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Texas Treasure Award

(formerly known as the Heart of FCE Award from 1997-2000)

1997 Joan Frost, District 2

1998 Betty Langer, Galveston County, District 9

1999 District Winners

District 1	Argen Draper
District 2	Gaye Young
District 3	Patsy Hardin
District 4	Juanita Voss
District 5	Molly Appleberry
District 6	Frances Zant
District 7	Janie Pritz
District 8	Arleta Shirey
District 9	Mabel Helton
District 10	Barbara Baker
District 11	Gertie Carbaugh
District 12	Jovita Saenz

2000 District Winners

District 1	Novalene Brown, Amarillo
District 2	Pat Painter, Edmonson
District 3	Maxine Hoff, Breckenridge
District 4	Audrey Geron, Fort Worth
District 5	Fran Monroe, Nacogdoches
District 6	Frances Lindsey, Kermit
District 7	Ethel Stone, Zephyr
District 8	Jane Patrick, Covington
District 9	Nancy Meyer, Conroe
District 10	Mary Ann Till, San Marcos
District 11	Evelyn Fuchs, Burton
District 12	Leanna Koemel, George West

In 2001, the Heart of FCE Award was changed to the Texas Treasure Award. This award is described in detail in the Club, County, and District chapters of this manual.

2001 Mary Trevino, Kendall County, District 10

2002 Lucille Ford, Taylor County, District 7

2003 Adeliad Kloss, Austin County, District 11

2004 Betty Keener, District 12

2005 Mary White, Hunt County, District 4

2006 Velmer Mae White, Galveston County, District 9

2007 Marie Porter, Potter County, District 1

2008 Thelma Pelzel, Bell County, District 8

2009 Shirley Norris, Hunt County, District 8

2010 Sue Kopp, Hamilton County, District 8

2011 Mateel Brown, Potter County, District 1

2012 Lou Rose, Travis County, District 10

2013 Sue Allsup, Eastland County, District 8

2014 Ollie Ann Baker, Burnet County, District 7

2015 Audrey Geron, Tarrant Co., District 4

2016 Evelyn Fuchs, Washington Co., District 11

2017 Zada M. Sharp, Potter County, District 1

2018 Ethel Tarleton, Travis County, District 10

2019 Lorene Denney, Burnet County, District 7

2020 Patty Sheppard, Hansford County, District 1

2021 Lisa Pipkin, Hansford County, District 1

TEEA Leadership Award

(formerly known as the Public Policy and Leadership Award)

The Public Policy and Leadership (PPAL) Award was established in 2001 to honor individual members or teams that have received training in public policy and leadership, and have used that training to make a difference in their community. They have provided leadership lessons to others who could put this knowledge to work. One nominee from those submitted from the Districts is chosen as the State winner and is honored at the State Conference. In 2009, the name of the award was changed to the TEEA Leadership Award.

PPAL State Award:

2001 Ozell Holt, District 9
2002 Juanita Duncan, District 8
2003 Frances McArthur, District 10
2004 Phyllis S. McMakin, District 5
2005 Helen Hamilton, District 9
2006 Cindy Hurst, District 4
2007 Barbara Baker, District 10
2008 Gerry Zummer, District 8

TEEA Leadership Award:

2009 Joyce Morrow, District 5
2010 Cindy Callentine, District 4
2011 Lela Goar, District 7
2012 Roberta Davis Eacott, District 7
2013 Ruthhanna Hocking, District 1
Spring Town Extension Education Club, District 3
2014 Joycine Hanath, District 11
2015 Polly Jean Krenek, District 7
2016 Clara Smith, District 10
2017 Rains County Team - Linda Smith, Kaye Beasley, Cindy Ballard, and Kay Chastain; District 4
2018 Joyce Edwards, District 7
2019 Clara Jones, District 8
2020 Roxanne Dugan, District 7
2021 Marianne Pipkin, District 1

2017 Katherine Bezner, District 1
 Shelbie Kay martin, District 2
 Lyndi Luttrull, District 3
 Andi Willis, District 4
 Zachary Poorman, District 5
 Julie Lynn Marshall, District 6
 Sierra Gordon, District 7
 Emma Anne Polster, District 8
 Cade Austin Ingram, District 9
 Dylan A Sione, District 10
 Payton D. Hemmitt, District 11
 Ashlynn Hesseltine, District 12

2018 Macey Thurman, District 1
 Hayden Crawford, District 2
 Lauryn Luttrull, District 3
 Daniel Kurfenbach III, District 4
 Luke Kindler, District 5
 Stacey Jamison, District 6
 Jessica Castleberry, District 7
 Mark Janecka, District 8
 Sydney Kramer Sacra, District 9
 Jordon Bell, District 10
 Haley Bertsch, District 11
 Dallas Cannon, District 12

2019 Benjamin Benzer, District 1
 Emily Robinson, District 2
 Corrie Earthman, District 3
 Christian Dieterich, District 4
 Jacob Poorman, District 5
 Ezekiel Davis, District 6
 Tate Jones, District 7
 Payton Holcomb, District 8
 Nathan White, District 9
 Rebekah Ramirez, District 10
 Anisa Cornett, District 11
 Miles Mathis, District 12

2020 MacKenzi Miller, District 1
 Hannah Caswell, District 2
 Makenzie Jones, District 3
 J. W. Briggs Milton, District 4
 Peter Cole, District 5
 Taryn Rene Mitchell, District 6
 Garrett Gurrero, District 7

Nathan Barrett, District 8
 Sierra Sebesta, District 9
 Hannah Smith, District 10
 Megan Frerich, District 11
 Rachel Gallagher, District 12

2021 Mary Margaret Davis, District 1
 Caden Carver, District 2
 Hallie Thomas, District 3
 Jessica Danglemayr, District 4
 Reed Thorn, District 5
 Paul Davis, District 6
 Kyle Vahlenkamp, District 7
 Brantley O'Connor, District 8
 Kyleigh Hruska, District 9
 Daniel Raab, District 10
 Clayton Boeker, District 11
 Emily Kalinec, District 12

- 2013 *Jane Leathers Alumnae Young Adult*
Shelby Lyn Price, District 9
Ruth Taylor Alumnae Young Adult
Kate Marie Rowen, District 3
Dr. Bonnie McGee Alumnae Young Adult
Paxton Scott Pugh, District 2
Dr. Judy Warren Alumnae Young Adult
Sarah Elizabeth Supac, District 11
Phyllis McMakin Alumnae Young Adult
Molly Faye Hubbard, District 3
- 2014 *Jane Leathers Alumnae Young Adult*
Skyler Cooper, District 8
Ruth Taylor Alumnae Young Adult
Kirby Chase Vineyard, District 8
Dr. Bonnie McGee Alumnae Young Adult
Clay Patrick Altenhoff, District 11
Dr. Judy Warren Alumnae Young Adult
David Samuel Roach, District 8
Phyllis McMackin Alumnae Young Adult
Shelby Kerrin Kilpatrick, District 4
Alumnae Young Adult Scholarship
Nickita Rae Harris, District 9
- 2015 *Jane Leathers Alumnae Scholarship*
John Thomas Eastman, District 4
Ruth Taylor Alumnae Scholarship
Maggie Claire Hubbard, District 3
Dr. Bonnie McGee Alumnae Scholarship
Braden Troy Kahanek, District 11
Dr. Judy Warren Alumnae Scholarship
Brooke Ashley Hoelscher, District 8
Cathy Hanzik Alumnae Scholarship
Rochelle Elizabeth Fangman, District 1
Alumnae Scholarship
Chesley Michelle Rudasill, District 11
- 2016 *Jane Leathers Alumnae Scholarship*
Jacob Michael McComb, District 12
Ruth Taylor Alumnae Scholarship
Haley Elsie Meyer, District 12
Dr. Bonnie McGee Alumnae Scholarship
Dairien Diamen Pope, District 11
Dr. Judy Warren Alumnae Scholarship
Shelby Lynn Stary, District 11
Cathy Hanzik Alumnae Scholarship
Kade Louis Kahanek, District 11
Alumnae Scholarship
Joshua David McComb, District 12
- 2017 *Jane Leathers Alumnae Scholarship*
Jena Hermes, District 1
Ruth Taylor Alumnae Scholarship
Hunter Keith Bell, District 9
Dr. Bonnie McGee Alumnae Scholarship
Joy Malon Olson, District 11
Dr. Judy Warren Alumnae Scholarship
Samantha Jo Winter, District 10
Julia Moseley Alumnae Scholarship
Hannah Gayle Winter, District 11
TEEA Alumnae Scholarship
Kyle Joseph Roach, District 8
TEEA Alumnae Scholarship
Kade L. Kahanek, District
- 2018 *Jane Leathers Alumnae Scholarship*
Sofia Rebecca Ramirez, District 10
Ruth Taylor Alumnae Scholarship
Elaine E. Jackson, District 10
Dr. Bonnie McGee Alumnae Scholarship
Tristan Anthony Frerich, District 11
Dr. Judy Warren Alumnae Scholarship
Courtney Ann Bartram, District 2
Julia Moseley Alumnae Scholarship
Samantha Renee Holub, District 11
Velma Tate Alumnae Scholarship
Callie Loral Hernandez, District 2
Bobbie Elmore Alumnae Scholarship
BaLeigh Brooke Pugh, District 2
- 2019 *Jane Leathers Alumnae Scholarship*
Hannah McCrae, District 4
Ruth Taylor Alumnae Scholarship
Reagan Johanna Bills, District 7
Dr. Bonnie McGee Alumnae Scholarship
Emily Phyllis Shimek, District 11
Dr. Judy Warren Alumnae Scholarship
Tate Lee Fueche, District 11
Millie Barrow Alumnae Scholarship
Allen Joseph Grones, District 11
Velma Tate Alumnae Scholarship
Tristan Anthony Frerich, District 11
- 2020 *Jane Leathers Alumnae Scholarship*
Corrie Earthman, District 3
Ruth Taylor Alumnae Scholarship
Sarah McDaniel, District 1
Dr. Bonnie McGee Alumnae Scholarship
Marcus Medina, District 8
Dr. Judy Warren Alumnae Scholarship
Daylon Nebgen, District 10
Millie Barrow Alumnae Scholarship
Colby Turner, District 10
- 2021 *Jane Leathers Alumnae Scholarship*
Alvin Orlando Lopez, District 10
Ruth Taylor Alumnae Scholarship
Courtnee A. Mild, District 2
Dr. Bonnie McGee Alumnae Scholarship
Reagan Weirich, District 10
Dr. Judy Warren Alumnae Scholarship
Rylee Weirich, District 10
Velma Tate Alumnae Scholarship
Kennedy Holley Wood, District 2
Bobbie Elmore Alumnae Scholarship
Claudia Grace Taylor, District 1
Nyanza Price Alumnae Scholarship
Trinity Ryan Boudreaux, District 10

In **2018-2019**, members pledged \$5000 toward the purchase of grab bars for the bathrooms in the Leadership Lodge and storage shelves, with any remaining funds to be used at the discretion of the Center. \$6396.70 was actually provided.

In **2019-2020**, members pledged and provided \$5000 toward the purchase of furniture for the dorms.

In **2020-2021**, members pledged and donated \$5000 toward the purchase of Storage Building for Rock Wall.

Dollars for Scholars

The Dollars for Scholars program began in 2008 to supplement funds for our state scholarship programs. With the declining membership, additional dollars have been needed to fund \$18,000 for 12 District 4-H Scholarships (\$1,500 per District).

District 4-H Support

Each year, funds are sent to the Texas 4-H Foundation to provide \$300 per District to support District 4-H Food and Fiber programs and activities.

IV. TERMS OF AGREEMENT

TEEA and Extension will:

- Reaffirm their commitment to a partnership in coordinated efforts to further develop and maintain an effective working relationship with extension education clubs in Texas.
- Enhance the partnership through mutual consulting and advisory roles.
- Support the research and program emphasis of each partner.
- Acknowledge the source of materials.
- Develop and implement educational programs that strengthen individuals, families, and communities.
- Educate individuals and families to develop leadership skills and to participate in public policy.
- Foster an environment that respects and values diversity.
- Promote advancement of educational programs in ways that enhance equal access and opportunity for participation in extension education programs by people from all segments of society.
- Consult with and secure consent from the other partner prior to commitment.

V. GENERAL CONSIDERATIONS

The Memorandum of Agreement is not a financial document and does not obligate nor require the obligation of funds. The Memorandum of Agreement should be reviewed periodically and updated to meet the needs of both partners.

Each partner reserves the right to cancel this agreement upon notification of its intention in writing within at least 60 days of the decision. Such notification must be signed by the President of TEEA or the Director of Extension.

Kay Jacob (signature on original)
President, Texas Extension Education
Association, Inc.

Dr. Jeff Hyde (signature on original)
Director, Texas A&M AgriLife Extension Service

Date

Date

Texas A&M AgriLife Extension Service's Fee Based Initiative Guidelines for TEEA

TEEA has the opportunity to work together for educational purposes to strengthen, develop, coordinate, and extend adult education to improve the quality of life for families and communities in cooperation with Texas A&M AgriLife Extension Service. The following guidelines are provided for a better understanding of Texas A&M AgriLife Extension Service's Fee Based initiative in regard to TEEA.

Items not subject to Fee Based Initiative:

- Membership dues (on all levels)
- Educational programs presented by TEEA members as volunteers
- The two County Extension Agent (CEA) presentations given to TEEA Clubs and/or County Associations
- TEEA fundraising events
- The TEEA State Conference, District Fall Trainings, District Spring Conferences, Cultural Arts contests, and/or any other type of retreats or internal trainings where TEEA has leadership responsibilities.

Guidelines for Fee Based Initiative

- A good faith effort to present one annual public educational event co-hosted by TEEA and Texas A&M AgriLife Extension Service. TEEA and CEAs will determine the amount to charge for an event. The charge will be based on expenses of the event, value of the event to the community, and the AgriLife administrative fee of \$10 per participant or, if greater, 10% of the registration fee per participant. Excess proceeds will go into the sponsoring TEEA funds.
- Actual expenses for lodging and meals, not to exceed the state rate, will be reimbursed for the State TEEA Extension Advisor(s) to attend the TEEA State Conference and the TEEA Fall and Spring Board Meetings. With prior budget approval, program supplies will be reimbursed.
- Actual expenses for travel, lodging, and meals, not to exceed the state rate, may be reimbursed for Extension Specialists to present educational programs at the TEEA State Conference and TEEA District Conferences. With prior budget approval, program supplies will be reimbursed.

TEEA County Associations, on an individual basis, may wish to provide funding for CEAs who provide: transportation for TEEA members, registration fees of CEA for TEEA events, or programming supplies that are not funded through other available sources (i.e., in county budget).

Kay Jacob (signature on original)
Kay Jacob, TEEA President

Dr. Jeff Hyde (signature on original)
Dr. Jeff Hyde, Director, Texas A&M AgriLife Extension Service

(Date)

(Date)

8. Making United Nation flags in 1950 and studying the meaning of the U.N.
9. Keeping informed on proposed amendments to the Texas Constitution, such as the Jury Service Amendment, which passed in 1954.
10. Care and nurturing of our elderly in the 1960s.
11. Studying ways to help patients in state hospitals.
12. Study the national, state, and local soil conservation district program.
13. Literacy tutoring for children and adults in the 1980s.
14. Cooperative rural health organizations, water conservation, and seat belt safety in 1985.
15. Family community leadership in 1988 - mid-1990s.
16. Reading programs for children, family self-sufficiency, food safety, and wellness in the 1990s.
17. Emergency preparedness, memory improvement, gardening for water conservation, and clutter management in 2007.
18. Medication management, pandemic flu, designing outdoor living spaces, and inexpensive and safe home care products in 2008.
19. Making a difference, connecting generations, talking to your doctor, building relationships, and character/ethics in 2009.
20. Membership, connecting generations, laughter and health, developing a vision and setting goals, and Medicare fraud in 2010.
21. Cancer prevention, hunger, wind energy, energy conservation, and leadership basics in 2011.
22. Rainwater harvesting, healthy eating, gardening, dressing to impress, and parliamentary procedure in 2012.
23. Health information on the web, necessary family documents, social media, understanding others through colors, and leadership styles in 2013.
24. Diversity-respect for all, iPad 101, safe medication disposal, family document records retention, and six functions for TEEA magic in 2014.
25. Depression, emergency evacuation, making exceptional presentations, eating what you grow, and moving knowledge to practice in 2015.
26. Making mental health acceptable conversation, adult bullying, navigating Pinterest, distinguishing nutrition myths and facts, and understanding dementia and caregiving in 2016.
27. Getting a good night's rest, genealogy, understanding and addressing hearing loss and planning for the aging years in 2017.
28. Driving safely on country roads, music and dance therapy, parenting again, and responding in an active shooting event in 2018.
29. Cooking with electric pressure cookers, home safety for all, indoor winter gardening and exercises to increase balance, strength and flexibility in 2019.
30. Origami, coping with grief, food safety in the kitchen, and strengthening your memory in 2020.
31. A shot at good health, internet safety for children, cooking with herbs and buzz about bees in 2021.

Annual Meeting Sites

1926	College Station Organization	1975	Abilene..... 48 th
1927	College Station 1 st	1976	College Station 49 th
1928	College Station 2 nd	1977	Galveston 50 th
1929	College Station 3 rd	1978	Dallas..... 51 st
1930	College Station 4 th	1979	Fort Worth..... 52 nd
1931	College Station 5 th	1980	San Antonio 53 rd
1932	College Station 6 th	1981	Austin..... 54 th
1933	College Station 7 th	1982	El Paso 55 th
1934	College Station 8 th	1983	Lubbock 56 th
1935	College Station 9 th	1984	San Angelo 57 th
1936	College Station 10 th	1985	Longview 58 th
1937	San Antonio 11 th	1986	McAllen 59 th
1938	College Station 12 th	1987	Fort Worth..... 60 th
1939	Lubbock 13 th	1988	Abilene..... 61 st
1940	College Station 14 th	1989	Corpus Christi..... 62 nd
1941	Beaumont 15 th	1990	Amarillo..... 63 rd
1942	Fort Worth..... 16 th	1991	Austin..... 64 th
1943	Dallas 17 th	1992	Galveston 65 th
1944	Austin..... 18 th	1993	Waco 66 th
1945	Because of War, No Conference Held	1994	Lubbock 67 th
1946	Amarillo 19 th	1995	South Padre Island 68 th
1947	Galveston..... 20 th	1996	Tyler..... 69 th
1948	Temple 21 st	1997	Wichita Falls 70 th
1949	Mineral Wells 22 nd	1998	Corpus Christi..... 71 st
1950	Big Spring 23 rd	1999	Beaumont 72 nd
1951	College Station 24 th	2000	Odessa 73 rd
1952	Kingsville..... 25 th	2001	College Station 74 th
1953	Galveston..... 26 th	2002	Amarillo..... 75 th
1954	Dallas 27 th	2003	Plano 76 th
1955	Fort Worth..... 28 th	2004	Abilene..... 77 th
1956	San Antonio 29 th	2005	Waco 78 th
1957	Houston..... 30 th	2006	Lubbock 79 th
1958	Austin..... 31 st	2007	Tyler..... 80 th
1959	Galveston..... 32 nd	2008	Corpus Christi..... 81 st
1960	Brownsville..... 33 rd	2009	San Angelo/West Region 82 nd
1961	San Angelo 34 th	2010	Wichita Falls/North Region..... 83 rd
1962	Dallas 35 th	2011	Temple/East Region 84 th
1963	San Antonio 36 th	2012	Beaumont, South Region 85 th
1964	Houston..... 37 th	2013	San Marcos, West Region..... 86 th
1965	Austin..... 38 th	2014	Wichita Falls, North Region..... 87 th
1966	Corpus Christi 39 th	2015	Waco, Central Region 88 th
1967	Fort Worth..... 40 th	2016	Plano, East Region..... 89 th
1968	McAllen 41 st	2017	Horseshoe Bay..... 90 th
1969	Dallas 42 nd	2018	Abilene..... 91 st
1970	Galveston..... 43 rd	2019	San Marcos 92 nd
1971	Dallas..... 44 th	2020	Lubbock...Cancelled due to COVID-19
1972	Houston..... 45 th	2021	Temple 93 rd
1973	Waco..... 46 th	2022	Lubbock..... 94 th
1974	Amarillo 47 th		

Board of Directors and Annual Calendar

Chapter 3

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TEEA Manual

TEEA Board of Directors - Elected Positions 2021-2022

Executive Committee

President

Kay Jacob (2020-2022)
625 CR 91
Bishop, TX 78343
Cell: 361-947-1070
Email: TEEAkjacob2020@gmail.com

First Vice President for Leadership

Jan Meador (2021-2023)
11525 FM 988
Dalhart, TX 79022
Cell: 806-654-0045
Email: Janmeador54teea@gmail.com

Second Vice President for Programs

D'Ann White (2020-2022)
P.O.Box 233
Kountze, TX 77625
Cell: 409-926-8502
Email: danielwhitefamily@gmail.com

President-Elect

Polly Krenek (2021-2022)
916 County Road 337
Bertrum, TX 78605
Phone: 512-355-2633
Cell: 512-663-7941
Email: mpkrenek@yahoo.com

Secretary

Angela Pierce (2021-2022)
988 CR 1103
Maud, TX 75567
Phone: 903-585-2537
Cell: 903-293-1744
Email: angelapierce@yahoo.com

Treasurer

Rexine Scarborough (2020-2023)
9159 Lucille Lane
Conroe, TX 77384
Cell: 936-224-1646
Email: RexineTEEA@yahoo.com

District Directors

2021-2022

District 1 Director

Andrea Woolley (2021-2023)
P.O. Box 1019
Spearman, TX 79081
Cell: 806-270-0142
Email: awoolley387@gmail.com

District 2 Director

Sheila McCormack (2018-2023)
1902 15th St
Snyder, TX 79549
Cell: 325-207-8445
Email: sheilatee1951@gmail.com

District 3 Director

Laquita Gruver (2020-2023)
208 Midway Lane
Hudson Oaks, TX 76087
Cell: 970-424-2596
Email: quitlouise@gmail.com

District 4 Director

Linda Smith (2020-2022)
492 Rs County Road
Point, TX 75472
Phone: 903-447-4849
Cell: 903-651-6655
Email: smith105@yahoo.com

District 5 Director

Susie Blackmon (2021-2023)
P.O. Box 870
Rusk, TX 75785
Cell: 903-780-7361
Email: sabhearts@aol.com

District 6 Director

Edith Jones (2019-2022)
P.O. Box 458
Wink, TX 79789
Phone: 432-527-3743
Email: eapj1042@yahoo.com

District 7 Director

Martha Baker (2021-2023)
PO Box 3131
Early, TX 76803
Cell: 325-217-0470
Email: 13martha.baker@gmail.com

District 8 Director

Millie Barrow (2021-2024)
609 CR 461
Eastland, TX 76448
Cell: 254-631-6228
Email: milliebarrow15@gmail.com

District 9 Director

Betty Anderson (2020-2022)
322 Learcy Ln.
Somerville, TX 77879
Phone: 979-229-3778
Email: Bhubenak.43@yahoo.com

District 10 Director

Gwen Risinger (2019-2022)
50 Delaware Creek
Blanco, TX 78606
Phone: 830-833-5962
Cell: 830-832-4862
Email: gwenr08@gmail.com

District 11 Director

Peggy Viets (2020-2022)
322 Independence Dr. Apt 517
Port Lavaca, TX 77979
Cell: 361-655-0368
Email: pav.ccfair@yahoo.com

District 12 Director

Dr. Ida Acuna Garza (2019-2022)
1907 Renee Lane
Edinburg, TX 78539
Phone: 956-279-1689
Email: idagarza2010@gmail.com

Education Committee Chairs - Elected Positions 2020-2022

Education Committee Chair, District 3

Genine Ringstaff
13180 State Highway 59 North
Montague, TX 76251
Phone: 40-841-0674
Email: pinkcaddy2000@hotmail.com

Education Committee Chair, District 11

Rachel Monday
P.O. Box 4194
Victoria, TX 77903-4194
Cell: 361-649-1212
Email: rachel.monday@zoho.com

Education Committee Chair, District 7

Lynda French
1545 CR 213
Bertram, TX 78605
Cell: 512-525-1289
Email: frenchlynda55@gmail.com

Education Committee Chair, District 12

Dolores Davis
2205 Kelly Lane
Kingsville, TX 78363
Phone: 361-219-4459
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TEEA Board of Directors - Appointed Positions Voting Members

***The TEEA Messenger* Editor**

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Alumnae Committee Chair

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TEEA Board of Directors - Non-Voting Members

AgriLife Extension Advisor

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990 Consultant

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Texas A&M AgriLife Extension Service Regional and County Contacts for TEEA Board of Directors 2020-2022

FCH Regional Program Leaders (RPLs) and 4-H State Office Contact

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South Region (10 & 12)

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Texas 4-H Center

5600 FM 3021
Brownwood, TX 76801
Phone: 325-784-5483
Email:

County Extension Agents in TEEA District Director Counties 2021-2022

District 1 – Hansford County

Kristy Slough (CEA-ANR)
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Annex Building
Spearman, TX 79081
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Email: kristy.slough@tamu.edu

District 2 - Scurry County

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Snyder, TX 79549
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Email: ronda.white@ag.tamu.edu

District 3 - Parker County

Kathy Smith
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Weatherford, TX 76086-2436
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District 4 – Montague County

Melanie Potter
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District 5 - Cherokee County

Stephanie Walley
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Rusk, TX 75785
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District 6 - Pecos County

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District 7 – Irion County

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District 8 –Eastland County

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District 9 – Burleson County

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District 12 – Hidalgo County

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TEEA 2021-2022 Calendar

October 2021

- | | |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | State Board and County Association Chairs begin their terms
County Chair sends County List of Association Officers (page 6-12) to District Director
Club President sends TEEA Membership List (page 5-8) and dues to County Chair
Articles are due to <i>The TEEA Messenger</i> Editor |
| <hr/> | |
| 6-12 | TEEA Week - Plan an event to celebrate TEEA |
| <hr/> | |
| 15 | County Chair sends TEEA Membership List - County Form (page 6-8) and membership dues (page 6-11) to the District Director |
-

November 2021

- | | |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Club President submits names of TEEA Members with 20 years of membership and 5 year increments thereafter (page 5-23) to the County Chair
Club President submits names of 20 year TEEA Clubs and 5 year increments thereafter (page 5-24) to the County Chair
Club President submits nominee for Texas Treasure Award (page 5-26) to County Chair
Club President submits nominee for Texas Leadership Award (page 5-28) to County Chair
Club Treasurer submits Name Badge Order to County Treasurer
County Treasurer submits Name Badge Order form and Check to Name Badge Chair (See page 5-35)
District Director sends TEEA List of Association Officers (received from County Chairs) to the TEEA President, TEEA First Vice-President for Leadership, and TEEA Treasurer |
| <hr/> | |
| 3-5 | TEEA Fall Board Meeting at 4-H Center, Brownwood, Texas |
| <hr/> | |
| 25 | Happy Thanksgiving |
-

Reminder: District Directors send Membership List and dues checks to TEEA Treasurer and *The Messenger* Editor as received from County Chairs.

8/21

December 2021

- 1 County Chair forwards one nominee for Texas Treasure Award to District Director
County Chair forwards one nominee for Texas Leadership Award to District Director
County Chair forwards names of TEEA members with 20 years of membership and 5 year increments thereafter to the District Director
County Chair forwards names of 20 year TEEA Clubs and 5 year increments thereafter to the District Director
-

25 Christmas

31 Club membership dues are delinquent.

Reminder: County Chair sends County Cultural Arts Winners (pages 6-36 and 6-37) to the District Director 30 days before the District Cultural Arts Contest.

Reminder: File 990-N (e-postcard) or 990 with the IRS, due May 15th

Reminder: Two weeks prior to the District Spring Conference, a Club and a County presenting a candidate for State office must notify the District Director in writing.

January 2022

1 Happy New Year!

February 2022

- 1 District Directors forward names of TEEA members with 20 years of membership and 5 year increments thereafter to TEEA President
District Directors forward the names of 20 year TEEA Clubs and 5 year increments thereafter to TEEA President
District Directors forward the District winner of Texas Treasure Award to TEEA President
District Directors forward the District winner of Texas Leadership Award to the TEEA President and the TEEA First Vice President for Leadership
Articles are due to *The TEEA Messenger* Editor
Texas 4-H Recordbook and all application materials for the TEEA 4-H Scholarships are due to County AgriLife Extension Office
-

March 2022

- 1 County Chair sends a copy of their county 4-H winner's Texas 4-H Recordbook with TEEA 4-H Scholarship Application and required materials to the District Director
County Chair sends Adult Career Scholarship (pages 6-29 - 6-30) nominees to the District Director
-

April 2022

1 Alumnae Scholarship applications due to the Alumnae Committee Chair

May 2022

1 District Directors forward information for their District winner of the TEEA 4-H Scholarship (the personal information page **from the Texas 4-H Recordbook** and a copy of the TEEA 4-H Scholarship Application) to the TEEA President and TEEA Treasurer.

Club President sends Coins for Friendship and Dollars for Scholars to County Chair

District Directors notify the TEEA President in writing of any endorsed candidates for state office

Articles due to *The TEEA Messenger* Editor

15 File 990-N (e-postcard) or 990 with the IRS

County Chair sends Coins for Friendship and Dollars for Scholars (along with page 6-11) to District Director

9-11 State TEEA Spring Board Meeting at the 4-H Center, Brownwood, Texas

District Directors bring 2 copies of District Spring Conference Report, and bring program materials for a Spring Conference bulletin board

District Directors bring 2 copies of District Financial Statement for District Fall Training and District Spring Conference (page 7-11). One will be posted on a bulletin board.

District Directors bring Adult Career Scholarship winner application and give to Adult Career Scholarship Committee Chair

June 2022

1 District Director forwards Coins for Friendship and Dollars for Scholars to TEEA Treasurer

July 2022

1 Club President sends completed Club Annual Report (pages 5-21 and 5-22) to County Chair.
Deadline for Certified Volunteer Unit (CVU) Log Books to CVU Chair

4 Independence Day

15 County Chair sends completed County Annual Report (pages 6-20 and 6-21) to District Director

Scholarship winners send TEEA 4-H Scholarship Personal Information form/college information to the TEEA President and TEEA Treasurer (4-H, Alumnae, Young Adult Career)

8/21

August 2022

- 1 District Directors send completed District Annual Report (pages 7-12 and 7-13) to TEEA Second Vice President for Programs and TEEA First Vice President for Leadership.
County Chair sends the TEEA County Association List of Presidents and EINs for Counties form for her clubs (page 6-13) to District Director.
- Deadline for County Chairs to submit New/Reorganized TEEA Club forms (page 6-9) that have been developed since last conference. Send to TEEA Treasurer, with a copy to District Director.
- 15 District Directors send completed TEEA District EINs form (page 7-10) to the TEEA Treasurer and the 990 Consultant.
- District Director sends TEEA County Association List of Presidents and EINs to the TEEA Treasurer and the 990 Consultant.
-

Reminder: District Directors send District Cultural Arts Winners (pages 7-14 and 7-15) to the designated person in charge of Cultural Arts for the State Conference and one copy to the Extension Regional Program Leader 30 days prior to the State Conference.

September 2022

- 6 Labor Day
- 12 Pre-Conference State TEEA Board Meeting in Lubbock
- 13-14 State TEEA Conference in Lubbock
- 15 Post Conference State TEEA Board Meeting in Lubbock
-

Reminder: County Chair works with county Extension agent(s) during September to get the TEEA Week proclamation signed by Commissioner's Court.

October 2022

- 1 State Board and County Association Chairs begin their terms
County Chair sends County List of Association Officers (page 6-12) to District Director
Club President sends TEEA Membership List (page 5-8) and dues to County Chair
Articles are due to *The TEEA Messenger* Editor
- 4-10 TEEA Week – Plan an event to celebrate TEEA
- 15 County Chair sends TEEA Membership List - County Form (page 6-8) and membership dues (page 6-11) to the District Director
-

TEEA-_____

County Club

Contact:

- _____or
- _____

Or contact your local County AgriLife Extension Service Family and Community Health (FCH) Agent at:

Our County Club meets the _____ of each month at:

8/21

2021-2022 State Programs

- “A Shot at Good Health” by _____
- “The Buzz About Bees” by _____
- “Cooking with Herbs: the Healthier Option” by _____
- “Internet Safety for Children” by _____

Scholarship Opportunities

- **Youth & Young Adult Scholarships** to support post-secondary education \$500-\$1500
- **Adult Career Scholarships** for active TEEA members of 2 or more years & over age 25 Up to \$1000

Texas A&M AgriLife Extension Service - _____ County

Place information and programs here:

- Walk Across Texas
- _____

Address Here

The mission of Texas A&M AgriLife Extension Service is to improve the lives of people, business, and communities across Texas and beyond through high-quality, relevant education.

Texas A&M AgriLife Extension is an equal opportunity employer and program provider.

TEXAS A&M
AGRI LIFE
EXTENSION

- Act as Chair of the Program Committee
- Attend the Association meeting if the Club President is not available.

Club Secretary

- Keep minutes of all meetings. Minutes should be retained permanently either by paper or digitally.
- Keep all documents belonging to the club.
- Write correspondence for the club.
- Distribute TEEA Memorial and TEEA Honorarium forms as needed.
- Along with the Club President, sign endorsement letter of club member applying for District or State Officer/Board position.

Club Treasurer

- Receive and disburse all monies as the club may direct.
- Report in full all money the club may direct to the club.
- Transmit dues, etc., to the County Association Chair, using the club membership form (page 5-8).
- Use proper procedures for money management, including recordkeeping, deposits, disbursements, and records review. The IRS rule is to keep records for a four-year period; however, **for individual accountability, TEEA requires that records be kept for seven years.** For additional information regarding retention of records, the IRS publication, Compliance Guidelines for 501(c)(3) Public Charities, provides clear guidance for financial records. This publication is located at: <http://www.irs.gov/pub/irs-pdf/p4221pc.pdf>.
- The Club Treasurer completes IRS form 990 if county association exceeds a gross income of \$50,000 and submits it by May 15 to the IRS. If income is below \$50,000, IRS Form 990-N (e-postcard) must be submitted by May 15 to the IRS (instructions on page 5-31). **TEEA's 501(c)(3) status (documentation on page 5-32) depends on meeting these IRS requirements at all levels of the organization annually. The web address is: www.irs.gov/app/ePostcard.**
- Since the Clubs and/or County Associations must order member name badges to comply with the state sales tax exemption laws, all name badge orders must include a check from the Club or County Association to TEEA, Inc. If you are ordering from your Club, send the completed TEEA Name Badge Order Form (page 5-35) to the Name Badge Chair, along with a check(s) made payable to TEEA Inc. Write on the back of the check: *For Deposit Only*. **Do not send cash.** Badges may also be ordered through your County Association or during the State Conference, which is a tax-exempt event. Name badges ordered during the year by an individual will require that sales tax be paid.
- Provide to members an accounting of club income and expenditures, and itemize checking, savings accounts, CDs, and other club assets each year using the Annual Review of TEEA Club Funds form (page 5-30). Establish a review committee to complete this form with you.
- In case of dissolution of the club, all monies or other assets would be given to a 501(c)(3) organization such as another TEEA club or county association or 4-H club. Dissolution of Organization Form (page 5-38) should be completed and copies sent as indicated on the form.

Club Reporter

- Write articles of club activities and events for *The TEEA Messenger* and any county communications.

Club Historian

- Maintain a record of club activities and events.

Club Association Delegate(s)

- Any three club members can serve as delegates to the county association and vote.
- Report activities of the association to the club.

Form Management and Other Activities Tool - Club Level

Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
Club President	____ Club Monthly Report (pages 5-19 & 5-20)		After each club meeting	County Extension agent - FCH	
Club President	TEEA Membership List - Club Form (page 5-8)	Remit membership dues and Emeritus <i>Messenger</i> subscriptions, payable to County Association	Oct. 1	County Chair	
Club VP or Appointee		<i>The TEEA Messenger</i> articles due for Issue III	Oct. 1	<i>Messenger</i> Editor	
Club Treasurer	TEEA Name Badge Order Form (page 5-35) (Group order for new members)		Nov. 1	Name Badge Chair	
Club President	TEEA Application for 20/25/30/etc.-Year Member Certificate (page 5-23)		Nov. 1	County Chair	
Club President	TEEA Application for 20/25/30/etc.-Year Club Recognition (page 5-24)		Nov. 1	County Chair	
Club President	Texas Treasure Award (page 5-26)		Nov. 1	County Chair	
Club President	Texas Leadership Award (page 5-28)		Nov. 1	County Chair	
Club VP or Appointee		<i>The TEEA Messenger</i> articles due for Issue I	Feb. 1	<i>Messenger</i> Editor	
Club President & Secretary	Letter endorsing candidacy of Club Member for State Office or Board position		March 1	District Director	
Club President		Coins for Friendship (sending funds)	May 1	County Chair	
Club President		Dollars for Scholars (sending funds)	May 1	County Chair	
Club VP or Appointee		<i>The TEEA Messenger</i> articles due for Issue II	May 1	<i>Messenger</i> Editor	
Club Treasurer	990-N (e-postcard) or 990		May 15	IRS	
Club President	____ Club Annual Report (pages 5-21 & 5-22)		July 1	County Chair	
Club Treasurer	Annual Review of TEEA Club Funds (page 5-30)	Committee appointed to Review	Annually	County Chair and Club Members	

TEEA 2021-2022 State Education Programs

A Shot at Good Health

Objectives:

1. Describe the difference between viral and bacterial infections.
2. Describe the difference between vaccines and antibiotics and how they work.
3. Examine the Centers for Disease Control and Prevention's Adult Immunization Schedule.
4. Identify communication strategies to meaningfully discuss the importance of vaccinations.

The Buzz About Bees

Objectives:

1. Explain the importance of bees and the risk of extinction.
2. Identify the process and importance for insect pollination for food security.
3. Identify various types of bees.
4. Identify and describe the plant and insect adaptations that help insect pollination.

Internet Safety for Parents, Guardians and Community Members

Objectives:

1. Discuss dangers and overall trends that the National Center for Missing and Exploited Children are seeing with cyber bullying, online enticement, sexting, and online safety for our children.

Cooking with Herbs: The Healthier Option

Objectives:

1. Discuss why and how to cook with herbs.
2. Discuss how to grow herbs.
3. Discuss popular herbs.
4. Demonstrate easy herb recipe.

Club Community Service Honor Roll of Counties

Community service is an important part of TEEA club work. Honor Roll of Counties hours come from community service projects adopted by each club or county association in the name of TEEA. Volunteer work for other organizations (such as your church or hospital volunteer association) does not count as Honor Roll of Counties hours but can be counted for personal certified volunteer units (CVUs). (See pages 12-2 and 12-3 for CVU information.)

Honor Roll of Counties Volunteer Hours include:

- Volunteer community service by TEEA members on **TEEA-adopted projects (Club or County approved)**
- Volunteer hours in **actual TEEA volunteer work** (not individual, church, or senior center volunteering)
- Travel time to District Trainings and Conferences, State Board Meetings, and the State Conference. Mileage is counted at \$.14/per mile. Travel time to local club and county meetings is counted.

If another organization is reporting your volunteer hours, or if you are recognized through awards by another organization, then those volunteer hours can't be reported as TEEA Honor Roll of Counties Hours. When another organization co-sponsors an event with TEEA, then hours on that event, including planning, can count for TEEA Honor Roll of Counties Hours. All volunteering with AgriLife Extension counts because there is a formal partnership between TEEA and AgriLife Extension.

Why is volunteer time counted at \$28.54 per hour?

- The IndependentSector.org provided this amount as a minimum value for general volunteer hours for 2020 based on Bureau of Labor Statistics wage data (<https://independentsector.org/value-of-volunteer-time-2020/>).
- Texas A&M AgriLife Extension Service adopted the Independent Sector rate for all volunteer programs in 2011.
- TEEA adopted the Independent Sector rate in 2011.

Certified Volunteer Units - CVUs

- Certified Volunteer Units, or CVUs, are an opportunity for TEEA members to keep track of ALL the time (including TEEA volunteer time) they spend volunteering:
 - Volunteer service by a TEEA member on TEEA-adopted projects (Honor Roll of County Hours)
 - Volunteer service by TEEA members on individual volunteer efforts such as church, scouts, senior center volunteering. Travel is counted for CVUs.
- CVUs are an individual's volunteer record kept by the individual for individual recognition volunteer community service by TEEA members on TEEA-adopted projects

What counts for Honor Roll of Counties - TEEA Club Work, Educational Outreach and Community Service Projects

- Volunteer hours for TEEA work:
 - TEEA club and county meetings, trainings, district and state trainings and conferences, media outreach, membership drives, and fundraising projects to support TEEA activities
 - 4-H and Extension Support - judging Texas 4-H Recordbooks as a TEEA member, being a member of the Leadership Advisory Board or Family & Community Health committee as a TEEA representative, training by Extension, interpretation to elected officials as a TEEA partner with Extension, fundraising projects to support any part of Texas A&M AgriLife Extension Service. All work with Extension counts for Honor Roll of County Hours since there is a formal partnership between the two organizations.

Detailed TEEA Club Monthly Report Instructions

Reporting educational outreach and volunteer community service participation, hours, and mileage on a monthly basis helps TEEA keep more accurate records of the benefits to each county and to Texas as a 501(c)(3) organization. Reporting monthly volunteer educational outreach and service hours helps our partner, Texas A&M AgriLife Extension Service, document the results of their support for our organization. Extension agents are required by their reporting system, TExAS, to report volunteer educational contacts and hours monthly. The county Extension agent - FCH needs a copy of each Club's Monthly Report by the first of each month.

The value for volunteer time - \$28.54 per hour - is used by AgriLife Extension and was adopted by TEEA in 2011. Time is counted for volunteer hours traveling to and from local club and county meetings, TEEA education programs and volunteer activities, District Trainings and Conferences, State Conference, and State Board meetings. Do not count time sleeping while at the state conference or volunteering as a member of other organizations such as your church, hospital auxiliary, scouts, or senior center. Only count service to those community activities and events that your club or county association adopts as TEEA service projects. Individual volunteer service in other organizations can be counted toward Certified Volunteer Units (CVUs). Details about CVUs are described in Chapter 12 of the TEEA Manual.

The Club Monthly Report form (pages 5-19 and 5-20) is available in the TEEA Manual and on the TEEA website to print and fill in by hand. An Excel version is available on the TEEA website and automatically calculates totals, saving time and increasing the accuracy of the reports.

Instructions:

1. **Each month** at the club meeting, collect hours and donations from the club members.
2. **Educational Program Section/Table Instructions**
 - a. In the Program section, document the state TEEA-recommended program that was presented (rows 2-5). If it was not one of the state TEEA-recommended educational programs listed on the form, fill in the "Other" line. Follow the instructions below for each different program presented during the month. You are encouraged to complete the "Optional Monthly Program Highlight" on the second page to describe any special educational efforts or provide details about a program.
 - b. In the second vertical column entitled "Number Presented by Club Member," document how many (#) programs were presented that month by a club member.
 - c. In the third vertical column entitled "Number Presented by Guest Speaker," document how many (#) programs were presented by a guest speaker.
 - d. In the fourth vertical column entitled "Number of TEEA attendees," document the number of TEEA attendees.
 - e. In the fifth vertical column entitled "Number of Non-TEEA attendees," document the number of non-TEEA attendees.
 - f. In the sixth vertical column entitled "Total Number Reached," add the TEEA and non-TEEA attendees to get the total.
 - g. In the seventh column entitled "Materials for Program (Dollars)," document the amount of money donated to present the educational program, including any speaker gift donated by a TEEA member, printing, mileage, materials, or door prizes bought out-of-pocket. These are materials that were not reimbursed from TEEA (club, county, district, or state).
 - h. In the eighth vertical column entitled "Program Planning (hours)," document the time spent by a TEEA club member preparing for the program including travel, research, making props, etc. Planning time by a guest speaker, if a non-TEEA member, is not counted. If the speaker is a TEEA member from another club, she would enter her planning time and travel on her own club's monthly report.
 - i. In the ninth vertical column entitled "Program Length (hours)," document the length of the presentation. Show fractions of an hour as .25 for 15 minutes or .5 for 30 minute programs.

- j. In the tenth vertical column entitled "Time Value (hours x 28.54 =)," add the time spent by a TEEA club member preparing for the presentation and the time needed to present the educational program to get an **hour** amount (with fractions of an hour shown, for example: 2.5 hours). Multiply the **hours** by \$28.54 to get the **value of the time** spent on that program row.
 - k. In the eleventh vertical column, add the dollar amount of column seven (materials donated to present the program) to the dollar amount of column ten (value of your time spent preparing, traveling and presenting the educational program) to get a total dollar value for the program on that row. Repeat for other programs presented as needed.
 - l. Add columns two through eleven down to get totals for the month.
 - m. Put the total donated in the "Total Program Dollars" box at the bottom of the page.
 - n. You may use the Excel version of the Club Monthly Report (downloaded from the <http://teea.tamu.edu> website) to calculate totals for each row and the cell in columns ten and eleven for the "Total Donated." This form also fills in the "Total Program Dollars" box at the bottom of the form.
3. Total Attendance at TEEA Monthly Meeting and non-TEEA Presentations Section
- In this section, record the number of participants at all programs presented throughout the month to TEEA and non-TEEA members. You do not need to ask participants for this information. Do your best to record the race and ethnicity of participants through observation.
- The information in this section is completed only on the monthly report. You will not include a yearly summary on the Annual Report. This information is used primarily by your County Extension Agent.
4. Honor Roll of Counties Section/Table Instructions
- Scholarships, hours, mileage, materials, and cash given by TEEA members for activities, projects, and meetings related to TEEA, 4-H and Extension, and TEEA-adopted community services comprise the Honor Roll of Counties report. The IRS allows \$0.14 per mile for volunteer mileage.
- a. On the first row, fill in the number of news articles or notices in media.
 - b. On the third and fourth rows entitled "Scholarship Amount," fill in any scholarships, training stipends, or financial support for a 4-H youth(s) or for an adult(s) given during the month (i.e., sending a member to training, a youth to district training or 4-H camp, or funds given for books or travel).
 - c. The fifth row entitled "Total \$" is the total amount of rows four and five.
 - d. On the eighth row entitled "TEEA," second column under "Total \$ Donated: Mileage (\$0.14 per mile), Materials, Cash," provide the dollar amount:
 - Mileage to and from local club and county meetings and volunteer activities, district trainings and conferences, State Board meetings, and the State conference at \$0.14 per mile.
 - Materials contributed to TEEA club meetings, projects, and fundraisers (meals prepared, raffle items donated, items made). This excludes materials for Education Programs counted earlier.
 - Cash donated for TEEA service projects, excluding "Coins" and "Dollars" tracked in rows eleven and twelve.
 - e. On the eighth row, third column under "Hours," provide the number of hours you volunteered for TEEA activities, projects, and meetings.
 - Hours for travel to and from local club and county meetings and volunteer activities, district trainings and conferences, State Board meetings, and the State conference
 - TEEA activities include club meetings, board meetings, training meetings and state conference, media outreach, membership drives, and fundraising projects to support TEEA (i.e., to contribute to a TEEA event or send a member to training).
 - f. On the eighth row, fourth column entitled "Value of Time (hours x \$28.54) multiply the total hours and partial hours (i.e., 10.5 hours) times \$28.54, and enter the total dollars.

- g. On the eighth row, fifth column entitled "Total Donated," add the second column entitled "Total \$ Donated" and fourth column entitled "Value of Time," and enter the amount.
- h. On the ninth row entitled "4-H" (this can include all Extension support for FCH and Ag, too), second column under "Total \$ Donated: Mileage (\$0.14 per mile), Materials, Cash" provide the dollar amount:
 - Mileage at \$0.14/mile to and from activities in support of 4-H and Extension
 - Materials contributed to 4-H/Extension projects and fundraisers to support 4-H and Extension (meals prepared, raffle or door prize items donated, items made). This excludes educational programs materials that have been counted in the Program section.
 - Cash donated for 4-H and Extension projects, excluding "Coins" and "Dollars," tracked in rows eleven and twelve
- i. On the ninth row, third column under "Hours," provide the number of hours you volunteered for 4-H/Extension activities, projects, and meetings. Count time you are ACTIVELY involved in volunteer work and travel to and from activities.
 - 4-H/Extension activities include Extension committee meetings, Leadership Advisory Board (LAB) meetings, Texas 4-H Recordbook or other youth judging, training meetings for volunteer work such as youth clothing camp, Master Gardener or Master Wellness, interpretation events with elected officials, media outreach, and fundraising projects to support 4-H and/or Extension (i.e., to contribute to a youth or agent to training, camp or conference; to purchase equipment for the county office, etc.).
- j. On the ninth row, fourth column entitled "Value of Time (hours x \$28.54)," multiply the total hours and partial hours (i.e., 10.5 hours) times \$28.54, and enter the total dollars.
- k. On the ninth row, fifth column entitled "Total Donated," add the second column entitled "Total \$ Donated" and the fourth column entitled "Value of Time," and enter the amount.
- l. On the tenth row entitled "Community," second column under "Total \$ Donated: Mileage (\$0.14 per mile), Materials, Cash," provide the dollar amount:
 - Mileage at \$0.14/mile to and from community service activities, projects, and fundraisers adopted by TEEA
 - Materials contributed to community service activities, projects, and fundraisers adopted by TEEA (meals prepared, raffle or door prize items donated, items made). This excludes educational programs materials that have been counted in the Program section.
 - Cash donated for TEEA-adopted community service projects and activities, excluding "Coins for Friendship" and "Dollars for Scholars," are tracked in rows eleven and twelve.
- m. On the tenth row, third column under "Hours," provide the number of hours you volunteered for your TEEA club or county-adopted community service activities, projects, and meetings, including travel to and from activities.
 - Community service activities include collaborations with other organizations for a community-wide or targeted event (i.e., county fair, Koman Race for the Cure, Hospice, etc.), committee meetings, media outreach, and fundraising projects to support community organizations or events (i.e., to contribute to a training or conference; to purchase equipment for the community organization, etc.).
- n. On the tenth row, fourth column entitled "Value of Time (hours x 28.54)," multiply the total hours and partial hours (i.e., 10.5 hours) times \$28.54 and enter the total dollars.
- o. On the tenth row, fifth column entitled "Total Donated," add the second column entitled "Total \$ Donated" and the fourth column entitled "Value of Time," and enter the amount.
- p. On the eleventh row, fifth column entitled "Total Donated" for Coins for Friendship, enter the amount donated by the club members for that month.
- q. On the twelfth row, fifth column entitled "Total Donated" for Dollars for Scholars, enter the amount donated by the club members for that month.
- r. On the thirteenth row, enter the "Total Scholarships" from row five, column one

- s. On the 14th row, enter the “Total Donated” by adding rows 8-13 and entering it in column five.
5. Total Value Section/Table
- For this last section, enter the total from Programs (column eleven, row seven) into the box “Total Program Dollars.” Enter the total donated from Honor Roll of Counties (column five, row six) into the box “Total Honor Roll of Counties.” Add these two totals and enter in the last box, “Total Value Donated for Month of (current month).”
6. Optional Monthly Program Highlight
- This section can be used to describe:
 - specifics about any of the state TEEA-recommended programs that add details of note;
 - “other” program(s) of significance;
 - a special approach or strategy (different from the usual club program method of disseminating information to TEEA members) to reach others in the community (i.e., radio program, new article series, other innovative ideas used).
7. Submit the Club Monthly Report to the FCH Agent /County Extension Office by the first of each month. Keep a copy for the club files. Add figures from all Club Monthly Reports for the Club Annual Report. Provide the Club Annual Report to the County Chair by July 1.

After each month is reported, you can use the Excel format of the Club Monthly Report form from the TEEA website to add the new month’s totals. Using this form will be quick and could help with accuracy since the addition and multiplication is automatic.

Club Monthly Report, 2021-2022 Month: _____
Educational Programs, TEEA Volunteer Hours, and Scholarships

The Club President will complete this form following each month's meeting and send a copy to the county Extension agent - FCH. A copy will be retained for club records to aggregate into a Club Annual Report.

PROGRAMS	Program Titles	Number Presented by Club Member	Number Presented by Guest Speaker	Number of TEEA attendees	Number of Non-TEEA attendees	Total Number Reached	Materials for Program (dollars)	Program Planning (hours)	Program Length (hours)	Time Value (hours x \$28.54=)	Total Donated
	A Shot at Good Health										
	Internet Safety										
	Cooking with Herbs										
	Buzz About Bees										
	Other										
	TOTAL										

Total from Attendance at TEEA Monthly Meeting and non-TEEA Presentations (F = Female; M = Male)											
White		Black		Hispanic		American Indian		Asian/Pac. Islander		Total	
F	M	F	M	F	M	F	M	F	M	F	M

HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs	Number of newspaper notices or articles about club meetings/programs:				
	Scholarship Amount	4-H (Include scholarship name)		Other (adult, etc.)	
	\$				
	\$				
	Total \$				
	Donations of time or money made by or in the name of the club to support other individuals or groups, including community and FCH projects. *The IRS allows ONLY \$0.14 per mile for volunteer mileage.				
	Activities/Projects/ Meetings	Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash	Hours	Value of Time (hours x \$28.54 =)	Total Donated
	TEEA	\$			\$
	4-H	\$			\$
	Community	\$			\$
	Coins for Friendship				\$
	Dollars for Scholars				\$
	Scholarships				\$
		Total Donated: \$			

Total Program Dollars	+	Total Honor Roll of Counties Dollars	=	Total Value Donated for Month of _____
\$ _____		\$ _____		\$ _____

Club Annual Report, 2021-2022

Educational Programs, TEEA Volunteer Hours, and Scholarships

The Club President aggregates all Club Monthly Reports into one Club Annual Report. Program highlights can be provided on a separate page. The Club Annual Report is due to the County Chair by July 1.



PROGRAMS	Program Titles	Number Presented by Club Member	Number Presented by Guest Speaker	Number of TEEA attendees	Number of Non-TEEA attendees	Total Number Reached	Materials for Program (dollars)	Program Planning (hours)	Program Length (hours)	Time Value (hours x \$28.54 =)	Total Donated
	A Shot at Good Health										
	Internet Safety										
	Cooking with Herbs										
	Buzz About Bees										
	Other										
	TOTAL										



HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs	Number of newspaper notices or articles about club meetings/programs:				
	Scholarship Amount	4-H (Include scholarship name)		Other (adult, etc.)	
	\$				
	\$				
	Total \$				
	Donations of time or money made by or in the name of the club to support other individuals or groups, including community and FCH projects. *The IRS allows ONLY \$0.14 per mile for volunteer mileage.				
	Activities/Projects/ Meetings	Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash	Hours	Value of Time (hours x \$28.54=)	Total Donated
	TEEA	\$			\$
	4-H	\$			\$
	Community	\$			\$
	Coins for Friendship				\$
	Dollars for Scholars				\$
Scholarships				\$	
				Total Donated: \$	

Total Program Dollars	+	Total Honor Roll of Counties Dollars	=	Total Value Donated for Year 2021-2022
\$ _____		\$ _____		\$ _____

Template for “Big Check”

The examples of “Big Checks” below are provided for your club to fill in the annual dollar value of your Education Program and Honor Roll of Counties work. Once you’ve completed your Club Annual Report you can create two checks, one for Total Program Dollars and one for Total Honor Roll of County Dollars. The fillable template is available on the <http://teea.tamu.edu/> website. These checks can be shared with club members to acknowledge their dedication to education and community service in a dollar value. Remember, every hour of volunteer service is valued at \$28.54!

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$
MEMO <i>Education Programs</i> _____		_____ <i>Texas Extension Education Association</i>

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$
MEMO <i>Honor Roll of Counties</i> _____		_____ <i>Texas Extension Education Association</i>

The TEEA Messenger

The TEEA Messenger is the official publication of the Texas Extension Education Association, Inc. It is published three times a year by the Association to promote and report the work of the association.

The TEEA Messenger Editor is elected in even-numbered years by the TEEA Board of Directors at the TEEA Spring Board meeting for a two year term and may be re-elected. Additional information may be found in Article XXI of the TEEA Bylaws.

- Send a change of mailing address to the Editor promptly. The Postal Service does not forward *The TEEA Messenger*. Instead, the label is cut off, mailed to the Editor, and postage is collected by the Postal Service for each incorrect address.
- The current *TEEA Messenger* Editor is: April Thompson
921 CR 1103
Maud, TX 75567
teemessenger2020@gmail.com

- ***The TEEA Messenger* Articles and Due Dates**

The Club Vice President or the Club President's appointee will develop and submit articles to the *TEEA Messenger*. Deadlines for articles for *The TEEA Messenger* are:

Spring: February 1; Summer: May 1; and Fall: October 1.

Articles received in *The TEEA Messenger* office after these dates will be held for a subsequent issue. *The TEEA Messenger* will be printed and mailed by the first of the month following the deadline.

Articles for *The TEEA Messenger*

Members are encouraged to submit articles for publication in *The TEEA Messenger*. An article should have a central theme and be of interest to a large number of TEEA members.

Articles can share an idea, provide current information on a project or program, or describe or recommend suggestions for club programs.

- Articles should not exceed 250 words in length. Articles should be typewritten and double-spaced on one side of an 8½ x 11 sheet of paper. For electronic submission of articles, use Microsoft Word software and a 12 point New Times Roman font. Attach your electronic file in an email to the Editor.
- Pictures make *The TEEA Messenger* articles come alive for others. Submit clear action photos. Black and white prints reprint best; however, color photos can be used, also. Write names, county, or other identification on the back of the photo or on an attached sheet of paper. Use a .jpg format for electronic submission of pictures.
- If you want a photo returned to you, you must include your name and address on the photo identification, and send the Editor a self-addressed, stamped envelope when you submit the photo.
- All TEEA members will receive *The TEEA Messenger*.

TEEA Name Badges and Order Form

1. TEEA name badge will be in the shape of Texas and will have Texas Extension Education Association, Inc., the member's name, the county, and the district number.
2. The name badges are available in standard pin type and magnetic for the same price. Please indicate choice on the order form below.
3. The TEEA name badge cost is \$13.00, which includes shipping and handling (\$12 at State Conference). The Club Treasurer will send the completed TEEA Name Badge Order Form from the club to the Name Badge Chair, along with a check(s) made payable to TEEA Inc. Write on the back of the check: *For Deposit Only*. **Do not send cash.**
4. Since all name badges must be ordered at the same time, the badges **will be shipped to the County Association Chair's address**. This complies with the sales tax exempt requirements for organizations.
5. The Name Badge Chair will compile the orders and send them to the manufacturer quarterly (November 15, February 15, May 15, and August 15). Orders must be received by Name Badge Chair by the 14th of these months.
6. The manufacturer will mail the name badge(s) directly to the person whose name and address appears on the order form below.

Print the name and other information exactly as you want it to appear on the badge. **Check the spelling.**

County:	District:	Standard	Magnetic
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			

Below, PRINT the name and address of the County Chair for shipping all name badges.

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

The current Name Badge Chair is: Millie Barrow
 609 CR 461
 Eastland, TX 76448
 Phone: 254-631-6228
 Email: milliebarrow15@gmail.com

Form Management and Other Activities Tool - County Level

Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
County Chair	Remittance to District Director (page 6-11)		When sending funds	District Director	
County Chair	New/Reorganized TEEA Club form (page 6-9)		When new club forms (Deadline is August 1)	TEEA Treasurer & District Director	
County Chair	_____ County Association Monthly Report (pages 6-18 & 6-19)		As necessary for County Association-sponsored events	County Extension agent - FCH	
County Chair	Cultural Arts Winners - County Form (pages 6-36 & 6-37)		30 days prior to District contest	District Director	
County Chair	Form A - _____ County Delegates and Alternates (for district conferences) (page 6-30)		30 days prior to District Spring Conf.	District Director	
County Chair	TEEA List of Association Officers – County Form (page 6-12)		Oct. 1	District Director	
County Chair or Appointee		<i>The TEEA Messenger</i> articles due for Issue III	Oct. 1	<i>Messenger</i> Editor	
County Chair	TEEA Membership List – County Form (page 6-8)	Remit membership dues, payable to <i>TEEA Inc.</i> (page 6-11)	Oct. 15	District Director	
County Chair	TEEA Application for 20/25/30+-Year Member Certificate (received from Clubs)		Dec. 1	District Director	
County Chair	TEEA Application for 20/25/30+-Year Club Recognition (received from Clubs)		Dec. 1	District Director	
County Chair	Texas Treasure Award (received from Clubs)		Dec. 1	District Director	
County Chair	Texas Leadership Award (received from Clubs)		Dec. 1	District Director	
County Chair or Appointee		<i>The TEEA Messenger</i> articles due for Issue I	Feb. 1	<i>Messenger</i> Editor	

County Chair	TEEA 4-H Scholarship winner application and materials		March 1	District Director	
County Chair	TEEA Adult Career Scholarship (pages 6-24 - 6-26)		March 1	District Director	
Applicant	Alumnae Scholarship (pages 6-28 – 6-29)		Postmarked by April 1	Alumnae Chair/Copy to State President	
County Chair or Appointee		<i>The TEEA Messenger</i> articles due for Issue II	May 1	<i>Messenger</i> Editor	
County Chair		Coins for Friendship (sending funds) (page 6-11)	May 15	District Director	
County Chair		Dollars for Scholars (sending funds) (page 6-11)	May 15	District Director	
County Chair or Treasurer	990- N (e-postcard) or 990		May 15	IRS	
County Chair	State Conference Registration and Form A - _____ County Delegates and Alternates (for State Conference) (page 6-30)		July 1	District Director	
County Chair	____ County Annual Report (pages 6-20 & 6-21)		July 15	District Director	
County Chair	New/Reorganized TEEA Club form (page 6-9)		August 1 (when new club forms)	TEEA Treasurer & District Director	
County Chair	TEEA County Association List of Presidents and EINs – County Form (page 6-13)		August 1	District Director	
County Chair	TEEA Week Proclamation to Commissioners Court		Sept. 1	with County Extension agent - FCH	
County Chair/Treasurer	Annual Review of TEEA County Funds (page 6-45)	Review by appointed committee	Annually	County Chair and membership	
County Chair/Treasurer	County Name Badge Order (if needed)		As needed: check page 5-35 for order dates and form	Name Badge Chair	

09/21

TEEA County Association List of Presidents and EINs - County Form

1. County Association Chair, print or type information of all clubs and county association, one list per county.
2. List all Employee Identification Numbers (EIN) of clubs, county association, club and county name, Association Chair, Club Presidents and their addresses.
3. If a club is no longer active, list the EIN and the last valid address provided to the IRS; then write " INACTIVE" beneath the address.
4. Send four (4) copies to the District Director by **August 1**. The District Director will keep 1 copy and forward 1 copy to the TEEA President, 1 copy to the TEEA Treasurer, and 1 copy to the 990 Consultant by August 15.

District _____ County _____ Date _____

[illegible]

County Association Education and Community Service Honor Roll of Counties

The County Association may conduct or collaborate on countywide educational projects of importance to the county, such as women's forums, diabetes management, and cancer awareness screenings. This educational outreach will be reported on the County Monthly Report. Doing so allows for additional Honor Roll of Counties hours.

Community service is an important part of TEEA work. Honor Roll of Counties hours come from community service projects adopted by each club or county association in the name of TEEA. Volunteer work for other organizations (such as your church or hospital volunteer association) does not count as Honor Roll of Counties hours but can be counted for personal certified volunteer units (CVUs). (See pages 12-2 and 12-3 for CVU information.)

Honor Roll of Counties Volunteer Hours include:

- Volunteer community service by TEEA members on **TEEA-adopted projects (Club or County approved)**
- Volunteer hours in **actual TEEA volunteer work** (not individual, church, or senior center volunteering)
- Travel time to District Trainings and Conferences, State Board Meetings, and the State Conference. Mileage is counted at \$.14/per mile. Travel time to local club and county meetings is counted.

If another organization is reporting your volunteer hours, or if you are recognized through awards by another organization, then those volunteer hours can't be reported as TEEA Honor Roll of Counties Hours. When another organization co-sponsors an event with TEEA, then hours on that event, including planning, can count for TEEA Honor Roll of Counties Hours. All volunteering with AgriLife Extension counts because there is a formal partnership between TEEA and AgriLife Extension.

Why is volunteer time counted at \$28.54 per hour?

- The IndependentSector.org provided this amount as a minimum value for general volunteer hours for 2020 based on Bureau of Labor Statistics wage data (<https://independentsector.org/value-of-volunteer-time-2020/>).
- Texas A&M AgriLife Extension Service adopted the Independent Sector rate for all volunteer programs in 2011.
- TEEA adopted the Independent Sector rate in 2011.

Certified Volunteer Units - CVUs

- Certified Volunteer Units, or CVUs, are an opportunity for TEEA members to keep track of ALL the time (including TEEA volunteer time) they spend volunteering:
 - Volunteer service by a TEEA member on TEEA-adopted projects (Honor Roll of County Hours)
 - Volunteer service by TEEA members on individual volunteer efforts such as church, scouts, senior center volunteering. Travel is counted for CVUs.
- CVUs are an individual's volunteer record kept by the individual for individual recognition volunteer community service by TEEA members on TEEA-adopted projects

What counts for Honor Roll of Counties - TEEA Club Work, Educational Outreach, and Community Service Projects

- Volunteer hours for TEEA work:
 - TEEA club and county meetings, trainings, district and state trainings and conferences, media outreach, membership drives, and fundraising projects to support TEEA activities
 - 4-H and Extension Support - judging Texas 4-H Recordbooks as a TEEA member, being a member of the Leadership Advisory Board or Family & Community Health committee as a TEEA representative, training by Extension, interpretation to elected officials as a TEEA partner with Extension, and fundraising projects to support any part of Texas A&M AgriLife Extension Service. All work with Extension counts for Honor Roll of County Hours since there is a formal partnership between the two organizations.

8/21

County Association Monthly Report, 2021-2022

Educational Programs, TEEA Volunteer Hours, and Scholarships for _____(month)

The County Chair completes a monthly report as necessary for County Association-sponsored educational events and provides a copy to the county Extension agent - FCH. **This report is not a summary of club monthly reports.** A copy will be retained for County Association records to aggregate into a County Association Annual Report.

PROGRAMS	Program Titles	Number Presented by Club Member	Number Presented by Guest Speaker	Number of TEEA attendees	Number of Non-TEEA attendees	Total Number Reached	Materials for Program (dollars)	Program Planning (hours)	Program Length (hours)	Time Value (hours x \$28.54 =)	Total Donated
	A Shot at Good Health										
	Internet Safety										
	Cooking with Herbs										
	Buzz About Bees										
	Other										
	TOTAL										

Total from Attendance at TEEA Monthly Meeting and non-TEEA Presentations (F = Female; M = Male)											
White		Black		Hispanic		American Indian		Asian/Pac. Islander		Total	
F	M	F	M	F	M	F	M	F	M	F	M

HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs	Number of newspaper notices or articles about club meetings/programs:				
	Scholarship Amount	4-H (Include scholarship name)	Other (adult, etc.)		
	\$				
	\$				
	Total \$				
	Donations of time or money made by or in the name of the county to support other individuals or groups, including community and FCH projects. *The IRS allows ONLY \$0.14 per mile for volunteer mileage.				
	Activities/Projects/ Meetings	Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash	Hours	Value of Time (hours x \$28.54 =)	Total Donated
	TEEA	\$			\$
	4-H	\$			\$
	Community	\$			\$
	Coins for Friendship				\$
	Dollars for Scholars				\$
	Scholarships				\$
	Total Donated: \$				

Total Program Dollars	+	Total Honor Roll of Counties Dollars	=	Total Value Donated for Month of _____
\$ _____		\$ _____		\$ _____

County Annual Report, 2021-2022

Educational Programs, TEEA Volunteer Hours, and Scholarships

The County Chair aggregates all Club Annual Reports and County Association Monthly Reports into one County Annual Report. The County Annual Report is due to the District Director by July 15.

PROGRAMS	Program Titles	Number Presented by Club Member	Number Presented by Guest Speaker	Number of TEEA attendees	Number of Non-TEEA attendees	Total Number Reached	Materials for Program (dollars)	Program Planning (hours)	Program Length (hours)	Time Value (hours x \$28.54 =)	Total Donated
	A Shot at Good Health										
	Internet Safety										
	Cooking with Herbs										
	Buzz About Bees										
	Other										
	TOTAL										

HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs	Number of newspaper notices or articles about club meetings/programs:				
	Scholarship Amount	4-H (Include scholarship name)		Other (adult, etc.)	
	\$				
	\$				
	Total \$				
	Donations of time or money made by or in the name of the county to support other individuals or groups, including community and FCH projects. *The IRS allows ONLY \$0.14 per mile for volunteer mileage.				
	Activities/Projects/ Meetings	Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash	Hours	Value of Time (hours x \$28.54 =)	Total Donated
	TEEA	\$			\$
	4-H	\$			\$
	Community	\$			\$
	Coins for Friendship				\$
	Dollars for Scholars				\$
Scholarships				\$	
				Total Donated: \$	

Total Program Dollars	+	Total Honor Roll of Counties Dollars	=	Total Value Donated for Year 2021-2022
\$ _____		\$ _____		\$ _____

TEEA Adult Career Scholarships

Two Adult Career scholarships were established in 1983 to be awarded annually, beginning in 1984. A third scholarship was established in 1986. A fourth scholarship was established in 1990. A fifth scholarship was established in 1991 and awarded in 1992. The five scholarships were named for past Texas Extension Education Association, Inc. Presidents. However, due to lack of funds in 1997, only two scholarships were given. At present, the two scholarships are named for the past two TEEA Presidents. The amounts of the scholarships are reviewed each year by the Finance Committee.

Upon completion of a TEEA President's term of office, that TEEA President's name will be added as the name of the second Adult Career Scholarship, shifting the other TEEA Presidents' names up, eliminating the top name, and keeping the last two former TEEA Presidents' names as names of Adult Career Scholarships.

Funds for these scholarships are included in the annual TEEA budget. However, contributions to the Adult Career Scholarship Fund are an excellent way in which to honor friends and loved ones through donations and memorials.

General Information

1. The applicant must be an active member of TEEA (minimum of 2 full years).
2. The applicant must have reached his/her 25th birthday by the time the application is turned in to the District Director. The applicant will complete The Adult Career Scholarship Application (page 6-24) and the Resume for Adult Career Scholarship Application (pages 6-25 and 6-26). These forms must be submitted to the District Director by March 1.
3. Each district may have only one entry. The District Director will appoint judges to select one entry for competition at the state level.
4. The district's winning adult scholarship entry will be given to the District Director at the District Spring Conference to be delivered to the TEEA Adult Career Scholarship Committee Chair at the Spring Board Meeting, where they are judged.
5. The TEEA President shall appoint a committee annually to award TEEA Adult Career Scholarships.
6. The committee will judge the district winners' entries at the Spring Board Meeting.
7. Two Adult Career Scholarship winners and two alternates will be announced during the Spring Board Meeting.
8. The winners will complete the TEEA Scholarship Personal Information form enclosed in a letter from the TEEA President. This form will be returned by July 15 to the TEEA Treasurer, providing information about the institution to which the scholarship will be sent. At that time, the check will be mailed directly to the school. No money will go directly to the scholarship winner.

TEEA Alumnae Scholarship

In 1995, one Alumnae Young Adult Scholarship was established by the TEEA Alumnae Committee. It has been awarded annually since 1996. The initial scholarship was \$500.00. In 2003, the TEEA Board voted to name two scholarships: the Jane Leathers and the Ruth Taylor Young Adult Scholarships. In 2011, the TEEA Board voted to add two additional scholarships in the names of Dr. Bonnie McGee and Dr. Judy Warren. In 2014, the scholarship was renamed TEEA Alumnae Scholarship. Any additional scholarships will be named for the immediate past TEEA President.

The number of scholarships and the amount are dependent on availability of funds. Funds for the scholarship are raised by donations, memorials, and fundraisers by members of the Alumnae Committee. Anyone may contribute to this scholarship fund.

A promotional handout about this scholarship is on the following page.

General Information

1. The applicant must be a former 4-H member **or** the son/daughter, grand or great grandchildren of a current TEEA member.
2. At the time of application, applicants must have completed a year of higher education and be less than 25 years old. Applicants can apply more than once, even if they are a past recipient.
3. Applications will be available from County Association Chairs, District Directors, and the Chair of the Alumnae Committee. A copy of the application is located on pages 6-28 and 6-29, and 12-19 and 12-20, and on the TEEA website. Any TEEA member or Extension agent can make the application available to anyone interested in applying for this scholarship that meets the requirements.
4. Completed applications will be sent directly to the State Alumnae Committee Chair and must be postmarked by April 1, with a copy to the TEEA President.
5. Applications will be judged at the TEEA Spring Board Meeting.
6. Applications will be acknowledged and the winner notified by the Alumnae Chair immediately after judging is completed. The TEEA Scholarship Personal Information Form (page 12-10) will be sent to the winner. The form is to be completed and returned - one copy to the TEEA President and one copy to the TEEA Treasurer - to designate the institution to which scholarship funds will be sent.
7. The applicant must remain a full-time student, or the amount will be returned to TEEA.
8. The scholarship(s) may be applied for use at the beginning of the school semester and used as needed.

TEEA Alumnae Scholarship Application

An TEEA Alumnae Scholarship with a minimum of \$500 will be awarded by the Texas Extension Education Association, Inc. The number of scholarships and the amount may be increased depending on availability of funds.

Submit an application to the TEEA Alumnae Chair, with a copy to the TEEA President, postmarked by April 1:

Violet Alexander, TEEA Alumnae Chair
7411 Albert Rd.
Austin, TX 78745
Phone: 512-444-3400
Email: crusieralexander@sbcglobal.net

Kay Jacob, TEEA President
625 CR 91
Bishop, TX 78343

The criteria for this scholarship are:

1. Must have completed a year of higher education and be less than 25 years old at the time of application. Applicants may apply more than once, even if a past recipient.

2. Must be a former 4-H member: Your County _____ Years in 4-H _____

or the son/daughter/grand or great grandchild of a current TEEA member.

The TEEA member's name and Your relationship: _____

3. Have you received this scholarship before? No _____ Yes _____ When? _____

Name _____ Student ID# _____
(Last) (First) (Middle)

Mailing Address _____
Street/P.O. Box City, State, Zip

Telephone Number _____

Texas A&M AgriLife Extension District (check)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Email _____

Date of Birth _____ Age _____

High School attended _____ Year graduated _____

Colleges/schools attended _____

Present college/university/school _____

Major _____ Minor _____

Please list your activities, honors, club memberships, etc.

College _____

Church _____

Other _____

Cultural Arts Exhibit and Competition

Objectives

- To establish a broader understanding and awareness of the arts.
- To create expressions and to expand artistic abilities to the club members and others.
- To envision individual growth, inspiration, and enrichment through participation in varied "Forms of Art."

Texas Cultural Arts Exhibit Categories

1. Afghans, Tablecloths, Bedspreads, Blankets, and Throws – knitted, crocheted, and weaving
2. Ceramics, China, Porcelain, and Pottery
3. Craft Painting – tole and decorative, stenciling – may include wood, metal, glass, fabric, and gourds
4. Decorated Garments – purchased or handmade – embellished or decorated with fabric, ribbon, trim, stones, and/or lace (clothing and accessories)
5. Fabric Creations – (must be made of fabric) – may include dolls, animals, baskets, pillows, braided rugs, door stops, crocheted rag rugs, etc.
6. Fiber Arts – crocheting, knitting, tatting, macrame, and spinning – may include clothing, doilies, scarfs, and other small items
7. Garments and Accessories Handmade – sewing
8. Needlework – needlepoint, crewel, embroidery, candlewicking, smocking, and counted cross stitch
9. Machine Embroidery
10. Any Holiday or Seasonal Decoration – any holiday, any medium
11. Jewelry – may include beads, clay, paper, shells, stones, watercolor, and wood
12. 12 A-1. Painting – Oils
- 12 A-2. Painting – Watercolors
- 12 A-3. Painting – All Other
- 12 B-1. Drawing – Pencil
- 12 B-2. Drawing – Charcoal
- 12 B-3. Drawing – All other
13. Paper – may include note cards and pages
14. Traditional Scrapbooks (handmade)
15. Digitally Produced Scrapbooks (Computer – Shutterfly, Creative Memories, etc.)
16. Photography – photo paper – black and white
17. Photography – photo paper – color
18. Photography – any other medium (canvas, glass, wood and fiber) (No larger than 16 x 20)
19. Quilts – smaller than 50 x 70 – Hand Quilted
20. Quilts – larger than 50 x 70 – Hand Quilted
21. Quilts – smaller than 50 x 70 – Machine Quilted
22. Quilts – larger than 50 x 70 – Machine Quilted
23. Quilts Twin Size or larger – Hand or Machine Quilted – constructed and quilted by or more members
24. Recycled Items – any medium
- 25 A. Wall Hanging – not Quilted
- 25 B. Wall Hanging – Quilted
26. Miscellaneous (items that do not fit any previous category)

Rules – Cultural Arts Exhibit

1. Only Texas Extension Education Association members are eligible to enter the exhibit categories. TEEA members are those who have paid state dues in a timely manner. **Dues must be paid before entering on any level.**
2. **Kits will be allowed.**
3. Only one item per person may be entered in each category. If it is a set – limited to 4 pieces (Example: Jewelry – ring, bracelet, necklace, earrings)
4. Each county will hold its own elimination and may send the first and second place winners in each category to district competition.
5. Each district may enter only the first place winner in each category for state competition.
6. Each article must be the work of the TEEA member or members, if applicable, displaying the work, **said work completed during the past year.**
7. Type or print the description of each article on the TEEA Cultural Arts Form (sample form on page 6-34; forms for duplication on page 6-35), and attach the form to article. Entries will not be accepted unless this information is already attached at the time the item is checked in for competition. The County Association Chair and the District Director **must** sign this form.
8. For State competition, District Directors should send a list of Cultural Arts District Winners to the Host District Cultural Arts Exhibit Chair following district competition.
9. Each winner is responsible for getting exhibits to and from the state conference site.
10. Each winner should provide their own materials to exhibit the articles. Tape and nails cannot be used on the walls.
11. Entries will be exhibited by category.
12. Neither the district nor the state will be responsible for any lost, misplaced, or broken items. We do not anticipate any misfortunes, but this disclaimer must be clearly understood by all exhibitors.
13. Hostesses will be on duty at all times.
14. Each entry must be judged at the state level in the same category it was judged at the county and district levels.
15. Judges will judge entries in each category and award a first and a second place ribbon. If the judges should decide that no entry deserves a ribbon, they have the option to award no ribbons.
16. The form attached to each item (sample form on page 6-34; forms for duplication on page 6-35) **must** be folded so that only the category number, category name, and description can be seen by the judges.
17. Judges will consider the criteria on the Cultural Arts Judging Score Card on page 6-33.
18. Best of Show item will be selected by the judges from the first place winners at the State Conference Cultural Arts Exhibit.
19. The County Association Chair will complete the Cultural Arts Winners form for Counties (Sample on pages 6- 36 to 6-37A; download form from TEEA website Forms tab) and send to the District Director 30 days prior to the District contest.

Cultural Arts Judging Score Card

Criteria for Categories 2, 3, 12: Ceramics, China, Porcelain, Pottery, Craft Painting, Painting & Drawing

Execution 12 _____

Artistic Appeal 10 _____

Technique 8 _____

Total: _____

Criteria for Categories 10, 11, 25A: Holiday and Seasonal Decoration, Jewelry, Wall

Hangings – Not Quilted

Originality 12 _____

Workmanship 10 _____

Artistic Appeal 8 _____

Total: _____

Criteria for Categories 1, 6, 8, 9: Afghans, Tablecloths, Throws, Crocheting, Knitting, Crewel, Needlepoint, Fiber Arts, Hand Stitchery, Machine Embroidery

Workmanship 12 _____

(Evenness of all stitches and ends concealed, etc.)

Color Harmony 10 _____

Design 8 _____

(Difficulty of task)

Total: _____

Criteria for Categories 4, 5, 7: Decorated Garments, Fabric Creations, Handmade Garments

Design 12 _____

Appearance 10 _____

Technique 8 _____

(Seams straight, neatness, etc.)

Total: _____

Criteria for Categories 13, 14, 15, 16, 17, 18: Paper, Traditional & Digitally Produced Scrapbooking, All Photography

Composition 12 _____

(How pictures are put in and color coordination)

Clarity 10 _____

(Explanation of picture, finish; matting, or edging)

Neatness 8 _____

Total: _____

Criteria for Categories All Quilts 19, 20, 21, 22, 23, 25B-Wall Hangings-Quilted

Workmanship 12 _____

(Corners meet, straight even stitches, no puckers)

Color Harmony 10 _____

(Eye appeal, color palettes to match)

Design 8 _____

Total: _____

Criteria for Categories 24, 26: Recycled Items, Miscellaneous

Originality 12 _____

Technique 10 _____

(How well it is done)

Execution 8 _____

Total: _____

Cultural Arts Winners – County Form

County: _____ Date: _____
 County Association Chair sends completed forms (3 pages) with first and second place winners to the District Director 30 days prior to District contest.

	Category	Item	Winner's Name
1	Afghans, Tablecloths, Blankets, Bedspreads, and Throws	1.	1.
		2.	2.
2	Ceramics, China, Porcelain, and Pottery	1.	1.
		2.	2.
3	Craft Painting	1.	1.
		2.	2.
4	Decorated Garments	1.	1.
		2.	2.
5	Fabric Creations	1.	1.
		2.	2.
6	Fiber Arts	1.	1.
		2.	2.
7	Garments and Accessories - handmade	1.	1.
		2.	2.
8	Needlework	1.	1.
		2.	2.
9	Machine Embroidery	1.	1.
		2.	2.
10	All Holiday or Seasonal Decorations	1.	1.
		2.	2.
11	Jewelry	1.	1.
		2.	2.
12 A-1	Painting-Oils	1.	1.
		2.	2.
12 A-2	Painting-Watercolors	1.	1.
		2.	2.

Cultural Arts Winners – County Form

County: _____ Date: _____

	Category	Item	Winner's Name
12 A-3	Painting – All Other	1.	1.
		2.	2.
12 B-1	Drawing - Pencil	1.	1.
		2.	2.
12 B-2	Drawing - Charcoal	1.	1.
		2.	2.
12 B-3	Drawing – All Other	1.	1.
		2.	2.
13	Paper	1.	1.
		2.	2.
14	Traditional Scrapbooks	1.	1.
		2.	2.
15	Digitally Produced Scrapbooks (Computer)	1.	1.
		2.	2.
16	Photography – Photo Paper – black and white	1.	1.
		2.	2.
17	Photography – Photo Paper - color	1.	1.
		2.	2.
18	Photography – any other medium (no larger than 16 x 20)	1.	1.
		2.	2.
19	Quilts - smaller than 50 x 70 - hand quilted	1.	1.
		2.	2.
20	Quilts - larger than 50 x 70 - hand quilted	1.	1.
		2.	2.
21	Quilts - smaller than 50 x 70 - machine quilted	1.	1.
		2.	2.

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Cultural Arts Winners – County Form



County: _____ Date: _____

	Category	Item	Winner's Name
22	Quilts - larger than 50 x 70 - machine quilted	1.	1.
		2.	2.
23	Quilts – Twin size or larger - hand or machine quilted – constructed or quilted by 2 or more members	1.	1.
		2.	2.
24	Recycled Items	1.	1.
		2.	2.
25 A	Wall Hangings – Not Quilted	1.	1.
		2.	2.
25 B	Wall Hangings – Quilted	1.	1.
		2.	2.
26	Miscellaneous	1.	1.
		2.	2.

Template for “Big Check”

The examples of “Big Checks” below are provided for your county to fill in the annual dollar value of all clubs’ and the County Association’s Education Program and Honor Roll of Counties work. Once you’ve completed your County Annual Report you can create two checks, one for Total Program Dollars and one for Total Honor Roll of County Dollars. The fillable template is available on the <http://teea.tamu.edu/> website. These checks can be shared with Association members, County Commissioner’s Courts, and the general public through a news article to acknowledge the dedication of TEEA members to education and community service in a dollar value. Showing TEEA’s value can be a recruitment tool for new members.

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$
MEMO <i>Education Programs</i> _____		<i>Texas Extension Education Association</i>

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$
MEMO <i>Honor Roll of Counties</i> _____		<i>Texas Extension Education Association</i>

Reports/Correspondence

15. Forward all information from County Associations such as reports, letters, or any item requested to the proper State Board member before the deadline that has been established. Examples include:
 - remittances to the TEEA Treasurer for membership, Coins for Friendship, and Dollars for Scholars;
 - a copy of correspondence to the TEEA President and TEEA First Vice President for Leadership; and
 - District Annual Report (pages 7-12 and 7-13) to the TEEA Second Vice President for Programs, TEEA First Vice President for Leadership, and TEEA Treasurer by August 1. Create "Big Checks" to show the dollar value of district volunteer work (fillable form on the TEEA website).
16. Send copies of all official correspondence from you as District Director to County Association Chairs (except for personal notes) to the AgriLife Extension Regional Program Leader, your county Extension agent, county Extension agent of all County Association Chairs, and the State Board Executive Committee.

Membership/Officer/EIN Lists

17. District Directors will receive the TEEA List of Association Officers form from each county in their district. Send 1 copy of each county form to the TEEA First Vice President for Leadership by November 15. Keep a copy for your files.
18. Instruct the County Association Chairs to complete the TEEA County Association List of Presidents and EINs form (includes Presidents' names, addresses, County Association names, and EINs). Each county should send you three copies by August 1. Keep one for your files, and forward one copy to the TEEA Treasurer and one copy to the 990 Consultant by August 15.
19. Instruct the County Association Chairs to prepare an alphabetized list of their TEEA members (including addresses, phone numbers and email addresses) on the TEEA Membership List for Counties form (page 6-8). They will place a checkmark in the "New" column to indicate the new members on the list. They will place a checkmark in the "Emeritus" column to indicate Emeritus members and a check mark in "Messenger Paid" column if a *Messenger* subscription has been paid for that Emeritus member. By November 1, they will send to the District Director four copies of this list (one copy for District files, one copy to the TEEA President, and one to be sent to the TEEA Treasurer); a check for all dues and any *Messenger* subscriptions, made payable to TEEA Inc.; and a Remittance to District Director form. One copy of the Membership List Form should also be sent to the *TEEA Messenger* Editor. You may also receive a New TEEA Club form from the County Chair when new clubs are developed; it is for your information and requires no action on your part.

Fiscal Responsibility

20. Appoint a District Treasurer to administer District level funds related to District events. The District Treasurer develops a district budget with the District Director. Always have two authorized signers on the bank account. The District Treasurer and the District Director shall be the authorized signers.
21. Districts are self-supporting. District Directors manage the funding for the District Fall Training and Spring Conference. District funds are the sole responsibility of the district. Appoint a financial review committee to conduct an Annual Review of TEEA District Funds (page 7-40) at the end of the fiscal year. A treasurer's report should be given at each district meeting. A printed financial statement is provided to participants at the District Spring Conference.
22. District TEEA trainings and conferences should be self supporting. A registration fee should be charged for the District Fall Training and Spring Conference to cover the expenses incurred. The registration fees are made payable to District _____ (fill in with your district's number) TEEA, sent to the District Director, and deposited into the District's TEEA bank account. Any money left after all expenses are paid may be retained in the District bank account. This money can be used for other District operating expenses incurred by the District Director and other officers when fulfilling their duties (such as postage, printing, long distance phone calls, program supplies, and meeting registration, meals, travel, and hotel expenses). Use the District Financial Statement for Fall Training and Spring Conference (7-11) as a financial management tool.
23. The District Director's participation in State Board meetings and the State Conference are covered by State Association funds as per the Board reimbursement guidelines. Expenses not covered by State Association funds - such as pre-conference meetings within the district, the price of the district party, and related expenses - shall be covered by the District.

Form Management and Other Activities Tool - District Level

Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
District Director	Inventory of Forms & Funds Received (pg 7-9)		—	—	
District Director		Remit membership dues	As received	TEEA Treasurer	
District Director		<i>The TEEA Messenger</i> articles due for Issue III	Oct. 1	<i>Messenger</i> Editor	
District Director	TEEA List of Association Officers – District Form (received from County Chairs)		Nov. 1	TEEA First VP for Leadership	
District Secretary	Roll Call of Counties Report (page 7-36)		District Fall Training & District Spring Conference		
District Director	Texas Treasure Award nomination (received from County Chairs)		Feb. 1	TEEA President	
District Director	Texas Leadership Award nomination (received from County Chairs)		Feb. 1	TEEA President & First VP for Leadership	
District Director	TEEA Application for 20/25/30/etc. Year Member Certificate (received from County Chairs)		Feb. 1	TEEA President	
District Director	TEEA Application for 20/25/30/etc. Year Club Recognition (received from County Chairs)		Feb. 1	TEEA President	
District Director		<i>The TEEA Messenger</i> articles due for Issue I	Feb. 1	<i>Messenger</i> Editor	
District Director	Copy of the winner's TEEA 4-H Scholarship Application form/ and personal information from TX 4-H Recordbook		May 1	TEEA President & Treasurer, District Director	
District Director & Education Chairs		<i>The TEEA Messenger</i> articles due for Issue II	May 1	<i>Messenger</i> Editor	
District Director	TEEA Adult Career Scholarship nominee (from County Chairs)		District Spring Conference (May)	Adult Career Scholarship Committee Chair	

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Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
District Director	File IRS Form 990 E or Form 990		May 15	IRS	
District Director	District Financial Statement for Fall Training and Spring Conference (page 7-11)		Spring Board Meeting (May)	TEEA Treasurer	
District Director		Coins for Friendship (sending funds)	June 1	TEEA Treasurer	
District Director		Dollars for Scholars (sending funds)	June 1	TEEA Treasurer	
District Director	State Conference Registration		July 15	TEEA Treasurer	
District Director	District Annual Report (pages 7-12 & 7-13)		Aug. 1	TEEA First VP for Programs & President	
District Director		Names of First Time Members to attend Conference	Aug. 1	TEEA Treasurer	
District Director	District EINs Form (page 7-10)		Aug 15	TEEA President, Treasurer and 990 Consultant	
District Director	TEEA County Association List of Presidents and EINs – County Form (received from County Chairs)		Aug. 15	TEEA President, Treasurer and 990 Consultant	
District Director	Cultural Arts Winners – District Form (pages 7-14 & 7-15)		30 days prior to TEEA State Conference	Host District Director & Extension RPD	District Director
District Director or County Chair		Resolutions	No later than 10 days prior to State Conference (September)	TEEA President	
District Director	Form B - District _____ Registration Credentials List (page 7-47)		State Conference (September)	Conference Registration	
District Director	Form C - TEEA State Credentials List (page 7-48)		State Conference (September)	Credentials Committee	
District Director	Form D - District _____ Credentials Report (page 7-49)		State Conference (September)	Credentials Committee	
Host District Director in charge of State Cultural Arts Show	State Cultural Arts Winners - Host District Director Form (pages 7-33 and 7-34)		State Conference (September)	TEEA President	
District Director	Annual Review of TEEA District Funds (page 7-40)	Appoint a review committee	End of fiscal year	Present to membership	

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TEEA District EINs Form

1. District Director, print or type District EIN information.
2. List the Employee Identification Numbers (EIN) for the District, your name, and the official address that the District uses with the IRS.
3. If a district is no longer active, list the EIN and the last valid address provided to the IRS; then write “ INACTIVE” beneath the address.
4. The District Director will keep 1 copy and forward 1 copy to the TEEA President, 1 copy to the TEEA Treasurer, and 1 copy to the 990 Consultant by August 15.

District _____ Date _____

[illegible]

District Financial Statement for Fall Training and Spring Conference

District _____ District Director _____

District Fall Training: Date _____ Location _____

Total Income: Registration & Meals \$ _____

Expenses: Travel _____ miles \times \$.50 = \$ _____

Facility \$ _____

Printing \$ _____

Postage \$ _____

Telephone \$ _____

Meals _____ \times \$ _____ = \$ _____

Training/Office Supplies \$ _____

Total Expenses \$ _____

District Fall Training Net Profit (Loss) \$ _____

District Spring Conference: Date _____ Location _____

Total Income: Registration & Meals \$ _____

Expenses: Travel _____ miles \times \$.50 = \$ _____

Facility \$ _____

Printing \$ _____

Postage \$ _____

Telephone \$ _____

Meals _____ \times \$ _____ = \$ _____

Other expenses \$ _____

_____ \$ _____

_____ \$ _____

Total Expenses \$ _____

District Conference Net Profit (Loss) \$ _____

Overall District Net Profit (Loss) \$ _____

District_____Annual Report, 2021-2022 Date_____
Educational Programs, TEEA Volunteer Hours, and Scholarships
_____of_____Counties Reporting

The District Director compiles all county annual reports into one report. Make 4 copies of this report. Send 1 copy to the TEEA President, 1 copy to the TEEA Second Vice President for Programs, 1 copy to the TEEA First Vice President for Leadership, and retain 1 copy for District files. **Due by August 1.**



PROGRAMS	Program Titles	Number Presented by Club Member	Number Presented by Guest Speaker	Number of TEEA attendees	Number of Non-TEEA attendees	Total Number Reached	Materials for Program (dollars)	Program Planning (hours)	Program Length (hours)	Time Value (hours x \$28.54=)	Total Donated
	A Shot at Good Health										
	Internet Safety										
	Cooking with Herbs										
	Buzz About Bees										
	Other										
	TOTAL										



HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs	Number of newspaper notices or articles about club meetings/programs:				
	Scholarship Amount	4-H (Include scholarship name)		Other (adult, etc.)	
	\$				
	\$				
	Total \$				
	Donations of time or money made by or in the name of the clubs/county/district to support other individuals or groups, including community and FCH projects. *The IRS allows ONLY \$0.14 per mile for volunteer mileage.				
	Activities/Projects/ Meetings	Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash	Hours	Value of Time (hours x \$28.54=)	Total Donated
	TEEA	\$			\$
	4-H	\$			\$
	Community	\$			\$
	Coins for Friendship				\$
	Dollars for Scholars				\$
	Scholarships				\$
		Total Donated: \$			

Total Program Dollars	+	Total Honor Roll of Counties Dollars	=	Total Value Donated for Year 2021-2022
\$ _____		\$ _____		\$ _____

Template for “Big Check”

The examples of “Big Checks” below are provided for your district to fill in the annual dollar value of all counties Education Program and Honor Roll of Counties work. Once you’ve completed your District Annual Report, you can create two checks, one for Total Program Dollars and one for Total Honor Roll of County Dollars. The fillable template is available on the <http://teea.tamu.edu/> website. These checks can be shared at your TEEA District Spring Conference, and with AgriLife’s District Extension Administrators and Regional Program Leaders - FCH This will acknowledge the contributions of TEEA members to education and community service in a dollar value. Remember, every hour of volunteer service is valued at \$28.54.

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$
MEMO <u>Education Programs</u>		<u>Texas Extension Education Association</u>

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$
MEMO <u>Honor Roll of Counties</u>		<u>Texas Extension Education Association</u>

Form D - District_____Credentials Report

District Director: Complete this form when **all** of your pre-registered members have arrived at the conference and registered the first day. Each person should be counted only **once** to determine District Voting Strength and Registration. Give Form D along with Form C to the Credentials Committee. Make 3 copies of this form in the event that additions or corrections need to be made. Give the updated Form D to the Credentials Committee each day. Host District counties will need to report "One Day Registration" at the end of each day as pre-registered members arrive.

Date:_____ District:_____

1. Delegates# _____
2. Past TEEA Presidents (who are not delegates).....# _____
3. Board Members.....# _____
4. **Total District Voting Strength (= lines 1+2+3)**# _____
5. Members# _____
6. Visitors# _____
7. **Total District Registration (= lines 4+5+6)**# _____
- Extension Personnel* (total number included as Delegates, Members and Visitors) # _____

Host District Counties Only One Day Registration

-
8. Tuesday# _____
 9. Wednesday# _____
 10. **Total Registration (Tuesday = lines 7+8; Wednesday = lines 7+9)**# _____

*This number should include all Extension personnel in attendance from your District who have already been counted as a Delegate, Member or Visitor.

TEEA State Education Committee

Purpose

The purpose of the Education Committee is to select current and important topics to be the focus of the State Conference and the annual educational programs.

These programs will be taken by trained county delegates and given to each club in the county. One of the main purposes of TEEA is to educate club members to support the family and community. It is of utmost importance that these educational programs reach not only the clubs but the community, as well. This is an opportunity to coordinate with the priority issues of Extension FCH. The core areas for TEEA are:

- Membership and leadership
- Family life and family resources
- Health and safety
- Natural resources and environment

Election of Education Committee Chairs

Education Committee Chairs are elected by their districts and are eligible to serve in the same position for one two-year term. Education Committee Chairs will be rotated among the 12 districts according to the following schedule:

2021-2022: Districts 3, 7, 11 and 12

2022-2024: Districts 1, 2, 4, and 6

2024-2026: Districts 3, 5, 8 and 9

Chairs will continue to rotate among these three groupings of the 12 districts. If a district does not have a qualified person interested in serving as chair, the district may relinquish its turn. A district from the next four in rotation will get the opportunity to serve as chair, and these two districts will trade places in the rotation.

Education Committee Leadership

1. The TEEA Second Vice President for Programs serves as the leader of the Education Committee. It is her responsibility to provide guidance for program suggestions from the Education Committee Chairs. The TEEA Second Vice President for Programs can involve Extension specialists, who are up to date with current and critical issues affecting families and communities, as her support and guidance. These specialists are available to work with individual education committee chairs, giving suggestions and leadership for programs. Specialists will assure that educational programs are accurate and unbiased.
2. The TEEA Second Vice President for Programs, assisted by the TEEA Secretary, is the Board advisor to the Education Committee Chairs.
3. The TEEA Second Vice President for Programs compiles all District Annual Reports into a State Annual Report. She provides a copy of this report to each Board member, the Extension Advisor and gives an oral report at the Spring Board Meeting.

Education Committee Chairs

1. Education Committee Chairs receive guidance from the TEEA Second Vice President of Programs on their selected programs for State Conference. Extension specialists are available for support as needed.
2. The Education Committee Chairs are responsible for developing and presenting their educational program at the State Conference.
3. The State Conference is an opportunity to coordinate with Extension on high-priority topics involving specialists, as needed.

The TEEA Second Vice President for Programs compiles all District Annual Reports into a State Annual Report that is included in the TEEA Annual Report provided members at the State Conference.

[illegible]

HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs	Number of newspaper notices or articles about club meetings/programs:				
	Scholarship Amount	4-H (Include scholarship name)		Other (adult, etc.)	
	\$				
	\$				
	Total \$				
	Donations of time or money made by or in the name of the clubs/county/district to support other individuals or groups, including community and FCH projects. *The IRS allows ONLY \$0.14 per mile for volunteer mileage.				
	Activities/Projects/ Meetings	Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash	Hours	Value of Time (hours x \$28.54 =)	Total Donated
	TEEA	\$			\$
	4-H	\$			\$
	Community	\$			\$
	Coins for Friendship				\$
	Dollars for Scholars				\$
	Scholarships				\$
	Total Donated: \$				

Total Program Dollars \$ _____	+	Total Honor Roll of Counties Dollars \$ _____	=	Total Value Donated for Year 2021-2022 \$ _____
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**Texas Extension Education Association
2021-2022 Budget**

INCOME	State Membership Dues	\$30,000	
	Coins For Friendship	5,000	
	Dollars For Scholars	3,000	
	Name Badges	1,000	
	TEEA Sales	1,750	
	State Conference	24,000	
	Interest On Accounts	800	
	Alumnae Silent Auction	2,500	
	State Board Silent Auction	350	
	Transfer from Current Funds	17,650	
TOTAL PROJECTED INCOME		\$86,050	\$86,050

EXPENSES

4-H SUPPORT

Consumer Sciences	500	
Food & Clothing Program	3600	
Scholarships	18,000	
Coins For Friendship	5,000	
SUB-TOTAL	27100	\$27,100

STATE CONFERENCE

Planning	3,000	
Conference	24,000	
SUB-TOTAL	\$27,000	27,000

SCHOLARSHIPS

Adult Career	2,000	
Alumnae	3,000	
SUB-TOTAL		5,000

EDUCATION & TRAINING

Education Committee	2,000	
Fall Board Meeting	6,000	
Spring Board Meeting	6,500	
SUB-TOTAL		14,500

NEWSLETTER

The TEEA Messenger	6,000	
SUB-TOTAL		6,000

LEGAL & ADMINISTRATIVE

Conciliation/Tax Preparation	300	
District Directors/Officer Liability Ins.	3,200	
Parliamentarian	800	
Printing	200	
Office Equipment & Supplies	250	
Treasurer/President	650	
TEEA President's Discretionary Fund	350	
Other Board Expenses	350	
State Board Equipment	350	
SUB-TOTAL	6,450	6,450

TOTAL PROJECTED EXPENSES		\$86,050	\$86,050
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TEEA BUDGET NARRATIVE

October 1, 2021 – September 30, 2022

INCOME

State Membership Dues - @ \$15.00 X 2000 members

Anticipated income from membership dues

Coins for Friendship (4-H Center)

Contributions received from TEEA members for projects at the 4-H Center

Dollars for Scholars

4-H Scholarship Fund contributions received from TEEA members

Name Badge Sales

Income from the sale of TEEA name badges

TEEA Sales

Income from the sale of TEEA pins and other items

State Conference

Funds for State Conference based on registration fees and meal tickets

Interest on Accounts

Interest earned on accounts

Alumnae Silent Auction

Funds and donations from auction held at State Conference

State Board Silent Auction

Funds and donations from Board Members' auction at Fall Board Meeting

EXPENSES

4-H Support

Consumer Sciences Contest

Funds to support the Consumer Sciences Contest at 4-H Round-up.

4-H Food and Clothing Program

Funds given to each district to assist the 4-H programs at the district level (currently \$300 per district)

4-H Scholarships

Funds for the 12 4-H scholarships (currently @ \$1,500) given by TEEA

Coins for Friendship

TEEA members' donations given to the 4-H Center for selected projects

State Conference

State Conference Planning

Funds to cover expenses of Executive Committee for site review and planning meeting

State Conference

This includes expenses for Pre-conference and Post-conference Board meetings and expenses incurred at the State Conference.

Scholarships

Adult Career Scholarships

Funds for two (2) scholarships for TEEA members

Alumnae Scholarships

The number of scholarships and the amount are dependent on funds available each year

Education & Training

Education Committees

\$500 each for 4 Education Committee Programs presented at State Conference

Fall Board Meeting

Expenses for travel, meals, lodging, and printing for Board meetings (includes expenses for Extension advisor)

Spring Board Meeting

Same as the Fall Board Meeting

The Messenger

Funds to print and mail *The Messenger* to all members (includes editor's expenses)

Legal & Administrative

Conciliation/Tax Preparation

Fee for annual reconciliation and tax preparation

District Directors' and Officers' Liability Insurance

Liability coverage for directors and officers

Parliamentarian

Expenses for parliamentarian the State Conference and Fall & Spring Board Meetings (if attended)

Office Supplies, Postage and Printing

Funds to purchase office supplies, postage, and printing

Treasurer's/Messenger Editor's Bonds

Cost for these two positions to be bonded

President's Expense Fund

State President's discretionary account to offset unanticipated expenses

Printing

Funds to pay for printing TEEA manual, Bylaws, and other organizational printing

Other Board Expenses

1st Vice President for Leadership, 2nd Vice President for Programs, Secretary, Treasurer, and President-Elect

State Board Equipment

Funds from Board's Silent Auction used to purchase equipment needed by the State Board to do TEEA business, to replace broken or outdated equipment as needed.

7/26/2021, Rexine Scarborough, Treasurer

Finance Committee

1. The Finance Committee, composed of five members, shall be appointed by the TEEA President promptly after assuming office. The TEEA Treasurer shall be an ex-officio member. The committee may meet by phone as recommended by the TEEA President or the Finance Committee Chair. Two of the members will be appointed to serve as the Expenditures Sub-Committee (see the following page for information).
2. At the Fall Board Meeting, the committee:
 - Will examine any proposal referred to them by the Executive Committee or any other standing committee.
 - Will review the year end and the year-to-date financial report from the TEEA Treasurer.
 - Will review the Financial Review Committee report.
3. At the Spring Board Meeting, the committee:
 - Will review the year-to-date financial report, and make recommendations necessary if the budget needs modifying.
 - Will review the previous year's budget.
 - Will develop the next year's proposed budget for the Committee Chair to present for approval at the Spring Board Meeting.
 - Will examine proposals referred to them by the Executive Committee or any other standing committee.
 - Will work with the TEEA Sales Chair and Committee to develop a sales plan.
 - Will recommend the 4-H and Adult Career Scholarship amounts.
4. The committee reviews the accountant's report, when available.
5. The proposed budget and budget narrative should be printed in Issue II of *The TEEA Messenger*. The proposed budget and budget narrative are included in the Member Packets at the State Conference.
6. The Finance Committee Chair presents the proposed budget for adoption at the business session of the TEEA Annual State Conference.

Form D - District_____Credentials Report

District Director: Complete this form when **all** of your pre-registered members have arrived at the conference and registered the first day. Each person should be counted only **once** to determine District Voting Strength and Registration. Give Form D along with Form C to the Credentials Committee. Make 3 copies of this form in the event that additions or corrections need to be made. Give the updated Form D to the Credentials Committee each day. Host District counties will need to report "One Day Registration" at the end of each day as pre-registered members arrive.

Date:_____ District:_____

1. Delegates..... # _____
2. Past TEEA Presidents (who are not delegates) # _____
3. Board Members # _____
4. **Total District Voting Strength (= lines 1+2+3)**..... # _____
5. Members..... # _____
6. Visitors # _____
7. **Total District Registration (= lines 4+5+6)**..... # _____
- Extension Personnel* (total number included as Delegates, Members and Visitors) # _____

Host District Counties Only One Day Registration

-
8. Tuesday # _____
 9. Wednesday # _____
 10. **Total Registration (Tuesday = lines 7+8; Wednesday = lines 7+9)** # _____

*This number should include all Extension personnel in attendance from your District who have already been counted as a Delegate, Member or Visitor.

Form E – Credentials Tally Sheet

Credentials Committee: Will compile district registration totals from their Form D onto this form. These totals will be transferred to Form F for reporting.

Districts	Delegates	Past Presidents (not delegates)	Board Members	Total Voting	Members	Visitors	Total	Total Extension Personnel (ALL categories)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
Subtotal								
Day 1								
Day 2								
Day 3								

Form F - TEEA State Conference Credentials Report

Credentials Committee: Complete using Form E – Credentials Tally Sheet, and report to the membership at the TEEA President's request.

Date: _____

Delegates _____

Past TEEA Presidents (who are not delegates) _____

Board Members _____

Total Voting Strength _____

Members _____

Visitors..... _____

One Day Registration: (For host districts only)

Tuesday _____

Wednesday _____

Total Registration _____

Extension Personnel (all categories) _____

TEEA Alumnae Scholarship

In 1995, one Alumnae Young Adult Scholarship was established by the TEEA Alumnae Committee. It has been awarded annually since 1996. The initial scholarship was \$500.00. In 2003, the TEEA Board voted to name two scholarships: the Jane Leathers and the Ruth Taylor Young Adult Scholarships. In 2011, the TEEA Board voted to add two additional scholarships in the names of Dr. Bonnie McGee and Dr. Judy Warren. In 2014, the scholarship was renamed TEEA Alumnae Scholarship. In 2018, the Board approved naming two additional scholarships after Velma Tate and Bobbye Elmore. Any additional scholarships will be named for the immediate past TEEA President.

The number of scholarships and the amount are dependent on availability of funds. Funds for the scholarship are raised by donations, memorials, and fundraisers by members of the Alumnae Committee. Anyone may contribute to this scholarship fund.

A promotional handout about this scholarship is on the following page.

General Information

1. The applicant must be a former 4-H member **OR** the son/daughter, grand or great grandchildren of a current TEEA member.
2. At the time of application, applicants must have completed a year of higher education and be less than 25 years old. Applicants can apply more than once, even if they are a past recipient.
3. Applications will be available from County Association Chairs, District Directors, and the Chair of the Alumnae Committee. A copy of the application is located on the pages 12-18 and 12-19, and on the TEEA website. Any TEEA member or Extension agent can make the application available to anyone interested in applying for this scholarship that meets the requirements.
4. **Completed applications will be sent directly to the State Alumnae Committee Chair and must be postmarked by April 1, with a copy to the TEEA President.**
5. Applications will be judged at the TEEA Spring Board Meeting.
6. Applications will be acknowledged and the winner notified by the Alumnae Chair immediately after judging is completed. The TEEA Scholarship Personal Information Form (page 12-10) will be sent to the winner. The form is to be completed and returned - one copy to the TEEA President and one copy to the TEEA Treasurer - to designate the institution to which scholarship funds will be sent.
7. The applicant must remain a full-time student, or the amount will be returned to TEEA.
8. The scholarship(s) may be applied for use at the beginning of the school semester and used as needed.

Sample Promotional Handout about the Alumnae Scholarship



TEEA Alumnae Scholarship Applications Being Accepted!

To: TEEA Directors & County Chairs:

Please encourage your members to publicize the TEEA Alumnae Scholarship.

The number of scholarships and the amount are dependent on the availability of funds. The scholarships are funded by donations, memorials, and fundraisers by members of the Alumnae Committee.

The applicant must:

- be a former 4-H member or the son/daughter, grand or great grandchild of a current TEEA member, and
- have completed a year of higher education and be less than 25 years old at the time of application.

Applications are available from County Association Chairs, District Directors, and the Chair of the Alumnae Committee. A copy of the application is also located in the TEEA Manual (Chapter 12) and on the TEEA website (<http://teea.tamu.edu>).

Applications are due by April 1 to the Chair of the TEEA Alumnae Committee.

Applications will be judged at the TEEA Spring Board meeting and winners will be notified after the meeting.

The applicant must remain a full-time student, or the amount will be returned to TEEA.

The scholarship may be applied for use at the beginning of the school semester and used as needed.

Applicants may apply more than once, even if they are a past recipient.

TEEA Alumnae Scholarship Application

An TEEA Alumnae Scholarship with a minimum of \$500 will be awarded by the Texas Extension Education Association, Inc. The number of scholarships and the amount may be increased depending on availability of funds.

Submit an application to the TEEA Alumnae Chair, with a copy to the TEEA President, postmarked by April 1:

Violet Alexander, TEEA Alumnae Chair
7411 Albert Road
Austin, TX 78745
Phone: 512-444-3400
Email: crusieralexander@sbcglobal.net

Kay Jacob TEEA President
625 CR 91
Bishop, TX 78343

The criteria for this scholarship are:

1. Must have completed a year of higher education and be less than 25 years old at the time of application. Applicants may apply more than once, even if a past recipient.
2. Must be a former 4-H member: Your County _____ Years in 4-H _____
or the son/daughter/grand or great grandchild of a current TEEA member.

The TEEA member's name and Your relationship: _____

3. Have you received this scholarship before? No _____ Yes _____ When? _____

Name _____ Student ID# _____
(Last) (First) (Middle)

Mailing Address _____
Street/P.O. Box City, State, Zip

Telephone Number _____

Texas A&M AgriLife Extension District (check)

1 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Email _____

Date of Birth _____ Age _____

High School attended _____ Year graduated _____

Colleges/schools attended _____

Present college/university/school _____

_____ Major _____ Minor

Please list your activities, honors, club memberships, etc.

College _____

Church _____

Other _____

11/21

**Articles of Incorporation
of Texas Association for Family and Community
Education, Inc.
Dated July 29, 1994**

**Articles of Amendment
Dated February 19, 2002**

**Certificate of Amendment
Amended Name
Dated October 11, 2010**

**Bylaws and Standing Rules
of the
Texas Extension Education Association, Inc.,
as Amended
Dated September 15, 2021**

Chapter 13

Articles of Incorporation of Texas Association for Family and Community Education, Inc.

We, the undersigned natural persons of the age of eighteen years or more, citizens and residents of the State of Texas, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation:

ARTICLE ONE

The name of the corporation is the Texas Association for Family and Community Education, Inc.

ARTICLE TWO

The Corporation is a non-profit corporation.

ARTICLE THREE

The period of its duration is perpetual.

ARTICLE FOUR

The purposes of which this Corporation is organized are:

- A. To strengthen, develop, coordinate, and extend adult education to improve the quality of life for families and communities in cooperation with the Texas A&M University System.
- B. To promote family strengths and leadership development, serve as a medium for the expressions of charitable and educational interests, and award 4-H and TAFCE adult scholarship on a non-discriminatory basis to worthy applicants.
- C. To offer a means by which homemakers in cooperation with the Texas Agricultural Extension Service may interpret and provide programs of state, national, and international importance in the preservation of the American home and the promotion of better international understanding.
- D. To function exclusively for charitable, educational, and scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Service code and assure that the above expressed purposes shall be limited accordingly.

ARTICLE FIVE

The street address of the initial registered office of the corporation is 814 Shepherd Road, Georgetown, Texas 78628-3816, and the name of its initial registered agent at such address is Charlotte H. Watson.

ARTICLE SIX

The number of members constituting the initial Executive Committee is five, and the names and addresses of the persons who are to serve are:

<i>Name</i>	<i>Address</i>
Charlotte H. Watson	814 Shepherd Road Georgetown, Texas 78628
Martha Crawford	Rt. 2, Box 238 Ballinger, Texas 76821
Carrol Davig	Rt. 4, Box 224A Victoria, Texas 77904
Joan Frost	HCR 2, Box 6A Happy, Texas 79042
Kila Lackey	6156 Farm Rd., 600 North Avoca, Texas 79503

10/10

ARTICLE SEVEN

The name and legal address of each incorporator is:

<i>Name</i>	<i>Address</i>
Charlotte H. Watson	814 Shepherd Road Georgetown, Texas 78628
Martha Crawford	Rt. 2, Box 238 Ballinger, Texas 76821

ARTICLE EIGHT

In case of dissolution of the Texas Association for Family and Community Education, the Board of Directors shall, after settling all outstanding accounts and disposing of all equipment, assign all funds of the Association to scholarship. These funds shall be administered by the Texas 4-H Youth Development Foundation, which has qualified for exemption under Section 501 (c)(3) of the Internal Revenue Code, and cooperates with the Texas Agricultural Extension Service.

IN WITNESS WHEREOF, we have hereunto set out hands, the 28th day of July 1994

Charlotte H. Watson, Incorporator

Martha Crawford, Incorporator

Articles of Amendment

ARTICLE ONE

The name of the corporation is TEXAS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION, INC.

ARTICLE TWO

The following amendment to the Articles of Incorporation was adopted on September 13, 2000. Article I is amended to read: The name of the corporation is TEEA, INC.

ARTICLE THREE

The amendment was adopted at a meeting of members held on September 13, 2000, at which a quorum was present, and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.

Kay Chastain, President

Executed this 19th day of February 2002.

Certificate of Amendment Amended Name

The name of the filing entity is: Texas Extension Education Association, Inc.

Una L. Kunkel, President

Effective: October 11, 2010.

Bylaws of the Texas Extension Education Association, Inc., as Amended at the 2021 TEEA Conference in Temple, Texas

ARTICLE I - NAME

The name of this organization shall be the Texas Extension Education Association, Inc. TEEA, when used hereinafter, shall be defined to mean the Texas Extension Education Association, Inc.

ARTICLE II - OBJECTIVE

The object of TEEA shall be to

- A. Strengthen, develop, coordinate, and extend adult education to improve the quality of life for families and communities in cooperation with Texas A&M AgriLife Extension Service, Texas A&M System.
- B. Promote family strengths and leadership development, serve as an expression of community service, charitable and educational interests, and award 4-H and TEEA adult scholarships on a nondiscriminatory basis.
- C. Function exclusively for charitable, educational, and scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Service Code and assure that the above expressed objectives shall be limited accordingly.

ARTICLE III - MEMORANDUM OF AGREEMENT

The relationship between TEEA and the Texas A&M AgriLife Extension Service is outlined in the Memorandum of Agreement, which clarifies and enhances the respective partnership roles. The Memorandum of Agreement shall be signed and published annually in the TEEA Manual.

ARTICLE IV - MEMBERSHIP

Section 1. The divisions of TEEA membership shall be Districts, County Associations, and Clubs.

Section 2. Membership shall be composed of dues-paying individuals who support the objectives of TEEA. A member may belong to more than one club but shall be counted in only one County and one District. Where there be no club or county association available, members-at-large may join at the District level. Their dues are payable through the District Director.

Section 3. TEEA does not discriminate by sex, race, color, handicap, age, religion, or national origin.

Section 4. Annual dues are payable October 1 and delinquent December 31. Delinquent dues shall terminate the privileges of membership. Dues are payable upon enrollment.

Section 5. Honorary membership may be conferred upon a person having made outstanding personal contributions to TEEA. An honorary member shall have none of the obligations of membership in TEEA but shall be entitled to all privileges except those of making motions, the right to debate, voting, and holding office.

- A. A nominee for honorary membership shall be submitted by a member of the TEEA Board of Directors to the TEEA Executive Committee and must have unanimous approval.
- B. Nomination shall be submitted at the Spring Board of Directors Meeting and approved by a two-thirds vote.

Section 6. Emeritus membership may be conferred upon a member who has been a TEEA member for 20 years or more if that member can no longer actively contribute to the club due to permanent, serious mental or physical disability. The title Emeritus may be granted by the executive board of a club. No state dues will be paid, but the *Messenger* could be purchased.

ARTICLE V - OFFICERS

Section 1. The officers of TEEA shall be a President, a President-Elect, a First Vice-President for Leadership, a Second Vice-President for Programs, a Secretary, a Treasurer and a Treasurer-Elect.

Section 2. Elections

- A. The President-Elect, First Vice-President for Leadership, and District Directors-Elect 1, 3, 5, 7, 9, and 11 shall be elected in odd-number years. District Directors-Elect take office as Directors in odd-numbered years, two years after the election, or as needed. The President-Elect takes office as President in even-numbered years.
- B. Second Vice-President for Programs, Secretary, District Directors-Elect 2, 4, 6, 8, 10, and 12 and Education Committee Chairs shall be elected in even-numbered years. District Directors-Elect take office as Directors in even-numbered years, two years after their election, or as needed.

Section 3. The President-Elect and Treasurer-Elect shall be elected for a term of one year. All other officers, except the Treasurer, shall be elected for a two-year term. The Treasurer shall serve a three-year term. Officers shall assume their duties on the first day of the month following the TEEA State Conference. A Treasurer-Elect shall be elected prior to the last year of the current Treasurer's term.

Section 4. No officer shall be elected to serve more than one consecutive term in the same office, with the exception of the Treasurer, who may be elected to two consecutive terms.

Section 5. A Board member may serve in only one position on the Board of Directors during a term of office as defined in Article VII, Section 1.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the President, who shall act as Chair, President-Elect, First Vice-President for Leadership, Second Vice-President for Programs, Secretary, Treasurer, and Treasurer-Elect.

Section 2. Regular or special Executive Committee meetings shall be called by the President or may be called by three members of the committee.

Section 3. A majority of the voting members shall constitute a quorum.

Section 4. The Executive Committee shall transact business between meetings of the Board of Directors and act in emergencies that do not affect the policies of TEEA. All business transacted by the Executive Committee shall be reported to the Board of Directors at the subsequent meeting.

Section 5. A vote of the Executive Committee may be taken by mail, telephone, fax, e-mail or video conference at the request of the President, and such vote shall have the force and effect of a vote taken at a meeting. The results of the vote shall be reported at the next meeting of the Executive Committee.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. The voting members of the TEEA Board of Directors shall be composed of the Executive Committee, District Directors, Education Committee Chairs, Alumni Chair(s), and *TEEA Messenger* Editor.. The Parliamentarian, Advisor(s) and 990 Consultant shall serve as non-voting members.

Section 2. Regular or special meetings of the Board of Directors may be called by the TEEA President or may be called by six members of the Board.

Section 3. The Board of Directors shall elect the Editor of the official publication at the Spring Board meeting.

Section 4. The Board of Directors shall perform such duties as may be assigned by the TEEA President and shall be authorized to transact necessary business of TEEA between annual meetings.

Section 5. The Board of Directors shall approve proposed bylaw amendments to be presented at the TEEA State Conference.

Section 6. The Board Directors shall determine the place of the TEEA State Conference at least two years in advance.

Section 7. A vote of the Board of Directors may be taken by mail, telephone, fax, e-mail or video conference at the request of the President, and such vote shall have the force and effect of a vote taken at a meeting. The results of the vote shall be reported at the next meeting of the Board of Directors.

Section 8. A majority of voting Board members shall constitute a quorum.

Section 9. A member of the Board of Directors may not resign from a presently held position in order to run for another position on the Board.

Section 10. An individual appointed to fill a vacancy on the Board of Directors shall be eligible to run for an elected position.

Section 11. A member of the TEEA Board of Directors may resign from a presently held position in order to be appointed a TEEA Officer to fill a vacancy, with approval of the Executive Committee.

ARTICLE VIII - NOMINATION AND QUALIFICATION OF OFFICERS

Section 1. A candidate for state office shall be endorsed by the club, county, and district in which membership is held. No candidate shall be presented who has not consented to serve. A club may not present a candidate until thirty days following the close of the TEEA State Conference. A candidate must be a member of TEEA.

- A. Two weeks prior to the District Spring Conference, a club presenting a candidate shall notify in writing the County Association and the District Director, giving the name and qualifications of the candidate for the particular office for which presented. The endorsement must be signed by the President and Secretary of the Club.
- B. Candidates must be endorsed by the County Association to which they belong prior to the District Spring Conference. The County Association Chair shall notify the District Director in writing.
- C. A majority vote of the Delegates at the District TEEA Spring Conference at which the election is to be held shall constitute the endorsement of the District. The endorsement shall be in writing and signed by the District Director and the District Secretary and forwarded to the TEEA President by May 1.

Section 2. To be eligible for the office of President-Elect, a candidate shall have served at least one year as a member of the Executive Committee.

Section 3. To be eligible for the other state offices, candidates shall have served at least one year as an elected officer at the county level, or appointed officer at the District level or Education Chair.

Section 4. A candidate for Treasurer-Elect shall be eligible for bonding, knowledgeable in bookkeeping, and familiar with long- and short-term investments. He or she shall remain eligible for bonding throughout their term as Treasurer.

Section 5. To be eligible for the office of District Director-Elect or District Director, a candidate shall have served at least one year as an elected officer at the county level..

Section 6. Nominations from the floor may be made only by a member of the same county association as the person nominated. The nominee shall meet the same qualifications as other candidates. Written notice of a proposed nomination from the floor shall be given to the President prior to the session in which nominations are in order. Eligibility for nomination from the floor at the TEEA State Conference is not affected by the May 1 deadline. In the event of a Virtual State Conference, intent to make a nomination "from the floor" must be received by the President and Election Chair 15 days prior to the ballots being mailed.

ARTICLE IX - ELECTION PROCEDURE

Section 1. The President shall appoint an Election Committee, which shall be responsible for conducting the election, tabulating the ballots, and reporting to the assembly upon completion.

Section 2. The Credentials Committee shall furnish to the Election Committee Chair an alphabetical list of Delegates by districts.

Section 3. The voting body shall consist of the Board of Directors, Delegates, and Past Presidents.

Section 4. The officers shall be elected by ballot, and a majority of the votes cast shall elect. When only one person has been nominated for an office, the Chair may take a voice vote. In the event of a Virtual State Conference has been declared necessary, elections may be conducted via mail in ballots by USPS or electronic mail, to the Delegates, Board of Directors and Past Presidents, 45 days prior to the opening date of the Virtual State Conference and must be postmarked (or email sent) to the Election Chair 21 days prior to the opening date of the Virtual State Conference. The Election Chair shall appoint a committee of tellers in the area to count the votes.

Section 5. The voting hours shall be set by the Board of Directors.

Section 6. If no candidate receives a majority, a second ballot shall be taken between the two candidates receiving the greatest number of votes.

ARTICLE X - DUTIES OF OFFICERS

Section 1. The duties of the President shall be to:

- A. Preside at all TEEA meetings.
- B. Act as Chair of the Board and the Executive Committee.
- C. Appoint an Alumnae Chair, all committees, and a Parliamentarian.
- D. Appoint a 990 Consultant with the approval of the TEEA Board to attend the Fall TEEA Board meeting.
- E. Call regular or special meetings of the Executive Committee and the Board of Directors.
- F. Fill vacancies that occur between regular sessions, other than President-Elect, with approval of the Executive Committee.
- G. Serve as the official representative of TEEA.
- H. Serve as ex-officio member of all committees.
- I. Forward required files to successor upon completion of the term of office.

Section 2. The duties of the President-Elect shall be to:

- A. Utilize the one-year term of office to become thoroughly familiar with the objectives of TEEA in preparation for the office of President.
- B. Review and recommend changes and additions to the TEEA Manual to the Board of Directors.
- C. Act as representative of the President upon request, and serve in other capacities as assigned.
- D. Serve as President after the one year term of office.
- E. Forward required files to successor upon completion of the term of office.

Section 3. The duties of the First Vice-President for Leadership shall be to:

- A. Perform the duties of the President in the absence of the President.
- B. Become President for the unexpired term in case of death, resignation, or incapacity of the President.
- C. Serve as Chair of the Bylaws Committee.
- D. Serve as aide to the President, and perform assigned duties.
- E. Act as coordinator and advisor for District Directors.
- F. Serve as Chair of the State Leadership Committee.
- G. Upon completion of a President's term, in the non-existence of a President-Elect, would become President.
- H. Forward required files to successor upon completion of the term of office.

Section 4. The duties of the Second Vice-President for Programs shall be to:

- A. Perform the duties of the President in the absence of the President and the First Vice-President for Leadership.
- B. Succeed to the office of First Vice-President for Leadership for the unexpired term in case of death, resignation, or incapacity of the President or First Vice-President for Leadership.
- C. Serve as aide to the President, and perform assigned duties.
- D. Act as coordinator and advisor for Education Committee Chairs.
- E. Compile District reports of work.
- F. Serve as General Arrangements Chair for the TEEA State Conference.
- G. Forward required files to successor upon completion of the term of office.

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

- A. Take and transcribe accurate minutes of all meetings of TEEA, Board of Directors, and Executive Committee.
- B. Distribute minutes within sixty days of the close of the meetings to all members of the Board of Directors and the Texas A&M AgriLife Extension Service Advisor(s).
- C. Conduct the correspondence of TEEA when requested.
- D. Properly file all communications of TEEA.
- E. Be responsible at the end of term of office for having minutes placed in secure files as hard copies at the 4-H Conference Center, Texas A&M AgriLife Extension Service, and in electronic format with the Texas A&M AgriLife Extension Service Advisor(s).
- F. Forward required files to successor upon completion of the term of office.

Section 6. The duties of the Treasurer shall be to:

- A. Receive and keep records of all funds for TEEA.
- B. Deposit all funds in a federally insured banking institution.
- C. Serve as ex-officio member of the Finance Committee.
- D. Pay authorized expenses of TEEA upon the written request of the President. All checks over \$500 shall be signed by two officers: the Treasurer, the President, or First Vice-President for Leadership.
- E. Be bonded. The amount of the bond shall be paid by TEEA.
- F. Acknowledge the receipt of dues and other funds collected.
- G. Present a statement of accounts to all meetings of the Executive Committee, the TEEA Board of Directors, and a full report at the business meeting of the TEEA State Conference.
- H. Have the Form 990 tax return prepared, and financial records and computer reports compiled by a Certified Public Accountant annually.
- I. Deliver all funds and records to the Treasurer-Elect by December 1.
- J. Forward required files to Treasurer-Elect upon completion of the term of office.
- K. During the final year as Treasurer, serve as mentor and trainer for the Treasurer-Elect.

Section 7. The duties of the Treasurer-Elect shall be to:

- A. Assist Treasurer with State Conference Registration.
- B. Assist Treasurer with preparation of Financial Report.
- C. Assist with any other Treasurer duties as needed by the Treasurer.

Section 8. The duties of the Advisor(s) (Assistant Director for Family and Community Health, Texas A&M AgriLife Extension Service, and/or her/his designee) shall be to:

- A. Serve as ex-officio member(s) of the TEEA State Board of Directors.
- B. Provide the administrative linkage between the Texas A&M AgriLife Extension Service and the TEEA State President and Board of Directors to assure clear communication on common concerns related to Extension Education Clubs in Texas.
- C. Provide support and guidance for TEEA in extending significant, research-based adult education in cooperation with the Texas A&M AgriLife Extension Service.
- D. Provide support and guidance for TEEA's development of volunteer-delivered education to improve the quality of life for families and communities across ethnic, age, and cultural lines and including those with disabilities.
- E. Provide support and guidance for TEEA in member and leadership development among members and in community service efforts.
- F. Provide support and guidance for TEEA scholarships for youth and adults.
- G. Provide support and guidance for the growth of TEEA as an organization dedicated to the betterment of youth and families in Texas.

Section 9. The duties of the Parliamentarian shall be to:

- A. Advise on matters of parliamentary procedure.
- B. Be a Registered Parliamentarian.
- C. Attend the TEEA State Conference and attend the Fall and Spring Board Meetings, if deemed necessary.

ARTICLE XI - DISTRICT DIRECTORS

Section 1. If there is no District Director-Elect, a District Director shall be elected for a two-year term at the District Spring Conference and shall assume office the first day of the month following the TEEA State Conference.

Section 2. To be eligible for the office of District Director-Elect or District Director, a candidate must have served at least one year as an elected officer at the county level.

Section 3. Two weeks prior to the District Spring Conference, a club and a county presenting a candidate for District Director shall notify in writing the District Director, giving the name and qualifications of the candidate. The endorsement must be signed by the President and Secretary of the club and the Chair and Secretary of the county association.

Section 4. Nominations from the floor may be made only by a member of the same county association as the person nominated. Written notice of a proposed nomination from the floor shall be given to the District Director prior to the meeting. Eligibility for nomination from the floor is not affected by this deadline. In the event of a Virtual Conference, intent to make a nomination "from the floor" must be received by the District Director 15 days prior to the ballots being mailed.

Section 5. No candidate shall be presented who has not consented to serve.

Section 6. It shall be the duty of the District Director to:

- A. Serve as a member of the TEEA Board of Directors.
- B. Serve as a channel of communication between the TEEA Board of Directors and the District.
- C. Appoint a District Treasurer and other District Officers and committees as necessary.
- D. Preside over District meetings. In emergency absence of the District Director and District Director-Elect, a past District Director or host County TEEA Chair shall be invited to preside.
- E. Be responsible for completing all reports and financial transactions.

F. Compile county reports of work and send to the Second Vice-President for Programs.

G. Forward required files to successor upon completion of the term of office.

Section 7. Serving a term as District Director fulfills eligibility as a candidate for the office of State First Vice-President for Leadership, Second Vice- President for Programs, Secretary, and Treasurer-Elect.

Section 8. If there be no District Director-Elect, vacancy in office shall be filled by appointment by the TEEA President for the remainder of the term.

ARTICLE XII - DISTRICT DIRECTOR-ELECT

Section 1. The District Director-Elect shall be elected for a two-year term and take office at the same time as the District Director.

Section 2. To be eligible for District Director-Elect or District Director, a candidate must have served at least one year as an elected officer at the county level.

Section 3. Two weeks prior to the District Spring Conference, a club and a county presenting a candidate for District Director-Elect shall notify in writing the District Director, giving the name and qualifications of the candidate. The endorsement must be signed by the President and Secretary of the club and the Chair and Secretary of the county association.

Section 4. Nominations from the floor may be made only by a member of the same county association as the person nominated. Written notice of a proposed nomination from the floor shall be given to the District Director prior to the meeting. Eligibility for nomination from the floor is not affected by this deadline. In the event of a Virtual Conference, intent to make a nomination "from the floor" must be received by the District Director 15 days prior to the ballots being mailed.

Section 5. No candidate shall be presented who has not consented to serve.

Section 6. It shall be the duty of the District Director-Elect to:

- A. Utilize the two-year term of office to become thoroughly familiar with the objective of TEEA in preparation for the office of District Director.
- B. Serve as an aide to the District Director, and perform assigned duties.
- C. Perform the duties of the District Director in the absence of the District Director.
- D. Become a District Director for the unexpired term in the case of death, resignation, or incapacity of the District Director.
- E. Serve as District Director upon completion of the current District Director's term of office.

ARTICLE XIII - EDUCATION COMMITTEE CHAIRS

Section 1. The Education Committee Chairs shall be elected for a two-year term at the District TEEA Spring Meetings of the eligible districts and shall assume office the first day of the month following the TEEA State Conference.

Section 2. To be eligible for Education Committee Chair, a candidate must have served at least one year as an elected officer at the club and/or county level.

Section 3. Two weeks prior to the District Spring Conference, a club and a county presenting a candidate for Education Committee Chair shall notify in writing the District Director, giving the name and qualifications of the candidate. The endorsement must be signed by the President and Secretary of the club and the Chair and Secretary of the county association.

Section 4. Nominations from the floor may be made only by a member of the same county association as the person nominated. Written notice of a proposed nomination from the floor shall be given to the District Director prior to the meeting. Eligibility for nomination from the floor is not affected by this deadline. In the event of a Virtual Conference, intent to make a nomination "from the floor" must be received by the District Director 15 days prior to the ballots being mailed.

Section 5. No candidate shall be presented who has not consented to serve.

Section 6. The Education Committee Chairs shall plan and coordinate a two-year program consistent with the objective of TEEA and assisted by the Texas A&M AgriLife Extension Service Advisor(s). Chairs shall conduct seminars at the TEEA State Conference on the Educational Program.

Section 7. Each Education Committee Chair shall appoint a committee of three. The Chair and Committee Members shall reside in the same district.

Section 8. The Education Committee Chairs shall forward required files to successor at the end of the TEEA State Conference.

Section 9. The Education Committee Chairs shall serve as members of the TEEA Board of Directors.

Section 10. Serving as Education Committee Chair fulfills eligibility as a candidate for the office of State First Vice-President for Leadership, Second Vice-President for Programs, Secretary, or Treasurer-Elect.

Section 11. Vacancy in office shall be filled by appointment by the State President for the remainder of the term or until the next regular session.

ARTICLE XIV - TERMINATION CLAUSE

Section 1. If a TEEA Board Member is unable to or does not carry out the functions of that office, the Executive Committee shall appoint a TEEA officer to counsel this person. Following this measure, if the problem continues, the person may be terminated by a majority vote of the Executive Committee. The President shall send written notification to the person and the TEEA Board. Once terminated, a person would no longer be eligible for appointment to the Board nor eligible for nomination to the Board.

ARTICLE XV - COMMITTEES

Section 1. A Finance Committee composed of three members shall be appointed by the President promptly after assuming office. The Treasurer shall be an ex-officio member. It shall be the duty of the committee to propose a budget for the fiscal year beginning January 1, and submit it to the Board of Directors at the Spring Board Meeting. The approved budget shall be presented for adoption at the TEEA State Conference.

Section 2. A Financial Review Committee composed of two Executive Committee members and two Board members shall be appointed by the President after assuming office. The President shall be an ex-officio member. It shall be the duty of the Committee to review the bank balance and the current books of finance, which shall be presented to the Committee by the Treasurer. Any discrepancies shall be reconciled. The Committee shall meet annually on the date requested by the President and give a written statement as to the conciliation to the Board.

Section 3. A Bylaws Committee shall be appointed by the President with the First Vice-President for Leadership as chair for the purpose of reviewing and proposing amendments. It shall be the duty of this committee to see that all amendments are included in the printed TEEA Bylaws and Standing Rules booklet. (See ARTICLE XXIV.)

Section 4. A Resolutions Committee shall be appointed by the President promptly after assuming office. It shall be the duty of this committee to receive proposed resolutions; select those for convention action; and prepare resolutions, including courtesy ones, for presentation. (See ARTICLE XX.)

Section 5. The President shall appoint a Credentials Committee and an Election Committee. (See ARTICLE IX, Sections 1 and 2.)

Section 6. The President may create additional committees as necessary to accomplish the work of TEEA.

ARTICLE XVI - COUNTY ASSOCIATION CHAIR

Section 1. To be eligible as a County Association Chair or Vice-Chair, a person shall have been a TEEA member for at least one year and to have held an office at the Club level for at least one year.

Section 2. The County Association Chair and Vice-Chair shall be elected from nominees submitted by the clubs by a majority vote at a County Association meeting prior to the TEEA State Conference. The two-year term of office shall begin the first day of the month following the TEEA State Conference. The Chair shall not be eligible to serve consecutive terms.

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Section 3. It shall be the duty of the County Association Chair to:

- A. Serve as a channel of communication between the TEEA District Director and the local clubs to support and promote the TEEA Educational Programs.
- B. Call and preside over County Association Meetings.
- C. Be responsible for complete records of all reports and financial transactions with TEEA.
- D. Compile reports of work by the clubs, and send a complete summary to the District Director by the specified date.
- E. Sign with the County Association Secretary the Credential List of the Delegates to the District TEEA Spring Meeting and the TEEA State Conference.
- F. Serve as a Delegate with two elected Delegates to the District TEEA Spring Meeting and the TEEA State Conference.
- G. Host County TEEA Chair may be invited to preside at the District TEEA Spring Meeting in the absence of the District Director and District Director-Elect. (See ARTICLE XI, Sec. 6, D.)

Section 4. Serving one year as County Association Chair or Vice-Chair fulfills eligibility as a candidate for the office of District Director, District Director-Elect, and State Education Committee Chair.

Section 5. Vacancy in office shall be filled by the Vice-Chair for the remainder of the term.

ARTICLE XVII - COUNTY DELEGATES

Section 1. Each County Association is entitled to send three voting Delegates to the District TEEA Spring Meeting and the TEEA State Conference.

- A. The County Chair shall be a Delegate to the District TEEA Spring Meeting and the TEEA State Conference.
- B. Each county shall elect two other Delegates and three alternates from nominees submitted by the clubs. These nominees shall have been TEEA members for at least a year.
- C. The Delegates shall be elected at the County Association Meeting prior to the District TEEA Spring Meeting and the TEEA State Conference.

ARTICLE XVIII - MEETINGS

Section 1. TEEA shall meet annually for the purpose of electing officers, presenting a suggested program of work, adopting a budget, hearing reports, and conducting such business as may properly come before it.

- A. The voting body shall consist of the Board of Directors, registered Delegates, and registered Past State Presidents. No member shall have more than one vote, and no voting by proxy shall be allowed.
- B. One hundred registered Delegates shall constitute a quorum.
- C. Each delegate, member, Extension personnel, and visitor to the TEEA State Conference shall pay a registration fee as determined by the Board of Directors.
- D. Remote meeting may be conducted if deemed necessary by the Board of Directors. These remote meetings shall be subject to all rules adopted by TEEA.
 - 1. A member shall address the chair and identify themselves by name to obtain the floor.
 - 2. Members shall submit motions in writing by sending them via electronic mail one week before the remote meeting. Any additional motions required may be made orally.
 - 3. All votes shall be conducted by roll call or unanimous consent.
 - 4. Each member shall be responsible for their own remote connection. No action shall be invalidated on grounds of member's individual connection preventing participation.

Section 2. TEEA shall be divided into districts corresponding to the districts of the Texas A&M AgriLife Extension Service. Districts shall hold annual meetings.

- A. The voting body shall consist of all registered Delegates.
- B. The District TEEA Spring Conference shall be governed by rules adopted by the district in accordance with the TEEA Bylaws.
- C. The District TEEA Director shall be the presiding officer and may appoint other officers and committees as necessary.
- D. A registration fee shall be charged at the District TEEA Training and District Spring Conference. The registration fee shall be sent to the District Director for expenses incurred for Training and District Spring Conference.
- E. District functions shall be self-supporting.
 - a. District function deficits shall be covered by District funds.
 - b. District may retain any excess funds after expenses for their functions are paid.

Section 3. The District TEEA Director shall conduct an Annual District Training for the County Chairs and Vice-Chairs.

Section 4. If there is more than one Club in a county, the Clubs are organized into a County Association.

Section 5. Clubs are comprised of individuals who pay TEEA dues. Members may belong to more than one Club but shall be counted in only one County Association.

Section 6. The County Association shall meet to elect officers, coordinate and evaluate county-wide programs and activities, elect Delegates to District Meetings and State Conference, implement TEEA Educational programs, and conduct business as necessary.

Section 7. Officers for County Associations shall be a Chair, Vice-Chair, Secretary, and Treasurer.

Section 8. The voting body of a County Association Meeting shall consist of three TEEA members from each club and County Officers.

ARTICLE XIX - FINANCES

Section 1. Funds for TEEA shall be obtained from the following sources:

- A. Dues paid by each member
- B. Registration fee at TEEA Annual State Conference
- C. Interest on savings accounts and investments
- D. Other sources approved by TEEA

Section 2. All dues and monies shall be remitted to the TEEA Treasurer.

Section 3. The funds shall be used to support:

- A. The objectives of TEEA
- B. Administrative expenses
 - a. TEEA State Conference
 - b. TEEA Board Meetings
 - c. Reimbursement of Board Members' approved expenses
- C. Scholarships
 - a. 4-H Youth
 - b. TEEA Adult Career
 - c. Alumnae
- D. 4-H Club activities in the districts

Section 4. The fiscal year of TEEA shall be from January 1 to December 31 for tax purposes.

Section 5. All expenditures with signed receipts shall be submitted within 60 days to the Treasurer for reimbursement.

ARTICLE XX - RESOLUTIONS

Section 1. Resolutions shall be presented at the TEEA State Conference by the Resolutions Committee, read on the first day, and subject to vote on the second day.

Section 2. Each resolution submitted to the Resolutions Committee shall be typewritten and signed by a TEEA member. If the resolution deals with subject matter covered by an existing standing committee, it shall be approved by the committee and signed by at least one member of the committee.

Section 3. A resolution must be received by the Chair no later than 10 days prior to the Spring Board Meeting.

Section 4. The Resolutions Committee shall approve or reject any resolution presented and may initiate resolutions.

Section 5. Resolutions shall not be presented from the floor.

Section 6. Resolutions shall not be in conflict with TEEA Bylaws.

Section 7. Resolutions shall require a majority vote to be amended.

ARTICLE XXI - OFFICIAL PUBLICATION

Section 1. The official publication shall be *THE TEXAS EXTENSION EDUCATION ASSOCIATION, INC., MESSENGER*, hereinafter called *The TEEA Messenger*. It shall be a publication used to promote and report the work of TEEA.

Section 2. *The TEEA Messenger* shall be distributed to all members.

Section 3. *The TEEA Messenger* shall be published by the Editor.

Section 4. The Editor shall be elected by the Board of Directors at the Spring Board meeting for a two-year term and may be re-elected.

- A. A candidate for Editor shall be a TEEA member, knowledgeable in journalism, and have publishing and printing skills.
- B. A candidate for Editor shall submit qualifications to the State President by May 1, accompanied by letters of endorsement from Club and County Association.

Section 5. The Editor shall:

- A. Be bonded.
- B. Maintain accurate business files.
- C. Be responsible for binding one complete set of issues published during the term of office.
- D. Serve as Historian and Public Relations Coordinator.
- E. Deliver all records to the successor by December.

ARTICLE XXII - POLITICAL INVOLVEMENT

No individual action as a member representing any unit of TEEA shall endorse or support political action related to public policy in local, county, state, or national elections. Recommendations for such action shall be forwarded to the TEEA Board of Directors.

ARTICLE XXIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern TEEA in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XXIV - AMENDMENT OF BYLAWS

Section 1. These Bylaws may be amended by a two-thirds vote of the registered Delegates present and voting at the TEEA Annual State Conference, which may include a Virtual State Conference.

Section 2. Amendments to the Bylaws may be proposed by the TEEA Board of Directors, the Executive Committee, the Bylaws Committee, a District, or a County Association. All proposed amendments shall be submitted in writing to the State President and the First Vice-President for Leadership, who is the Bylaws Committee Chair, prior to May 1, for review. Proposed amendments shall be referred to the Board of Directors and printed in the official publication sixty days prior to the TEEA Annual State Conference. All proposed amendments shall be presented for vote to the TEEA Annual State Conference Delegates.

Section 3. These Bylaws may be amended without sixty days notice by unanimous vote of the Delegates present and voting at the TEEA State Conference, provided the proposed amendment(s) has been submitted in writing to the President and presented to the Delegates.

ARTICLE XXV - DISSOLUTION

Section 1. In case of dissolution of the Texas Extension Education Association, Inc., the Board of Directors shall, after settling all outstanding accounts and disposing of all equipment, assign all funds of the Association to Scholarships. These funds shall be administered by the Texas 4-H Youth Development Foundation, which has qualified for exemption under 501 (c)(3) of the Internal Revenue Code, and cooperates with the Texas A&M AgriLife Extension Service.

Section 2. In case of dissolution of a Club or County Association, after settling all outstanding accounts, the club or county shall distribute its assets to an organization(s) that has qualified for exemption under Section 501 (c)(3) of the Internal Revenue Code, i.e., 4-H, etc. The Chair shall notify the TEEA Treasurer of the dissolution.

Standing Rules of the Texas Extension Education Association, Inc.

1. Dues of \$15.00 per year will be paid by each member to become effective October 1, 2012.
2. A member may wear the TEEA pin, but only present or past members of the Board of Directors, County Chairs, or Club Presidents are eligible to wear the TEEA pin with gavel attached.
3. Amendments
 - a. These standing rules may be amended or temporarily suspended by a majority vote of the Delegates present and voting at the TEEA State Conference, without prior notice.
 - b. A two-thirds vote of the Delegates present and voting at the TEEA State Conference is required to rescind a standing rule without prior notice.
4. Campaign Rules
 - a. Present credentials in the form of letter/flyers distributed by County Chairs. Letters may have a picture. The letter may also be published in *The TEEA Messenger*.
 - b. Campaign materials may not be distributed during any session of the TEEA State Conference.
 - c. Campaign materials of any kind may not be displayed in the Conference Hall.
 - d. The only campaign speeches that will be allowed at District Spring Conferences are by candidates for District Director, District Director-Elect, and Education Committee Chair.
 - e. Candidates will be allowed 3 minutes each at the TEEA State Conference to state their platforms and credentials.
 - f. Elections will be held at the TEEA State Conference in accordance with the TEEA Bylaws and election procedures.