

Membership

Chapter 4

Table of Contents for Chapter 4

How to Organize a Club	4-2
Sequence for New Club Formation	4-4
TEEA Membership and Dues.....	4-5
Membership Promotion Strategies.....	4-6
Why Join TEEA? Sample Promotional Brochure.....	4-7

How to Organize a Club

1. Why Organize a New TEEA Club?

Since TEEA clubs provide for continuing education in many areas relating to the home, family, community, and state, new clubs may be organized whenever a group of 3 or more people have an interest in the purpose of the clubs.

A. Reasons for forming a new TEEA club

- There is no club organized in the area.
- There is a need for an additional club because existing membership is filled to capacity:
 - because of size of meeting place
 - because of the large number already enrolled in a particular club
- When a group wishes to meet regularly as a result of special interests, ENP group, etc.
- Need for special meeting time such as noon or nights to accommodate members' needs and schedules

B. Five reasons people join clubs:

- Contribute – goal setting, program planning, committee work
- Companionship – informal social periods, recreation, ice breakers, refreshments
- Recognition & Rewards – news releases, public appearances, thank-you letters
- Pride – responsible assignments, committee chair assignments, community service
- Mental Stimulation - educational programs, discussion groups

2. Contacts

A. Compile a list of names and addresses of prospective members from:

- Interested individuals
- Names submitted by EE members
- Registration lists from previous programs
- Personal contacts in area/neighborhood where club will meet or several prospective members live

3. Plan for Information Meeting

A. Identify key person to make response to or contact with

B. Set date for first meeting

C. Secure place for meeting

- Public meeting place
- Home

D. Membership committee or sponsoring club

- Invites each person on list to attend
- Explains that attendance does not obligate to join

E. Decide type of meeting

- Informal coffee, tea, luncheon
- Select short program or demonstration
- Determine need for child care

4. Publicity (be sure this includes the non-discrimination clause):

“Educational programs conducted by the Texas A&M AgriLife Extension Service serve people of all ages regardless of socioeconomic level, race, color, sex, religion, disability, or national origin”)

 - A. Announcements in newspapers (include purpose of clubs)
 - B. Radio and cable TV public service announcements
 - C. Flyers distributed in targeted areas
5. County Extension Agent
 - A. May invite prospective members
 - B. Assists with plans
 - C. May present or help present program explaining the Extension Service and TEEA Clubs
 - D. May present or help present educational program
6. First Meeting
 - A. Membership committee or sponsoring club should greet prospective members and make introductions – keep the meeting informal
 - B. Discussion on forming new club
 - Purpose
 - How program subjects are selected
 - TEEA mission, vision, and core values
 - Relationship to:
 - County Extension Education Association
 - Texas Extension Education Association, Inc.
 - Texas A&M AgriLife Extension Service & Texas A&M University System
 - Affirmative Action Requirements
 - Club Bylaws
 - Dues
 - Meetings usually include:
 - short business session
 - educational program or session
 - informal fellowship
 - C. Enrolling members
 - Dues may be collected.
 - May have separate organizational meeting from this one
 - Work with the County Association Chair to complete the New TEEA Club form.
7. Future Meetings
 - A. Set date and time of next meeting
 - B. Decide on club name
 - C. Decide if refreshments will be served. If so, what type?

8. Assistance to a New Club

A. Help and guidance may be obtained from:

- Membership committee and/or sponsoring club
- County Extension Agent
 - advice
 - programs

B. Resources for advice and guidance

- County Association Chair-program planning
- TEEA program guidelines
- TEEA Manual
- County Extension Agent - program ideas and presentations
- Texas A&M AgriLife Extension Service publications

C. Announce meetings via newspapers and newsletters

D. Encourage members to be active and attend county, district, and state meetings

Sequence for New Club Formation

Meeting 1: Club members tell what TEEA clubs are, how they learn through monthly meetings, how they plan what they want to learn, how many clubs there are in the county, and how they are linked through the County Extension Education Association. (Practice to keep this to 10 minutes or less.)

Club member or agent gives 15-minute educational lesson.

TEEA members encourage participants to get others to meet at a set date for the next lesson and to organize the club and select officers.

Meeting 2: Club members briefly review what TEEA clubs are, how they learn, how they plan what they want to learn, where other clubs in the county are located, and how they are linked through the County Extension Education Association (10 minutes).

Club member or agent gives a 15-minute lesson.

Club member leads group in selecting officers (best to plan ahead with nominations/ agreeing to serve if elected...individual visits, and draft of standing rules or bylaws). Encourage those present to get others to attend next meeting, plan topic.

Experienced club member continues to help the chair and officers to plan program, learn officer jobs, feel welcome at county events, and provide a support system.

Remind club members about TEEA and Texas A&M AgriLife Extension Service's non-discrimination policy.

TEEA Membership and Dues

TEEA Club Members

Any individual may belong to an Extension Education club. Any individual may belong to more than one Extension Education club, but there can only be one county Extension Education Association. All TEEA State membership dues must come through the county Extension Education Association.

Membership is open to all regardless of socioeconomic levels, race, color, sex, religion, disabilities, or national origin. Individuals may join anytime during the year. Three or more members may constitute a club. Membership starts each year on October 1 and ends the following September 30.

Member Benefits

TEEA members receive these benefits:

1. Training on important topics for families and communities.
2. Educating others about practical information for families and communities.
3. Receive 3 issues of *The TEEA Messenger* annually.
4. Volunteering for community service.
5. Leadership opportunities.
 - Eligible to serve as a delegate to county, district, and state TEEA conferences/meetings. (Dues must be current.)
 - Eligible to serve as a club officer.
6. Eligible for TEEA State awards and recognitions and scholarships for which they qualify. Examples: TEEA 20/25/30/35/40/45/50/55/60/65/70/75/80/85/90 year member certificates; Adult Career Scholarship, Certified Volunteer Units (CVU) recognition.
7. Eligible to compete in the Cultural Arts Exhibit at the county, district, and state levels.
8. Eligible to purchase a special TEEA member-only name badge.
9. Special TEEA member registration fee for district and state meetings.
10. Have a part in providing twelve 4-H Scholarships annually of \$1500 each when budget permits.
11. Have a part in providing two Adult Career Scholarships.
12. Have a part in supporting 4-H work on the club, county, district and state levels.
13. 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 are paid, but the *Messenger* may be purchased for a nominal fee. Emeritus members are added to the member list at the end of regular members and indicate if *Messenger* has been paid.

Dues

Annual membership dues are payable October 1 to: your local county TEEA, collected by the Club President or County Chair. The local TEEA mails one check with three membership lists to the District Director by October 15. The membership year starts October 1 and ends the following September 30.

Members at large will mail their dues to their TEEA District Director by October 15, making their check payable to TEEA, Inc Treasurer.

Dues of current members are delinquent on December 31 if not received by the TEEA Treasurer, resulting in ineligibility to vote at the next TEEA Spring Conference and the TEEA State Conference.

Dues for Local Clubs

Clubs may assess local club dues to offset the cost of programs, meeting sites, child care, printing, or local club projects. These costs should be kept at a minimum in order to make the TEEA club program accessible to all persons and not prohibit participation. Nonpayment of local club dues does not eliminate

10/18

local club membership.

All clubs should have a set of Bylaws that provide details about any local dues, their management, and their purpose. The Bylaws should be readily available for all members and potential new members. Clubs' and County Associations' Bylaws must not be in conflict with State Bylaws.

Membership Promotion Strategies

1. The first priority is to have a membership committee or task force.
2. Prepare committee/task force members for jobs.
 - A. Someone who can use a leader training packet to teach a 15-minute lesson
 - B. Two people who can tell what TEEA clubs are and what being a member has meant to them
 - C. An experienced member who understands how the organization works and can nurture the group to develop officers and bylaws
 - D. Use the marketing brochure template on the TEEA website and tailor to your local county programs. See pages 4-7 and 4-8 for a sample brochure.
3. Develop a strategy.
 - A. Member's forum, retreat, seminar, etc.
 - B. Meeting for a targeted neighborhood or community
 - C. Feature articles on TEEA members...what it's meant to my family and me after 1, 5, 10, 20, or more years
 - D. Feature articles on multi-generational members from a family
 - E. Club members identify how club membership has let them save money, develop leadership skills, etc.
 - F. Target specific groups such as mothers of first graders, new retirees, young married couples, employees, etc.
 - G. Develop and utilize local club promotion exhibits that include the TEEA Marketing Brochure.
 - H. Publicity on how TEEA members can choose to share the education she/he receives through teaching others, serving as community volunteers, etc.

TEEA Mission

The mission of the Texas Extension Education Association, Inc. is to work with the Texas A&M AgriLife Extension Service to strengthen and enrich families through educational programs, leadership development, and community service.

TEEA Motto

Family, Education, Leadership, Service

Why I joined TEEA:

"I joined for the education..., to better my family and to be a part of my community."

Caroline Calvert, TEEA Member

"...so that I could make a positive difference in my community."

Anonymous

"I was invited by club members and I was glad to have a professional connection to ladies of common interests. It was a chance to be involved with the community."

Ellen Manning, former D5 Director

More Reasons to Join.....

"...to have adult conversations. to learn things that I didn't know anything about."
Cathy Hanzik, TEEA President 2012-2014

"I joined TEEA to receive and give free education and meet new friends."
Grace Glaze, Past TEEA Alumnae Chair

TEEA Creed

We believe in the sanctity of the home,
We believe in the home as the place where love, faith, trust, and devotion must be lived each day, where obedience and reverence grow, and where God is known.

We believe those within its walls should be taught to work, to play, and to have compassion for those less fortunate. We believe sharing responsibilities is necessary and that from the fireside will come the citizens who will uphold the best ways of life.

*Written by: Mrs. R.M. Almanrode,
Former President*



TEEA

Why Join TEEA?

<http://teea.tamu.edu>

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:

2022-2023 State Programs

- “Healthy Aging and Remembering It” by _____
- “Canning: Has It Changed Since Your Grandma’s Day?” by _____
- “Family Literacy” by _____
- “Planning Parties with Pizazz” 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