate must report to the Secretary before being seated. A state council officer may not act as an official delegate.

**Section 6:** A member of the voting body shall cast no more than one vote.

**Section 7:** Two-thirds (2/3) of the official delegates at the meeting shall constitute a quorum.

**Section 8:** Non-voting members and visitors, upon payment of the registration fee, may attend the meetings of the annual conference.

**Section 9:** A special meeting of NDFCE may be called by the President, a majority of the members of the Executive Committee or at the written request of a majority of the county affiliates in good standing upon a thirty-day notice stating the purpose of the meeting.

## **Article VI. Officers, Elections and Duties**

**Section 1:** The officers of the NDFCE shall be the President, President-Elect, Vice President, Secretary, Treasurer, and one Chairperson from each of the five districts.

**Section 2:** The qualifications for eligibility for an office shall be as follows:

A. Following the nomination ballot each candidate for office must agree in writing to serve as an officer, if elected.

B. A candidate for the office of President, President-Elect, Vice President shall have had experience on the Board of Directors, State or County.

C. A candidate for Treasurer must have had bookkeeping experience or training and be eligible for bonding.

revised July 1996/July 1997/ January 02 / June 02 / June 06 / June 2010 / revised June 2010 Conference Vote / June 2011 Conf.

- D. A candidate for Secretary should understand the importance of preserving the official records of NDFCE, have the ability to write accurate minutes, and provide a safe repository for official records:
- E. All candidates must be North Dakota FCE Members.

**Section 3:** The method for nomination shall be as follows:

- A. Nominations may be made from the floor at the time of the election, provided consent of the nominee has been obtained. The nominee must have the necessary qualifications. (See Section 2)

**Section 4:** The method for election shall be as follows:

- A. Election for President-Elect, Vice-President, Secretary and Treasurer shall be by ballot by official delegates attending the annual business meeting. A majority vote of the ballots cast shall constitute an election.
- B. Officers will be elected when the term of outgoing officer is ending.
- C. The election of District Chairpersons shall be by ballot vote of the members in attendance at the district meeting. A majority vote of the ballots cast shall constitute an election. Counties in each district will be told at least 2 months in advance of the annual district meeting.
- D. 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. Voting continues until a candidate receives a majority.
- E. The President shall appoint, with the approval of the Board of Directors, a three-member election committee. The chairman shall be a member of the Board of Directors.
- F. The President shall instruct the Election Committee Chairman to report the number of votes cast for individual candidates to the President for declaration of the winner, to the Secretary for inclusion in the official records of NDFCE, and to the general assembly upon request.

**Section 5:** The term of office shall be as follows:

- A. Terms shall be President-Elect (1 year), Treasurer (3 years), Secretary (3 years) and District Chairpersons (3 years). The President-Elect will serve for one year followed by a three-year term as President and serve as Past-President for one year as advisor to the Board. Newly elected officers shall take office January 1.

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- B. Vacancies, with the exception of the office of President-Elect, shall be filled through appointment and majority approval of the Executive Committee until an election can be held at the next annual business meeting or district meeting, as specified in Article V, Section 4. Officers elected in this manner will assume office immediately following election. Candidates for unexpired terms must have the necessary qualifications as specified in Article VI, Section 2.
- C. A vacancy occurring in the office of President-Elect shall be filled by the Vice President.
- D. No officer may hold the same office for more than two consecutive terms with the exception of President and President Elect, who may serve only one term.
- E. A minimum of twelve months shall constitute a term.

**Section 6:** The duties of the President shall be to:

- A. Preside at all meetings of the Council and Board of Directors;
- B. Be NDFCE official representative;
- C. Issue the official call for Council and Board meetings;
- D. Appoint the chairmen and members of all state committees, after consultation with the Board of Directors;
- E. Submit an annual report;
- F. Submit reports to the NDFCE Board;
- G. Be responsible for taking the necessary steps to bring the Council Bylaws up-to-date;
- H. Include the President-Elect in decisions related to the office of NDFCE President;
- I. Serve as ex-officio member of all committees;
- J. Hire a parliamentarian to attend the general business sessions of the annual NDFCE meeting;
- K. Write a newsletter to be sent to County Council Presidents, County Offices, the Board of Directors, and/or the general membership;
- L. Perform other duties as prescribed in these bylaws and by the parliamentary authority adopted by NDFCE;
- M. Serve on State Board in an advisory capacity for one year following term.

**Section 7:** The duties of the President-Elect shall be to:

- A. Prepare for the office of President;

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- B. Assist the President and perform all assigned duties during the one-year term of office;
- C. Serve with vote on the Executive Committee and Board;
- D. Not supersede the Vice-President in assuming leadership in the absence of the President.

**Section 8:** The duties of the Vice President shall be to:

- A. Preside at meetings in the absence of the President and serve as an aide to the President in all assigned duties;
- B. Serve as the National Association for Family and Community Education (NAFCE) Foundation contact person.
- C. Serve as Peace Garden Chairman;
- D. Perform the duties of the President in the event of her/his resignation, disability, or death until the next meeting of the Executive Committee.
- E. Serve as an aide to the President in all assigned duties;
- F. Serve as Chairman of the Program Committee;
- G. Direct the activities of the District Chairpersons;
- H. Serve as the Public Relations and Membership Coordinator;

**Section 9:** The duties of the Secretary shall be to:

- A. Record and keep in her/his custody the minutes of all meetings of the Council and Board of Directors;
- B. Distribute the minutes of all meetings within thirty days of the close of the meeting;
- C. Keep a list of affiliated counties and a record of their attendance at the annual meeting;

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- D. Keep all correspondence on file and be prepared to read correspondence at all Council and Board of Directors meetings;
- E. Have available for reference at all meetings a copy of the Council Bylaws;
- F. Call the meeting to order and see that a chairman pro-tem is elected in the absence of the President, and the Vice President;
- G. Send a notice to members of the time and place of meetings or postponement of any meetings;
- H. Serve as Historian for the NDFCE;
- I. Perform other duties as requested by the President or Board of Directors.

**Section 10:** The duties of the Treasurer shall be to:

- A. Be bonded;
- B. Keep an itemized account of all receipts and disbursements;
- C. Be responsible for collecting all dues and other money due the Council from affiliated counties;
- D. Pay all bills as provided for in the budget or verified by the President or Board of Directors;
- E. Submit a detailed financial report to the annual meeting and at such other time as requested by the Board of Directors;
- F. Submit the records for audit following the annual meeting;
- G. Serve as the chairman of the Budget Committee;
- H. Perform other duties as requested by the President or Board of Directors.

**Section 11:** The duties of the District Chairperson shall be to:

- A. Serve on the Board of Directors as a liaison between the counties of the district and NDFCE;
- B. Be available to individual counties, providing leadership and promoting a better understanding of NDFCE;
- C. Assist counties in promoting and strengthening county organizations;
- D. Serve on the Program Committee with the Vice President, and the Coordinator for Young Families;
- E. Shall develop a program of work for their three-year term and promote it throughout the state;

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- F. Plan for and preside at the District Meetings;
- G. Represent the District at the NDFCE Board meetings as requested by the President;
- H. Encourage, receive, and share recommendations from county organizations.

**Section 12:** If an NDFCE Board member is unable to or does not carry out the functions of her/his office, and after her/his advisor has been consulted, the Executive Committee shall appoint an NDFCE officer to counsel this person. Following these measures, if the problem continues, her/his term may be terminated by a majority vote of the Executive Committee. A written notification shall be sent to the person involved and to the appropriate advisor.

**Section 13:** All officers shall submit an annual report to the members at the annual meeting.

#### **Article VII. Executive Committee**

**Section 1:** The Executive Committee shall consist of the President, President-Elect (when applicable), Vice President, Secretary and Treasurer.

**Section 2:** The duties of the Executive Committee shall be to:

- A. Transact any business of NDFCE arising between annual conferences and act in all emergencies;
- B. Develop the policies of NDFCE subject to the approval of the voting delegates;
- C. Fill NDFCE Board vacancies as specified in Article VI, Section 5, B and C;
- D. Approve appointed members of the NDFCE Board and any ad-hoc committees deemed necessary by the Board.

#### **Article VIII. NDFCE Board of Directors**

**Section 1:** The Board of Directors shall consist of the Executive Committee, District Chairpersons, the Coordinator for Young Families and the Editor.

**Section 2:** The duties of the NDFCE Board of Directors shall be to:

- A. Develop plans for achieving the objectives of NDFCE;
- B. Make plans for the annual conference and district meetings;
- C. Approve all statewide Family and Community Education projects;
- D. Seek grants from outside agencies and organizations;

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- E. Meet prior to the annual meeting to approve the budget for the ensuing year and carry on such business as necessary. Other meetings of the NDFCE Board may be called at the discretion of the President or by a written request of a majority of the Executive Committee. A majority of the members of the NDFCE Board shall constitute a quorum.
- F. Attendance of a director at any meeting shall constitute a waiver of notice of such meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting. (N.D. Century Code, 10-24-22).\*

\*Whenever a reference is made to the N.D. Century Code, the cited section should be checked before that part of the bylaws is amended.

## **Article IX. Program Committee**

**Section 1:** The Program Committee shall consist of the Vice President, the District Chairpersons and the Coordinator for Young Families.

**Section 2:** The Vice President shall serve as the Chairman of the Committee.

**Section 3:** The duties of the Program Committee shall be to:

- A. Identify issues for program emphasis;
- B. Determine and submit to the NDFCE Board for approval comprehensive educational goals and objectives;
- C. Plan and implement program action of District meetings;
- D. Receive club reports and provide for recognition;
- E. Review and evaluate the effectiveness of programs.

## **Article X. Appointed Positions**

**Section 1:** A Coordinator for Young Families shall be appointed by the President with the approval of the Executive Committee for a term of two years. The duties of the Coordinator for Young Families shall be to:

- A. Provide state leadership to the Young Families program;
- B. Attend meetings of the Executive Committee, at the request of the President, without vote;
- C. Attend meetings of the NDFCE Board, with vote;

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- D. Report to the NDFCE Board on any meetings attended as a representative of NDFCE;
- E. Develop a suggested two-year program, assisted by the Extension Advisor, and to submit this proposal to the Vice President for approval;
- F. Encourage, receive, and share ideas and suggestions from County Councils and members;
- G. Serve as the Scholarship Chairman.

**Section 2:** An editor shall be appointed for a term of two years, with the option of reappointment. Each district shall nominate one person at their district meeting. The nominations shall be submitted to the NDFCE Board for final selection. The duties of the editor shall be:

- A. Coordinate and edit copy for NDFCE publication(s);
- B. Attend meetings of the Executive Committee at the request of the President, without vote;
- C. Attend the meetings of the NDFCE Board, with vote;
- D. Report to the NDFCE Board on any meetings attended as a representative of NDFCE;

**Section 3:** Ad hoc chairmen shall be appointed by the President as needed with the approval of the Executive Committee. The duties of the ad hoc chairmen shall be to:

- A. Attend meetings of the NDFCE Board as requested by the President, without vote;
- B. Provide the President with a written report and, if requested, an oral report.

### **Article XI. Special Consultant**

Recognizing the cooperative relationship between NDFCE and NDSU Extension, NDFCE shall work with a consultant for NDSU Extension. This person shall serve as a consultant to the President, the Executive Committee and the Board, without vote. NDFCE shall request the consultant to designate appropriate NDSU Extension staff members to serve as consultants to the Program Committee.

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**Article XII.  
Special Committees**

**Section 1:** The Budget/Finance Committee shall consist of the Executive Committee of the NDFCE Board. The Treasurer shall submit a proposed budget of anticipated revenues and expenditures to the Finance Committee at a planning meeting held between annual conferences. The committee shall act on this budget and submit the proposed budget to the NDFCE Board for approval. The Finance Committee may submit line item transfers to the budget.

**Section 2:** A Bylaws Committee shall be appointed by the President with the approval of the Executive Committee when deemed necessary, for the purpose of review and proposal of amendments.

**Section 3:** Ad hoc committees may be appointed by the President as needed with the approval of the Executive Committee. Chairmen of these committees shall:

- A. Attend NDFCE Board meeting at the request of the President, without vote;
- B. Provide the President with a written report and, if requested, an oral report.

**Article XIII.  
Districts**

**Section 1:** The state shall be divided, by counties, into five districts:

District 1: Bottineau, Burke, Divide, McHenry, Mountrail, Renville, Ward, Williams

District 2: Slope, Hettinger, Bowman, Adams, McKenzie, Golden Valley, Stark-Billings, Dunn

District 3: Rolette, Towner, Pierce, Benson, Cavalier, Pembina, Ramsey, Walsh, Wells, Eddy, Foster, Nelson, Grand Forks

District 4: Burleigh, Kidder, Emmons, Logan, McIntosh, McLean, Mercer, Oliver, Morton, Grant, Sheridan, Sioux

District 5: Griggs, Steele, Traill, Barnes, Cass, Richland, LaMoure, Ransom, Dickey, Sargent, Stutsman

**Section 2:** One District Meeting shall be held in each district annually. Meetings shall be determined by the District Chairperson.

**Section 3:** Each district shall elect a District Chairperson at the District Meeting. See Article VI, Section 4 C.

**July 1997 / December 2001 / June 02 / June 04**

**Article XIV.  
Delegates to National Conference**

**Section 1:** The State President shall be the official delegate to the National Association for Family and Community Education Annual Conference. The President-Elect, Vice President, Secretary and Treasurer shall be the first, second, third, fourth, and fifth alternate delegates respectively.

**Section 2:** The following officers shall be entitled to attend one national conference during her/his term of office:

- President-Elect
- Vice President
- Secretary
- Treasurer
- Coordinator for Young Families
- District Chairpersons

They shall be reimbursed for part of their expenses at the discretion of the Board of Directors.

**Article XV.  
Registered Office and Agent**

**Section 1:** The address of the registered office of the corporation is c/o North Dakota Association for Family and Community Education, President.

**Section 2:** The name of the registered agent at such address is NDFCE President.

**Section 3:** The corporation may change its registered office or change its registered agent, or both, or the registered agent may resign, by following the procedure required by Section 10-24-09 of the North Dakota Century Code.

**Article XVI.  
Dues and Finances**

**Section 1:** The calendar year of the North Dakota Association for Family and Community Education shall be from January 1 through December 31.

**Section 2:**

- A. Each club shall pay annual dues, which includes state dues, annual Youth Fund dues of and National dues of for each North Dakota FCE Member belonging to that club.
- B. North Dakota FCE Supporting Members shall pay annual dues which includes state dues and annual Youth Fund dues of and National dues of.

July 1997 / November 1999 / August 2000 / December 2001 / June 02 / June 04 / June 2006/June 2010 / June 2012

**Section 3:** Each club shall pay annual scholarship dues of two dollars (\$2).

**Section 4:** Dues are payable to the treasurer of the County Council at the Fall Council meeting. The County Treasurer, in turn, shall send the dues to the State Treasurer, by November 1. Dues are considered delinquent on January 1. A complete list of members' names and addresses shall be provided with payment of county dues. The membership list will be given to no individuals for their personal use.

**Section 5:** A county whose annual dues are not paid by January 1 shall not be a member of NDFCE and shall not be eligible to vote at the annual conference. Payment of all delinquent dues by April 1 and reinstatement in NDFCE shall be subject to approval by the NDFCE Executive Committee.

**Section 6:** Expenses incurred by the Board of Directors in pursuance of the program and duties as designated by the budget, are to be paid through council funds.

**Section 7:** The Board of Directors shall provide for audit and control of its funds as are necessary to assure their safekeeping and complete accounting.

**Section 8:** No loans shall be made by the corporation to its directors or officers (N.D. Century Code, 10-24-27).

## **Article XVII. General Provisions**

**Section 1:** Any officer of the corporation (including director), whether elected or appointed, may be removed by the persons authorized to elect or appoint such officer whenever in their judgement the best interests of the corporation will be served thereby. The removal of an officer shall be without prejudice to the contract rights, if any, of the officer so removed. Election or appointment of any officer or agent shall not of itself create contract rights (N.D. Century Code, 10-24-24).

**Section 2:** Whenever any notice is required to be given to any director of the corporation under the provisions of chapters 10-24 through 10-28 of the North Dakota Century Code or under the provisions of the articles of incorporation or bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before stated therein, shall be equivalent to the giving of such notice (N.D. Century Code 10-28-12).

revised July 1996/July 1997/January 2002 / June 02

**Section 3:** Any action required by chapters 10-24 through 10-28 of the North Dakota Century Code to be taken at a meeting of the directors of the corporation, or any action which may be taken at a meeting of the directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors entitled to vote with respect to the subject matter thereof, or all of the directors, as the case may be (N.D. Century Code, 10-28-13).

**Section 4:** All books and records of the corporation may be inspected by any director or her/his agent or attorney, for any proper purpose, at any reasonable time (N.D. Century Code, 10-24-25).

#### **Article XVIII. Parliamentary Authority**

**Section 1:** The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern the council in all instances in which they are applicable and in which they are not inconsistent with these bylaws.

**Section 2:** A qualified parliamentarian will be hired for the annual meeting to advise the President on matters of parliamentary procedures. A parliamentarian may also be consulted for special meetings called by the President or when advice on parliamentary procedure is required.

#### **Article XIX. Amendment of Bylaws**

**Section 1:** These bylaws may be amended at any meeting of the NDFCE by a vote of two-thirds of the votes cast, provided notice of the proposed amendment(s) has been sent to voting delegates sixty days prior to the meeting.

**Section 2:** These bylaws may be amended without sixty days notice by a unanimous vote of the voting delegates present at the annual meeting, provided the proposed amendments have been presented at an earlier meeting during the conference.

Revised July 1997

## ***VI. Public Relations***



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North Dakota Association for  
Family & Community Education

## ***North Dakota Association for Family and Community Education***

Did you recognize the above LOGO..... and the words under it?

Is that because **you** are used to seeing them regularly?

XX

**Publicity:** What it is ... or isn't.

**Webster (1966) defines as:**

1. being public, or commonly known, 2. any information which brings a person, place, thing, etc. to the notice of the public, 3. notice by the public, and 4. any procedure or act seeking to gain this.

The words **Family and Community Education** have to be **seen or heard**. Any project, activity, flyer, brochure, display, article, etc. must have clearly visible these words as being the sponsor or participating organization. **When this is done, publicity is achieved.**

**Examples:** Seasonal community improvement projects such as flowerbeds are just another flowerbed unless you indicate FCE members are doing this by erecting a weather-proof sign; table posters in dinner plate stands or small easels, and wall posters to say FCE members are in charge of "this." Relate the above to other situations.

XX

... I offer the following explanation of **Public Relations:**

**Webster (1966)** relations of an organization with the general public through publicity intended to create favorable public opinion.

... **And add**

All aspects of our FCE program, including that of members and clubs will affect the perception of our organization, therefore, all of us have a responsibility to help with publicity to create a favorable public opinion.

# **QRS**

## **Quick Reference Sheet**

### **North Dakota Association for Family and Community Education Council (North Dakota FCE)**

#### **Who Are We?**

We have members in local clubs throughout North Dakota counties. We are supported by dues, an interest bearing account and grants.

We have membership in the National Association For Family and Community Education Council (NAFCE). Other affiliations are the Country Women's Council (CWC) and the Associated Country Women's of the World (ACWW).

The North Dakota FCE program focus includes emphasis on family life, health, food and nutrition, environmental issues, safety, global issues, literacy, citizenship, clothing and textiles and cultural arts.

NAFCE provides program materials on current issues for members to use as lessons.

The state extension office of the North Dakota State University is in Fargo. The Assistant Director, Human Development serves as consultant to the North Dakota FCE. They provide additional educational programming through the North Dakota State University Extension Service County Offices with Home Economics faculty/staff as consultants and resources people.

Our state governing council is composed of five (5) elected state officers and five (5) district chairpersons.

Voting delegates at the annual business meeting elect the officers and county representatives within their districts elect the district chairpersons.

Revised July 1995, July 1996, July 1997, May 2002

VI. Public Relations/September 1995

## Writing Tips for Newsletter Articles

**Use short, simple words.** Take a 100-word sample. Count the syllables. For easy reading, samples should average 135-140 syllables per 100 words. If samples run over 150 syllables, your writing is probably too wordy, confusing, difficult to read — or all three!

**Use more one-syllable words.** Make them your working words. Make them carry the biggest load in your writing.

**Use familiar words.** Use difficult words if you have to, but sparingly. Some words or phrases or acronyms may need to be explained.

**Use personal words.** Personal words and personal pronouns give your writing a from-me-to-you feeling.

**Use concrete words.** Use words that make your reader see, feel, smell, hear, taste. Let your writing create images and vivid word pictures. Use active verbs; avoid passives.

**Make every word count.** Use fewer words but with greater force. Go through one of your items and cross out every unnecessary word, phrase, sentence or paragraph.

**Get rid of rubber stamp phrases.** Inexperienced writers tend to lean on "tried and true" phrases. Get rid of the stale stuff! Put your ideas in your own words.

**Use short sentences.** They are the essence of simple, easy-to-read writing. Keep sentence length at 14 words. If a sentence runs over 30 words, break it up. Variety in sentence length helps. An occasional 30+ word sentence can work if you use shorter sentences with it. Even a one-word sentence is good. It's forceful. Emphatic. Arresting.

**Use one-idea paragraphs.** Sum up the content of each paragraph in a single phrase or sentence. Several ideas in a paragraph confuse the reader.

**Use one-viewpoint paragraphs.** A paragraph that opens with the "we" viewpoint, shifts to "you" and winds up with "they" is sloppy.

**Check your grammar, punctuation, spelling.** Write accurately. The care you take as you prepare your writing for someone else to read will be appreciated, first by the newsletter editor, then by your reader.

**Prepare written materials properly.** Always type newsletter items. Double-space so needed corrections can be easily made. Put one item per page. Put your name, address and telephone number in upper left corner so editor knows who contributed the item if details need to be checked or changed.

## Articles for Hotline

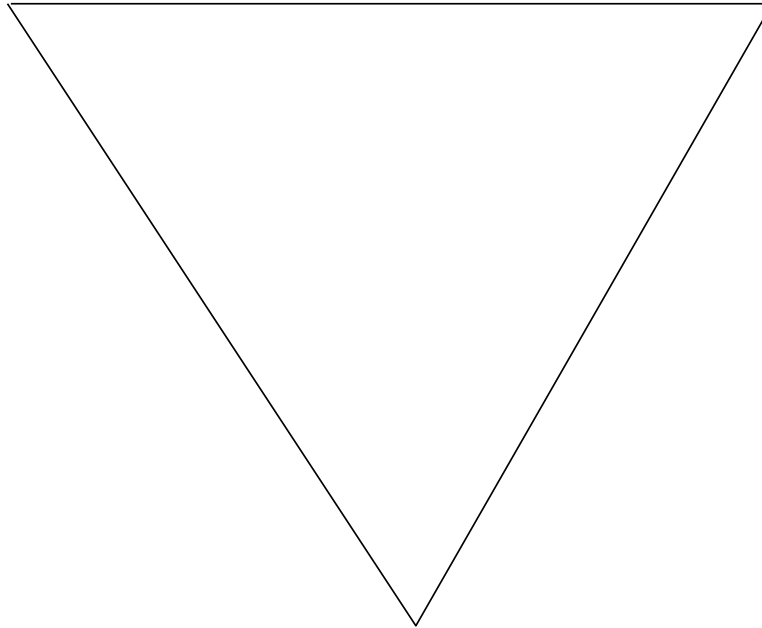
- ✓ Should leave 1¼ inch margins on top and sides of 8½ X 11 paper, using double spaced typing.
- ✓ County news should extend about one-half the length of paper and tell about an event or program that you think would be interesting to others.
- ✓ State Committee Chairmen/Officer's articles should use about five or six inches of typing and tell about the generalities of your program area/office or about a selected project you are planning. Remember, your **Hotline** article is going to the members and should be written differently from what you would send to your county counterpart.
- ✓ The Public Information Officer will edit articles submitted for publication.

### Helpful Hints on Writing:

- ✓ Make an outline of what you want to say, listing the most important facts first, details second and miscellaneous added information last.
- ✓ Write as if you are talking to one person.
- ✓ Use short sentences and vary the size of paragraphs.
- ✓ Simplify by using lesser syllable words.
- ✓ The lead paragraph should answer several of these questions: Who? What? Where? When? Why? How? (Not necessarily in that order).
- ✓ For additional help, see **Think Big** book, Section IV, Working With the Media and Visual Aids, pp. 42-43.

# Newspaper Stories are Cut From the Bottom Up

To visualize the construction of a news story, think of an inverted pyramid:



WHO?                      WHAT?  
WHEN?                  WHY?  
WHERE?  
HOW?

IMPORTANT  
DETAILS  
AND  
SPONSOR

MISC.  
ADDED  
INFO.

**Headlines** — Don't be concerned about a headline for your story. Someone at the newspaper will do that, usually taking information from the lead.

Revised July 1997

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## News Releases

### Emphasize — **More On Educational** **Less on Crafts**

The \_\_\_\_\_ FCE club will meet on April 2 at 10:00 a.m. in the Community Center. The hostess will be Shirley E. with Jean J. and Carol S. teaching the craft. Bring one yard calico, three yards rickrack, craft glue, scissors and pins.

The \_\_\_\_\_ FCE club will meet on April 2 at 10:00 a.m. in the Community Center. Hostess will be Shirley E. We will hear a lesson on Literacy. Anyone interested in this subject is welcome to attend. A craft will be taught by Jean J. and Carol S. You will need one yard calico, three yards rickrack, craft glue, pins and scissors if you'd like to join in the fun. For information call 123-4567.

## Article Examples

The Clark County FCE club "Expressions of Christmas" Open House will be held from 9 a.m. to 3 p.m., Friday, November 4, and Saturday, November 5, in the Women's Building, Clark County fairgrounds. It will feature holiday booth displays by the 15 FCE clubs, the Shawnee Show Choir at 10 a.m. Saturday, the FCE Style Show at noon Saturday, a Children's Corner, a bazaar table, a Santa for children (with pictures available), live demonstrations, Make-It, Take-It tables and a scholarship raffle.

The live demonstrations and Make-It, Take-It tables will be held throughout both days. Live demonstrations will be provided by the Cowbells, the Porkettes, the Sewing Box, and by Extension Agent, Carol Miller. Make-It, Take-It table managers include Carousel Crafts, Creative Hub, Sandra Deards, Jan Gunderman, Little Bit Country Gifts, Little Bit Country Tole Painting, Mary's Cottage Calicos and Crafts, and Swisher Hill. Home Party Products will also be taking orders both days. The Scholarship raffle will feature a log cabin quilt, two \$25.00 gift donations, and other prizes.

Lunch will be provided by Stalders.

In Clark County there are 273 FCE members in 15 clubs. Members learn new and better ways of improving the quality of living for themselves and their families. Members belong to clubs in their own communities and enjoy the fellowship and idea-sharing of friends and neighbors.

Anyone wanting information on how to join or start a club in Clark County may contact \_\_\_\_\_.



## FCE Radio Spot Scripts

The following radio "spot" announcement scripts are 10 seconds in length when read on the air by a professional announcer. However, some local radio stations, if given the option (simply ask them), would be happy to let you voice some of the spots on tape. Having local voices on their station now and then helps boost local station's listening audiences.

If submitting the scripts to the radio station, the station prefers them in a typed format, usually double or triple spaced so that they can mark them for emphasis on certain words or phrases. Where we have left blank spaces, fill them in as you retype them with your phone number or other indicated local information. Include all of the correct information; stations seldom retype-they will toss! Offer some of these spots to each station in your area, recycling the spots as often as you can. This will give you a better chance of being heard by people in all the different radio listening audiences in your county.

- 1) Station \_\_\_\_\_ salutes the Family and Community Education members of \_\_\_\_\_ County during National FCE Week \_\_\_\_\_. Call your local county FCE President \_\_\_\_\_ (name and phone number) or your NDSU Ext. Service County Office \_\_\_\_\_ (phone number) and join the fun ... join FCE.
- 2) Now's the perfect time to get involved in Family and Community Education! It's National FCE Week, and your county Extension office is waiting for you to call. So get involved ... join the FCE.
- 3) From animals to leisure education to gardening, home economics and conservation ...whatever you want, you'll find it in Family and Community Education. Call your local county FCE President \_\_\_\_\_ (name and phone number) or your NDSU Ext. Service County Office \_\_\_\_\_ (phone number) and join the fun ... join FCE.
- 4) Family and Community Education is new experiences, new friends, learning new things, and having a good time. Sound interesting? Call your local county FCE President \_\_\_\_\_ (name and phone number) or your NDSU Ext. Service County Office \_\_\_\_\_ (phone number) and join the fun ... get "growing" in FCE.
- 5) It's Family and Community Education Week...the perfect time to join FCE. Whether you want to be a member or just want more information, call your local county FCE President \_\_\_\_\_ (name and phone number) or your NDSU Ext. Service County Office \_\_\_\_\_ (phone number).
- 6) National Family and Community Education Week is \_\_\_\_\_. Isn't it time you found out about FCE for your family? Contact your local county FCE President \_\_\_\_\_ (name and phone number) or your NDSU Ext. Service County Office \_\_\_\_\_ (phone number) for information. Make FCE a family affair!

revised July 1996

## Editor: Photography

The information on this page has been requested. We hope it will help you with your photography problems.

There are seven key options that must be interrelated by the photographer in order to make pictures that have something to say, not just something to show. They are as follows:

1. Subject matter. Remember that your choice of subject matter will always be influenced by what you are trying to say about the subject, and why you are saying it; and by your accompanying words and pictures for the subject matter. If choice of subject, your intentions regarding that subject, and your audience's context for that subject are out of sync, you will have a communication backfire!
2. Emphasizing detail. Remember that the meaning of your picture often rests in the smallest of details. Make your details more emphatic by including fewer of them, and stressing them via your position, and by lighting. Make sure your key details are placed in an appropriate context. And also make sure that you get out any detail that is confusing, or in opposition to your objective.
3. Using your frame to edit your pictures. We get three passes at our frame -- the creation of the picture's boundaries. We establish our edges when we find our vantage point and look through the viewfinder. After the picture is made, we have another chance at creating the picture's boundaries when we make the print on the enlarger in the darkroom. And still again when we crop the picture to use it in our publications.
4. Establishing our vantage point. We can always spot beginners by their vantage points. All of their pictures are generally made from shoulder-high vantage points, 8 to 10 feet away from the subject. Good photographers always use their position to stress meaning. Your vantage point will alter your frame, change foreground/background relationships, create or eliminate confusing mergers. Move in, up, down, around, until your intended meaning is expressed by your position. Keep in mind, a photojournalist's advice: "If your pictures aren't any good, you're probably not close enough." And don't be afraid to bend!
5. Using the right moment in time. We see continuously -- the camera sees intermittently. We choose the precise moment most important to our intentions, and freeze (or blur) it on film to express our meaning. Practice your timing -- using the right shutter speed at the right instant to capture the peak action best defining your meaning. As another famous photographer said: "There are no maybes in photography. All the maybes should go in the trash."
6. Use light to express meaning not just to make the picture "come out OK".
7. Organize your photos for meaning. Make your pictures mean what you want them to mean, by making photographs rather than snapshots. Learn to see background/foreground and how to focus on your subject.

## Publicity Ideas .... (add your own)

FCE Week in October is one week when we "pull out all the stops" and make a big effort to get publicity out. However, we need continual public awareness, from time to time, the year around.

1. "Make a Date with Your Family." Publicize and promote families spending time together for a meal and doing a family activity away from the television.
2. FCE Flower Garden — use colors of teal and yellow. Can be personal or community. A weatherproof sign in/near to tell others (i.e. FCE member Lives Here, or FCE Project, etc.). If you don't find a way to promote FCE through the flower garden, then it's just another flower garden, and is not a means of publicity. Involve the media, if appropriate. Get pictures of members planting and the item used to show the publicity.
3. Floats — in community parades.
4. Library Displays - include projects done in clubs, newsletters (county, state and national), information about each club, meeting time and place, etc.
5. FCE Member of the Year — contests for club members, also Club of the Year, etc.
6. Buttons
7. Pencils
8. Tot Spots & Fair Booths — with sign up cards, door prizes, Leader Training topics with dates, free literature (make sure everything has contact information).
9. Mall Show — slide program, demonstrations, pass out literature, etc.
10. Radio — Interview key leaders on council, one member from each club tell about their activities etc., talk show host interview key leaders, give general information about organization ( QRS ), then county activities. **Open to anyone** to visit or become a member. What are the advantages of being a member in contrast to **not**. Be prepared with information in front of you so you have the correct answer. Get "on the air" more than once.
11. Special Ceremony for New Members — a wonderful way to say "welcome."
12. Contact 4-H and FHA Members — get copies of literature and information to them. Invite to join or start a young FCE club.
13. Church Groups — contact about Leader Training Lessons you can present for them. Pass out information and invitational literature. Try an insert in church bulletins for the Sunday beginning FCE Week.
14. Contact Men's Groups — or other organizations to ask for time to explain "Who we are", "What we do," "What we have to offer in the way of programs, LTM's and membership." Have those brochures handy!
15. Bag Stuffers — put into shopping bags at grocery and local stores.
16. Pay Check Stuffers — design promotional item to fit into envelope.

Revised July 1997

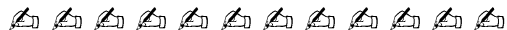
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17. Leaflet Container — design a container to hold your brochures about FCE and place in ladies rooms of factories, doctor's offices, laundries, on indoor public bulletin boards, etc.
18. Appreciation Day — for County Commissioners, and/or same or separate day for local news media. Provide breakfast or lunch and an "organized" program to INFORM them what we're all about. Make Certificates of Appreciation to present them. Keep it informal, but let's put our best foot forward and project that **quality** we want to show.
19. Community Clean-up Days — sponsor periodic clean-up and/or recycling drives. This is usually good for publicity. Landfills are a big issue now. FCE plan the pick-up spots, get out information ahead of time as to what can be recycled and how to have it prepared for pick-up. Use income for FCE projects.
20. "Man" the Booths — it's always better to give the personal touch, or personal contact. FCE members available to start a conversation, if necessary, to someone looking at your booth or display, a smile and an offer of assistance might be welcomed to a weary young mother at the Tot Spot. How about a big cooler of ice water and/or a small gift for the toddler in tow. Now, don't let them leave without the literature.
21. Honor the first baby born during FCE Week.
22. Document FCE work on home video for use in Public Relations.
23. Take pictures showing FCE members doing "whatever."
24. Put out information using more than one method (newspaper, flyer, radio, TV, poster, etc.) because some may see/hear only in one way.
25. If your Christmas Show is the only open house activity your county council holds during the year to which the public is invited, take advantage of this opportunity to present a program or hand-out to inform members and nonmembers about the organization--i.e. display in area where all will pass, handout with brief general information and listing of future leader training and workshops (noting open to public), periodically during the day, show one or more of the NDFCE slide/tape shows available from the state extension office (in a separate room?).
26. Search through your FCE members for subjects to interview for publicity. Example — social service outreach volunteers, wheelchair members, clubs with special projects, success stories through involvement with FCE members, etc.
27. Five events: Monday — FCE members called 50 people in celebration of 50 years of FCE; Tuesday — held Flea Market type sales day at fairgrounds to market items made by FCE members; Wednesday — visited local malls to pass out information booklets on FCE activities; Thursday — visited area nursing homes, and gave small sachets to over 300 residents; Friday — members displayed teal ribbons on cars, in yards, on mailboxes, etc. Reached a potential audience of 150,000 through TV, radio, daily and weekly newspapers, and face-to-face contacts.
28. Five events: Monday — Teal Day (ribbons on members homes, etc.); Tuesday — Reach Out and Touch Day (call a friend and invite them to FCE programs); Wednesday — Spread the News Day (radio spots at 6:30 a.m. and 12:30 p.m.); Thursday — Friendship Breakfast (Dutch treat, members join together for 8:00 a.m. restaurant breakfast); Friday — Grocery Stuffers (flyers in grocery sacks in every grocery in Fulton County).

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29. Seven events: Sunday — attend church of choice (notice in some church bulletins); Monday — indicate on window or mailbox **an FCE member lives here** via 8½ X 11 pre-printed sign; Tuesday — letters to county commissioners; Wednesday — articles in area newspapers; Thursday — handouts in public places; Friday — copies of Oral History Books to each library in county; Saturday — made book mark with logo (give to honor member or prospective one).
30. Yellow 8½ x 11 poster with logo NAFCE printed on it (used in window of member's home), had articles on health, food & nutrition in 2 daily newspapers Monday thru Friday, on Monday Council held picnic for members and their families — had puppet show as part of international project.
31. Each club had Open House Tea with pre-event publicity to invite public, one club spent a day passing out literature in grocery parking lot, one club had Proclamation signed by Mayor with publicity picture/article in newspaper (9000 cir.) and posters in local groceries, K-Mart and drug stores. Another club spent a day passing out FCE literature and sachets in their area K-Mart parking lot, yet another took a day to pass out 50 HOTLINES, 30 hats, 300 balloons, 50 sachets, and FCE literature at a Ben Franklin shopping plaza. One grocery agreed to distribute hand-outs in grocery bags for two days. Teal ribbons were used on mailboxes. Council held annual FCE Week Open House, the weather-pointer was again taken to Channel 7 TV. The Dayton TV & radio stations cover a 7 county area.
32. Second annual "Hats Off to FCE Members", chalk drawing contest for children, face painting, door prizes donated by businesses, bake sale, showed VHS "Rich Lives", live entertainment by high school swing choir.
33. Window display in store window (same display used at fair booth).
34. Planted a tree -- involved FFA, 4-H and senior citizens with the planting and had it covered by newspaper article with picture of the event.



Several counties sponsor picnics or other activities for Nursing Homes, Veteran's Hospitals, Handicapped Schools, Children's Hospitals, etc. I know some of you feel you do this kind of thing because you **want** to do it for these people, and maybe you get more out of it than they do, and you don't want to use it as **publicity**. From the Public Relations point of view, **you** know what you have done but the public doesn't. The public needs to be aware of the Family and Community Education organization and the fine things we do for the community. We deserve the good publicity.

**You will think of  
endless other methods  
of publicity. I hope these  
will start you  
thinking and planning.**

July 1997

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# Proclamation in Recognition of FCE Week

**WHEREAS**, the North Dakota FCE Council assists in identifying and solving family and community problems; and

**WHEREAS**, The North Dakota FCE Council represents local groups, with approximately 3000 members in 52 counties, including rural and urban members of all ages.

**WHEREAS**, the North Dakota FCE Council is a member of the National Association for Family and Community Education Council, which represents 38 states, Puerto Rico, and the Virgin Islands.

**WHEREAS**, the North Dakota FCE Council offers a means for members to interpret and promote programs that meet the needs of people - needs identified in each county by planning committees;

**NOW, THEREFORE**, I \_\_\_\_\_, do hereby designate the Week of October \_\_\_\_\_  
as

## Family and Community Education Week "Make a Date With Your Family"

in the county of \_\_\_\_\_ and urge all citizens to learn about and become involved in FCE clubs.

**IN WITNESS WHEREOF**,

I have hereunto subscribed by name and caused  
the Great Seal of the State of North Dakota to  
be affixed at Fargo, this \_\_\_\_\_ Day of \_\_\_\_\_, in  
the Year Of Our Lord, Two Thousand and \_\_\_\_.

---

revised July 1996, July 1997

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(County) Family & Community Education Council  
(Address)  
(Contact Person and Phone Number)

**SAMPLE NEWS RELEASE: NDFCE WEEK**

Please fill in information about your county and give to the local news media to publicize FCE Week. Reword the paragraphs as they pertain to your county. Add a photo or additional information about your county FCE program. This is being sent to the Council President and consultant to FCE. If you have a Publicity Chairman, please give her a copy.

Family and Community Education Week, "Make a Date With Your Family" is being celebrated October \_\_\_\_\_, here and across the

nation. In \_\_\_\_\_ County, there are \_\_\_\_\_ FCE clubs with \_\_\_\_\_ members.  
County # #

The County FCE Council that is made up of representatives of each club leads these clubs.

FCE members are interested in learning new and better ways of improving the quality of living for themselves, their families, and communities. This is accomplished by attending programs which may include information about child development, environmental concerns, literacy, leadership and international understanding. Members belong to clubs in their own communities and enjoy the fellowship and idea-sharing of friends and neighbors as well as learning how to improve their family and community life.

Members also have the opportunity to develop leadership skills. They may volunteer to teach lessons to fellow club members or the public, serve as officers or chairmen in their county or local clubs, or go on to serve at the district, state or national level.

County Extension staff serve as consultants and resource persons for the organization. Because North Dakota Extension is an educational arm of the North Dakota State University, members have access to the latest research based information.

The NDFCE Council is a dues paying organization members across North Dakota. FCE members are also affiliated with the national FCE council and the international organization, Associated Country Women of the World.

For more information about FCE, visiting, joining, or forming a local club, contact your County FCE President \_\_\_\_\_ (name and phone number) or your NDSU County Extension Office \_\_\_\_\_ (phone number).

July 1995, Revised July 1996, July 1997

## **RADIO ANNOUNCEMENT: Example**

### **FCE WEEK**

FCE Week is being celebrated in \_\_\_\_\_ County and across N.D. October \_\_\_\_\_. In \_\_\_\_\_ County, there are \_\_\_\_\_ clubs with \_\_\_\_\_ members.

FCE members are interested in learning more and better ways of improving the quality of living for themselves and their families by attending county-wide programs covering a wide range of areas. Members also have an opportunity to develop leadership skills as they volunteer to teach lessons and serve as officers and chairmen in their local, county, state and national organizations.

Statewide programs developed by the North Dakota FCE Board are based on the Mission of FCE including Children's Writing Contests, Scholarships, Grants for Community Service, Critical Viewing Skills, Networking with other organizations and promoting education at the club, county and state level.

The County FCE Council that is made up of representatives from each club leads the clubs. County Extension Agents serve as FCE consultants. Because North Dakota Extension is an educational arm of the North Dakota State University, members are informed of the latest developments in youth, family and community development.

revised July 1996, July 1997

VI. Public Relations/September 1995



## **To recap, let me wind up with these:**

- if you said you had it, or did it, include your evidence!
- △ if you did it, take a picture(s) of it for a report.
- △ get pictures in the newspaper, include members in picture and show projects other than crafts. I mean if the one and only time your members get picture in the paper during the year is for Cultural Arts, what is the public to think?
- △ show people receiving your promotional materials.
- △ identify yourselves as FCE members in all your projects.
- △ inform, invite and show contact on all materials that the public will see or read.
- △ foremost, promote FCE as an educational source.
- △ if you had some objects for handouts, take a picture of someone getting it.
- △ remember to cut date & name of newspaper to include with article. Printing it on by hand is supposed to be a no-no for national report guidelines. I can live with it but if I want to send your article with my state report?
- △ underline or highlight the names of FCE members in newspaper articles (if you do the last two things at the time you clip the article, it will be done).
- △ save or collect all these items as you go through the year, then put your report together in January.
- △ try to include newspaper articles that reflect all the clubs in the county and not just one or two. You are reporting on a county program.

## ***VII. Ceremonies***

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**VII. Ceremonies**

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## County Installation Ceremony

It is recommended that the past president or a state officer or district director be the installing officer.

### ***Installing Officer*** (reading to the audience):

We have before us the newly elected officers of the \_\_\_\_\_ (county) Family and Community Education council. You as members of the council have shown your faith and confidence in them by electing them as your officers for the coming year. It is now fitting that you affirm your faith in these elected officers and that you declare your pledge of allegiance to them by rising (*all rise*). You as council members should be loyal to the council and its officers. You should take part in the work of the council, vote on all questions, and attend meetings regularly. (*Members be seated.*)

### ***Installing Officer*** (facing the new officers):

As officers of the \_\_\_\_\_ (county) Family and Community Education council, you are undertaking to perform special services for the council. You are expected to give time, thought and effort necessary to make the work a success in our county.

\_\_\_\_\_(Name), as **TREASURER**, it shall be your duty to keep an accurate record of all money received, with the date received, the name of the person from whom it was received; to pay out money only on authorization by vote of the council; and to keep a record of each bill paid.

\_\_\_\_\_(Name), as **SECRETARY**, it shall be your duty to keep the minutes of the meetings in good order; to keep a list of members and a record of their attendance; to keep all correspondence on file and be prepared to read such correspondence at council meetings, to keep a copy of the county council constitution and a record of all amendments.

\_\_\_\_\_(Name), as **VICE PRESIDENT**, it shall be your duty to strengthen the Family and Community Leadership program and strengthen international bonds as the Peace Garden Chairperson. It is your duty to assume any or all duties of the office of president when the president is absent. Your duties include sharing program ideas and to further membership and good public relations.

\_\_\_\_\_(Name), as **PRESIDENT**, in conferring upon you this highest honor, your fellow council members have expressed faith in your integrity and in your devotion to Family and Community Education work. May you realize that leadership determines, in a large measure, the value of our work.

It shall be your duty to preside at council meetings, to appoint committees, to see that the officers are instructed in their duties, to act as official spokesperson for the council and to see that the constitution and bylaws are obeyed.

Madam \_\_\_\_\_ (President's Name), will you in the name of these officers give the pledge of service to the objectives, purposes and ideals of Family and Community Education work, acknowledging your responsibilities and signifying your willingness to assume the leadership of the \_\_\_\_\_ county Family and Community Education council?

***President's Response:***

Fellow members, in undertaking the services which this office implies, it is my intent to devote a fair portion of my time, thought, interest and effort to the work of our County Council, and for these, my fellow officers, I make the same pledge.

We believe in Family and Community Education work; we believe in its objectives. We ask you, our fellow members, to give us that measure of your support that will ensure the success of the \_\_\_\_\_ County Family and Community Education council through the year which lies before us.

***Installing Officer*** (facing the new officers):

I now declare you regularly installed in your respective offices for the year. (*Facing audience.*) Will you all stand and let us join together in repeating the Homemakers Creed: "I believe my home is sacred; a place where love, faith, hope and devotion have their beginning; where each has his rights respected by others; where joys and blessings, sorrows and disappointments are shared in common; where God is revered and honored, fellowmen respected and love is law."

"I believe it is my duty to live up to the best that is in me to attain this, to fear things unworthy, to conquer difficulties by daring to attempt them, to be a companion as well as counselor to my family, and to teach and live, love of home, country, fellowmen and God."

(A talk by installing officer or by retiring president may follow ceremony. New president may then finish any business, appoint committees and adjourn the meeting.)

## Candle Lighting Ceremony

Place a large candle in the center of the table. Place tapers in candle holder around the large candle, one for each officer to be installed. White or colored candles may be used, and these candles may be a different color than the large one. Distribute small candles — one to each member. Darken the room by drawing shades or extinguishing lights.

When ready to begin the ceremony, the installing officer lights the large candle and asks the new officers to come forward or the installing officer may ask the outgoing officers to escort the new ones to their places in a row behind the table. The outgoing officers then return to the chairs vacated by the new officers.

**The installing officer** faces the club and says: "This large candle represents the National Association for Family and Community Education that you are a part."

"You have before you the members of our club whom you have chosen for special responsibility as county officers for the coming year."

"Before we declare them formally installed we shall ask them to publicly accept those offices."

*(Turn to the new officers.)*

"\_\_\_\_\_ (Name), do you accept the duties and responsibilities of the office of **president** of the \_\_\_\_\_ County Family and Community Education? Will you study the constitution and bylaws of our county and see that they are obeyed? Will you endeavor at all times to truly represent and carry out the best interests of our council?"

Answer: "I will."

**Installing Officer:** "As a token of this promise will you light a candle representing your office?"  
*(Pause while president lights a candle.)*

"\_\_\_\_\_ (Name), do you accept the duties and responsibilities of the office of **vice president**? Will you study the constitution and bylaws of our council and act in every way as a real assistant to the president? Will you become familiar with the purpose and objectives of the program, study the constitution and bylaws of our council and complete all necessary report forms?"

Answer: "I will."

**Installing Officer:** "As a token of this promise, will you light a candle representing your office?"  
*(Pause while the vice-president for organization lights a candle.)*

"\_\_\_\_\_ (Name), do you accept the duties of the office of **secretary**? Will you keep the minutes of the meetings in good order, keep a list of members and a record of their attendance along with committees of the county? Will you keep all correspondence on file and be prepared to read such correspondence at council meetings? Will you become familiar with the constitution and bylaws of our council?"

Answer: "I will."

**Installing Officer:** "As a token of this promise, will you light a candle representing your office?"  
*(Pause while the secretary lights a candle.)*

"\_\_\_\_\_ (Name), do you accept the duties of the office of **treasurer**? Will you keep a true record of all money paid into the club treasury? Will you see that all bills and donations are paid promptly as directed by action of the club?"

Answer: "I will."

**Installing Officer:** "As a token of this promise, will you light a candle representing your office?"  
*(Pause while the treasurer lights a candle.)*

"\_\_\_\_\_ (Name), do you accept the duties of the office of which you have been appointed? Will you work with the officers and help in every way to help our organization fulfill its mission? Will you become familiar with the constitution and bylaws of our council?"

Answer: "I will."

**Installing Officer:** "As a token of this promise, will you light a candle representing your office(s)"  
*(Pause while appointed officer[s] light[s] a/their candle[s])*

*(Turn to members.)*

**Installing Officer:** "We have heard the promises made by these new officers. It is, therefore, my privilege to declare them duly installed in their respective offices for the coming year." *(If the county has a gavel, hand it to the president. If officers have badges or pins, present them at this time.)*

"No set of officers can successfully conduct the business of an organization without peace and harmony among members. Will all the members stand and come forward to light their individual candles from the large one in the center, return to their places and remain standing. This signifies your promise to support the effort of your officers throughout the year by being regular in attendance at meetings, giving courteous attention to the programs, and in all other ways showing yourselves to be loyal and active members of the \_\_\_\_\_ County Association for Family and Community Education."

*After all have returned to their places, ask them to join in repeating the Homemaker's Creed.*

The members may then be seated and the new president dismisses the meeting by saying: "I declare the \_\_\_\_\_ (Month) meeting of the \_\_\_\_\_ County Association for Family and Community Education adjourned."

**Prepared by:** Grace DeLong, Former State Home Demonstration Leader (1927-1960)

Revised 7/95

## Coins for Friendship Ceremony

This ceremony can be used by Family and Community Education clubs when Coins for Friendship are collected for ACWW (Associated Country Women of the World).

Members are seated. Place some nice container like a small basket or silver dish on a table at the front of the room; or the treasurer may stand beside the narrator with the dish in her hands. If possible display a globe or a map of the world and United Nations and American flags.

**NARRATOR:** *(may be the president, vice president or someone especially selected).*

"We wish to acknowledge at this time our membership in that great world-wide organization of women, the Associated Country Women of the World. Today we show our personal interest by making our individual gifts to the Coins for Friendship Fund. A coin is a small amount of money, just as one person is small compared with the millions of persons who inhabit the world. But our coins added to those of the other nine million members of ACWW make a large sum. In the same way, our individual influence may seem small, but added to the influence of nine million other women it can turn the tide from fear and suspicion to confidence and goodwill among nations."

"So as we take part in this ceremony, let us think of its larger meaning. As we look at the map of the world (or the globe) let us think of those nine million women who share our hopes for a just and lasting peace. Let us remember that they love their homes and children as we do ours. Let us remember our common interests and forget our differences. Let us remember that the sun never goes down on the ACWW. Every day, every hour, somewhere in the world, family and community educators like us are meeting to study, to learn how to make better homes, and to rear boys and girls to become finer, wiser citizens of their countries and the world."

"'The Song of Peace' set to music by the great Finnish composer, Jean Sibelius, is a fitting background for our thinking as we come forward with our small gifts to the Coins for Friendship Fund. This is not just a gift. Let it represent a personal dedication of a little bit of ourselves to better international understanding and goodwill."

Someone may sing the first verse of "The Song of Peace" as a solo after which the pianist continues to play the melody. Members rise, come forward and place their money in the dish or small basket. If more convenient, the members may stand in a circle and pass the dish or basket from one to another. After the members have finished making their gifts, the soloist or the group will sing the last verse of "The Song of Peace".

\*\*\*\*\*

The money contributed should be recorded in the treasurer's records and then paid to the treasurer of the county council at a regular council meeting. Many counties pay it in the spring.

Choose some regular time to have this ceremony - United Nations Day on October 24 or in February would be good suggestions. The state treasurer needs to have the voluntary county contributions by November 30 each year.



## **Memorial Service**

Death has entered the ranks of our organization and called to a brighter world were several members of our organization. It is with a feeling of utmost sincerity that I place this rose in their memory.

Into God's beautiful Garden of Life  
His messenger goes each day  
To gather the choicest blossoms  
And bear them with her away.

And into His beautiful garden  
This time the Master calls  
Our member to endless rest  
And our hearts, though filled with sadness  
Can but say, "He knows best."

Dear Master, our garden is lovely  
We miss these flowers so rare  
But their life perfume will be with us  
While the flowers bloom up there.

### **Please join me in prayer:**

Infinite Spirit, may our memory of these departed ones bring forward all that was brave, noble, true in them and may their virtues deeply impress our minds and hearts. Almighty God, bless us with Your love and, in accordance with the great needs of our lives, aid and inspire us, we ask in Your name.

AMEN

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June 2012 updates



North Dakota Association for  
Family & Community Education

\_\_\_\_\_ (year) Dues

**ND FCE County Treasurer's Report Form**  
**Due to the State Treasurer by November 15 of the current year**

County \_\_\_\_\_ Treasurer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Number of CLUBS in County \_\_\_\_\_  
\_\_\_\_\_ NDFCE members  
\_\_\_\_\_ NDFCE Supporting Members  
\_\_\_\_\_ Senior Members  
\_\_\_\_\_ Family Memberships  
\_\_\_\_\_ Total COUNTY membership

**Count Your Membership as of October 1<sup>st</sup>**

**Assessments:**

\_\_\_\_\_ NDFCE Members at \$ \_\_\_\_\_ (\$ \_\_\_\_\_ Nat'l, \$ \_\_\_\_\_ ND) = \$ \_\_\_\_\_  
\_\_\_\_\_ NDFCE Senior Members at \$ \_\_\_\_\_ (\$ \_\_\_\_\_ Nat'l, \$ \_\_\_\_\_ ND) = \$ \_\_\_\_\_  
\_\_\_\_\_ NDFCE Supporting Members at \$ \_\_\_\_\_ (\$ \_\_\_\_\_ Nat'l, \$ \_\_\_\_\_ ND) = \$ \_\_\_\_\_  
\_\_\_\_\_ NDFCE Family Membership at \$ \_\_\_\_\_ (\$ \_\_\_\_\_ Nat'l, \$ \_\_\_\_\_ ND) = \$ \_\_\_\_\_

**Scholarship Fund:**

\_\_\_\_\_ Clubs x \$2 (per club) = \$ \_\_\_\_\_  
\_\_\_\_\_ Miscellaneous Donations = \$ \_\_\_\_\_

**Contributions:**

Peace Garden = \$ \_\_\_\_\_  
Coins for Friendship = \$ \_\_\_\_\_  
Nickels for Leadership = \$ \_\_\_\_\_  
4-H Achievements and Awards = \$ \_\_\_\_\_

**TOTAL ENCLOSED:** = \$ \_\_\_\_\_

**Please make checks payable to:** North Dakota FCE and send the check and form to the NDFCE State Treasurer.

**All Members must complete and enclose National FCE membership form. NDFCE needs everyone's name and address along with dues paid. Thank you!**



North Dakota Association for  
Family & Community Education

**North Dakota FCE County Officers Report for \_\_\_\_\_ (year)**

**Due to State President by November 15 of each year.**

**County** \_\_\_\_\_

**President**

Address

Phone #

email

**VP**

Address

Phone #

email

**Secretary**

Address

Phone #

email

**Treasurer**

Address

Phone #

email

## North Dakota FCE Marketing Report Form

Summary of work done in \_\_\_\_\_ (year)

Club \_\_\_\_\_

County \_\_\_\_\_

**Due Date: Postmarked by January 15 to County Vice President**

**Person submitting report:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**Definitions:** FCE: Dues paying member

**Others:** County Extension Service, other speaker, etc.

**Hours Volunteered:** preparation time, travel time, presentation, follow-up (may include time for taking workshop)

1. Number of sessions held in the past year:  
\_\_\_\_ Membership Development training sessions  
\_\_\_\_ Pledge Campaign training session  
\_\_\_\_ Marketing training sessions
2. How have National FCE Marketing Notebook materials been used?
3. Write a short summary on a separate sheet about the most successful program done in marketing, membership development and/or the Pledge Campaign Project.

**Level the program was conducted:** County \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

**Presenters:**

FCE \_\_\_\_\_ # of hours volunteered \_\_\_\_\_  
Others \_\_\_\_\_ # of new members \_\_\_\_\_

## North Dakota FCE International Report Form

Summary of work done in \_\_\_\_\_ (year)

Club \_\_\_\_\_  
County \_\_\_\_\_

**Due Date: Postmarked by January 15 to the County Vice President**

**Person submitting report:** Name: \_\_\_\_\_  
Office/Title \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_

**Definitions:**     **FCE:** Dues paying member  
                         **Others:** County Extension Service, other speaker, etc.  
                         **Hours Volunteered:** preparation time, travel time, presentation, follow-up (may include time for taking workshop)  
                         **Number Reached:** People who attended the lessons  
                         **Media:** # reached through media circulation or coverage  
                         **ACWW:** Associated Country Women of the World  
                         **CWC:** Country Women's Council (USA)

### A. Education

Lessons Presented	Presenters		Hours Vol.	# Reached		Media
	FCE	Others	FCE	FCE	Non-members	
ACWW						
CWC						
FCE "India Project"						
ACWW Projects						

### B. Action

FCE Global Project

Lady Aberdeen \_\_\_\_\_  
Elsie Zimmerman \_\_\_\_\_  
Nutrition \_\_\_\_\_  
Water for All \_\_\_\_\_  
UNICEF \_\_\_\_\_

FCEs India Project \_\_\_\_\_

Pennies for Friendship \_\_\_\_\_

IFYE \_\_\_\_\_

CWC

# Letter Friends \_\_\_\_\_ # Countries \_\_\_\_\_

# Correspondence Links \_\_\_\_\_ # Groups \_\_\_\_\_

Promote Ruth B Sayer Scholarship \_\_\_\_\_ yes \_\_\_\_\_ no

Number attending annual CWC meeting \_\_\_\_\_

Number attending ACWW Triennial \_\_\_\_\_

Number of ACWW Individual Members \_\_\_\_\_

Number of IFYEs Hosted \_\_\_\_\_

Attach a prior statement on results of your International Day or other International Project

## North Dakota Family ChoiceE-TV Report

Summary of work done in \_\_\_\_ (year)

Club \_\_\_\_\_

County \_\_\_\_\_

**Due Date: Postmarked by January 15 and sent to the County Vice President**

Person submitting report:

Name \_\_\_\_\_ Office/Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Refer to the Family ChoiceE-TV planbook and the Success Stories returned after each program.

**Definitions:**

- FCE:** Dues paying member
- Others:** County Extension Service, other speaker, etc.
- Hours Volunteered:** preparation time, travel time, presentation, follow-up (may include time for taking workshop)
- Number Reached:** People who attended the lessons
- Media:** # reached through media circulation or coverage

Program	Presenters		Hours Vol		# Reached		Media
	<i>FCE</i>	<i>Others</i>	<i>FCE</i>	<i>Others</i>	<i>FCE</i>	<i>Others</i>	
TV/Video Festival							
To Speak the Truth							
FCE on the Scene							
Creating a List							
Children's TV Diary							
TV Viewing Pledge							
Children's TV Guide							
Grandparents' Reading/Video							
Book-Video Donations							
Advocacy							
FCE-TV Apr 5 Tune Out Violence							
International Children's Day of Broadcasting							
<b>Totals</b>							

**North Dakota FCE / Community Successful Program  
Report**

Summary of work done in \_\_\_\_\_ (year) Club \_\_\_\_\_  
County \_\_\_\_\_

**Due Date: Postmarked by January 15 / February 1 and sent to County/State Vice President**

***Person submitting report:***

Name \_\_\_\_\_ Office/Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Briefly describe the objective and results of Club's most successful community focus program

1. How many FCE members participated? \_\_\_\_\_
2. How many hours were volunteered? FCE members \_\_\_\_\_ Non-Members \_\_\_\_\_
3. How many people were reached? FCE members \_\_\_\_\_ Non-Members \_\_\_\_\_
4. What is the total amount of dollars spent on this program (materials, publicity, travel, postage, telephone, food, etc.) \$ \_\_\_\_\_



## North Dakota FCE Literacy Report

Summary of work done in \_\_\_\_\_ (year)

Club \_\_\_\_\_

County \_\_\_\_\_

**Due Date: Postmarked by January 15/February 1 and sent to County/State Vice President**

**Person submitting report:**

Name \_\_\_\_\_ Office/Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

**Definitions:** FCE: Dues paying member

**Others:** County Extension Service, other speaker, etc.

**Hours Volunteered:** preparation time, travel time, presentation, follow-up (may include time for taking workshop)

### A. Family Literacy

Lessons Presented	Presenters		Hours Vol	# Reached	
Basic Literacy					
Library					
Television Literacy					
Total					

Action:

Number of FCE members "trained" as Literacy Tutors \_\_\_\_\_ Hours Vol \_\_\_\_\_

Number of FCE members who made story aprons \_\_\_\_\_ # of aprons \_\_\_\_\_ Hrs. Vol \_\_\_\_\_

Number of FCE members who read to children \_\_\_\_\_ to adults \_\_\_\_\_ Hrs Vol \_\_\_\_\_

Number of FCE members who gave books \_\_\_\_\_ # of books \_\_\_\_\_ Hrs Vol \_\_\_\_\_

Number of FCE members who assisted children in exploring the fine arts \_\_\_\_\_

Number of children reached \_\_\_\_\_

### B. Public Policy Literacy

Lessons Presented	Presenters		Hours Vol	# Reached	
	<i>FCE</i>	<i>Other</i>	<i>FCE</i>	<i>FCE</i>	<i>Non-Members</i>
Families & Law					
From Ideas to Action					
Motivating Yourself & Fellow Workers					
Working with the Legislature					
Total					

Action:

Number of FCE members participating in Legislative Day, Capitol Day, etc. \_\_\_\_  
 Number of FCE members who contacted a decision maker Local \_\_\_\_ State \_\_\_\_ National \_\_\_\_  
 Number of FCE members who participated in a public policy issue or community project \_\_\_\_  
 Number of FCE members who ran for a public office \_\_\_\_

### C. Consumer Literacy

Lessons Presented	Presenters		Hours Vol.	# Reached	
	<i>FCE</i>	<i>Others</i>		<i>FCE</i>	<i>Non-Members</i>
<b>I.</b>					
Purchasing Skills					
EnviroShopping					
Food Labels					
Product Warranties					
Recycle					
<b>II.</b>					
Consumer Choice					
Rights & Responsibilities					
Consumer Fraud					
Nutrition					
Consumer Services					
New Technology					
<b>Total</b>					

Action: Number of FCE members who actively recycled \_\_\_\_ Hrs. Vol. \_\_\_\_

### D. Organizational Literacy

Lessons Presented	Presenters		Hours Vol.	# Reached	
	<i>FCE</i>	<i>Others</i>		<i>FCE</i>	<i>Non-Members</i>
FCE Literacy					
ACWW / CWC					
<b>Total</b>					

Action: Number of FCE members who attended

County Meetings \_\_\_\_  
 District / Area Meetings \_\_\_\_  
 State Meetings \_\_\_\_  
 National Meetings \_\_\_\_

Number of Club Presidents who attended National FCE Annual Conference \_\_\_\_

TOTAL AMOUNT of MONEY SPEND ON ALL LESSONS AND TRAININGS: \_\_\_\_\_

## Application for Freshman Scholarship

This scholarship is awarded by the North Dakota Association for Family and Community Education (NDFCE) to two or more high school seniors who plan to enroll at an accredited college or university offering a major in Family or Consumer Sciences or related field leading to a B.S. or B.A. degree. A check for \$250 will be sent to the appropriate college or university after the scholarship recipient has satisfactorily completed the first quarter / semester and having registered for a second quarter / semester. This scholarship must be used within two years.

This form is to be completed by the applicant and mailed to the NDFCE Coordinator for Young Families by April 1.

The application should include the following:

1. Application form.
2. Picture of applicant (for publicity purposes only).
3. Transcript of grades, including standardized test scores such as ACT/SAT.
4. Recommendation of school superintendent, principal, or counselor.
5. Letters of recommendations from the two persons listed as references on the application form.

Applicants having out of state addresses must be children of NDFCE members, be enrolled in North Dakota high schools or be NDFCE club members

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Phone number \_\_\_\_\_

Hometown Paper (for publicity purposes) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Both Parents' Full Names (or spouse's full name) \_\_\_\_\_

Occupations(s) of Parents / Guardians \_\_\_\_\_

Number of sisters / brothers \_\_\_\_\_ Ages \_\_\_\_\_

Name / Address / City of high school \_\_\_\_\_

Name / Address of High School Principal / Superintendent at time of graduation \_\_\_\_\_

Academic Rank \_\_\_\_\_ in a class of \_\_\_\_\_ seniors.

List any high school organizations, activities, or contests in which you have been active. Note offices / leadership positions held.

List any community activities or contests (church, 4-H, etc.) in which you have been active. Note offices / leadership positions held.

List other honors and recognitions:

List all employment experiences, starting with your current or most recent job.

Do you have any post high school education? \_\_\_\_ IF so, please attach a transcript of grades. Please note any conditions or factors you would like the scholarship committee to consider in their selection process.

**References:** List two persons (not relatives) in your community who know about your leadership skills and character.

Name	Address	City	State	Zip	Phone #
------	---------	------	-------	-----	---------

Name	Address	City	State	Zip	Phone #
------	---------	------	-------	-----	---------

What college / university are you planning to attend? (You must attend a college or university offering a major in Home Economics or related field.)

Why are you interested in obtaining a B.S. or B.A. degree in Home Economics or related field?

Signature of Applicant	Date
------------------------	------

**Superintendent / Principal or Counselor**  
**Recommendation for Applicant for Freshman Scholarship**  
**Awarded by North Dakota Association for Family & Community Education (NDFCE)**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

On the scale below, please rate the student whose name appears above. Mail the completed reference for me the NDFCE Coordinator for Young Families no later than April 1.

***Applicant: Please supply the superintendent / principal / counselor with the name and address of the current NDFCE Coordinator for Young Families***

	Lowest	Low	Average	High	Highest
Character					
Personality					
Personal Appearance					
Academic Ability					
Leadership / Initiative					
Dependability					
Punctuality					
Health / Vitality					
Maturity / Poise					
Promise of Success					
Interest in Home Economics or Related Field					
Financial Need					

Confidential statement regarding general merit (continue on separate sheet if necessary)

\_\_\_\_\_  
Signature School

\_\_\_\_\_  
Position

\_\_\_\_\_  
Address City State Zip Code Phone # Date

## Application for Mary Laycock Scholarship ND Family & Community Education (NDFCE)

This scholarship is awarded each year to a junior enrolled in the College of Human Development and Education at North Dakota State University for use during the senior year. Mary Laycock served many years as Barnes County Extension Agent. One scholarship of \$285 is awarded annually with \$35 of the \$285 coming from the Beulah Kibbel Memorial Scholarship.

This form is to be completed by the applicant and sent to the NDFCE Coordinator for Young Families by **April 1 of the current year.**

A check for \$285 will be sent to NDSU following the scholarship recipient's registration for the second quarter / semester of his / her senior year.

The application should include the following:

1. Application form
2. Picture of applicant (for publicity purposes only).
3. Transcript of grades, including standardized test scores such as ACT / SAT.
4. Letters of recommendation from the two persons listed as references on the application form.

Name of Applicant	SS#	Date of Birth
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Address	City	State	Zip	Telephone #
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Name of Parent/Guardian	Address	City	State	Zip	Telephone #
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Name of Parent/Guardian	Address	City	State	Zip	Telephone #
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**References:** List two persons (not relatives) in your community who know about your leadership skills and character.

Name	Address	City	State	Zip	Telephone #
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Name	Address	City	State	Zip	Telephone #
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List all employment, starting with your current or most recent job. Include approximate length of time of employment (in months or years)

**Hometown Paper** (for publicity purposes) \_\_\_\_\_

Signature of Applicant	Date
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**Recommendation for Scholarship Applicant**  
**For the Mary Laycock Scholarship**  
**Awarded by the North Dakota Association of Family & Community Education (NDFCE)**

Name of Applicant \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_

The student whose name appears above has listed your name as a reference. Please fill out this sheet and send to the NDFCE Coordinator for Young Families no later than April 1.

On the scale below please rate the student whose name appears above.

***Applicant:*** Please supply the name and address of the current NDFCE Coordinator for Young Families to your reference.

	Lowest	Low	Average	High	Highest
Character					
Personality					
Personal Appearance					
Academic Ability					
Leadership / Initiative					
Dependability					
Punctuality					
Health / Vitality					
Maturity / Poise					
Promise of Success					
Interest in Home Economics or Related Field					
Financial Need					

Confidential statement regarding general merit (continue on separate sheet if necessary)

Person giving recommendation:

\_\_\_\_\_  
Name Occupation

\_\_\_\_\_  
Address City State Zip Phone Number

## Application for Emily Freeman Graduate Scholarship

This scholarship is given by the North Dakota Association for Family and Community Education (NDFCE). Emily Freeman was the Associate Home Economics Leader, NDSU Extension Service, for many years. In this position she worked closely with the Extension Homemaker Program (FCE). The scholarship is pro-rated at \$100 for one quarter, \$200 for two quarters, and \$300 for three to four quarters, or \$150 per semester for two semesters.

The scholarship is awarded to a North Dakota resident holding a Bachelor's Degree in Human Development & Education or a related field who has been accepted in the North Dakota State University Graduate School to work towards a Master's degree from the College of Human Development and Education. This scholarship must be used within two years.

The applicant must complete this form and send to the NDFCE **Coordinator for Young Families by April 1 of the current year.**

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Name of Applicant	SS#	Date of Birth
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Address	City	State	Zip Code	County	Telephone #
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Occupation

Resident of North Dakota? \_\_\_\_\_ How many years? \_\_\_\_\_

B.S. or B.A. Degree from: \_\_\_\_\_

Accepted in NDSU Graduate School? \_\_\_\_\_

Area of Study \_\_\_\_\_

Plan to attend NDSU? \_\_\_\_\_ Semester(s) \_\_\_\_\_

Brief statement as to why you plan to pursue an advanced degree in Human Development or related field.

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Signature of Applicant	Date
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## Application for Grace DeLong Scholarship

This scholarship is given by North Dakota Association for Family and Community Education (NDFCE). Grace DeLong was a county, district, and state home demonstration leader. Under her leadership the county and state Extension Homemakers' Councils were organized; she was instrumental in founding the National Extension Homemaker's Council. This scholarship is for a North Dakota FCE member interested in improving employability through additional education or training. One scholarship of \$200 will be awarded annually. The scholarship amount will be sent to the appropriate college / university following recipient's registration. This scholarship must be used within two years.

Applicant must fill out both sides of this form and send to the NDFCE **Coordinator for Young Families by April 1 of the current year.**

The application should include the following:

1. Application form
2. Picture of applicant (for publicity purposes only)
3. Letter from the applicant's FCE club certifying membership
4. Two letters of reference from persons in the applicants community not relatives (please attach)

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Name	SS#	Date of Birth
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Address	City	State	Zip	County	Telephone #
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Hometown paper (for publicity purposes) \_\_\_\_\_

Applicant will be enrolled: less than half time \_\_\_\_\_ full time \_\_\_\_\_ half time or more \_\_\_\_\_

Last level of education attained: high school \_\_\_\_\_ college \_\_\_\_\_

Number of years completed beyond high school \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ IF yes, type of employment:

Please note any conditions or factors you would like the Scholarship Committee to consider in their selection process:

School you plan to attend or are attending:

Type of education you are interested in:

Reason for furthering your education:

List community activities / organizations in which you are/have been involved and positions you have held:

List any honors or recognitions you have received:

---

Signature of Applicant

Date

**Arlene Sagness Memorial Grant**  
**North Dakota Association of Family & Community Education (NDFCE)**

This grant is given by NDFCE in memory of Arlene Sagness.

Arlene Sagness (1918-1988) was actively involved in Extension Homemakers (FCE) for 26 years. Her involvement reached past the club and county level to the North Dakota Board of Directors and to serving as Safety Chairman for the National Association for Family and Community Education. Her interest in the Oral History project of our national organization led to her involvement in our state project. She understood the contributions that “Memories of North Dakota Homemakers” could make to our organization as well as to all of the citizens of our state.

Money from the sales of the Oral History books will be used to fund this grant. A total of \$400 will be awarded annually to one or more North Dakota FCE clubs for community service projects.

It is recommended emphasis be given to those North Dakota FCE related projects which will have an impact on the future improvement of their communities.

The NDFCE club must promote this project so that the Arlene Sagness FCE Memorial Grant given by the NDFCE receives recognition through their (club) publicity.

Money will be distributed at the following rate:

- ½ before the starting date of the project
- ½ at the completion of the project when a newspaper clipping with “Arlene Sagness FCE Memorial Grant” circled in the article is received.

## Application for the Arlene Sagness NDFCE Memorial Grant

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Name of NDFCE Club President	County
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Address	City	State	Zip Code	Phone Number
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Person to contact in your club	Address	City	State	Zip Code	Phone Number
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Number of persons participating in project \_\_\_\_\_

Dates of Project: From \_\_\_\_\_ to \_\_\_\_\_

**Project MUST be completed within one year.**

Amount of money being requested \_\_\_\_\_

How will it be spent?

The application must include:

1. A one page clear description of the project for which funds are being sought, what the project is designed to achieve, and how this will be accomplished.
2. A letter from your County Extension Office certifying your club is in good standing.

**DATE DUE:** April 1 of the current year

**Mail application form to:** NDFCE Coordinator for Young Families

## Application for Arthur Schulz Memorial Scholarship

This scholarship is given by the North Dakota Association for Family and Community Education (NDFCE). Arthur Schulz was Director of the North Dakota Extension Service from 1961-1972. He passed away while serving in that position. One scholarship of \$200 will be awarded annually to a NDFCE member interested in improving employability through additional education. The scholarship amount will be sent to the appropriate college / university following recipient's registration.

The applicant must complete both sides of this form and send it to the NDFCE **Coordinator for Young Families by April 1 of the current year.**

The application should include:

1. This application sheet.
2. Picture of applicant (requested for publicity purposes only)
3. Letter from the applicant's FCE club, certifying membership (please attach)
4. Two letters of reference from persons in the community, not relatives (please attach)

Name	SS#	Date of Birth
Address	City	State
	Zip Code	County
		Telephone Number

Hometown paper (for publicity purposes) \_\_\_\_\_

Applicant will be enrolled: \_\_\_\_less than half-time \_\_\_\_full time \_\_\_\_half time or more

Last level of education attained: \_\_\_\_high school \_\_\_\_college

Number of years completed beyond high school \_\_\_\_\_

Are you presently employed? Yes\_\_\_ No\_\_\_ IF yes, type of employment:

Please note any conditions or factors you would like the Scholarship Committee to consider in their selection process:

School you plan to attend or are attending

Type of education you are interested in

Reason for furthering your education

List community activities / organizations in which you are / have been involved and positions you have held

List any honors or recognitions you have received

---

Signature of Applicant

Date

Heart of FCE Award  
**Nomination Form**

Club \_\_\_\_\_ County \_\_\_\_\_

**Date Due:** April 1 **EACH Club/County may submit ONE nominee.** Send one copy to County/State President

I would like to nominate:

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Name of Nominee

---

Address

City

State

Zip Code

Phone Number

---

Club Name

Please attach a photograph

Briefly describe reason for recommendation for the Heart of FCE Award. Please include individual effort, any project and results, or other contributions made by nominee while working in FCE.

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Name of person submitting nomination

Office/Title

---

Address

City

State

Zip Code

Phone Number

## National FCE Application for 50 Year MEMBER Certificate

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
County

\_\_\_\_\_  
Club Name

Years of Membership \_\_\_\_\_ Year First Joined \_\_\_\_\_

Highlights of Membership

Signatures:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
County President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension Agent

\_\_\_\_\_  
Date

**Return Original form by April 1 to:** NDFCE Vice-President

**Return Duplicate Copy by April 1 to:** NDFCE State President



## NDFCE Application for 10 – 25 – 55 – 60 – 65 – etc. Year MEMBER Certificate

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

\_\_\_\_\_  
Address City State Zip Code Telephone Number

\_\_\_\_\_  
County Club Name

Years of Membership \_\_\_\_\_ Year First Joined \_\_\_\_\_

Highlights of Membership

Signatures:

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
County President Date

\_\_\_\_\_  
Extension Agent Date

**Return Original form by April 1 to:** NDFCE Vice-President

**Return Duplicate Copy by April 1 to:** NDFCE State President

# North Dakota FCE Application for 25 – 50 – 60 – 75 – 80 – 85 0 90, etc. Year CLUB Certificate

CLUB name (Print or type EXACTLY as you want it to appear on certificate)

Club President Name

City

State

Zip Code

Telephone Number

County

Year Club was organized \_\_\_\_\_

Highlights of Club

Signatures:

Club President

Date

County President

Date

Extension Agent

Date

**Return Original form by April 1 to:** NDFCE Vice-President

**Return Duplicate Copy by April 1 to:** NDFCE State President

## Fall District Meeting Report Form

District # \_\_\_\_\_ Date \_\_\_\_\_

District Chairperson \_\_\_\_\_

Where \_\_\_\_\_

When \_\_\_\_\_

Number Attending: \_\_\_\_\_

Lunch Served? \_\_\_\_\_ Supper Served? \_\_\_\_\_

Door Prizes Given? \_\_\_\_\_ # \_\_\_\_\_

Board Members or Extension Agents Present? Who: \_\_\_\_\_

Registration Amount \_\_\_\_\_

Expense Report:

Income:

Expense:

Election:

Program (You may attach your poster if you like)

Presenters Names and Programs:

Make two copies of this report. Send one to the State Treasurer with money and one to the Vice President for Program for her records.

## **Meeting or Conference Reporting Form**

This is a general outline to help in reporting back to individuals or groups on a meeting or conference attended. Not all points will be appropriate for all meetings or conferences. Select those that pertain.

- The main issues of the general business session held during the meeting / conference:
- Items voted on:
- Results of the voting:
- Newly elected officers / chairmen:
- Learning sessions attended:
- Information received at the learning session:
- Social events attended:
- Other comments:

## **Duties of the Club Secretary**

### **The Duties of the Club Secretary Shall be to:**

1. Keep the minutes of each meeting in a record book.
2. Keep an up to date membership roll and check attendance at each meeting.
3. Keep a copy of the constitution and by-laws, with amendments properly entered.
4. Keep a record of all committees and notify members of appointments if they are absent when appointed.
5. Plan a list of pending and potential business with the president before each meeting.
6. Handle the organization's correspondence.
7. Call the meeting to order and see that a chairman pro-tem is elected in the absence of the president, the vice-president for organization, and the vice-president for program.
8. Make club monthly meeting reports and send them to the county Extension office within 10 days after the meeting is held (optional)

### **What the Minutes should include:**

1. Type of meeting. For example: regular, special, and/or board meeting.
2. Date, hour, and place of meeting.
3. Presiding officer.
4. Summary of reports given and names of those presenting reports.
5. Record of each motion with name of person making motion.
6. Record of statements, even though action may not be taken. Record of any special projects or plans of the club.
7. Brief summary of the day's program. Plans for the next meeting.

The minutes become a living history of the club. Be sure that they tell what happened, when it happened, where it happened, and who did it.

## Secretary's Record Book for

\_\_\_\_\_  
Name of Club

\_\_\_\_\_  
Year

### Officers:

President	Address	Phone #
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Vice President	Address	Phone #
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Secretary	Address	Phone #
-----------	---------	---------

Treasurer	Address	Phone #
-----------	---------	---------

Other Officers	Address	Phone #
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### Suggested Order for Meetings

- A. Business Part of Meeting
  - 1. Call to Order
  - 2. FCE Creed
  - 3. Roll Call
  - 4. Reading Minutes of Last Meeting
  - 5. Report of committees
  - 6. Unfinished Business
  - 7. New Business
  - 8. Announcement of Program for Next Meeting
  - 9. Adjournment of Business Meeting
- B. Project and Club or Group Activity Part of Meeting
  - 1. Demonstrations, talks, discussions, work on projects, etc.

## Roll Call of Members

“X” means present. “A” means absent

[illegible]

## **Minutes of Meeting**

\_\_\_\_\_ (date)

\_\_\_\_\_ Place of meeting

**Business Meeting**

**Program / Special Activities**